Y10 Application Instructions

Nonpublic School Safety Equipment (NPSE) Grant

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 (N

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.

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Institution

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.
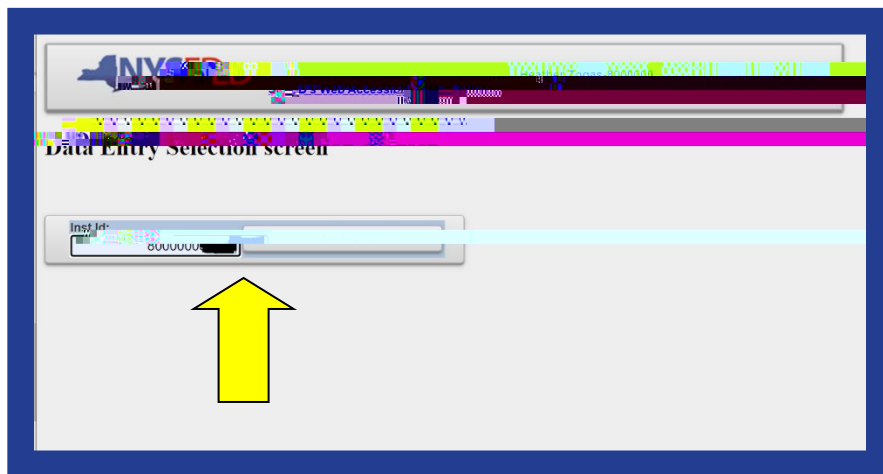3. Open/Return to the Business Portal Home Page.
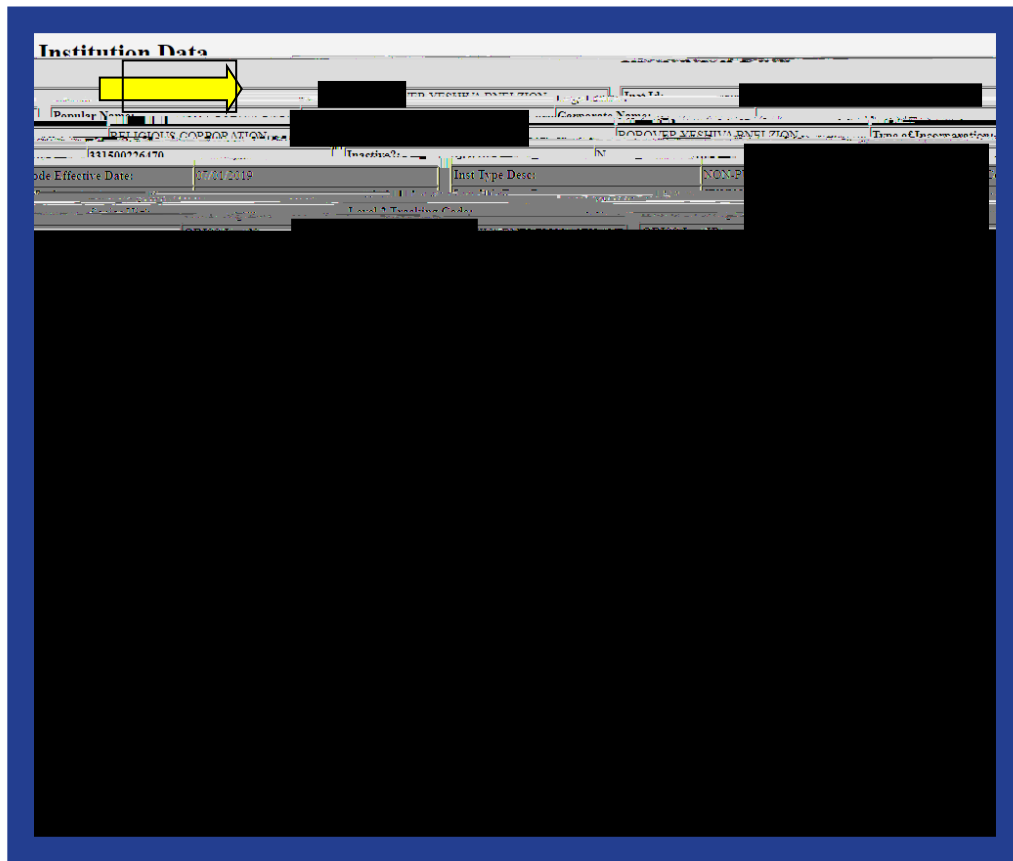
Groundwork

