



Grant Information Guide

Nonpublic Textbook Program

Fiscal Year 2025

Office of Special Fiscal Programs

December 31, 2024

MARYLAND STATE DEPARTMENT OF EDUCATION

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Program Description

The Nonpublic Textbook ([NPTB](#)) 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.

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

AUTHORIZATION

Authorized in budget bill for fiscal year 2025 ([SB360](#)), see page 155

NAME OF GRANT PROGRAM

Nonpublic Textbook ([NPTB](#)) program

PURPOSE

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

DISSEMINATION

This guide was disseminated on October 15, 2024.

DEADLINE

Applications are due no later than December 31, 2024.

GRANT PERIOD

July 1, 2024 – June 30, 2025

FUNDING AMOUNT AVAILABLE

\$6,040,000 plus any unobligated funds from the Nonpublic School Health and Security (NSHS) program

AWARD AMOUNT

Allocations range from \$310 - \$178,790, the average allocation being \$15,826

ESTIMATED NUMBER OF GRANTS

Around 400 schools

SUBMISSION INSTRUCTIONS

Applications must be submitted electronically through the [NPTB 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 the following:

- Obtaining a quote for requested items from an approved vendor, submitting quotes, and entering items through the [Nonpublic Textbook online portal](#);
- Ensuring that items follow the allowable use of funds;
- Reporting receipt of approved textbooks and technology to MSDE;
- Certifying that the savings on the cost of textbooks and computer hardware/software will be dedicated to reducing the costs for students; and
- Since the textbooks and computer hardware/software remain property of the State, maintain appropriate shipment receipt records and inventory 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
Director, Office of Special Fiscal Programs
Office of Grants Administration and Compliance
(410) 767-2939
nptextbook.msde@maryland.gov

ELIGIBILITY

This funding opportunity is limited to the approved nonpublic educational programs:

- Nonpublic schools that hold a certificate of approval or are a registered church-exempt school with the State Board of Education; and
- Licensed or registered child care providers that operate an approved Pre-K education program for students aged 2 - 4 years old.

Approval of educational programs takes place within two offices of MSDE: Kindergarten through 12th grade education programs are approved by the [Nonpublic School Approval Branch](#), while Pre-K education programs are approved by the [Division of Early Childhood](#).

An approved Pre-K education program is an educational program for children who are two years old, three years old, and four years old, that, unless exempted or approved by MSDE before July 1, 2007 to operate for more than 6 hours per day, may not operate in excess of six hours per day. The requirements for approval are set forth in [COMAR 13A.16.16](#) (Child Care Centers), [COMAR 13A.17.14](#) (Letters of Compliance), and [COMAR 13A.18.13](#) (Large Family Child Care). MSDE is in the process of promulgating regulations to authorize family child care providers to operate a nursery school.

Funds will be awarded to complete applications submitted on a first-come-first-serve basis until all funds are obligated.

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 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 that is acceptable for use in any public elementary or secondary school in Maryland;
- Computer software; and
- Manipulatives that accompany the curriculum that can be loaned to a student for individual use.

For example: books, textbooks, workbooks, leveled readers, book sets, student licenses to online learning or assessment platforms, teacher licenses that accompany the student licenses, student assessment workbooks, headsets, tablets, laptops, cases for tablets, stylus pens to accompany tablets, keyboards, musical instruments, individual sets of manipulatives, calculators, consumables, etc.

Funds may not be used for:

- Materials that contain religious content;
- Furniture;
- Playground equipment;
- Technology for teacher or staff use;
- Classroom décor and storage;
- Training for staff; and
- Any item that is intended for group or school-wide use.

For example: smartboards, televisions, large dollhouses and play kitchens, desks, gym equipment, video gaming systems, items for teacher use, technology or items not acceptable for use in a public school setting, items intended for infants, any items that are intended for group or schoolwide use, posters or bulletin board accessories, charging carts, etc.

Program Requirements

The following items are requirements for participation in the program:

- Nonpublic schools must submit a complete application for participation through the [Nonpublic Textbook online portal](#).
- Nonpublic schools must not charge more tuition to a participating student than the statewide average per pupil expenditure, which is calculated by MSDE to be \$21,023 for the 2022-2023 school year.
- Applicants 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 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.

The Application

Schools will be required to provide the following information in [the online application](#):

- The nonpublic school name and complete address
- A designated point of contact
- The highest and the lowest grade level served
- The annual tuition rate for the 2024-2025 school year or the net tuition rate for the 2022-2023 school year
- The total eligible student enrollment for Pre-K through 12th grade for the 2024-2025 school year as of September 30, 2024
- The number of students who qualify for Free and Reduced Price Meals ([FARMS](#))
- A pdf of the student handbook provided to families for the 2024-2025 school year
- Signed program assurances document

EDUCATION ARTICLE §26-704(C)

The language in Education Article [§26-704\(c\)](#) states that a nonpublic prekindergarten program or nonpublic primary or secondary school that receives State funds shall print in its student handbook the following statement:

“It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:

(1) Title VI of the federal Civil Rights Act of 1964; and

(2) 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.”

REPORTED TUITION

Tuition can be reported one of two ways:

1. By providing the annual book rate that your school advertises to families for the 2024-2025 school year; or
2. By providing your school's net tuition rate for the 2022-2023 school year.

