



Y10 Additional Invoice Workbook Instructions

Office of Religious & Independent School Support (ORISS)

Nonpublic School Safety Equipment (NPSE) Grant

Getting Started

This document (Y10 Additional Invoice Workbook Instructions) relates to the Portal Application submission option. Both these documents can be accessed via [NPSE Guidance & Resource Documents](#).

The **Additional Invoice Workbook** (an Excel doc) references required documentation. Collectively, the required documentation will make up the **Master Document**. It is imperative that time and care be put into the **Master Document** assembly. Each page number of the **Master Document** must align and be recorded within the green areas of the workbook.

*Inaccurate/misaligned Master Document page numbers are considered an incomplete application **and** will result in the application being returned to the applicant.*

Institutional Data

Upon opening the **Portal Application Workbook**, please complete the Institutional Data section of the workbook before navigating to the “Section 3” tab of the Excel workbook.

Section 3: Item/Service Expenditures

Section 3: Continuation of Portal Application

1. Please note that these instructions are for continuation of the Portal Application. Lines #1-9 must be completed within the Portal.

Section 3: Invoice Information (yellow, blue, & red)

1. Click **Section 3: Item/Service Expenditures**
2. Just as in the portal, for each invoice the applicant must enter the requested invoice information.
3. Enter payment amount(s). Be sure to delineate the payment amounts by category. If you are unsure, please reference the NPSE Eligibility List. (Note, the Total Invoice amount may or may not match the Total Reimbursement Request Amount.)
4. Each invoice will require a Proof of Purchase **and** a Proof of Payment.
5. Do not enter security guard information here. These expenses will be accounted for under Section 4 or 5 of the Portal.

Item/Service Invoice Information					Amount spent within EACH category for EACH invoice						Total
Item/Service Invoice	Vendor Name	Invoice #	Invoice Date	Invoice Total	Security Items (No GUARDS)	Environmental/ Health	Fire Prevention	COVID 19	Child Abuse Prevention Training	Health & Safety Repairs	Total Reimbursement Request (Per Invoice)
					Category Eligibility Dates						
					2013 - 2024	2016 - 2024	2016 - 2024	2020 - 2022	2019 - 2024	2022 - 2024	
<i>Example</i>	<i>ABC Organization</i>	<i>#123456</i>	<i>1/22/2023</i>	<i>\$2,500.00</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 500.00</i>	<i>\$ 250.00</i>	<i>\$ -</i>	<i>\$ 1,250.00</i>	<i>\$ 2,000.00</i>
Invoice #1											
Invoice #2											
Invoice #3											
Invoice #4											

Section 3: Required Documents (green)

1. The green section of the form is dedicated to tracking required documents.
2. Next to **each** Invoice line, there is a corresponding space to record the page number for each of the required documents. The Items/Service line items require **BOTH**:
 - a. **Invoice/Proof of Puchase**
 - b. **Proof of Payment**
3. Input the corresponding page numbers for your **Master Document**. As the applicant records page numbers into the green section, the document will automatically update the **Document Tracker Section**.
4. As the **Master Document** may grow or change throughout the application process, it is best to record page numbers at the very **end** of the application process.
5. Once Section 3 is complete, the applicant may navigate to the Workbook & Document Tracker tab.

Required Documents			
Invoice/ Proof of Purchase	Invoice/ Proof of Purchase	Proof of Payment	Proof of Payment
Page START	Page END	Page START	Page END
1	3	4	7

Workbook & Document Tracker

Document Tracker: Purpose

The **Workbook & Document Tracker** 1) ensures grant compliance and 2) keeps the necessary documentation/reports logged in one, centralized location. This is a crucial element for an efficient grant review process and fulfilling the grants auditor requirements.

Document Tracker: How Does It Work?

The **Workbook & Document Tracker** is auto populated based on the data input within each application section. The cells within this workbook are locked. If an error is found/an institution will need to update information. The applicant can navigate to that section of the workbook (i.e., Section 3) and edit accordingly. The edit made within the section will be carried into the **Workbook & Document Tracker**.

Document Tracker: Applicant Review & Final Verification

After the applicant completes Sections 3 of the **Additional Invoice Workbook**, it is now time for a final review. Think of this step in the application process as a mini-internal audit. The applicant will confirm:

1. Section 3 - each of the applicant's invoice numbers (i.e., Invoice #1) have the required documents (green section) **and** each of the required document page numbers accurately align with the corresponding page number of the institution's **Master Document**.

Document Tracker: NYSED Verification

It is critical that the NPSE application is complete. Before the content review of a Y10 NPSE Application, the review team will perform a completion check. One element of the completion check is to match each application line with the corresponding Master Document page number.

If, in this initial screening, the page numbers are not present or do not align with the Master Documents, the application is deemed incomplete. The reviewer will stop the application review process. The applicant will be notified and will need to resolve any upload/page number discrepancies. NPSE correspondence will have a response deadline. If the response deadline is not met, the school may need to re-apply (with rollover funding) for the following grant cycle (year).

Portal Uploads

Upload: Additional Invoice Workbook

1. Open the portal application.
2. Click **Section 3: Item/Service Expenditures**
3. Use the **Line #10 Proof of Purchase** button to upload your completed **Additional Invoice Workbook**.
4. Use **Line #10 Proof of Payment** button to upload your **Master Document**.
5. As a reminder the Master Document includes all proof of purchase and proof of payment documentation for any items/services that were tracked in the Portal Application Workbook. Item/Service Expenditures listed in Lines #1-9 in the portal should **NOT** be included in the uploaded **Master Document**.