



## **Y10 Application Instructions**

**Office of Religious & Independent School Support (ORISS)**

### **Nonpublic School Safety Equipment (NPSE) Grant**

<b>Grant Summary .....</b>	<b>4</b>
<b>Purpose.....</b>	<b>4</b>
<b>Eligibility .....</b>	<b>4</b>
<b>Important Dates .....</b>	<b>4</b>
<b>Point of Contact.....</b>	<b>4</b>
<b>Getting Started .....</b>	<b>5</b>
<i>Leadership Designation.....</i>	<i>5</i>
<i>Leadership Changes .....</i>	<i>5</i>
<i>Entitlement Assignments &amp; Changes .....</i>	<i>5</i>
<i>Institution &amp; Payee Information.....</i>	<i>6</i>
<b>NYSED Business Portal Log On .....</b>	<b>8</b>
<b>NPSE Portal .....</b>	<b>8</b>
<b>Groundwork.....</b>	<b>9</b>
<i>Groundwork: Internet Browser.....</i>	<i>9</i>
<i>Groundwork: Data Entry Selection .....</i>	<i>9</i>
<i>Groundwork: Create or Edit a Claim.....</i>	<i>9</i>
<i>Groundwork: Vendor ID Error.....</i>	<i>10</i>
<i>Groundwork: Claim Selection .....</i>	<i>11</i>
<i>Groundwork: Claim Status Definitions .....</i>	<i>11</i>
<i>Groundwork: Edit.....</i>	<i>13</i>
<i>Groundwork: Save.....</i>	<i>14</i>
<i>Groundwork: Troubleshooting .....</i>	<i>14</i>
Incomplete Sections/Errors.....	14
Incomplete Application/Flagged Data .....	14
<b>Section 1: Certification .....</b>	<b>15</b>
<b>Section 2: Pooling.....</b>	<b>16</b>
<i>Section 2: What is Pooling?.....</i>	<i>16</i>
<i>Section 2: Who can Pool? .....</i>	<i>16</i>
<i>Section 2: Opt In/Out Pooling.....</i>	<i>16</i>
<b>Section 3: Item/Service Expenditures .....</b>	<b>17</b>
<i>Section 3: Preparation .....</i>	<i>17</i>
Confirm Eligibility .....	17
Determine Invoices Categories.....	17

Section 3: Open & Add Data.....	18
Section 3: Upload Proof of Purchase.....	19
Section 3: Upload Proof of Payment.....	19
Section 3: Upload Error Message.....	21
<b>Section 4: Contracted Personnel Expenditures .....</b>	<b>21</b>
Section 4: Eligibility.....	21
Section 4: Open & Add Data.....	21
Section 4: Uploads .....	21
<b>Section 5: School Employee Personnel Expenditures .....</b>	<b>23</b>
Section 5: Eligibility.....	23
Section 5: Open & Add Data.....	23
<b>Submission &amp; Reimbursement .....</b>	<b>23</b>
Deadline .....	24
Direct Deposit.....	24
<b>Resources .....</b>	<b>24</b>
NPSE Y10 Grant Solicitation Notice .....	24
NPSE Y10 Grant Overview .....	24
NPSE Y10 Guidance .....	24
NPSE Y10 School Allocations .....	24
NPSE Y10 Approved Unreimbursed Expenditures.....	24
NPSE Y10 Eligibility Lists .....	24
NPSE Y10 Personnel Activity Reports .....	24
NPSE Y10 Pooling .....	24
NPSE Y10 Q & A.....	24
NPSE Y10 Non-Portal Application Instructions.....	24
NPSE Y10 Non-Portal Workbook .....	25
NPSE Y10 Additional Invoice Instructions .....	25
NPSE Y10 Additional Invoice Workbook .....	25

## 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

Institutions meeting the following criteria are eligible and encouraged to apply:

1. Currently open
2. Religious and independent schools (non-profit or not-for-profit schools only)
3. 853 and 4201 schools who meet the other criteria are eligible.
4. Possess a valid Office of the State (OSC) Vendor ID (or will obtain one)
5. New York State Education Department (NYSED) issued Basic Education Data System (BEDS) code.
6. Filed BEDS enrollment data for the 2021-2022 school year with enrollments for grades pre-kindergarten and higher (Schools limited to only 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 have your Institution ID or BEDS code ready, and contact:

[NPSE-ORISS@nysed.gov](mailto:NPSE-ORISS@nysed.gov)

Phone:(518) 474-3936

## Getting Started

The information listed in the school's State Education Data Reference File, or [SEDREF](#), must be accurate to process an NPSE claim. This section takes the applicant through the checks and balances required to successfully file a claim.

### **Leadership Designation**

- An institution's [SEDREF](#) file will contain a Chief Executive Officer (CEO) and an additional contact/Chief Financial Officer (CFO).
- Both the CEO and the additional contact/CFO must keep a current email in their [SEDREF](#) file. The emails on file receive all NYSED religious and/or independent school announcements.
- ORISS also recommends checking for weekly updates on the ORISS website.
- If information in the [SEDREF](#) file is outdated or inaccurate, it is the school's responsibility to notify SEDREF. See below for how to make changes.

### **Leadership Changes**

The CEO is the only user that can manage SEDREF Profile/SEDDAS accounts.

- To change CEO/CFO information, please contact [datasupport@nysed.gov](mailto:datasupport@nysed.gov) to update the information.
- To change CFO designation, the [CFO form](#) must be completed and emailed to [datasupport@nysed.gov](mailto:datasupport@nysed.gov).
- For all other contact info changes, the change can be requested via email at [datasupport@nysed.gov](mailto:datasupport@nysed.gov).

