



Y10 Guidance

Office of Religious & Independent School Support (ORISS)

Nonpublic School Safety Equipment (NPSE) Grant

Submission & Reimbursement	12
NYSED Monitoring Business Portal.....	12
Complete	12
Single Application	12
Deadline	12
Application Review Process	12
Completion Check	12
Eligibility Review	12
Application Review Period	13
ACH/Direct Deposit Payment	13
Resources	13
NPSE Y10 Grant Solicitation Notice	13
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Grant Summary

The Nonpublic School Safety Equipment (NPSE) Grant summary can be found [here](#).

Purpose

The NPSE Grant provides New York State religious and independent schools with reimbursement for expenditures related to certain school safety and health expenses.

Eligibility

Eligibility has been pre-determined based on NYSED data. The criteria used for pre-determination include:

1. Currently open
2. Religious and Independent schools (non-profit or not-for-profit schools only)
3. 853 and 4201 schools (meeting all other criteria).
4. Possession of (or will obtain) a valid Office of the State (OSC) Vendor ID.
5. The New York State Education Department (NYSED) issued Basic Education Data System (BEDS) code.
6. BEDS enrollment data for the 2021-2022 school year for grades pre-kindergarten and higher (standalone pre-kindergarten enrollments are ineligible.)

Please note eligibility has already been determined based on NYSED data.

Important Dates

The submission deadline for the Year 10 NPSE Grant is **June 27, 2024**.

Point of Contact

For all questions regarding the NPSE Grant, please contact:

NPSE-ORISS@nysed.gov

Phone:(518) 474-3936

Y10 Allocation (Current Year)

The per-pupil amount is then multiplied by your school's BEDS reported enrollment for the corresponding school year to arrive at a school's current year allocation. Please refer to the [NPSE website](#) for Year 10's current year allocation.

$$\begin{array}{r} \text{Per-Pupil Rate} \\ \times \text{BEDS Enrollments} \\ \hline \text{Current Year Allocation} \end{array}$$

Rollover Allocation

Unused allocations are tracked and available for schools to use in future grant years. Allocation amounts from Years 1-9 that were **not** claimed by a school are Rollover Allocations.

$$\begin{array}{r} \text{Years 1-9 Allocation} \\ - \text{Years 1-9 Reimbursed Claims} \\ \hline \text{Years 1-9 Rollover} \end{array}$$

Allocation Balance

Combining the Current Year Allocation and Rollover Allocation, a school's Allocation Balance can be calculated. This is the maximum amount of reimbursement the school can receive for the Year 10 claim cycle.

$$\begin{array}{r} \text{Year 10 Allocation} \\ + \text{Years 1-9 Rollover (if any)} \\ \hline \text{Allocation Balance} \end{array}$$

Approved, Unreimbursed Expenses (AUE)

Schools may encounter annual eligible expenses that exceed their Current Year Allocation. However, as noted above, schools are reimbursed for expenses up to their Current Year Allocation. For these scenarios, a school may acquire an AUE.

$$\begin{array}{r} \text{Years 1-9 Approved Expenses} \\ - \text{Years 1-9 Allocations} \\ \hline \text{Approved, Unreimbursed Expenses (AUE)} \end{array}$$

AUE's are particularly useful in a claim year where a school's expenses do not meet their Current Year Allocation. In future grant cycles, a school can opt to claim their AUE funds (without having to submit any **new** expense documentation).

Note: An AUE does not represent the state's liability to the school should the school cease to exist.

Claim Options

Claim Option 1: Previously Approved, Unreimbursed Expenditures

- For Year 10, the school wishes to only claim the (previously) approved, unreimbursed expenditures.
- Approved, unreimbursed expenditures (AUEs) **do not** require *additional* information.
- Schools

- Ineligible Building Repair & Remediation Expenses

To access these comprehensive lists, please visit the NPSE website or the **Resources** section of this guidance document. If a school needs assistance in determining eligibility of an expense, please contact NPSE-ORISS@nysed.gov.

Item/Service Purchase Documentation

Detailed purchase documentation is required for all eligible items & provided below.

Acceptable Invoice/Proof of Purchase

For each eligible item/service, detailed proof of purchase (invoice) is required. Specifically, submissions must include:

1. The eligible item/service purchased by the school.
2. The eligible item/service received by the school.
3. The eligible item/service aligning with timelines outlined in the guidance.

