



## PROGRAM INFORMATION GUIDE

# Nonpublic Textbook Program

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**Maryland State Department of Education**

200 West Baltimore Street  
Baltimore, Maryland 21201

**Deadline**

December 19, 2022  
No later than 11:59 p.m. EST

**MARYLAND STATE DEPARTMENT OF EDUCATION**

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## Program Description

The Nonpublic Textbook Program provides secular textbooks and computer hardware and software for loan to participating nonpublic schools and provides additional funding to nonpublic schools in which a portion of the student enrollment qualifies for free or reduced-price meals.

The program is the gateway to other MSDE programs for nonpublic schools, such as the Broadening Options and Opportunities for Students Today ([BOOST](#)) Scholarship Program, Nonpublic Aging Schools Program ([NASP](#)) and Nonpublic School Security Improvement (NSSI) Program.

## NAME OF PROGRAM

Nonpublic Textbook Program

## PURPOSE

To provide nonpublic schools with secular textbooks and computer hardware/software for loan to students

## AUTHORIZATION

[Senate Bill 290, Budget Bill 2023](#)

## DISSEMINATION

This Grant Information Guide (GIG) was released on November 9, 2022

## DEADLINE

Applications for participation are due no later than 11:59 p.m. on December 19, 2022

## GRANT PERIOD

July 1, 2023 – June 30, 2024

## FUNDING AMOUNT AVAILABLE

\$6,040,000

## ESTIMATED NUMBER OF PARTICIPATING SCHOOLS

430 Nonpublic Schools

## ALLOCATION RANGE

\$1,240 - \$95,095

Funding allocations are determined using the following formula based on the percentage of student enrollment who qualify for Free and Reduced Meals ([FARMs](#)):

Priority	Funding Amount Per Eligible Student
Less than 20% of the total enrollment of eligible students are eligible for free or reduced-price meals	\$65 per eligible student
Between 20-40% of the total enrollment of eligible students are eligible for free or reduced-price meals	\$95 per eligible student
At least 41% of the total enrollment of eligible students are eligible for free or reduced-price meals	\$155 per eligible student

Note: MSDE does not distribute funds to nonpublic schools. Rather, MSDE orders and pays for the textbooks and computer hardware or software from qualified vendors on behalf of the nonpublic schools.

## SUBMISSION INSTRUCTIONS

Applications for participation must be submitted no later than 11:59 p.m. December 19, 2022, through the [Nonpublic Textbook Online Application portal](#).

## STATE RESPONSIBILITIES

MSDE is responsible for providing required information, data, documentation, and technical assistance to participating nonpublic schools' and participating vendors.

## NONPUBLIC SCHOOL RESPONSIBILITIES

The participating nonpublic school is responsible for obtaining a quote for requested items from an approved vendor, submitting quotes, and entering items through the [Nonpublic Textbook Online Application portal](#).

Additionally, schools must report receipt of approved textbooks and technology to MSDE, provide assurance that the savings on the cost of textbooks or computer hardware or software will be dedicated to reducing the cost of textbooks or computer hardware or software for students and, since the textbooks and computer hardware/software remain property of the State, maintain appropriate shipment receipt records for audit purposes. Failure to do so may affect a nonpublic school's eligibility to participate in the program the following year.

## PROGRAM CONTACT

Nicole Obregon  
 Interim Special Fiscal Programs Administrator  
 (410) 767-2939  
[nptextbook.msde@maryland.gov](mailto:nptextbook.msde@maryland.gov)

## Eligibility

This funding opportunity is designed for nonpublic schools registered to operate in the state of Maryland. To be eligible to participate, a nonpublic school must:

- Hold a certificate of approval from or be registered with the State Board of Education.
- Not charge more tuition to a participating student than the statewide average per pupil expenditure by the local education agency, as calculated by the MSDE, with appropriate exceptions for special education students; and
- Has incorporated the following language into its student handbook as required by Annotated Code of Maryland Code, Education Article [§26-704\(c\)](#): "It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:
  - Title VI of the federal Civil Rights Act of 1964; and
  - Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:
    - i. Discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability.
    - ii. Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or
    - iii. Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint."