### **Entitlement Assignments & Changes**

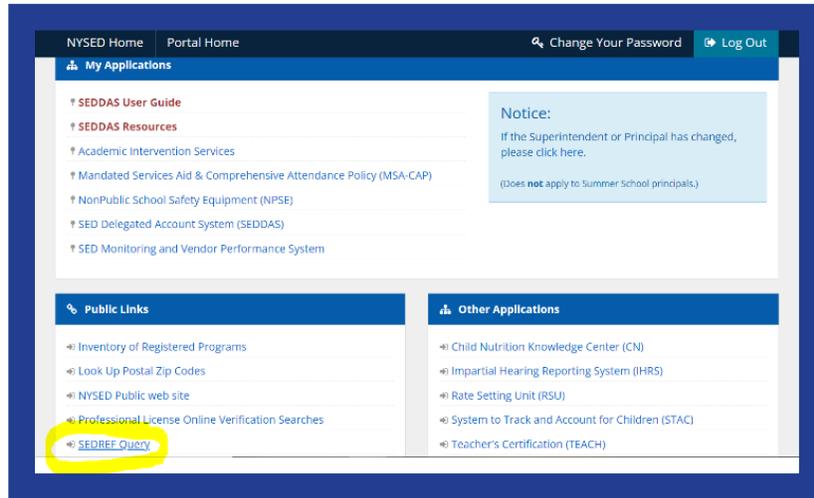
- Entitlement = Portal Access
- The CEO designation in [SEDREF](#) has access to entitlement rights as the DA/EA (Delegated Accounts/Entitlement Administrator).
- The CEO can assign the entitlement role to the CFO using the [SEDDAS](#) system.
- The DA/EA can also grant access to enable staff to enter and view data in the portal. Instructions are in the [SEDDAS User Guide](#).
- If the CEO login information is known, but the institution would like to grant additional CFO access, please reach out to NYSED's Office of Information and Reporting Services at [datasupport@nysed.gov](mailto:datasupport@nysed.gov).
- Should this entitlement be assigned to anyone other than the CEO, the CEO must be aware that the entitled person will now receive the NYSED correspondence mentioned above.

## Institution & Payee Information

Prior to logging into the Business Portal, the applicant will need to know the school's:

- Institution ID (a twelve-digit number that begins with 8000000)
- Payee Information (if the institution is opting to Pool)

If the applicant does not have this information on-hand, they can complete a SEDREF Query under the Public Links Section as shown below:



Upon entering **SEDREF**, the user will need to:

- Enter school's **Name** (followed by "%") **OR** enter school's **SED/BEDs Code**. (No further information is required to complete a search.)
- Then, click **Find**.

The screenshot shows the SEDREF search interface. At the top, it says 'Use this screen to search for institutions in SEDREF' and 'Note that you MUST use the percent sign (%) at the end of the institution name in order to search the database.' Below this is a section titled 'Enter query criteria' with several input fields: 'Name (Popular or Legal):', 'Institution ID:', 'SED Code:', 'Level2 Tracking Code:', 'ORISS Inst ID:', 'OSE Reporting INST ID:', 'Address Type:' (with 'PHYSICAL' selected and a 'List' link), 'Addr Line 1:', 'City:', 'School Dist Loc Code:' (with a 'List' link), and 'County Code:'. The 'Name (Popular or Legal):' field is highlighted in yellow.

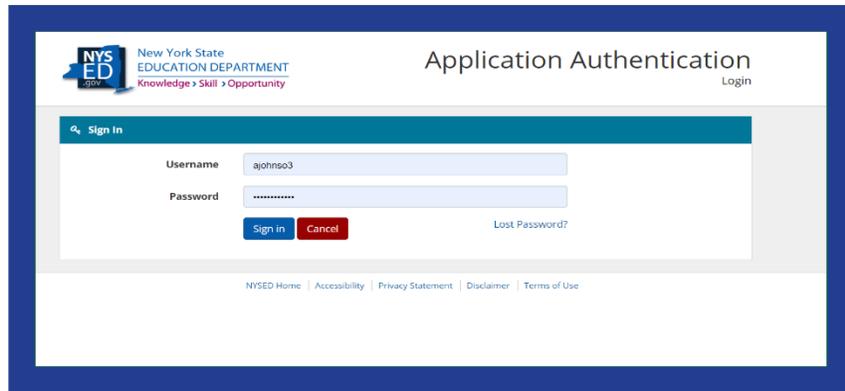
A school's Institution ID will be located on the top line of the **Institution Data** screen. The Payee Information will be found under the OSC Vendor ID and Payee Name, located near the bottom of the data chart as indicated below.

1. The applicant should record the school's **Institutional ID, Payee Name** and **OSC Vendor ID**.
2. Close the SEDREF tab.
3. Open/Return to the Business Portal Home Page.

Institution Data			
Inst Id:	8000	Legal Name:	
Popular Name:		Corporate Name:	
Label Name:		Type of Incorporation:	RELIGIOUS CORPORATION
Inactive?:	N	SED Code:	
Inst Type Desc:	NON-PUBLIC SCHOOLS	SED Code Effective Date:	
Inst Sub Type Desc:	JEWISH	Grade Org Code:	
Level 2 Tracking Code:		Grade Org Desc:	
ORISS Inst ID:		ORISS Inst Name:	
OSE Reporting Inst ID:		OSE Reporting Inst Name:	
Non Public Registration Code:		County Code:	
Non Public Registration Desc:		County Desc:	
Non Public Registration Start Date:		Non Public Registration End Date:	
School Dist Of Location:		Dist Type Desc:	NYC COMMUNITY DISTRICTS
County of School Dist Code:		SDL Description:	NYC GEOG DIST 15
Record Type Code:	2	Active Date:	07/01/2019
Record Type Desc:	NON PUBLIC SCHOOL (IMF)	Inactive Date:	
Comm Dist Type:	NEW YORK CITY	Needs Resource Code:	
Charter School Approval Code:		Needs Resource Desc:	
Charter School Approval Desc:		EDEN NCES LEA ID:	
EDEN NCES SCH ID:		EDEN LEA Type:	
EDEN Sch Type:		EDEN LEA Description:	
EDEN School Type Desc:		EDEN LEA Op Status:	
EDEN Sch Op Status Code:		EDEN LEA Op Status Desc:	
EDEN School Op Status Desc:		SDW Indicator:	
Transfer School Indicator:		CSE Placement Eligible:	N
Medicaid Provider Number:		Established Date:	07/01/2019
Successor INST Id:		Parent INST Id:	
Successor Name:		Parent Name:	
Assembly District Year:	2022	Assembly District #:	44
Congressional District Year:	2022	Congressional District #:	10
Senate District Year:	2022	Senate District #:	22
OSC Vendor Status on SEDREF:	A	OSC Vendor ID on SEDREF:	
OSC Address Sequence Number on SEDREF:		OSC Vendor Location on SEDREF:	
OSC Address Line 1:		Payee Name on SEDREF:	
OSC Address Line 3:		OSC Address Line 2:	
OSC State:	NY	OSC City:	
OSC Country:	USA	OSC Zip:	
OSC Disabled Veteran Classification:	N	OSC Open For Ordering Flag:	Y
		OSC Small Business Classification:	N