Groundwork: Internet Browser

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

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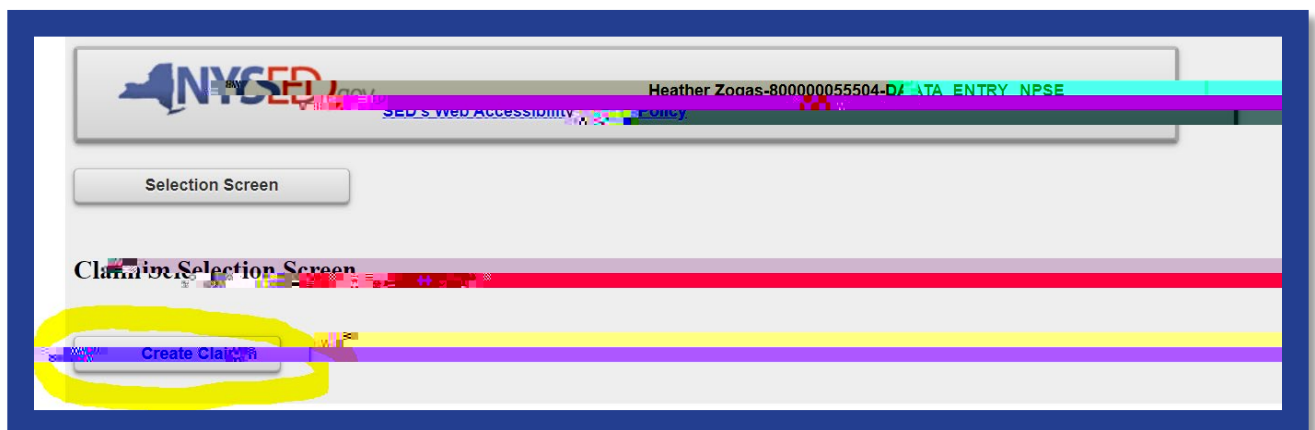
1. Enter the school's **Inst ID**.
2. If you do not know your school's **Inst ID** number, please visit the **Institution & Payee Information** section of this document (page 6) for further instructions.
3. Click **Select Institution**.

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 <u>hard copy</u> with an <u>original signature</u> is required to be on file. Once received, we will process the information and be able to open the application for your school.

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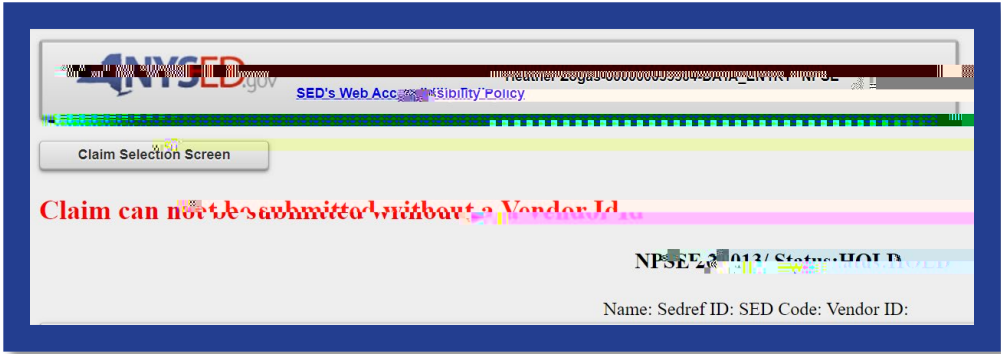2. The **Claim Selection Screen** will populate with the current claim year and any prior claim year filings will be in closed status, but available for viewing. DO NOT attempt to file under prior years. All filing must be under 2022.
3. To start a current year claim for Year 10 (FY 2022/ SY 2023-24),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