Invoice/Proof of Purchase Tips:

- To confirm the eligibility of an item/service, please refer to the Qualifying Expenses section of this document.
- Proposals are not invoices and will not be accepted as a proof of purchase.
- Upon invoice/proof of purchase receipt, a school should critically review for accuracy. The school should review information on the invoice/proof of purchase

- The payment was received by the vendor.
- The date and amount of the transaction aligns with the proof of purchase/invoice.

Proof of payment options include the following:

Cancelled Check

Proof of payment in the form of a check requires submission of **BOTH** sides of a cancelled check.

- A cancelled check with only one side is insufficient and **will not** qualify towards the school's reimbursement claim.
- Check notations are insufficient and **will not** qualify towards the school's reimbursement claim.

Detailed Credit Card/Bank Statement or Electronic Transfer

Proof of payment is also accepted as a detailed credit/bank statement or electronic transfer. These submissions must include:

- Name of the school.
- Transaction to be reimbursed (date, vendor name, and amount).
- Please **do not** send the full statement. Submissions only require the first page and any page listing the qualifying purchases.

Personal Expense Reimbursement, School Employee

Reimbursement of a school employee is not best practice and should be avoided whenever possible. However, NYSED understands that *occasionally* the circumstances may warrant this type of emergency payment process. If the school is submitting a claim that includes reimbursement of a school employee, submissions must consider/include the following:

- School employee reimbursements are limited to **one transaction per NPSE claim**.
- This type of proof of payment **cannot** be used for security guards.
- To document the full transaction, proof of payment must include both the employee's detailed bank/credit card statement **and** the documentation showing the school reimbursed the employee.

- Any time the school is not academically in session (i.e., athletic events, after-school/extracurricular activities, conferences, etc.)

School Employee: Acceptable Invoice/Proof of Purchase

For each eligible employee, a detailed payroll register is required. No other invoice/proof of purchase will be accepted. Please note that ineligible hours include:

- Overtime
- Holiday
- Sick time
- Snow days
- Any other time school is not academically in session (i.e., athletic events, parent teacher events, extracurricular activities, etc.)

Contracted Personnel: Acceptable Proofs of Payment

For each invoice, corresponding proof of payment is required. Specifically, submissions must include:

10. Payment to the vendor was made by the school.
11. Please visit [SEDREF](#) to view current authorized payee name or to make changes.
12. The school used authorized school funds for payment.
13. The payment was received by the vendor.
14. The date and amount of the transaction aligns with the proof of purchase/invoice.

Proof of payments options include the following:

Cancelled Check

Proof of payment in the form of a check requires submission of **BOTH** sides of a cancelled check. A cancelled check with only one side is insufficient and **will not** qualify towards the school's reimbursement claim.

Detailed Credit Card/Bank Statement or Electronic Transfer

Proof of payment is also accepted as a detailed credit/bank statement or electronic transfer. These submissions must include:

- Name of the school
- Transaction to be reimbursed (date, vendor name, and amount)

Personnel Activity Reports (PAR)

- Completed Personnel Activity Report (PAR). See the **Resource** section of this document for more information.

Application Review Period

ORISS is unable to specify a timeline for review. Review times are impacted by a variety of factors, including the level of review of the application and the workload of the office. Please note the grant process involves multiple steps and multiple levels of review.

ACH/Direct Deposit Payment

The Office of the State Comptroller has instituted Automated Clearing House (ACH) as the preferred payment method. This is also referred to as Direct Deposit. We strongly encourage schools which have historically received a reimbursement check to enroll in ACH. ACH payments provide both the sender and receiver with the advantages of improved controls, reduced chances for check fraud, better cash management, and greatly reduced bank charges.

If you are unsure if the institution is enrolled in ACH or for instructions on how to enroll, please refer to the **Getting Started** section of the **Application Instructions** document.

Resources

NPSE Y10 Grant Solicitation Notice

NPSE Y10 Grant Overview

NPSE Y10 School Allocations

NPSE Y10 Approved Unreimbursed Expenditures

NPSE Y10 Eligibility Lists

NPSE Y10 Application Instructions

NPSE Y10 Personnel Activity Reports

NPSE Y10 Pooling

NPSE Y10 Q&A

NPSE Y10 Non-Portal Application Instructions

NPSE Y10 Non-Portal Workbook

NPSE Y10 Additional Invoice Instructions

NPSE Y10 Additional Invoice Workbook