## NYSED Business Portal Log On

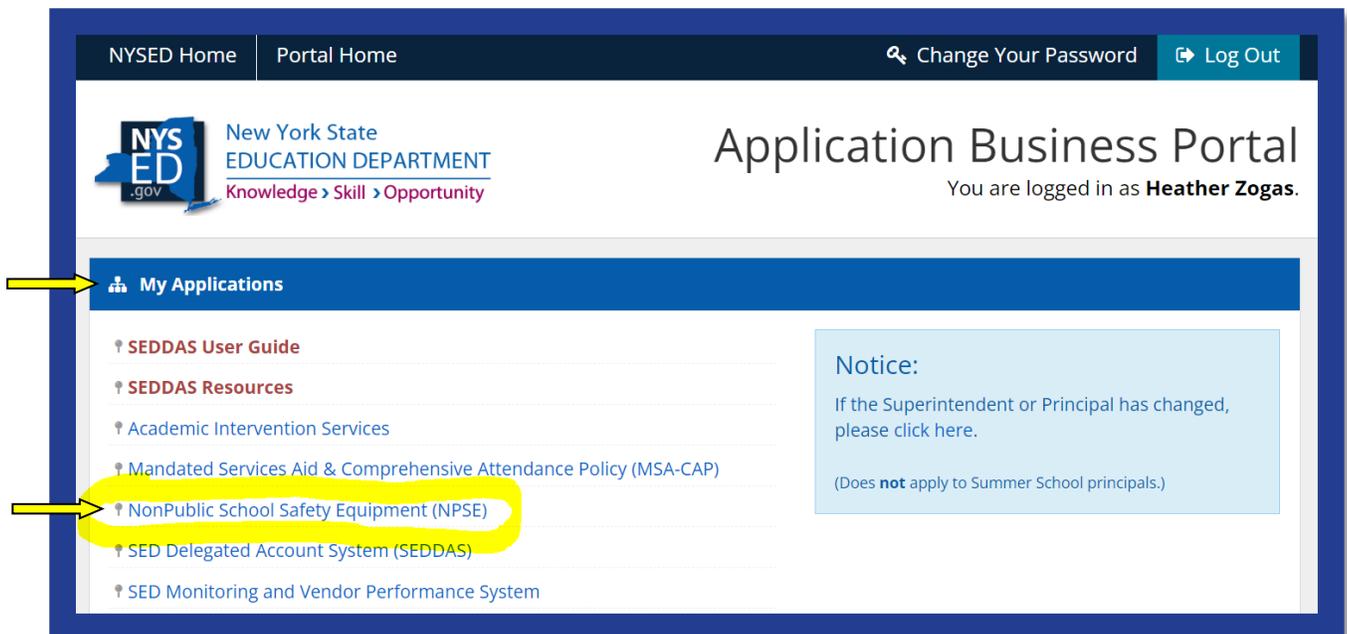
1. Enter [NYSED Business Portal](#) (the sign-on page below will be displayed).
2. If the CEO and CFO listings are correct in [SEDREF](#), enter **Username & Password** (contact [SEDDAS](#) for email & password help) and Click **Sign In**.
3. If your CEO and CFO listings are incorrect in [SEDREF](#), please see the **Leadership Changes & Entitlement Assignments** section of this document to update before proceeding.



The screenshot shows the 'Application Authentication' page of the NYSED Business Portal. At the top left is the NYSED logo and the text 'New York State EDUCATION DEPARTMENT Knowledge > Skill > Opportunity'. At the top right is the title 'Application Authentication' and a 'Login' link. Below this is a 'Sign In' section with a search icon and the text 'Sign In'. There are two input fields: 'Username' with the value 'ajohnso3' and 'Password' with masked characters. Below the fields are 'Sign in' and 'Cancel' buttons, and a 'Lost Password?' link. At the bottom of the page are links for 'NYSED Home', 'Accessibility', 'Privacy Statement', 'Disclaimer', and 'Terms of Use'.

## NPSE Portal

1. Under *My Applications*, click Nonpublic School Safety Equipment (NPSE).
2. If the CEO and CFO listings are correct in [SEDREF](#), you are able to log in to the portal, but you don't see the NPSE Grant listed, contact [ORISS](#) for entitlement access.



The screenshot shows the 'Application Business Portal' dashboard. At the top is a navigation bar with 'NYSED Home' and 'Portal Home' on the left, and 'Change Your Password' and 'Log Out' on the right. Below the navigation bar is the NYSED logo and the text 'New York State EDUCATION DEPARTMENT Knowledge > Skill > Opportunity'. To the right of the logo is the title 'Application Business Portal' and the text 'You are logged in as Heather Zogas.'. Below this is a 'My Applications' section with a list of links: 'SEDDAS User Guide', 'SEDDAS Resources', 'Academic Intervention Services', 'Mandated Services Aid & Comprehensive Attendance Policy (MSA-CAP)', 'NonPublic School Safety Equipment (NPSE)', 'SED Delegated Account System (SEDDAS)', and 'SED Monitoring and Vendor Performance System'. A yellow arrow points to the 'My Applications' header, and another yellow arrow points to the 'NonPublic School Safety Equipment (NPSE)' link. To the right of the list is a 'Notice' box with the text: 'Notice: If the Superintendent or Principal has changed, please click here. (Does not apply to Summer School principals.)'

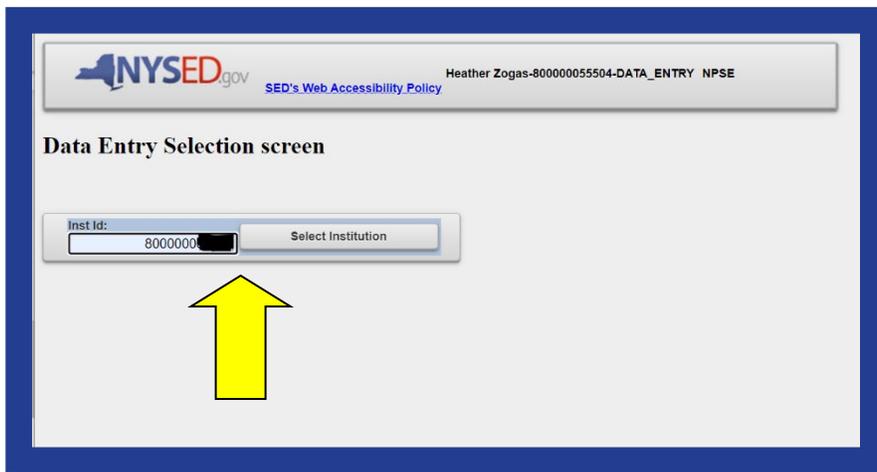
## Groundwork

### **Groundwork: Internet Browser**

Google Chrome is the preferred browser for completing the NPSE Claim Application on the NYSED Business Portal.

