

## **Guidelines for SAFE Act Funds for Nonpublic Schools**

**SAFE Act:** The 2013-14 Enacted State Budget provided a \$4.5 million appropriation for safety equipment for nonpublic schools provided under the SAFE Act.

**Eligibility:** To be eligible, schools must have Department-issued BEDS codes and have filed their BEDS enrollment data for the 2012-13 school year.

**Approved Expenses:** Funds will be available to schools which submit expenses to the Department for approved projects. Approved projects are listed on the NYSAFE Act Implementation Document, which is available on the Department's website at: <http://www.p12.nysed.gov/nonpub/schoolsafety>

**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 a ceiling amount.
2. The ceiling amount will be determined by a per pupil allocation.
3. Per-pupil allocation will be determined by the school's official pre-kindergarten through grade 12 enrollment submitted as part of the BEDS data collection for the 2012-13 school year. The allocation amounts are listed on the Department's website.
4. For 2013-14, all expenses would have to occur on or before March 31, 2014.
5. Claims must be filed by April 15, 2014.

### **Per-Pupil Amount:**

Schools will be eligible to receive funding for approved projects up to the amount of:

\$9.70 x P-12 enrollment reported on their 2012-13 BEDS forms.  
(See allocation worksheet on NYSED website for specific allocation amounts.)

### **Remaining Funds:**

Should funds remain after payments have been made for all claims for expenses up to each school's ceiling amount, which were submitted by the April 15, 2014 deadline, additional payments may be made for spending on approved projects. Remaining funds will be distributed through a proration of the remaining approved expenditures. In other words, if a school submits expenditure reports reflecting expenses on approved projects that exceed that school's ceiling amount as described above, that school will be eligible to receive an

additional apportionment equal to the percentage of remaining approved expenditures represented by the remaining appropriation. Payments will be made until the appropriation amount is exhausted. (see example below)

**Example:**

School A has 100 pupils. It is thus eligible for \$970 in spending on approved projects to be paid for prior to March 31, 2014.

Let's say School A spends \$2,000 on approved projects. It would submit documentation of the full \$2,000 in approved project spending to the Office of Nonpublic Schools at NYSED. (A reimbursement form will be posted on the Office of Nonpublic Schools website.) Assuming the documentation is verified by the State for the full \$2,000, \$970 would be paid in the first instance.

\$1030 would remain on file.

If it happens that after all claims have been submitted by the April 15 deadline, \$250,000 of the original \$4.5 million appropriation remains after all claims for expenses up to the per school ceiling amount have been paid, then the total amount of approved expenses OVER schools' ceiling amounts (for our example school that would be the \$1030) would be summed.

Let say the total for all eligible schools of approved expenses over the ceiling amounts is \$500,000. We would divide the \$250,000 in remaining appropriation authority by \$500,000 to determine the proration percentage. (In this example, it would be 50 percent.)

For our School A, we would then prorate the remaining \$1030 by 50%. School A would then receive an additional \$515 over its ceiling amount. Thus, the \$2,000 in approved project expense would receive a total of \$1485 in state reimbursement.

**CAUTION:** Because it is difficult to predict how much, if any, funding will remain after all projects have been supported up to the per pupil ceiling amounts, schools are advised to make their project decisions carefully, as they may only receive the base allocation amount, and would need to support any additional spending with their own funds.