

February 28, 2024

Dear School Administrator:

On January 5, 2016, Local Law 2 of 2016 (“the Law”) was enacted.^[1] The Law empowers the Mayor of the City of New York (“the Mayor”) to authorize a program to reimburse qualifying nonpublic elementary and secondary schools (“schools”) for the cost of certain security guard services. If your school is not already participating but would like to participate in the Program during the 2024-2025 school year, your school will be required to submit an application.

The application for the Nonpublic School Security Guard Reimbursement Program (“the Program”) will be administered by the Department of Citywide Administrative Services (“DCAS”) through [PASSPort](#),^[2] the City’s digital Procurement and Sourcing Solution Portal. Schools that are applying or reapplying for the 2024-2025 school year must have an *Approved* HHS prequalification application in PASSPort.

If you are new to PASSPort, prequalification consists of the following steps:

- 1) Register for an account in PASSPort; then after your account has been approved
- 2) Check your school’s Prequalification Status; if your school’s Prequalification is in *Approved* status you can apply for the NPS Program Application beginning on March 1, 2024. If it is not in *Approved* status, please go to Step 3.
- 3) Complete the PASSPort Prequalification Application (guide attached)

Prequalification in PASSPort does not guarantee eligibility to participate or receive reimbursements under the program. Schools also need to complete an NPS application in PASSPort for participation in the Program. The Program application will be available on March 1, 2024 and **the deadline for completing the Program application is May 15, 2024 at 5:00 pm EST.**

DCAS will inform schools if they meet the definition of “qualifying nonpublic school” and the number of guards for which they are eligible to receive reimbursements. Each school must enter into a signed Memorandum of Understanding with DCAS before any reimbursements are provided.

We urge you to complete the prequalification as soon as possible as it may take time to complete. The PASSPort system will only allow schools to submit both the prequalification and the Program applications prior to the application due date and time.

Additional resources on the program are available once you access the Business tab and then the Security Guards tab at www.nyc.gov/dcas. For any questions regarding the NPS Program, please contact DCAS at ContactDCAS@dcas.nyc.gov. For any questions regarding PASSPort and prequalification, please contact the [MOCS Service Desk](#).

Regards,

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[1] The law is codified at Administrative Code of the City of New York § 10-172.

[2] Please visit www.nyc.gov/PASSPort to access and to learn more about PASSPort.