



## **Y10 Non-Portal Application Instructions**

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

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

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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

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

1. They are currently open.
2. They are considered a religious or independent school (non-profit or not-for-profit schools only).
3. They are an 853 or 4201 school who meets the rest of the criteria.
4. They possess a valid Office of the State (OSC) Vendor ID (or will obtain one with the submission of their grant application).
5. They currently have a New York State Education Department (NYSED) issued Basic Education Data System (BEDS) code.
6. They have filed BEDS enrollment data for the 2021-2022 school year with enrollments for grades pre-kindergarten and higher (Schools who have only reported enrollment in pre-kindergarten 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

Religious and independent schools are highly encouraged to use the NPSE online system [NYSED Business Portal](#). The portal application is designed to enhance the application process and expedite the issuance of the school's payment.

This document (Non-Portal Application Instructions) relates to the Non-Portal Application option. This document is to be used in conjunction with the Non-Portal Application Workbook. The Non-Portal Application Workbook is an Excel document that will be one of the two required documents for the Non-Portal application submission.

### ***Pre-Application Work***

Regardless of application submission format (Portal or Non-Portal), the information listed in the school's State Education Data Reference File, or [SEDREF](#) file, 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 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 on how to make changes.

### ***Leadership Changes***

The CEO is the only user that can manage SEDREF Profile/SEDDAS accounts. To change the CEO/CFO information, the CFO designation, and all other SEDREF changes, please visit the "Changing Information in SEDREF" section of the [SEDREF Main Information Page](#).

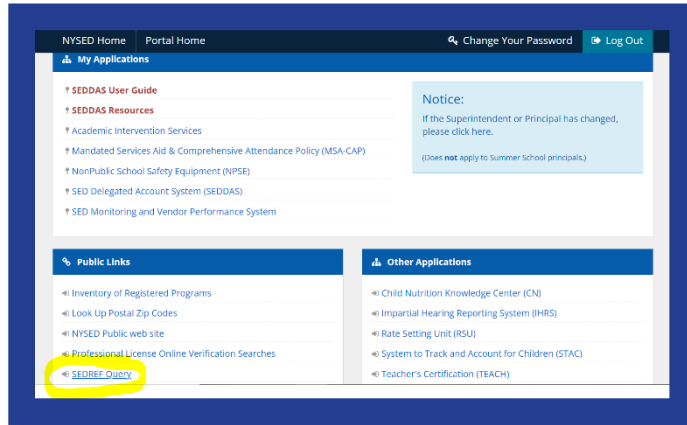
### ***Institution & Payee Information***

The applicant will need to know:

- 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:

1. Visit the [NYSED Business Portal](#).
2. Complete a SEDREF Query under the Public Links Section.
3. From the SEDREF main search page, the user will need to enter school's Name (followed by "%") OR enter the school's SED/BEDS Code. No other information needs to be completed to perform a search. Click **Find**.



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.

4. The applicant should record the school's **Institutional ID**, **Payee Name** and **OSC Vendor ID**.
5. Close the SEDREF webpage.

Use this screen to search for institutions in SEDREF  
Note that you **MUST use the percent sign (%)** at the end of the institution name in order to search the database.

Enter query criteria

**Name (Popular or Legal):**

Institution ID:

SED Code:

Level2 Tracking Code:

ORISS Inst ID:

OSE Reporting INST ID:

Address Type:  [List](#)

Addr Line 1:

City:

School Dist Loc Code:  [List](#)

County Code:  [List](#)

State Code:  [List](#)

Inst Sub Type Code:  [List](#)

Inst Type Code:  [List](#)

Inactive Ind:

## 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 #:	44
Assembly District Year:	2022	Congressional District #:	10
Congressional District Year:	2022	Senate District #:	22
Senate District Year:	2022	OSC Vendor ID on SEDREF:	
OSC Vendor Status on SEDREF:	A	OSC Vendor Location on SEDREF:	
OSC Address Sequence Number on SEDREF:		Payee Name on SEDREF:	
OSC Address Line 1:		OSC Address Line 2:	
OSC Address Line 3:		OSC City:	
OSC State:	NY	OSC Zip:	
OSC Country:	USA	OSC Open For Ordering Flag:	Y
OSC Disabled Veteran Classification:	N	OSC Small Business Classification:	N

## Section 1: Certification

1. Open the Non-Portal Application Workbook (excel doc).
2. Complete the **Institutional Data** section.
3. Next, click **Section 1: Certification**.
4. The applicant adds their name to the first line (highlighted yellow).
5. Read each of the certification items.
6. Complete and certify by initialing the box on the far right. Certification is required to submit a claim.
7. Once completed, the applicant may now select another section of the application.