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 /TT2 1 Tf( )Tj0.267-0.001 TcSD83a.1sno fent b6 (i)1 (ln-1 (.)-0.267 g--0.002 Tc08.92O

Groundwork: Edit

Selecting **Edit** will bring you to the Claim Home Screen. This screen will contain:
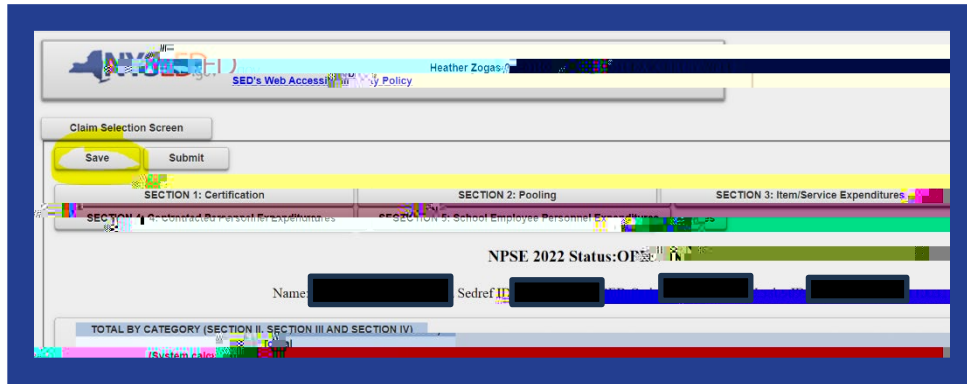
School's Name
SEDREF ID
SED Code
Vendor Id
Y10 Grant Allocation information (no r

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.

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.
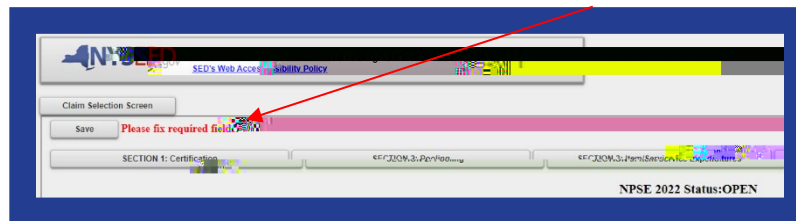
Incomplete Application/Flagged Data

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

Section 1: Certification

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

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.

5.