### Notes:

A participating nonpublic school must not discriminate in student admissions, retention, or expulsion, or otherwise discriminate against any student on the basis of race, color, national origin, sexual orientation, or gender identity or expression.

[FARMs](#) student enrollment is self-reported by the schools and is based on the results of surveys conducted by the schools. A nonpublic school that does not participate in the FARMs program may use other household income data from an approved data source provided that the income level demonstrates income eligibility.

For example, a student is eligible for free meals who comes from a 4-person household earning no more than \$36,075 annually.

## Scenario

A nonpublic school has a total enrollment of 500 students, of which 100 qualify for reduced-price meals and 25 qualify for free meals.

125 students who qualify for FARMS  $\div$  500 total enrollment = 0.25

This means that 25% of student enrollment qualify for FARMS.

500 students  $\times$  \$95 per student = \$47,500

The school's funding allocation is \$47,500.

## Use of Funds

Funds must be used for the purchase of textbooks or computer hardware and software and other electronically delivered learning materials for loan to the eligible students. Items must be secular in character and acceptable for use in any public elementary or secondary school in Maryland.

Funds may be used for:

- Textbooks;
- Computer hardware; and
- Computer software.

Funds may not be used for:

- Food;
- Tuition;
- Construction or capital improvements;
- Salaries; and
- Materials that contain religious content.

## Program Requirements

The following items are requirements for participation in the program:

- Participating schools must provide a copy of their student handbook for review. The student handbook must contain the language in Education Article [§26-704\(c\)](#).
- Participating schools are required to confirm delivery of orders through the [Nonpublic Textbook Online Application portal](#). Failure to do so may affect a nonpublic school's eligibility to participate in the program the following year.
- Participating schools must maintain an accurate and up-to-date inventory of all items purchased through this program. MSDE will provide inventory stickers to participating schools to designate the item as property of the State.



## Application

Nonpublic Schools must apply for participation through the [Nonpublic Textbook Online Application portal](#).

### ELIGIBILITY

Applicants must first register for eligibility to participate in the program by confirming status as an approved Maryland nonpublic school, as well as provide contact information for the school. Schools must also upload a copy of their student handbook.

### FUNDING ALLOCATION

Applicants who meet the eligibility requirements must then report their total student enrollment, as well as the student enrollment that qualify for FARMs. MSDE will use this data reported to determine the nonpublic school's funding allocation.

### PROCUREMENT

Once approved applicants are informed of their funding allocation, they may begin ordering textbooks and computer hardware/software through the same [Nonpublic Textbook Online Application portal](#) that they used to apply to the program.

### DELIVERY

Once the ordering period has closed, participating schools must confirm delivery of items ordered through the same [Nonpublic Textbook Online Application portal](#) that they used to apply to the program. Failure to confirm receipt of items may affect a nonpublic school's eligibility to participate in the program the following year.

## The Review Process

The review of applications will be a three-part process:

1. Applications will be reviewed for confirmation of status as a registered nonpublic school, as well as eligibility criteria. A review of the student handbook will be conducted to ensure that it meets the provisions of the law.
2. Final approval for the allocation of the awards will be determined by the review committee.
3. Orders requested by the participating schools will undergo review to ensure that the items being requested meet the allowable use of funds.

### REVIEW COMMITTEE

The committee will be comprised of representatives from the Office of Grants Administration and Compliance and the Nonpublic Textbook Program Manager. Reviewers will evaluate applications based on eligibility criteria and will review requested items to ensure that meet the allowable use of funds.

### AWARD NOTIFICATION

Notification of approval of participation will be sent to nonpublic schools by email within 30 days of the deadline to submit applications.