To calculate the net tuition rate, divide the tuition revenue received during the 2022-2023 school year by the number of eligible students enrolled that year.

For example, a school received \$1,217,098 in tuition revenue for the 2022-2023 school year. This figure takes into account any financial aid or discounts awarded to students. There were 115 students enrolled in kindergarten through 12th grade that year. The school will report the tuition figure of \$10,583.

$\$1,217,098 \text{ revenue} \div 115 \text{ students} = \$10,583$

The Review Process

The application and ordering process will follow these steps:

1. Registration

Applicants will register for participation. MSDE will confirm applicant status as either as a registered Maryland nonpublic school or child care provider operating an approved education program. Eligible applicants will receive an email invitation to complete the application.

2. Application

Eligible schools must submit a complete application, which is reviewed by MSDE staff for completeness and compliance. Incomplete applications will not be considered for funding. Approved applications will receive an email notification with their funding allocation.

Schools that submit a complete application and meet eligibility criteria will be sent an email notice from noreply.msde@maryland.gov that contains their funding allocation and will be permitted access to the ordering section of the portal. Schools may then begin submitting order requisitions for textbooks and computer hardware/software through the Nonpublic Textbook online portal starting on February 1, 2024.

3. Orders and Procurement

Schools decide what books and technology they need for the following school year, and contact an approved vendor to obtain a quote/proposal for those items. The school must log into the ordering portal, and submit their request, as well as upload a copy of the quote/proposal they received from the vendor. For a list of approved vendors, see the list of approved vendors on the left-hand side of the Nonpublic Textbook webpage.

When schools gather price quotes from vendors, schools should make note of the expiration date on the quote to determine how long the offered price is valid. For instance, if a school receives a quote with a 30-day validity period and enters the order into the portal on day 15, this only allows MSDE 15 days to review the order, generate a purchase order, and send it to the vendor. Consequently, there is a risk that prices may have increased by the time the purchase order reaches the vendor or that the items become out of stock or discontinued. In such cases, schools may need to make adjustments to the quantity or items to ensure they stay within the total dollar value on the purchase order. Schools and vendors cannot make changes to the purchase order without consulting MSDE first.

Orders requested by the participating schools will undergo review to ensure that the items being requested meet the allowable use of funds. If an item is unallowable, or the school's order doesn't match the uploaded quote, MSDE will send the request *back* to the school to correct it and resubmit. Schools must be proactive in checking their inbox and portal to ensure orders are moving forward in the process.

4. Delivery and Receipt

Schools are required to mark items as delivered through the same Nonpublic Textbook online portal that they used to submit orders. Failure to confirm receipt of items may affect a nonpublic school's eligibility to participate in the program the following year.

AWARD NOTIFICATION

Notification of approval of participation, as well as the funding allocation, will be sent to nonpublic schools by email notification from noreply.msde@maryland.gov on a rolling basis.

FUNDING ALLOCATION

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

Category	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

Reporting Requirements

Grantees must comply with the following reporting requirements:

Date	Reporting Requirement
Between February – June 2025	MSDE will conduct a monitoring site visit or desk audit of a sample of schools. During that audit, schools will be asked to verify the information they attested to in their application and demonstrate that the items purchased under this program are being used for their intended purpose.
August 15, 2025	Participating schools must confirm receipt of items purchased through this program by this date.

Application and Ordering Timeline

Date	Activity
Oct 15, 2024	The application portal opens
Oct 15, 2024 Oct 24, 2024	MSDE will hold customer services sessions on the application for interested schools
On a rolling basis	MSDE will notify schools of their eligibility and funding decision
Dec 31, 2024	The application portal closes
Feb 3, 2025	The ordering portal opens
Jan 30, 2025 Feb 11, 2025	MSDE will hold customer services sessions on the ordering process for approved schools
Apr 25, 2025	The ordering portal closes No new orders may be submitted after this date
Apr 30, 2025	Any orders submitted by April 25 must be corrected and resubmitted by this date. Any orders <i>not</i> submitted by April 30 will not be approved and the value of those funds will be reverted back to the State.
Jun 30, 2025	The State fiscal year closes Any items that were on backorder or out of stock must be
August 30, 2025	Schools must confirm delivery of items through the ordering portal by this date.

CONTACT INFORMATION

For questions regarding the NPTB Program, please contact:

Nicole Obregon
 Director, Office of Special Fiscal Programs
 (410) 767-2939
nptextbook.msde@maryland.gov

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

The MSDE will hold several customer service support sessions for interested applicants. During these sessions, MSDE personnel will provide an overview of the application process and the use of funds. The sessions will be on:

Applying

Tuesday, October 15, 2024 from 10:00 – 11:00am

Thursday, October 24, 2024 from 2:00 – 3:00pm

Ordering

Thursday, January 30, 2025 from 10:00 – 11:00am

Tuesday, February 11, 2025 from 2:00 – 3:00pm

For Vendors

Thursday, January 16, 2025 from 10:00 – 11:00am

Google Meet joining info

Video call link: <https://meet.google.com/gus-xnst-ihy>

Or dial: (US) +1 520-428-6750 PIN: 211 189 470#

More phone numbers: <https://tel.meet/gus-xnst-ihy?pin=5978065795146>

For more information on this program, visit the [NPTB webpage](#).