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 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 deliniate 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. <mark>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.</mark> 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 <u>not</u> enter security guard information here. These expenses will be accounted for under **Section 4 or 5**.
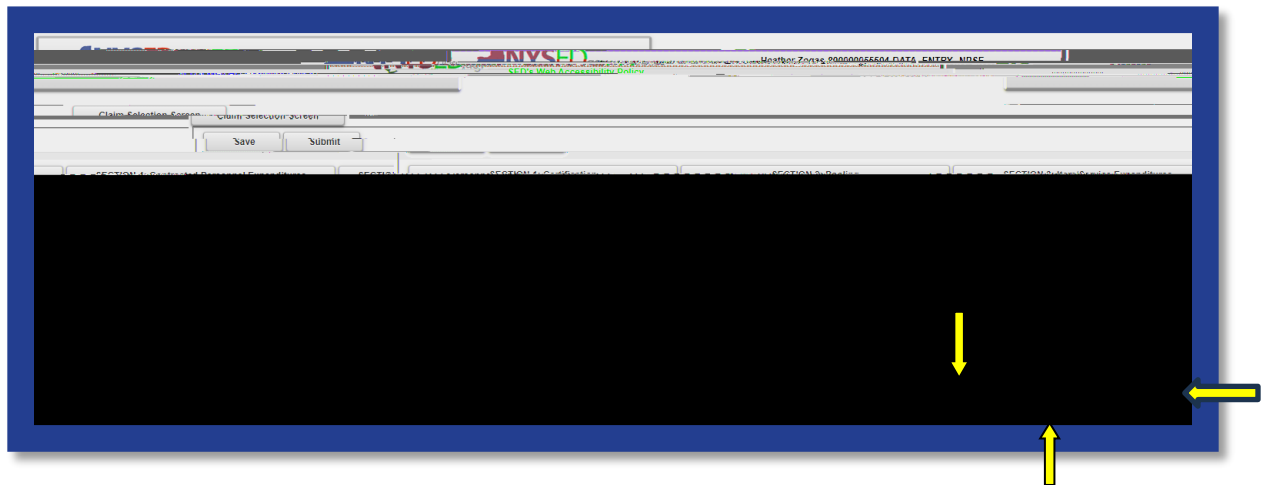
Single Invoice
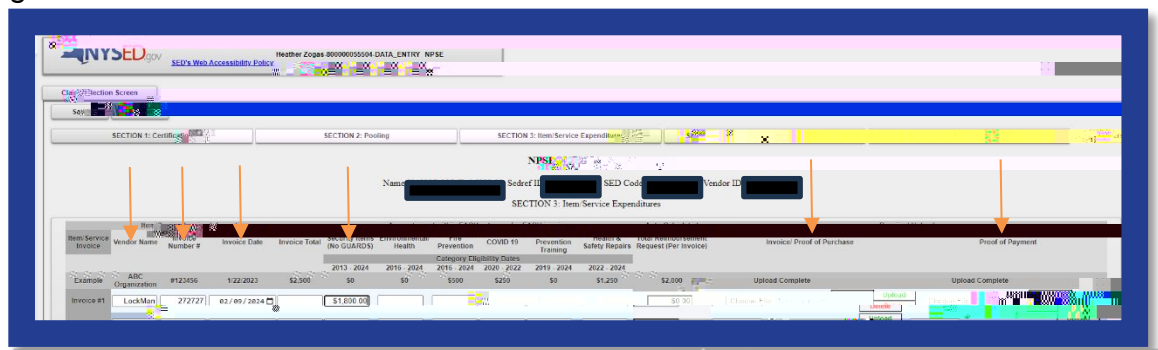
Multiple Invoices
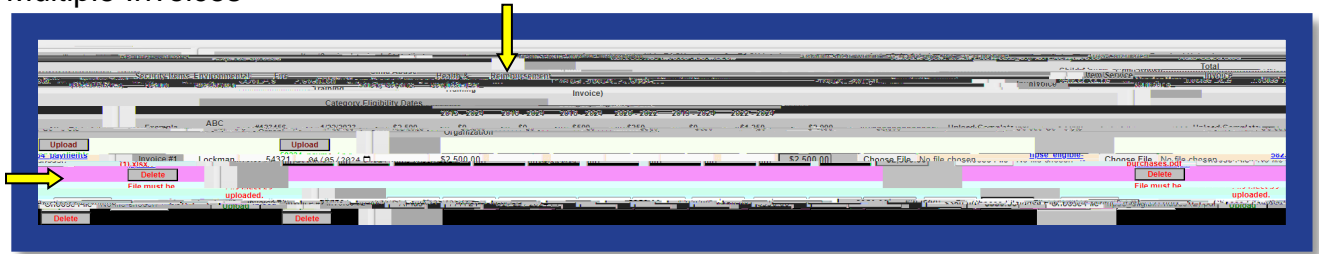
Section 3: Upload Proof of Purchase

1. Select **Choose File** in the **Invoice/Proof of Puchase** 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.

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 loose 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.

8. To close this section, click the **SECTION 4: Item/Service Expendiutres** button again.
9. The applicant may7dhe a031 Tc 0.00M4.꒓. 0.The appBody6ion

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

Deadline

Schools must submit the completed claim application <u>and</u> 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, 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