SECTION 1: Certification	
Certify the institution is:	Initials
Currently Opened	
A 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 purpose of periodic monitoring activities	
Attests that this is an original application submission and includes no plagiarized content.	
Agrees to respond to all information requests full and in good faith	
Certify that the claim submitted is just and correct	
Verification that any work that required building permits were obtained prior to the work being started & completed.	
Itemized receipts and proof of payment for the purchases and installation of approved items are unaltered and available upon request.	
I am the 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 expenditures reported in this application have not been claimed or reimbursed through another source of funding.	



## 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 **Getting Started** section of this document for further instructions.

### Section 2: Opt In/Out Pooling

1. Click the **Section 2: Pooling**.
2. Enter **YES** to pool funds **OR** enter **NO** to not pool funds. This field may not be left blank.
3. Non-pooling applicants can now move onto the next section.
4. Pooling applicants must complete the rest of the **Section 2: Pooling (required)**. **Please fill-in the table accordingly.**
5. Each pooling school (and affiliated BEDS code) must submit an individual application.
6. Each pooling school must also submit a completed **Y10 NPSE Pooling Application**.
7. Once completed, the applicant may now select another section of the application.

I elect to pool funds with my related agency/school/entity for this grant cycle?									
Yes/No									
<i>If pooling, please complete the chart below and upload the required documentation</i>									
	Pooling School Information							Required Documents	
	School Name	BEDS Code	SEDREF Payee (Must match)	Contact Name	Contact Phone	Contact E-mail	Pooling Lead (select one)	Pooling Form Page START	Pooling Form Page END
Applicant Information									
Pooling School #2									
Pooling School #3									
Pooling School #4									

## 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.

Security Items (No GUARDS)	Environmental/ Health	Fire Prevention	COVID 19	Child Abuse Prevention Training	Health & Safety Repairs
Category Eligability Dates					
2013 - 2024	2016 - 2024	2016 - 2024	2020 - 2022	2019 - 2024	2022 - 2024

#### Master Document

Each Section of the the **Non-Portal Application** references required documentation. If the applicant has not yet done so, it is now time to assemble all of the required documentation into one, collective **Master Document**.

1. The **Master Document** will be one of two mandatory attached documents to the **Non-Portal Application** e-mail submission (additional information on this process can be found in the **Submission & Reimbursement** section of this document).
2. The **Master Document** must include all of the required documentation.
3. It is imperative that time and care be put into the **Master Document** assembly.
4. 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. See the next section for more details.*

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

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.
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.

Item/Service Invoice Information					Amount spent within <u>EACH</u> category for <u>EACH</u> 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	
Example	ABC Organization	#123456	1/22/2023	\$2,500.00	\$ -	\$ -	\$ 500.00	\$ 250.00	\$ -	\$ 1,250.00	\$ 2,000.00
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 Purchase
  - b. Proof of Payment
3. Input the corresponding page numbers for your **Master Document**. As the applicant records page numbers into the green application section(s), 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 select another section.

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

## Section 4: Contracted Personnel Expenditures

### Section 4: Eligibility

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

### Section 4: Invoice Information (yellow & red)

1. Click **Section 4** to navigate to the the **Contracted Personnel Expenditures** section of the application.
2. Like in **Section 3**, complete the invoice lines.
3. Do not enter School Personnel/School Employee security guard information here. These expenses will be accounted for under **Section 5**.

Contracted Personnel Invoice Information						Totals
Item/Service Invoice	Vendor Name	Invoice #	Invoice Date/Date Ranges	Number of "Regular" Invoiced Hours*	Invoice Total	Total Reimbursement Request (Per Invoice)
*Ineligible: Overtime, holiday, sick-time, snow days or ANY other time school is not academically in session						
<i>Example</i>	<i>ABC Security Organization</i>	<i>#123456</i>	<i>1/22/2023-6/1/2023</i>	<i>80 hours</i>	<i>\$2,500.00</i>	<i>\$ 2,000.00</i>
Invoice #1						

### Section 4: 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:
3. The Contracted Personnel Expenditures section requires **all** the following:
  - a. **Invoice/Proof of Purchase**
  - b. **Proof of Payment**
  - c. **Personnel Activity Report (PAR)**
  - d. **School Calendar**
4. Please refer to the PAR resource document for the form and additional information.

