

2023 Spring Information Session for The Non-Public School (NPS) Security Guard Reimbursement Program Fiscal & Business Management (FBM)

March 29, 2023, April 20, 2023
April 26, 2023 & May 2, 2023

Agenda

- Program Overview
- Application Process New Schools
- Memorandum of Understanding
- Additional Activities
- Annual Recertification Process
- Security Guard Vendors
- Invoicing and Reimbursements
- Paid Time Off (PTO) True-up
- Insurance Requirements
- Annual Incident Report
- Audits
- PASSPort & HHS Accelerator Presentation by MOCS
- Who to Contact
- Questions

Program Overview

Program Overview

Program Overview

- Local Law 2 of 2016 (NYC Ad Code §10-172) (“LL2”), enacted on January 5, 2016, empowers the Mayor to authorize a program to reimburse qualifying nonpublic elementary and secondary schools for the cost of certain security guard services.
 - This is identified as the Nonpublic School Security Guard Reimbursement Program (“the Program”).
- The Department of Citywide Administrative Services (“DCAS”) was designated as the administering agency and, as such, promulgated rules to outline the requirements of the Program (Title 55, Chapter 14 of the Rules of the City of New York [“the Rules”]).
- A copy of the Rules and programmatic documents are available at DCAS’ webpage www.nyc.gov/dcas → Business → Security Guards → Program Information.



Program Overview:

Eligibility

- To be eligible to participate in the Program, a school must meet the following requirements:
 - Be a nonpublic school;
 - Be a nonprofit school;
 - Have 300 or more students in any combination of grades Pre-K through twelfth grades; and
 - Have an assigned Basic Educational Data System (“BEDS”) code number from the New York State Education Department (“NYSED”).



Program Overview:

Eligibility (cont.)

- Student enrollment will be verified using the BEDS form schools submit to NYSED in the Fall, showing enrollment data as of BEDS Day, (1st Wednesday in October). A copy of this BEDS form must be submitted to DCAS via HHS Accelerator no later than November 15th each school year, before a school budget is finalized.
- Charter Schools do not meet the definition of nonpublic schools as defined in LL2 and, as such, are not eligible for this Program.



Program Overview:

BEDS Process Change

- Per the memorandum issued by DCAS in August 2017, NYSED has instituted a process of issuing individual BEDS codes for each location of a school, to ensure that NYSED has an accurate account of where students are located.
- With the change to a one site/one BEDS code policy, schools must now have a 300-student minimum enrollment at each school site to be eligible for the Program. Students can no longer be aggregated across school sites to reach the 300-student minimum.



New NPS Application Process

New NPS Application Process

New NPS Application Process:

- The NPS Application for the 2023-2024 School Year is being issued via the Procurement and Sourcing Solutions Portal, (“PASSPort”).
- New schools are required to register for a PASSPort account. After your account has been approved your school is eligible to apply for an HHS pre-qualification application in PASSPort.
- New schools are to check the prequalification status. If your school’s pre-qualification is in an **Approved** status you may proceed to apply for the FY2023-2024 NPS Program.
- Returning schools with an active HHS account may proceed directly to PASSPort to apply. If you are new to PASSPort, you will be required to apply for an account. Schools are advised to check their HHS prequalification status in PASSPort to ensure it reads **Approved**.



Application Process For PASSPort

Questions:

- Is the school a nonpublic school?:
 - Yes
- Is the school a nonprofit school as defined by the NYSED?:
 - Yes
- Will your school have at least 300-students enrolled and expected to be reported under one BEDS code per eligible school site for the 2023-2024 school year?
 - Yes



Application Process For PASSPort:

Questions (cont.) :

- What is your projected enrollment for the 2023-2024 School Year?:
 - At least 300-students, as is expected to be reported on a school's BEDS Form
- Has your school been assigned a BEDS code by the NYSED?:
 - Yes
- Enter the schools BEDS code.:
 - 12-digit number assigned by the NYSED?