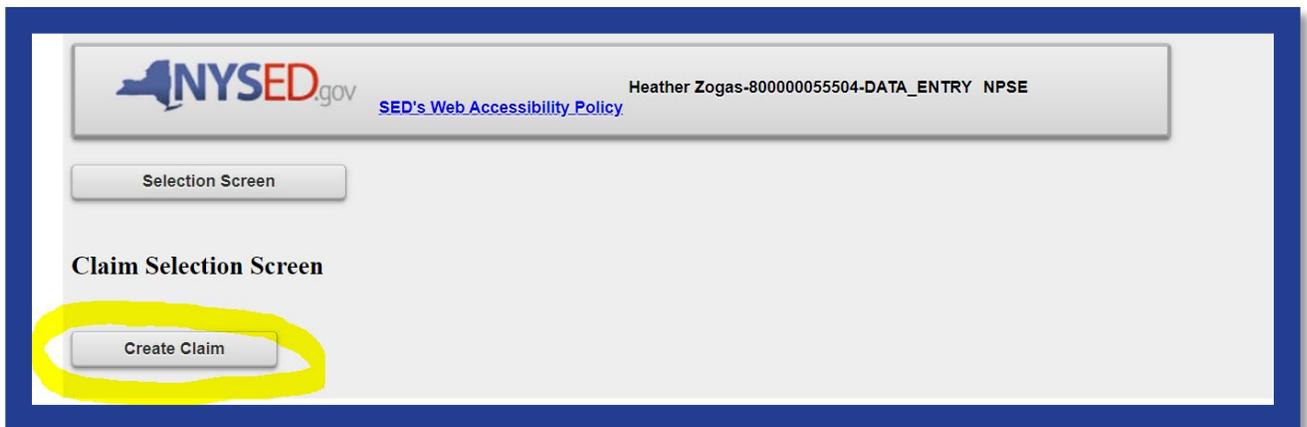
### **Groundwork: Data Entry Selection**

1. Enter the school's **Inst ID**.
2. If you do not know your school's **Inst ID** number, please visit the **Institution & Payee Information** section of this document (page 6) for further instructions.
3. Click **Select Institution**.



### **Groundwork: Create or Edit a Claim**

1. On the **Claim Selection Screen** select **Create Claim**.
2. If there is an AUE balance, this will automatically be paid upon selection. Once payment clears, a 2022 claim can be created.

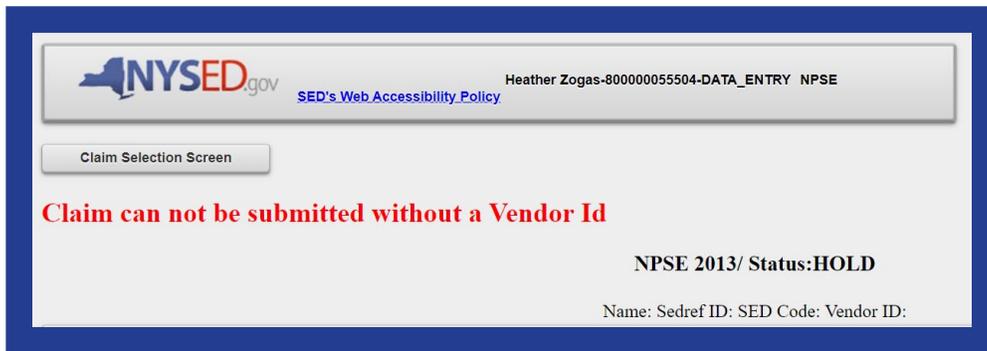


## **Groundwork: Vendor ID Error**

1. This message indicates NYSED does not have **Payee Information** on file for your institution.
2. The institution will need to complete the [Payee form](#).
3. Please complete the form and **mail** to the address below.

NYS Education Department/ORISS  
89 Washington Avenue Room 1076 EBA  
Albany, NY 12234

Note: these are federal forms and a hard copy with an original signature is required to be on file. Once received, we will process the information and be able to open the application for your school.



The screenshot shows a web portal interface with a blue border. At the top left is the NYSED.gov logo. To its right is the text "Heather Zogas-80000055504-DATA\_ENTRY NPSE" and a link to "SED's Web Accessibility Policy". Below the logo is a button labeled "Claim Selection Screen". The main content area features a red error message: "Claim can not be submitted without a Vendor Id". At the bottom right, it displays "NPSE 2013/ Status:HOLD" and "Name: Sedref ID: SED Code: Vendor ID:".

## Groundwork: Claim Selection

The current grant cycle, NPSE Year 10, is Fiscal Year (FY) **2022** & School Year (SY) 2023-2024.

1. Select **Start/Edit** a claim for the Year **2022**.
  - a. If there is an AUE balance, this will automatically be paid upon selection. Once payment clears, a 2022 claim can be created.
2. The **Claim Selection Screen** will populate with the current claim year and any prior claim year filings will be in closed status, but available for viewing. **DO NOT** attempt to file under prior years. **All filing must be under 2022.**
3. To start a current year claim for Year 10 (FY 2022/ SY 2023-24), select **Edit**. **If you do not see a current claim year (2022), please see 1.a. of this section.**

The screenshot shows the NYSED.gov Claim Selection Screen. At the top, there is a header with the NYSED logo, the text 'Heather Zogas-800000055504-DATA\_ENTRY NPSE', and a link to 'SED's Web Accessibility Policy'. Below the header is a 'Selection Screen' button. The main content area is titled 'Claim Selection Screen' and displays a table of claim entries. The first entry is for Year:2022, Claim Id:99473500, and Current Status:OPEN. This entry is highlighted in light blue and has an 'Edit' button circled in yellow with a yellow arrow pointing to it. The second entry is for Year:2021, Claim Id:99473499, and Current Status:CLOSED. The third entry is for Year:2020, Claim Id:99473498, and Current Status:CLOSED. Each entry has a 'Status List' button on the left and a 'View' button on the right.

Inst Id	Amendment Num	Year	Claim Id	Current Status	Buttons
8000 [REDACTED]	0	2022	99473500	OPEN	Status List, Edit, Withdraw
8000 [REDACTED]	0	2021	99473499	CLOSED	Status List, View
8000 [REDACTED]	0	2020	99473498	CLOSED	Status List, View

## Groundwork: Claim Status Definitions

- **Amendment:** The amended claim can be submitted after the claim status has been either "Rejected" or "Withdrawn." The amended claim will be populated with the original claim data.
- **Approved:** The Reviewer approved the claim after the review process.
- **Closed:** Closing will not occur until all issues are resolved. Closing will occur after approval and payment is requested to be issued in 7-10 business days.
- **Hold:** Once a claim is submitted, if there is no flagged data, the claim will go into "Hold" status until it is reviewed and either approved or sent back to the school for further information. If claim requires more information or correction, the reviewer will reject and place back in "Open" status.
- **Open:** Initial status of claim prior to submitting for review.
- **Rejected:** The Reviewer may reject the claim based on the review. The religious and/or independent school will be notified when a claim is rejected.
- **Withdrawn:** The reviewer or the applicant may withdraw a claim. This will end the claim process. Any information entered prior to withdrawal will be saved

should the applicant restart the claim process. Withdraw should only be used if a school chooses to relinquish a claim.