Required Documentation							
Invoice/ Proof of Purchase	Invoice/ Proof of Purchase	Proof of Payment	Proof of Payment	Personnel Activity Report	Personnel Activity Report	School Calendar <sup>^</sup>	School Calendar <sup>^</sup>
Page START	Page END	Page START	Page END	Page START	Page END	Page START	Page END
^Only one School Calendar is required (if pooling, one per address)							
<i>1</i>	<i>3</i>	<i>4</i>	<i>8</i>	<i>9</i>	<i>12</i>	<i>13</i>	<i>17</i>

## Section 5: School Employee Personnel Expenditures

### Section 5: Eligibility

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

### Section 5: School Employee Information (yellow & red)

1. Click **Section 5** to navigate to the **School Employee Personnel Expenditures** section of this application.
2. Complete the School Employee Information section.  
Do not enter Contracted Security Guard information here. These expenses were accounted for in **Section 4**.

School Employee Information				Totals
School Employee	Employee Name	Work Period	Total Number of "Regular" Hours*	Total Reimbursement Request Per Employee (Input Total from Annual Personnel Activity Report)
*Exclude: Overtime, holiday, sick-time, snow days or ANY other time school is not academically in session				
Employee #0	Sarah Smith	1/22/2023-6/1/2023	80 hours	\$ 2,000.00
Employee #1				\$ -

### Section 5: 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.
3. The **School Employee Personnel Expenditure** section requires all the following documents:
  - a. Payroll Register
  - b. Personnel Activity Report (PAR)
  - c. School Calendar
4. Please refer to the PAR resource document for the form and additional information.

Required Documentation					
Payroll Register	Payroll Register	Personnel Activity Reports	Personnel Activity Reports	School Calendar^	School Calendar^
Page START	Page END	Page START	Page END	Page START	Page END
^Only one School Calendar is required (if pooling, one per address)					
1	12	13	18	19	21

## Workbook & Document Tracker

### ***Document Tracker: Purpose***

Understanding that most schools do not complete a claim application cover to cover, the **Workbook & Document Tracker** provides the institution with real-time visibility into their non-portal application status. If an applicant “hopped around” the application process, the **Workbook & Document Tracker** is a good tool to frame out the various NPSE workbook components.

In addition to being a resource tool during the application process, the **Workbook & Document Tracker** also 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 of the other sections. 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 1-5 of the **Non-Portal Application 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 1 - all ten certifications have initials. If this is not the case, the applicant must navigate back to **Section 1** and complete it.
2. Section 2 - the applicant’s pooling selection has been made (yes **or** no) and, if pooling, the **Pooling Form**’s page numbers accurately align with the page number of the institution’s **Master Document**.
3. 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**.
4. Section 4 - 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**.
5. Section 5 - each of the applicant’s employees (i.e., Employee #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**.
6. Note: Section 1 Certification includes “the claim submitted is complete, just and correct.”

### ***Document Tracker: NYSED Verification***

It is critical that the NPSE application is complete. Before the content review of a Y10 NPSE Non-Portal Application, the review team will perform a completion check. This is the same mini audit as described above, matching 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 Document, 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).*

## Non-Portal Application Submission & Reimbursement

Religious and independent schools are highly encouraged to use the NPSE online system NYSED Business Portal. The NPSE Portal Application is designed to enhance the application process and expedite the issuance of the school's payment.

Please visit the [NPSE Guidance & Resources](#) page to obtain the Non-Portal Application.

### **Non-Portal Application: Submission Components**

The Y10 NPSE Non-Portal Application has two components. Each of the components are listed below along with their required format.

1. Non-Portal Application Workbook (*Excel doc*)
2. Non-Portal Application Master Document (*PDF format*)

### **Non-Portal Application: Submission**

The completed Y10 NPSE Non-Portal Application can be submitted to [NPSE-ORISS@nysed.gov](mailto:NPSE-ORISS@nysed.gov). Hardcopy applications via regular mail will **NOT** be accepted.

### **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***