## Reporting Requirements

Participating nonpublic schools must comply with the following reporting requirements:

Date	Reporting Requirements
February 1, 2023 – March 31, 2023	Participating schools are required to obtain a quote for items from an approved vendor and submit quote through the <a href="#">Nonpublic Textbook Online Application portal</a> .
July 1, 2023 – June 30, 2024	Participating schools are required to confirm delivery of orders through the <a href="#">Nonpublic Textbook Online Application portal</a> . Failure to do so may affect a nonpublic school’s eligibility to participate in the program the following year.
June 30, 2023	Participating schools must alert MSDE of any requested items that are on back-order. Failure to do so by this date could result in inability to fulfill the requested items.
June 30, 2023 - August 14, 2024	Participating school must identify a replacement for any items on backorder items during the liquidation window.  Any requests for changes to the original textbook / technology request must be submitted no later than 45 days before the end of the grant period.

## The General Education Provisions Act (GEPA), Section 427

Each application must develop and describe the steps the applicant proposes to take to ensure equitable access to, and equitable participation in, the project or activity to be conducted with such assistance, by addressing the special needs of students, teachers, and other program beneficiaries in order to overcome barriers to equitable participation.

## Non-Discrimination Statement

The Maryland State Department of Education does not discriminate on the basis of age, ancestry/national origin, color, disability, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups. For inquiries related to Department policy, please contact:

Equity Assurance and Compliance Office  
 Office of the Deputy State Superintendent for Operations  
 Maryland State Department of Education  
 200 W. Baltimore Street - 2nd Floor Baltimore, Maryland 21201-2595  
 410-767-0123 - voice  
 410-767-0431 - fax  
 410-333-6442 - TTY/TDD

## Customer Service Support Sessions

MSDE will hold several customer service support sessions for interested applicants. During these sessions, MSDE personnel will review what applicants need to get started, the program requirements, as well as a walk-through of the application. To attend a session, click a session link below. See the dates and times below:

### Sessions for Nonpublic Schools on the application process:

- [November 10, 2022](#), from 10:00 – 11:00 a.m.
- [November 16, 2022](#), from 1:00 – 2:00 p.m.

### Sessions for Nonpublic Schools on the ordering process:

- [February 16, 2023](#) from 10:00 – 11:00 a.m.
- [March 7, 2023](#) from 1:00 – 2:00 p.m.

### Sessions for Vendors:

- [January 12, 2023](#), from 2:00 – 3:00 p.m.
- [January 17, 2023](#), from 10:00 – 11:00 a.m.

## Questions

If you have questions about the application or the process, please contact the Program Manager:

Nicole Obregon  
Interim Special Fiscal Programs Administrator  
(410) 767-2939  
[nptextbook.msde@maryland.gov](mailto:nptextbook.msde@maryland.gov)

A list of frequently asked questions (FAQ) and answers will be posted to the [Nonpublic Textbook webpage](#) following customer service support sessions.

## Grant Application Timeline

More information can be found on the [Nonpublic Textbook webpage](#).

Date	Program Milestone
Nov 9, 2022	The application opens for nonpublic schools.
Nov 10 & 16, 2022	MSDE will hold virtual customer service support sessions for nonpublic schools on the application process.
Dec 19, 2022	The application period closes for nonpublic schools.
Jan 2023	MSDE will review applications and inform schools whether they are approved to participate in the program.
Jan 12 & 17, 2023	MSDE will hold virtual customer service support sessions for approved vendors.
Feb 1, 2023	The ordering portal opens for participating nonpublic schools to select textbooks and technology from approved vendors.
Feb 16 & March 7, 2023	MSDE will hold virtual customer service support sessions for nonpublic schools on the ordering process.
March 31, 2023	The ordering portal closes. No orders will be accepted after this date.
Apr 1 – Jun 30, 2023	Reconciliation period: MSDE will create purchase orders and conduct reconciliation of accounts.
Jul 1 – Aug 14, 2023	Liquidation period: If a participating nonpublic school ordered items that are on back-order, the items must be fulfilled, or a replacement item must be identified within the liquidation window. If the requested item is not fulfilled or a replacement is not identified by August 14, 2023, the dollar value of the item(s) will revert to the State.
Jul 1 - Jun 30, 2024	The grant period: Participating schools must confirm delivery of orders through the <a href="#">Nonpublic Textbook Online Application portal</a> . Failure to do so by the end of the grant period could result in inability to fulfill the requested items.