## Groundwork: Edit

Selecting **Edit** will bring you to the Claim Home Screen. This screen will contain:

- School's Name
- SEDREF ID
- SED Code
- Vendor Id
- Y10 Grant Allocation information (no rollover will be listed)

The screenshot displays the 'Claim Selection Screen' with a navigation bar at the top containing 'Save' and 'Submit' buttons. Below the navigation bar are five tabs: SECTION 1: Certification, SECTION 2: Pooling, SECTION 3: Item/Service Expenditures, SECTION 4: Contracted Personnel Expenditures, and SECTION 5: School Employee Personnel Expenditures. The main content area shows 'NPSE 2022 Status: OPEN' and fields for Name, Sedref ID, SED Code, and Vendor ID. A table titled 'TOTAL BY CATEGORY (SECTION III, SECTION III AND SECTION IV)' is visible, showing a total of \$2,600.00. A callout box with an orange border contains the following text: '<<< Note: This table only includes the Y10 allocation. Any prior year rollover or AUE balances will not be shown here BUT are available for Y10 use. Visit the NPSE website to access Y10 School Allocations List for the rollover allocation balance and Y10 AUEs list.'

Year	Allocation Used	Allocation Total
2013	\$0.00	\$688.00
2014	\$0.00	\$783.00
2015	\$0.00	\$925.00
2016	\$0.00	\$2,857.00
2017	\$0.00	\$2,811.00
2018	\$0.00	\$2,895.00
2019	\$0.00	\$3,161.00
2020	\$0.00	\$2,051.00
2021	\$0.00	\$7,442.00
2022	\$0.00	\$8,289.00

The Claim Home Screen also provides the following claim sections:

1. SECTION 1: Certification
2. SECTION 2: Pooling
3. SECTION 3: Item/Service Expenditures
4. SECTION 4: Contracted Personnel Expenditures
5. SECTION 5: School Employee Personnel Expenditures

## Groundwork: Save

You can **Save** your work at any time. This will save the entered data so that it may be worked on at another time.



The screenshot shows the NYSED.gov Claim Selection Screen. At the top, there is a header with the NYSED.gov logo and the text "SED's Web Accessibility Policy" and "Heather Zogas-800000055504-DATA\_ENTRY NPSE". Below the header, there are two buttons: "Save" and "Submit". The "Save" button is highlighted with a yellow circle. Below the buttons, there are five sections: SECTION 1: Certification, SECTION 2: Pooling, SECTION 3: Item/Service Expenditures, SECTION 4: Contracted Personnel Expenditures, and SECTION 5: School Employee Personnel Expenditures. Below the sections, there is a status indicator "NPSE 2022 Status: OPEN" and a form with fields for Name, Sedref ID, SED Code, and Vendor ID. At the bottom, there is a table with the heading "TOTAL BY CATEGORY (SECTION II, SECTION III AND SECTION IV)" and a row for "Total" with a note "(System calculated)".

## Groundwork: Troubleshooting

### Incomplete Sections/Errors

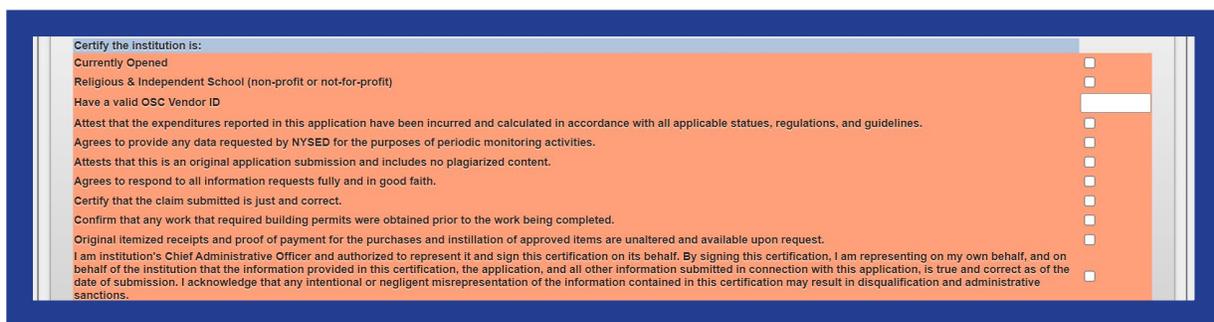
If there are any incomplete sections, an error message may appear. The applicant may correct the incomplete sections by continuing to **Edit** the claim or **Save and Edit** at another time.



The screenshot shows the NYSED.gov Claim Selection Screen with an error message. The "Save" button is highlighted in red, and a red arrow points to the error message "Please fix required fields." which is displayed in red text next to the "Save" button. The rest of the screen, including the sections and status indicator, is the same as in the previous screenshot.

### Incomplete Application/Flagged Data

A snapshot of all missing data is flagged in the application home screen. Please see the orange highlights for example.



The screenshot shows a list of certification items on the application home screen. The list is displayed in a table with an orange background. The items are:

- Certify the institution is:
- Currently Opened
- Religious & Independent School (non-profit or not-for-profit)
- Have a valid OSC Vendor ID
- Attest that the expenditures reported in this application have been incurred and calculated in accordance with all applicable statutes, regulations, and guidelines.
- Agrees to provide any data requested by NYSED for the purposes of periodic monitoring activities.
- Attests that this is an original application submission and includes no plagiarized content.
- Agrees to respond to all information requests fully and in good faith.
- Certify that the claim submitted is just and correct.
- Confirm that any work that required building permits were obtained prior to the work being completed.
- Original itemized receipts and proof of payment for the purchases and installation of approved items are unaltered and available upon request.
- I am institution's Chief Administrative Officer and authorized to represent it and sign this certification on its behalf. By signing this certification, I am representing on my own behalf, and on behalf of the institution that the information provided in this certification, the application, and all other information submitted in connection with this application, is true and correct as of the date of submission. I acknowledge that any intentional or negligent misrepresentation of the information contained in this certification may result in disqualification and administrative sanctions.

Each item has a checkbox to its right. The checkboxes for "Currently Opened", "Religious & Independent School (non-profit or not-for-profit)", "Have a valid OSC Vendor ID", "Attests that this is an original application submission and includes no plagiarized content.", "Agrees to respond to all information requests fully and in good faith.", "Confirm that any work that required building permits were obtained prior to the work being completed.", and "Original itemized receipts and proof of payment for the purchases and installation of approved items are unaltered and available upon request." are highlighted in orange, indicating missing data.