Application Process For PASSPort:

Documents

| Document Name | Details |
|---|---|
| Organizational Chart | <p>Each school must provide a Program Organizational Chart, showing how the security services will be supervised at the school. Submission of this document should be in PDF (.pdf) format only.</p> <p>Please be advised that this is for informational purposes only.</p> |
| BEDS Number Form (2022-2023) | <p>Each school must provide a completed Fall 2022-2023 Basic Educational Data System (BEDS) Form, which nonpublic schools submit annually to the New York State Education Department. Submission of this document should be in PDF (.pdf) format only.</p> <p>Upload either:</p> <ul style="list-style-type: none"> • Fall 2022-2023 BEDS Form; or • If the school does not have the prior year's BEDS form, submit the letter from NYSED assigning the school its BEDS number <p>NOTE: A separate and complete application, including all required documents, is required for each individual school with a unique BEDS number.</p> |
| Workscope | <p>Each school must provide a completed workscope document with daily activities noted on Tab 2 and projected holidays for the entire program year listed on Tab 3.</p> <p>Completion of a workscope is used to demonstrate a school's expected utilization of security guard services for reimbursement. Instructions are provided on Tab 1 of the Workscope template. Submission of this document should be in Excel (.xls or .xlsx) format only.</p> |
| Nonprofit Non-Public School Documentation | <p>Upload either:</p> <ul style="list-style-type: none"> • School Charter; • Board of Regents Certificate; or • Certificate of Incorporation (if the school is under the Religious Organizations Act) |
| IRS 501(c)(3) Determination Letter | <p>Upload either:</p> <ul style="list-style-type: none"> • IRS 501(c)(3) Determination Letter; or • IRS 501(c)(3) Group Exemption Letter (if applicable) |

Application Process For PASSPort:

Documents: Workscope, Tab 1

- DCAS will use the Workscope submission to forecast projected days and hours for security guard coverage for each school that applies and is accepted into the Program.

Instructions

| Instructions for Completing a Workscope Document for the 2023 – 2024 Program Year of the Non-Public School Security Guard Reimbursement Program |
|---|
| Each activity that occurs outside the regular school day must be itemized (including dismissal activities). Further, every field must be completed. The following must be added to your worksheet and uploaded to HHS Accelerator as an excel workbook before DCAS can approve your budget and issue a Memorandum of Understanding: |
| <u>Tab 2</u> 1. Verify that your academic hours are for regular student academic instruction only. 2.. Itemize each activity—please see attached sample form. a. Please complete all fields including number of students, number of faculty, etc. under Columns J - P with comments provided under Column Q, as needed. 3. Ensure any activity that occurs prior to the start of the regular academic school day is added as a line item. *Note* If there is more than one site/location under one Basic Educational Data System (BEDS) code, Tabs 2 and 3 should be replicated for each additional address. |
| <u>Tab 3</u> 1. Complete all fields for holiday/vacation schedule. a. Where you are requesting security coverage during a scheduled holiday/vacation, please complete the corresponding fields under Columns B – H. b. Where you are not requesting security coverage during a scheduled holiday/vacation, please select "No" for under Column B for each corresponding date. c. Each holiday/vacation date range should be listed on separate lines. |
| <u>General Reminder</u> 1. Ensure your submission does not include any request for security for off-site activities (e.g. sporting event where your school will be playing the game at another school's venue). 2. Confirm the number of hours you are indicating for each activity is correct. Please be advised that schools will be audited by site visit and verification of documentation to confirm that hours stated as regular student academic instruction and afterschool activities are as represented. For assistance with completing this document, please contact: ContactDCAS@dcas.nyc.gov |



Application Process For PASSPort:

Documents: Workscope, Tab 2

- Verify time, days of the week, name of activities and activity details are completed for each activity projected for the 2023-2024 Program Year.

