



# Y10 Pooling: Process, Form & Instructions

Office of Religious & Independent School Support (ORISS)

## Nonpublic School Safety Equipment (NPSE)

### Pooling Eligibility

#### 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. Information on how to access and/edit an institution's Payee Names/Addresses can be found in the Y10 NPSE Application Instructions. An institution who's submitted an application for the Y10 NPSE claim cycle would not be eligible to pool.

#### Pooling Eligibility Checklist

Eligibility requires all the following:


- Confirm **each** of the affiliated pooling schools have a Y10 NPSE Allocation.
- Confirm **all** the affiliated pooling schools share a Payee Name/Address.
- Confirm **none** of the affiliated pooling schools previously submitted an application for the Y10 NPSE claim cycle.

### NPSE Portal Instructions

1. Complete a Y10 NPSE Application.


- **Each** pooling institution must complete a separate NPSE claim application.
  - If there are 2 institutions who are electing to pool, the NPSE office must receive 2, separate claim applications.
- In the Pooling Section of the application **each** pooling applicant must:
  - Select "Yes" to the pooling option and complete the remainder of fields in this section. If an institution fails to indicate pooling on their claim application, it could result in a Y10 NPSE claim review and subsequent reimbursement (i.e., an individual claim). This flier would no longer meet the eligibility requirements for pooling.
  - Upload one, identical completed Y10 NPSE Pooling Form. The Y10 NPSE Pooling Form uploaded for each pooling applicant must match to proceed with the claim review. Discrepancies in institutional Y10 NPSE Pooling Forms will likely result in processing delays.

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

Name of Lead Entity:	
Pooling School Name:	
Pooling School Beds Code:	
Pooling School SEDREF Payee (both entities MUST have the same SEDREF Payee in order to pool):	
Pooling School Contact Name:	
Pooling School Contact Phone:	
Pooling School Contact E-Mail:	



## Pooling Form Instructions

### 1. Verify Payee Information

- Confirm the Payee Information is the same for **each Institution ID** participating in the pooling application.
- Information on how to access and/edit an institution's Payee Names/Addresses can be found in the Y10 NPSE Application Instructions

### 2. Complete the Pooling Institutions Chart

- Open Y10 NPSE School Allocations. This can be found at the bottom of the NPSE website, under the Grant Resources section.
- Locate and record the allocations for **each Institution ID**.
- The example below references two pooling schools. However, if needed, insert additional rows to accommodate your pooling size on the included Pooling form.

School_Name	INST_ID	Y1-9_Rollover	Y10_Allocation	Allocation Balance
Great Elementary School	800000012345	\$ 0	\$ 7,385	\$ 7,385
Great High School	800000067890	\$ 0	\$ 20,182	\$ 20,182

### 3. Complete the Pooling Allocation Usage Chart

- A pooled funding agreement allows institutions to share a combined, collective allocation.
- However, pooled institutions need to identify which of the combined, collective allocations are being utilized at which site.
- Pooling schools must complete the Pooling Allocation Usage Chart.
- Please note that the Pooling Allocation Usage Chart is a summary. The full invoice and payment details will be submitted by each school within their Y10 NPSE Application.

#### Example:

- Great Elementary School has \$7,385 in total available funds.
- Great High School has \$20,182 in total available funds.
- Great Schools installed security cameras and employed contracted security guards at two locations, the Elementary School and the High School, and these locations share the same payee information.
- Great Schools spent \$6,000 on internal security cameras at the Elementary AND High Schools.
- Great Schools is electing to claim reimbursement for the internal security cameras using the Elementary School Institution Id only.
- In addition, Great Schools spent \$20,000 on school security contracted personnel at the Elementary AND High Schools.
- Great Schools is electing to claim reimbursement for the contracted security personnel using the High School Institution Id only.
- A sample of Great Schools Pooling Allocation Usage Chart is included below.

Shared Payee Info	Pooling School Name	Allocation Balance	Purchase	Amount	Remaining
<b>GREAT SCHOOL</b>	Great Elementary School	\$7,385	Internal Security Cameras at two locations	\$6,000	\$1,385
	Great High School	\$20,182	Contracted Security Guards at two locations	\$20,000	\$182

# Pooling Form

Electing to pool is a shared commitment (pooling is optional). All pooling institutions must work collaboratively for a pooled submission to result in an eligible claim. Collectively, pooling institutions must complete one, collective Y10 NPSE Pooling Form. The identical Y10 NPSE Pooling Form must be uploaded to each pooling institutions Y10 NPSE Application.

## Pooling Institutions Chart

School Name	INST_ID	Y1-9_Rollover	Y10_Allocation	Allocation Balance

## Pooling Allocation Usage Chart

Shared Payee Info	Pooling School Name	Allocation Balance	Purchase	Amount	Remaining Allocation Balance

### Pooling/Collaborating Agency

(check and complete this section only if applicable to your school) *I hereby certify that the school listed is authorized to pool School Safety funds with a consortium, a diocese, or other provider. Please list the information requested below.*

\_\_\_\_\_  
Name of Lead Entity

\_\_\_\_\_  
BEDS Code (if applicable)

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Contact Phone #

\_\_\_\_\_  
Contact Email

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