# Section 1: Certification

1. Click **Section 1: Certification**.

NYSED.gov SED's Web Accessibility Policy Heather Zogas-80000055504-DATA\_ENTRY NPSE

Claim Selection Screen

Save Submit

SECTION 1: Certification SECTION 2: Pooling SECTION 3: Item/Service Expenditures

SECTION 4: Contracted Personnel Expenditures SECTION 5: School Employee Personnel Expenditures

NPSE 2022 Status: OPEN

Name: [REDACTED] Sedref ID: [REDACTED] SED Code: [REDACTED] Vendor ID: [REDACTED]

TOTAL BY CATEGORY (SECTION II, SECTION III AND SECTION IV)	
Total (System calculated)	
Section III Total:	\$0.00
Section IV Total:	\$0.00
Section V Total:	\$0.00
Total Combined: TOTAL (SECTION III AND SECTION IV AND SECTION V)	\$0.00

2. Read each of the certification items.
3. Complete and certify by checking the box on the far right.
4. Certification is required to submit a claim.

Certification

Certify the institution is:

Currently Opened

Religious & Independent School (non-profit or not-for-profit)

Attest that the expenditures reported in this application have been incurred and calculated in accordance with all applicable statutes, regulations, and guidelines.

Agrees to provide any data requested by NYSED for the purposes of periodic monitoring activities.

Attests that this is an original application submission and includes no plagiarized content.

Agrees to respond to all information requests fully and in good faith.

Certify that the claim submitted is just and correct.

Confirm that any work that required building permits were obtained prior to the work being completed.

Original itemized receipts and proof of payment for the purchases and installation of approved items are unaltered and available upon request.

I am institution's Chief Administrative Officer and authorized to represent it and sign this certification on its behalf. By signing this certification, I am representing on my own behalf, and on behalf of the institution that the information provided in this certification, the application, and all other information submitted in connection with this application, is true and correct as of the date of submission. I acknowledge that any intentional or negligent misrepresentation of the information contained in this certification may result in disqualification and administrative sanctions. Attest that expenditure reported in this application have not been claimed or reimbursed through another source of funding.

5. Don't lose all your work. Click "Save" now.
6. To close this section, click the **SECTION 1: Certification** button again.
7. The applicant may now select another section of the application.

## Section 2: Pooling

### Section 2: What is Pooling?

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

### Section 2: Who can Pool?

Only eligible schools may elect to pool. To share funds with a consortium, a diocese or other provider, the institutions must share the same **Payee Information (OSC Vendor Id & Payee Name on SEDREF)**. If you do not know your school's **Payee Information**, please visit the **Groundwork** section of this document for further instructions.

### Section 2: Opt In/Out Pooling

1. Click the **Section 2: Pooling** button.
2. Select **YES** to pool funds **OR** select **NO** to not pool funds. Selection is required to submit a claim.
3. If selecting **NO**, click the "No" button and move to step 7 of this section.
4. If selecting **YES**, click the "Yes" button and complete the rest of the **Section 2: Pooling (required)**.
5. Each pooling school (and affiliated BEDS code) must submit an individual application.
6. Each pooling schools must upload a completed [Y10 NPSE Pooling Application](#).
7. Don't loose all your work. Click "Save" now.
8. To close this section, click the **SECTION 2: Pooling** button again.
9. The applicant may now select another section of the application.

SECTION 1: Certification      SECTION 2: Pooling      SECTION 3: Item/Service Expenditures  
SECTION 4: Contracted Personnel Expenditures      SECTION 5: School Employee Personnel Expenditures

NPSE 2022 Status: OPEN

Name: [REDACTED]      Sedref ID: [REDACTED]      SED Code: [REDACTED]      Vendor ID: [REDACTED]

Pooling Options (Collaborating Agencies)

I elect to pool funds with my related agency/school/entity for this grant cycle.       Yes       No

Choose File      No file chosen      Upload      Delete

Name of Lead Entity: [REDACTED]

Pooling School Name: [REDACTED]

Pooling School Beds Code: [REDACTED]

Pooling School SEDREF Payee (both entities MUST have the same SEDREF Payee in order to pool): [REDACTED]

Pooling School Contact Name: [REDACTED]

Pooling School Contact Phone: [REDACTED]

Pooling School Contact E-Mail: [REDACTED]

## Section 3: Item/Service Expenditures

### Section 3: Preparation

#### Confirm Eligibility

See NPSE Guidance for eligibility information for **Items/Service Expenditures**.

#### Determine Invoices Categories

To allow for a smooth and efficient application process, gather your documents in advance and determine which spending categories are applicable. There are six categories for the types of health and safety expenditures for the **Items/Service Expenditures (other than security guards)**. Please note that one invoice can cover more than one category. But generally each invoice will have its own category.

Amount spent within <b>EACH</b> category for <b>EACH</b> invoice					
Security Items (No GUARDS)	Environmental/ Health	Fire Prevention	COVID 19	Child Abuse Prevention Training	Health & Safety Repairs
Category Eligibility Dates					
2013 - 2024	2016 - 2024	2016 - 2024	2020 - 2022	2019 - 2024	2022 - 2024

## Section 3: Open & Add Data

1. Click **Section 3: Item/Service Expenditures**
2. For each invoice, 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 invoice total may not match the auto calculated total, as this amount represents what is being requested for reimbursement and may or may not include all items on the invoice.)
4. Each invoice will require a Proof of Purchase and a Proof of Payment. **To maximize the use of the 10 available lines in the portal AND reduce the number of required uploads, ensure EACH line item represents a different vendor.** If the same vendor is listed on Lines #1-9, work with the vendor to isolate the NPSE related costs for the Y10 eligibility period and combine invoices. Invoices can be combined by vendor using the earliest invoice date and number to complete the line information.
5. Applicants with more than 10 Invoices/Vendors, should:
  - a. access the [Y10 Additional Invoice Instructions](#) and complete the [Y10 Additional Invoice Workbook](#).
  - b. Complete Portal Invoice Line #10 using the following data:
    - Vendor Name: Additional Form
    - Invoice Number #: 123456
    - Invoice Date: 4/30/24
    - Invoice Total: enter actual total of additional invoices – subtotals can be broken out by category
    - Be sure to upload the corresponding master documents.
6. Do not enter security guard information here. These expenses will be accounted for under **Section 4 or 5**.

