Announcement of SAFE Act Funds Application

To: Nonpublic School Administrators

From: Christina Coughlin, Coordinator
       Educational Management Services

Date: June, 2015

Application: Nonpublic School – SAFE Act Funds

The Application and related information will be available on the Internet at

Purpose: Provide nonpublic schools with reimbursement for expenditures related to
certain school safety equipment/installation purchases.

Eligible Applicants: Nonpublic Schools (non-profit or not-for-profit schools only) that have a
Department-issued BEDS code, have a valid OSC Vendor ID, and have filed
BEDS enrollment data for the 2013-14 school year. Eligibility has already
been determined based upon Department data.

Due Date: March 31, 2016

General Information

SAFE Act: The 2014-15 Enacted State Budget provided a $4.5 million appropriation for safety
equipment for nonpublic schools provided under the SAFE Act (Year 2). The 2015-16 Enacted
State Budget provided an appropriation of the same size (Year 3). The first year of the program,
2013-14, is noted as Year 1 below.

Nonpublic School Appropriation Funding Methodology: Nonpublic school projects will be
funded according to the following methodology:

1. Schools will be reimbursed for approved expenses, up to the amount of their Total
   Allocation (Year 2 Allocation + Year 3 + Carryover amount, if any, from their Year 1
   Allocation).

2. The Year 2 and 3 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 for the 2013-14 and 2014-15 school years for all eligible schools.
3. The Per-Pupil Amount for each school has not yet been determined. The Year 2 and Year 3 Allocations will be calculated by dividing the total state enrollment in eligible nonpublic schools into the appropriation amounts for those years. NYSED will post the total combined allocations (plus any remaining allocation from Year 1) on its website shortly. The amount will be similar, but not exactly the same as, the Year 1 allocation, multiplied by 2. [For example: 2 * approximately $9.70 * enrollment.]

4. We send this notification today for planning purposes – final allocations will be forthcoming shortly – as will an online reimbursement request application. The allocation amounts for each school will be listed on the Department’s website at: http://www.p12.nysed.gov/nonpub/schoolsafety when available

Remaining Funds from Year 1: Any funds from Year 1 that were not claimed by a school will be treated as carryover funds and be added to that school’s Year 2 and/or Year 3 allocations. If a school does not receive a Year 2 or Year 3 allocation due to a change in its eligibility status, but has a carryover from the prior year, their Total Allocation for Years 2 and 3 will be the carryover amount only.

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, 2016. A school may use the Year 2 and Year 3 allocations for unreimbursed eligible expenditures from Year 1.

Claim Options include:

A. Use Total Allocation to pay unreimbursed eligible expenditures from Year 1
   • No further documentation is required
B. Use Total Allocation to reimburse for expenditures not included in Year 1 claim
   • Complete Summary of Expenditures section
   • Submit invoice and proof of payment
C. Use Total Allocation to reimburse for a combination of the above two options
   • Complete Summary of Expenditures section for expenditures not included in Year 1 claim
   • Submit invoice and proof of payment for expenditures not included in Year 1 claim

Projects eligible for reimbursement 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 systems,
  - External cameras,
  - Interface with the building management system and
  - Central lockdown buttons, etc.;
- Acceptable door hardening items:
o Door replacement;
o Door hardware replacement;
o Door frame replacement;
o Sidelight removal;
o Sidelight frame replacement;
o Change size of door or window vision panels to limit opening size;
o Change door or sidelight glass materials;
o Bars, grills or other protective measures over existing glass to prevent access; or
o Glass films including security films or tinted films

Projects ineligible for reimbursement include:

- The installation of bullet resistive glass in perimeter windows other than entrances
- Student and staff security badge systems are considered an operational expense, not eligible for aid;
- Systems to scan visitor ID (such as driver’s licenses) and compare those results with law enforcement databases are considered an operation expense and;
- Other construction expenses

Online System Application: The online system is expected to be available to enter claim data shortly and can be accessed through the Department’s Business Portal using your User ID and Password. No paper claim forms will be entered into the system until that time. Please watch the web site for an announcement about online system training and the date that the system will be available for school entry of claim forms.

Schools are encouraged to use the Nonpublic Safety Equipment online system to enter their claim. The system is designed to enhance the application process and expedite the issuance of the school’s payment. Paper forms will be accepted and will be entered into the computer system by Department staff. Schools that choose to use the paper forms will need to send a completed application form with original signature and any required documentation as outlined on the application.

An electronic payments option is offered by the NYS Office of the State Comptroller (OSC). The option may result in receiving your payment faster. Information about the program is available at www.sfs.ny.gov through the Vendor Portal. Participation is voluntary, with the option to withdraw at any time.

Additional Assistance: If you have any questions or need additional information regarding the use of the online system, contact the Office of Grants Management at (518) 474-3936, or for assistance with other questions relating to this program, contact the Office of Educational Management Services at (518) 474-6541.