Y10 Guidance

Nonpublic School Safety Equipment (NPSE) Grant

Contents

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

Funding Allocations & Calculations

NYS Budget Allocations- NPSE

Grant Year	DOB Allocation	BEDS Enrollment Data	Fiscal Year (FY)	School Year (SY)	Application Year
1	$4.5m	2012-2013	2013	2013-14	2015
2	$4.5m	2013-2014	2014	2014-15	2016
3	$4.5m	2014-2015	2015	2015-16	2017
4	$15m	2015-2016	2016	2016-17	2018
5	$15m	2016-2017	2017	2017-18	2019
6	$15m	2017-2018	2018	2018-19	2020
7	$15m	2018-2019	2019	2019-20	2021
8	$15m	2019-2020	2020	2020-21	2022
9	$15m	2020-2021	2021	2021-22	2023
10	$45m	2021-2022	2022	2022-23	2024
11	$45m	2022-2023	2023	2023-2024	2025

Note: After consultation with community and school leaders, Governor Hochul and the New York State Education department allocated the entire $45 million to the non-competitive grant for Year 10 of the NPSE grant cycle. Year 11 of the NPSE grant cycle will include a competitive component, impacting the non-competitive allocation rate.

Allocation Calculations

The annual allocation amounts are determined on a per-pupil basis using the BEDS data collection for pre-kindergarten through grade 12 enrollments.

Per-Pupil Rate

The per-pupil amount is calculated by dividing the total eligible New York State enrollments for religious and independent Schools (pre-kindergarten through grade 12) into the appropriation amount.

Total Eligible NYS Enrollments / Appropriation Amount = Per-Pupil Amount

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.

Per-Pupil Rate
x BEDS Enrollments
Current Year Allocation

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.

Years 1-9 Allocation
- Years 1-9 Reimbursed Claims
Years 1-9 Rollover

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.

Year 10 Allocation
+ Years 1-9 Rollover (if any)
Allocation Balance

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.

Years 1-9 Approved Expenses
- Years 1-9 Allocations
Approved, Unreimbursed Expenses (AUE)

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 whose approved, unreimbursed expenditures are greater than or equal to the total available funds will just need to log into the NPSE application to claim the AUE.
- The maximum amount of reimbursement funds a school will receive for the current claim year will not exceed the Y10 Allocation Balance.

Claim Option 2: NEW Claim for Expenditures

- The school wishes to submit a *new* claim.
- The **new** expenditures must meet the NPSE eligibility requirements.
- Supporting documents, including proof of purchase and proof of payment, are required.
- Schools who wish to file a NEW claim must complete: Groundwork & Sections 1-5 of the application.
- Please note that schools who proceed with Claim Option 2 AND carry an AUE, will be reimbursed in the following order: 1) the current AUE balance and 2) the Y10 allocation. (No new claims can be submitted until the AUE payment is issued).
- The maximum amount of reimbursement funds a school will receive for the current claim year will not exceed the Y10 Allocation Balance.

Pooling

What is Pooling?

Pooling of funds is used when related agencies have collaborative items/services and wish to combine their allocations. Pooling is optional and most schools do not participate in pooling.

Who can Pool?

Only eligible schools may elect to pool. Pooled funding is limited to those schools who share a Payee address. Please visit the **Getting Started** section of this document to confrm and/or change your school's Payee Information.

Qualifying Expenses

Starting in year 10, the following qualifying/nonqualifying expense lists were created:
- Eligible Purchases, Items/Services
- Ineligible Purchases, Items/Services
- Eligibility Building Repair & Remediation Expenses

- 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 to ensure it conforms to the information logged in SEDREF, including:
    - School Name
    - Contact Name
    - Mailing Address
    - Delivery Address

If there are discrepancies (i.e., the information on the invoice does not match the information in the SEDREF database), the school should proactively reach out to the vendor and request an updated invoice/proof of payment. The school will then have an accurate invoice on file for the NPSE submission process. Not obtaining an accurate invoice/proof of payment could result in insufficient proof of purchase and omission of that item/service for the current grant cycle.