### Single Invoice

The screenshot shows the NYSED 2022 NPSE portal interface. At the top, there are navigation tabs for SECTION 1: Certification, SECTION 2: Pooling, SECTION 3: Item/Service Expenditures (selected), SECTION 4: Contracted Personnel Expenditures, and SECTION 5: School Employee Personnel Expenditures. Below the tabs, the user's name and SED Code are displayed. The main form area is titled 'SECTION 3: Item/Service Expenditures' and contains a table for entering invoice information. The table has columns for Vendor Name, Invoice Number, Invoice Date, Invoice Total, and a grid for 'Amount spent within EACI category for EACI invoice'. The grid columns are Security Items (No GUARDS), Environmental, Fire Prevention, COVID 19, CEM Allowance, Health & Safety Repairs, and Total Reimbursement Request (Per Invoice). Below the table, there are fields for 'Invoice/ Proof of Purchase' and 'Proof of Payment', each with an 'Upload Complete' button and a 'Choose File' button.

Item/Service Invoice	Vendor Name	Invoice Number #	Invoice Date	Invoice Total	Amount spent within EACI category for EACI invoice							Invoice/ Proof of Purchase	Proof of Payment	
					Security Items (No GUARDS)	Environmental	Fire Prevention	COVID 19	CEM Allowance	Health & Safety Repairs	Total Reimbursement Request (Per Invoice)			
					Category Eligibility Dates									
					2013 - 2024	2016 - 2024	2019 - 2024	2007 - 2022	2019 - 2024	2022 - 2024				
Example	ABC Organization	#123456	1/22/2023	\$2,300	\$0	\$0	\$500	\$250	\$0	\$1,250	\$2,000	Upload Complete	Upload Complete	
Invoice #1	LockMan	272727	02/09/2024	\$1,836.00							\$0.00	Choose File   No file chosen	Choose File   No file chosen	

## Multiple Invoices

Item/Service Invoice	Vendor Name	Invoice Number #	Invoice Date	Invoice Total	Amount spent within EACH category for EACH invoice						Auto-Calculated Total Reimbursement Request (Per Invoice)	Invoice/ Proof of Purchase	Required Uploads
					Security Items (No GUARDS)	Environmental/Health	Fire Prevention	COVID 19	Child Abuse Prevention Training	Health & Safety Repairs			
Example	ABC Organization	#123456	1/22/2023	\$2,500	\$0	\$0	\$500	\$250	\$0	\$1,250	\$2,000	Upload Complete	Upload Complete
Invoice #1	Lockman	54321	04/05/2024	\$2,500.00							\$2,500.00	Choose File	npse_eligible_purchases.pdf
Invoice #2	APIus	777721	01/23/2024				\$350.00				\$350.00	Choose File	npse_eligibl...hases (2).pdf

## Section 3: Upload Proof of Purchase

1. Select **Choose File** in the **Invoice/Proof of Purchase** column of the claim form.
2. Select the appropriate file from your saved documents (Word, PDF, Excel & Jpg).
3. An uploaded file will be listed next to **Choose File**.
4. After the file name is listed, click on **Upload** as shown below. This will change the file name to an active link to view the document.

Claim Selection Screen

Save Submit

SECTION 1: Certification SECTION 2: Pooling SECTION 3: Item/Service Expenditures SECTION 4: Contracted Personnel Expenditures SECTION 5

NPSE 2022 Status: OPEN

Name: [REDACTED] Sedref ID: [REDACTED] SED Code: [REDACTED] Vendor ID: [REDACTED]

SECTION 3: Item/Service Expenditures

Item/Service Invoice	Vendor Name	Invoice Number #	Invoice Date	Invoice Total	Amount spent within EACH category for EACH invoice						Auto-Calculated Total Reimbursement Request (Per Invoice)	Invoice/ Proof of Purchase	Required Uploads
					Security Items (No GUARDS)	Environmental/Health	Fire Prevention	COVID 19	Child Abuse Prevention Training	Health & Safety Repairs			
Example	ABC Organization	#123456	1/22/2023	\$2,500	\$0	\$0	\$500	\$250	\$0	\$1,250	\$2,000	Upload Complete	Upload Complete
Invoice #1	LockMan	272727	02/09/2024	\$1,800.00							\$0.00	Choose File	npse_eligibl...hases (1).pdf

## Section 3: Upload Proof of Payment

1. Select **Choose File** in the **Proof of Payment** column of the claim form.
2. Select the appropriate file from your saved documents.
3. An uploaded file will be listed next to **Choose File**.
4. After the file name is listed, click on **Upload** as shown below. This will change the file name to an active link to view the document.
5. Don't lose all your work. Click "Save" now.
6. To close this section, click the **SECTION 3: Item/Service Expenditures** button again.
7. The applicant may now select another section of the application.

Item/Service Invoice Information				Amount spent within EACH category for EACH invoice							Auto-Calculated Total	Required Uploads					
Item/Service Invoice	Vendor Name	Invoice Number #	Invoice Date	Invoice Total	Security Items (No GUARDS)	Environmental/Health	Fire Prevention	COVID 19	Child Abuse Prevention Training	Health & Safety Repairs	Reimbursement Request (Per Invoice)	Invoice/ Proof of Purchase		Proof of Payment			
				Category Eligibility Dates													
				2013 - 2024	2016 - 2024	2016 - 2024	2020 - 2022	2019 - 2024	2022 - 2024								
Example	ABC Organization	#123456	1/22/2023	\$2,500	\$0	\$0	\$500	\$250	\$0	\$1,250	\$2,000	Upload Complete		Upload Complete			
Invoice #1	LockMan	272727	02/09/2024	\$1,800.00							\$1,800.00	Choose File	No file chosen	Upload base_eligible_purchases (1).pdf	Choose File	No file chosen	File will be uploaded.
Invoice #2			mm/dd/yyyy								\$0.00	Choose File	No file chosen	Upload Delete	Choose File	No file chosen	Upload Delete

### Section 3: Upload Error Message

Both **Proof of Purchase** AND **Proof of Payment** are required. If both files are not uploaded for each invoice, an error message will appear.

Item/Service Invoice	Vendor Name	Invoice Number #	Invoice Date	Invoice Total	Amount spent within EACH category for EACH invoice								Auto-Calculated Total Reimbursement Request (Per Invoice)	Invoiced Proof of Purchase	Proof of Payment
					Security Items (No GUARDS)	Environmental/Health	Fire Prevention	COVID 19	Child Abuse Prevention Training	Health & Safety Repairs	2013_2024	2016_2024			
Example	ABC Organization	#123456	1/22/2023	\$2,500	\$0	\$0	\$500	\$250	\$0	\$1,250	\$2,000	Upload Complete	Upload Complete		
Invoice #1	Lockman	54321	04/05/2024	\$2,500.00							\$2,500.00	Choose File No file chosen	Choose File No file chosen	File must be uploaded.	
Invoice #2	APlus	777721	01/23/2024				\$350.00				\$350.00	Choose File No file chosen	Choose File No file chosen	File must be uploaded.	

### Section 4: Contracted Personnel Expenditures

#### Section 4: Eligibility

See NPSE Guidance for eligibility information for Contracted Security Guard expenses.

