**To:** Religious and Independent School Administrators

**From:** Christina Coughlin 

Coordinator, Educational Management Services

**Date:** July 2018

**State Office of Religious and Independent Schools (SORIS)**

**School Safety Equipment Grant Guidance**

**Application:** Religious and Independent School – School Safety Equipment Funds

The Application and related information will be available on the Internet at <http://www.p12.nysed.gov/nonpub/schoolsafety/home.html>

**Purpose:** Provide Religious and Independent schools with reimbursement for expenditures related to certain school safety and health expenses.

**Eligibility:** Religious and Independent Schools (non-profit or not-for-profit schools only) that have a Department issued BEDS code, have a valid OSC Vendor ID (or which will obtain one), have filed BEDS enrollment data for the 2016-17 school year that include grades Kindergarten and higher, and are currently open. Eligibility has already been determined based upon Department data.

**General Information**

**Religious and Independent School Appropriation Funding Methodology: S**chool projects will be funded according to the following methodology:

1. Schools will be reimbursed for approved expenses, up to the amount of their Total Available Funds (Year 5 Allocation + Remaining Funds, if any, from years 1-4 Allocations).
2. The Year 5 Allocation amounts will be determined by a per pupil allocation using the official pre-kindergarten through grade 12 enrollment submitted as part of the BEDS data collection from the 2016-17 school year for all eligible schools.
3. The Per-Pupil Amount for year5 has been calculated by dividing the total State enrollment in eligible Religious and Independent schools into the appropriation amount to obtain a per pupil amount, which is then multiplied by your school’s reported enrollment to arrive at your school’s allocation. NYSED will post the Year 5 Allocation (plus any remaining Funds from Year 1, Year 2 Year 3 and Year 5) on the nonpublic school/SORIS website.

**Remaining Funds from Year 1-4will carryover:** Any funds from Years 1-4 that were not claimed by a school will be treated as carryover funds and be added to the school’s Year 5 Allocation to yield a Total Available Funds amount.

**Eligible Expenses:** Funds will be available to schools with expenses that have occurred on or after April 1, 2013 and submitted to the Department by March 31, 2019. A school may use the Year 5 Allocations for Approved but Unreimbursed eligible expenditures from Year 1, Year 2 Year 3 and Year 4. Listed below are eligible project expenses for years 1-5 and for year 4 and 5 only.

**Payments:** Due to the capabilities of our payment system, payments will only be processed once per program year. Any remaining funds will be rolled over to the following year.

**Claim Options** include:

1. Use Total Available Funds to pay **Approved but Unreimbursed** eligible expenditures from Year 1-4
	* No further documentation is needed; your school has already provided this information to us in the past and we have retained it.
2. Use Total Available Funds to reimburse for eligible expenditures **not included in prior years**
* Complete Summary of Expenditures section
	+ Submit invoices listing items purchased
	+ Provide proof of payment such as cancelled check or zero balance invoice
1. Use Total Allocation to reimburse for a combination of the above two options
* Complete Summary of Expenditures section
	+ Submit invoices listing items purchased
	+ Provide proof of payment such as cancelled check or zero balance invoice

**Projects eligible for reimbursement for *Years 1-5*** include the purchase and installation of:

* External lighting to illuminate primary entry doors
* Access control systems. These may include:
	+ An intercom to speak to visitors;
	+ Remote electronic door unlatching system;
	+ External cameras;
	+ Interface with the building management system and
	+ Central lockdown buttons, etc.
* Bollards and steel safety guards
* Acceptable door hardening items:
	+ Door replacement;
	+ Door hardware replacement;
	+ Door frame replacement;
	+ Sidelight removal;
	+ Sidelight frame replacement;
	+ Change size of door or window vision panels to limit opening size;
	+ Change door or sidelight glass materials;
	+ Bars, grills or other protective measures over existing glass to prevent access;
	+ Security fences;
	+ Glass films including security films or tinted films; and
	+ Walkie-talkies and radios

**Projects eligible for reimbursement for *Year 4 and 5 ONLY*** include the purchase and installation of:

* Environmental /Health
	+ Automatic External Defibrillator (AED);
	+ Carbon Monoxide Detectors;
	+ Eyewash Stations;
	+ Lead Testing in School Drinking Water;
	+ Radon Testing;
	+ Contracted Security Personnel and/or School Employee Personnel;
	+ School security and safety assessments to assist school officials in identifying potential vulnerabilities, as well as strengths relating to security and safety for students, staff and visitors;
	+ Training to assist Religious and Independent schools in their efforts to create/maintain a safe learning environment free of crime and violence; and
	+ Asbestos Testing
* Fire Prevention
	+ Smoke Detectors;
	+ Annual Inspection of Fire Extinguishers;
	+ Purchase of Fire Extinguishers

**Projects ineligible for reimbursement** include, but not limited to:

* The instillation of bullet resistive glass in perimeter windows other than entrances;
* Systems to scan visitor ID (such as drivers licenses) and compare those results with law enforcement databases are considered an operation expense and;
* Other construction expenses

**Additional Assistance:** If you have any questions, contact the State Office of Religious and Independent Schools (SORIS), SORIS@nysed.gov.