Acceptable Proofs of Payment

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

- Payment to the vendor was made by the school.
- Please visit SEDREF to view current authorized payee name or to make changes.
- The school used authorized school funds for payment.

- 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 **<u>BOTH</u>** sides of a cancelled check.

- A cancelled check with only one side is insufficient and **<u>will not</u>** qualify towards the school's reimbursement claim.
- Check notations are insufficient and **<u>will not</u>** 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 <u>do not</u> 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 <u>one transaction per NPSE claim</u>.
- This type of proof of payment <u>cannot</u> be used for security guards.
- To document the full transaction, proof of payment must include both the employee's detailed bank/credit card statement <u>and</u> the documentation showing the school reimbursed the employee.

Proof of Payment Tips:

1. A cancelled check will have verification from the bank that the check was deposited. If the back side of the check is blank, it **will not** be accepted as a valid proof of payment.
2. An itemized invoice, with dated payment credit(s), and a zero balance (indicating the payment was made from the school and cashed/cleared by the vender) is ideal.
3. Before you file, log into SEDREF to pre-check what is listed as the payee name. If you need to make changes, please do so in advance. Information on how to make changes can be found on the SEDREF Main Information Page.
4. Before you file, please confirm authorized school funds were utilized to make the purchase. Examples of funds that do NOT meet these requirements are personal bank accounts, PayPal, Venmo, go-fund me, etc. An authorized account has a direct link back to the school. If you need to explain (to NYSED, to IRS, etc.) how the account is directly linked to the school, it is not an authorized account.

Security Guard Documentation

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

School Calendar

A school calendar with clear indication of holidays, snow days, and any other time the school was not academically in session must accompany an application that includes security personnel (contracted or school employee).

Contracted Personnel: Acceptable Invoice/Proof of Purchase

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

7. The eligible service was received by the school.
8. The eligible service aligns with timelines that are outlined in the guidance. Specifically, the services are restricted to:
    - Calendar dates that align with the educational school days.
    - Workdays that align with the educational school day. The eligibility window for security personnel begins 30min/.5hrs in advance of the school day and concludes 30min/.5hrs after the end of the school day.
9. Ineligible hours include:
    - Weekends
    - Overtime
    - Holiday
    - Sick time
    - Snow days

- 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.

Submission & Reimbursement

NYSED Monitoring Business Portal

Please click here to access the NYSED Business Portal. This web-based system improves the quality of submissions, decreasing the need for follow-up communication, increasing efficiency of the claims process and reimbursement.

Please visit the NPSE Guidance & Resources page to obtain the Non-Portal Application and Workbook.

Complete

Submissions must include all required documentation. The application has built-in compliance features to ensure that appropriate supporting documentation is submitted. Upon application review, e-mail communication may be required. These communications will have a response deadline. If the response deadline is not met, applications will be processed "as is" and the school may need to re-apply (with rollover funding) the following grant cycle (year).

Single Application

Due to the capabilities of our payment system, NYSED is limited to one application for reimbursement, per eligible BEDS code, per grant cycle (year). As noted in the **Funding Allocations & Calculations** section of this document, the remaining funds will roll over.

Deadline

ORISS must RECEIVE the complete submission and accompanying documents in the NYSED Business Portal by **June 27, 2024**.

Application Review Process

The following steps describe the process used to review NPSE Applications:

Completion Check

Applications are screened during intake to ensure they are complete.

Eligibility Review

NYSED will review the application in relation to the requirements set forth in 8 NYCRR §3.56(a). If after initial review, NYSED has additional questions or identifies a need for more information or clarification, NYSED may issue a Request for Information (RFI). Applicants are typically given 30 days to provide the additional information or clarification requested in the RFI. NYSED reserves the right to issue as many separate RFI's as are needed for NYSED to come to a determination about the application. Additionally, NYSED may elect to conduct an on-site review at the applicant's proposed location.

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