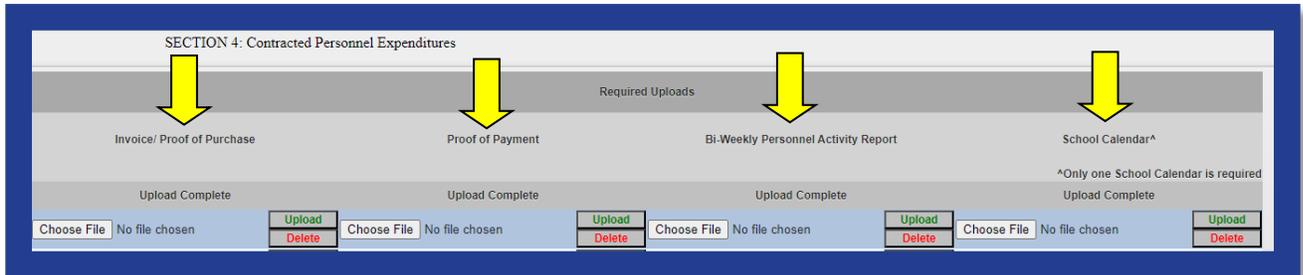
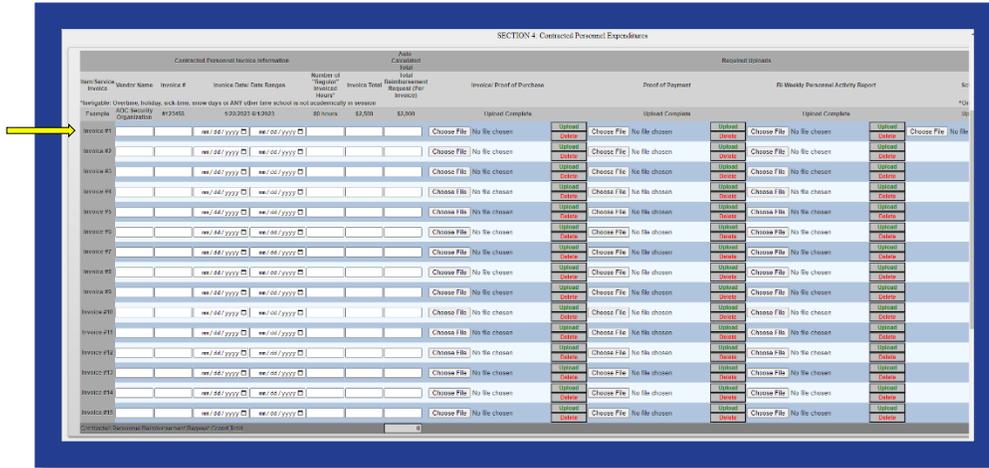
#### Section 4: Open & Add Data

1. Click **Section 4** to open the Item/Service Invoice Information section of the application.
2. Complete the invoice lines and choose files to upload for the claims.
3. Do not enter School Personnel/School Employee security guard information here. These expenses will be accounted for under **Section 5**.

#### Section 4: Uploads

1. This section requires the following uploads:
  - a. Invoice/Proof of Purchase
  - b. Proof of Payment
  - c. Bi-Weekly Activity Report (only include eligible hours)
  - d. School Calendar
2. Please refer to the PAR resource document for the form and additional information. The PAR can be used as a guide or as the submitted document.
3. Select **Choose File** in the **Proof of Payment** column of the claim form.
4. Select the appropriate file from your saved documents.
5. An uploaded file will be listed next to **Choose File**.
6. After the file name is listed, click on **Upload** as shown below. This will change the file name to an active link to view the document.
7. Don't lose all your work. Click "Save" now.

8. To close this section, click the **SECTION 4: Item/Service Expenditures** button again.
9. The applicant may now select another section of the application.



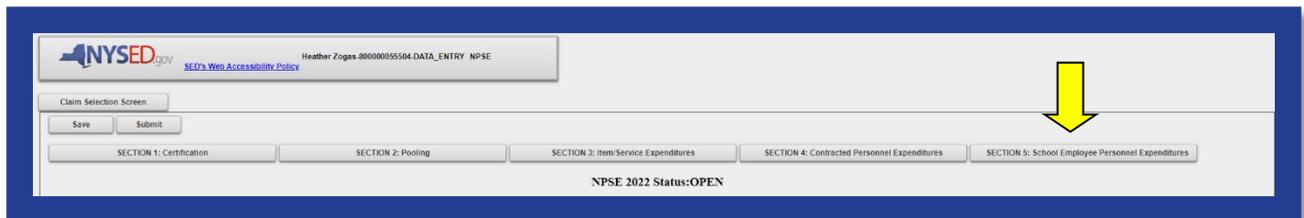
## Section 5: School Employee Personnel Expenditures

### Section 5: Eligibility

See NPSE Guidance for eligibility information for School Employee Personnel Expenditures.

### Section 5: Open & Add Data

1. Click **Section 5** of the application.
2. Complete the invoice lines and choose files to upload for the claims.
3. Do not enter Contracted Security Guard information here. These expenses were accounted for in **Section 4**.
4. This section requires the following uploads:
  - a. **Bi-Weekly Personnel Activity Report (PAR)**
  - b. **School Calendar**
5. Please refer to the PAR resource document for the form and additional information. The PAR can be used as a guide or as the submitted document.
6. Don't lose all your work. Click "Save" now.
7. To close this section, click the **SECTION 5: School Employee Personnel** button again.
8. The applicant may now select another section of the application.



## Submission & Reimbursement

Please visit the [NYSED Business Portal](#) section of this document to access the submission 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.

### ***Deadline***

Schools must submit the completed claim application and accompanying documents by **June 27, 2024**.

### ***Direct Deposit***

Your institution should access the Statewide Financial System (SFS) Help Desk and confirm that ACH is selected as the preferred method of payment:

1. Navigate to the Location tab on the vendor record.
2. Select the “Payables” hyperlink.
3. The payment method is displayed under the “Additional Payables Options,” “Additional Payment Information” section.
4. If the Payment Method is ACH, the payment will be made via ACH.

Schools wanting to complete/update ACH should contact the SFS Help Desk at: [helpdesk@sfs.ny.gov](mailto:helpdesk@sfs.ny.gov), toll-free (877) 737-4185, or (518) 457-7737.

## **Resources**

***NPSE Y10 Grant Solicitation Notice***

***NPSE Y10 Grant Overview***

***NPSE Y10 Guidance***

***NPSE Y10 School Allocations***

***NPSE Y10 Approved Unreimbursed Expenditures***

***NPSE Y10 Eligibility Lists***

***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***