Y10 Non-Portal Application Instructions

Nonpublic School Safety Equipment (NPSE) Grant

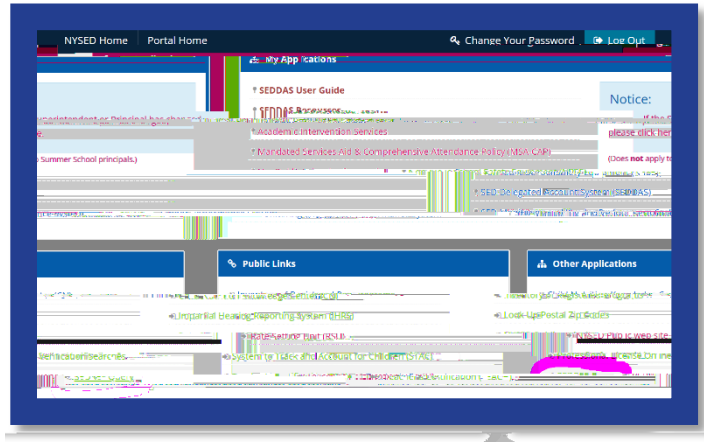The Nonpublic School Safety Equipment (NPSE) Grant summary can be found [here](#).

The NPSE Grant provides New York State religious and independent schools with reimbursement for expenditures related to certain school safety and health expenses.

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

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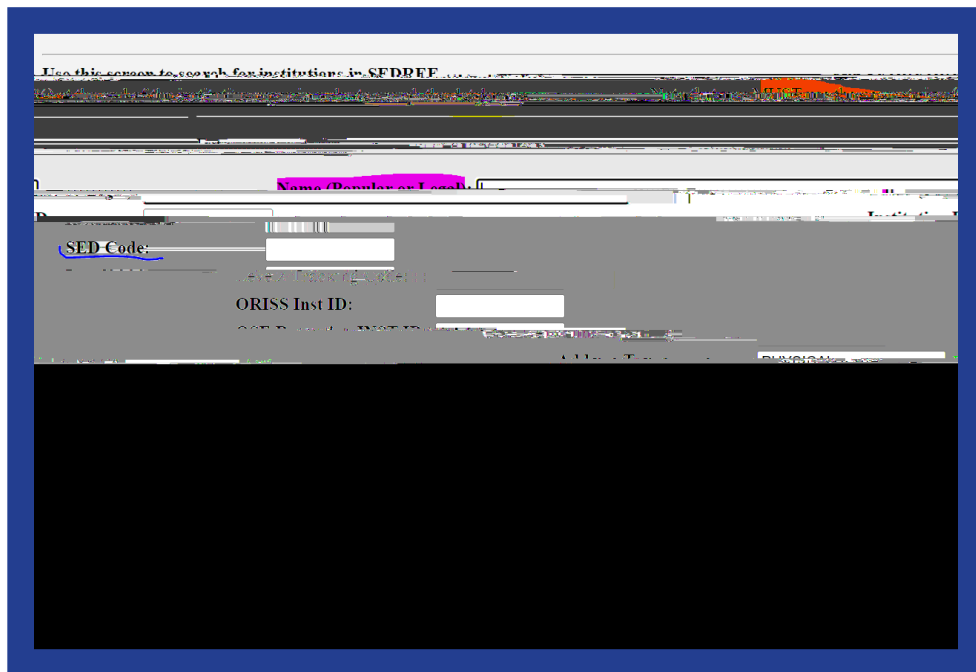
If the applicant does not have this information on-hand, they can:

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.

Institution Data

YESHIVA BNELZION   Inst Id:

Type Desc:	NON-PUBLIC SCHOOLS
Grade Org Code:	
Grade Org Desc:	

SED Code Effective Date: 07/01

Desc: NON-PUBLIC SCHOOL (MED)

		Action Date:	07/01/2010	
Inactive Date:				

Status Desc:	**EDEN Sch Op Status Code:**	**EDEN LEA Op S**

	Successor INST Id:		**Parent INST Id:**
	Successor Name:		**Parent Name:**
44			**Assembly District #:**
10	**Assembly District Year:**	2022	**Congressional District #**
22	**Congressional District Year:**	2022	**Senate District #:**
SEDREF	**OSC Vendor Legal Name: BNELZION**		**OSC Vendor Status:**
City: BROOKLYN			
Zip: 11219	**OSC State:**	NY	**OS**

1.
2.2.

2.

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.

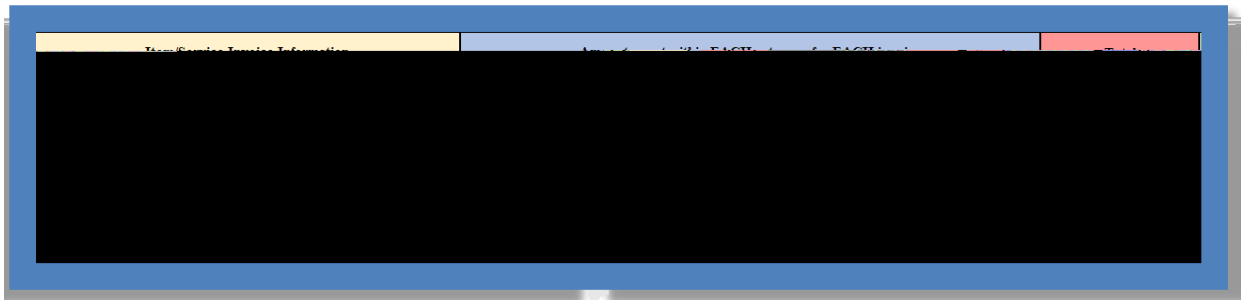| Security Items (No GUARDS)	Environmental/ Health	Fire Prevention	COVID 19	Child Abuse Prevention Training	Health & Safety Repairs
Category Eligability Dates					
2013 - 2024	2016 - 2024	2016 - 2024	2020 - 2022	2019 - 2024	2022 - 2024

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.*

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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.
4. Each invoice will require a Proof of Purchase **and** a Proof of Payment.
5. Do <u>not</u> enter security guard information here. These expenses will be accounted for under Section 4 or 5.

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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 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.

Section 4.9: Eligibility

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

Section 4: Invoice Information (rows / 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 <u>not</u> enter School Personnel/School Employee security guard information here. These expenses will be accounted for under **Section 5**.

Section 4: Required Documents (green)

1. The green section of the form is dedicated to tracking required documents.
2. Next to <u>**each**</u> 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 <u>**all**</u> the following:
   a. **Invoice/Proof of Purchase**
   b. **Proof of Payment**
   c. **Personnel Activity Report (PAR)**
   d. **School Calendar**
4.

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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