Sample Workscope

Security Guard Reimbursement for Nonpublic Schools

Detailed Daily Schedule

School Name: [Enter Name Here]

If your classroom instruction falls outside of these hours please adjust the hours accordingly.

| Total Hours | Time | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Name of Class/Activity | Is this an academic or non-academic activity? | Provide detailed description of activity |
|-------------|-----------------------------|--------|---------|-----------|----------|--------|----------|--------|---------------------------------|---|--|
| 7 | 8:00 AM - 3:00 PM | X | X | X | X | X | | | | | |
| 1 | 3:00 PM - 5:00 PM | x | x | x | x | x | | | Late Pick-up | Non-Academic | Parents pay for extended hours. Students are provided a space to do homework and other academic related work |
| 1 | 3:00 PM - 4:00 PM | x | | | | x | | | Music Club | Non-Academic | One hour class that provides musical instruction for students who elect to participate |
| 1 | 4:00 PM - 5:00 PM | x | | | | | | | Debate Club | Non-Academic | Students learn debate skills |
| 3 | 4:00 PM - 7:00 PM | X | x | x | x | x | x | x | Freshmen, JV and Varsity Soccer | Non-Academic | Soccer team practice boys and girls |
| 3 | 6:00 PM - 9:00 PM | X | | x | | | x | | Soccer Home | Non-Academic | Soccer team home games boys and girls |
| 3 | 4:00 PM - 7:00 PM | X | x | x | x | x | x | x | Varsity Track | Non-Academic | Track Team |
| 3 | 6:00 PM - 9:00 PM | | x | | | | x | | Varsity Track Home Meets | Non-Academic | Track Team home meets |
| 1 | 7:00 PM - 8:00 PM | | | | | | | X | Book Club | Non-Academic | Once a week students and families participate in a book |
| | continue in hour increments | | | | | | | | | | |
| | continue in hour increments | | | | | | | | | | |
| | continue in hour increments | | | | | | | | | | |
| | continue in hour increments | | | | | | | | | | |

Application Process For PASSPort:

Documents: Workscope, Tab 2 cont'd

- Verify participant fields under columns M-P.
 - Comments are optional but should be provided to further clarify activities.

Sample Workscope

| Estimated # of students from your school attending the event | Estimated # of faculty members attending the event | Estimated # of individuals not affiliated with your school at the event | Comments |
|--|--|---|----------|
| Room Instruction | | | |
| 50 | 3 | 0 | |
| 25 | 2 | 0 | |
| 10 | 1 | | |
| 100 | 20 | 0 | |
| 200 | 10 | 100 | |
| 50 | 5 | 0 | |
| 150 | 10 | 75 | |
| 50 | 2 | 0 | |
| | | | |
| | | | |
| | | | |

If you have multiple activities occurring during the allotted time slots, please be sure to reference all events.

Application Process For PASSPort:

Documents: Workscope, Tab 3

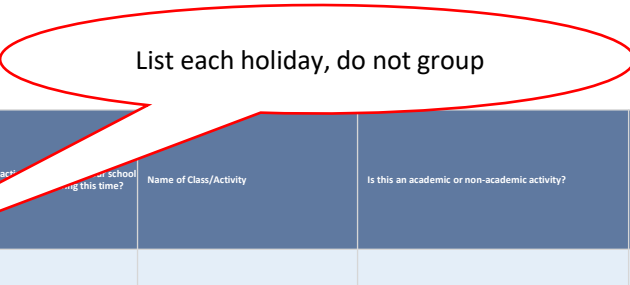
- All fields for holidays/vacations should be listed as separate line items
 - Where coverage is expected, Columns B-H need to be completed.
 - Where coverage is not expected, “No” should be selected under column B.

Sample Workscope

Security Guard Reimbursement for Nonpublic Schools

Holiday/Vacation Schedule

School Name: [Enter Name Here]



| List the days your school is closed. | Are there any activities for your school that will seek reimbursement during this time? | Name of Class/Activity | Is this an academic or non-academic activity? | List event sponsors including any outside organizations | Estimated # of students from your school attending the event | Estimated # of faculty members attending the event | Estimated # of individuals not affiliated with your school at the event |
|--|---|------------------------|---|---|--|--|---|
| I.e. Election Day / Spring Break / Faculty Professional Development Days | | | | | | | |
| Veteran's Day- November 11, 2020 | | | | | | | |
| Thanksgiving Break- November 26-27, 2020 | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Application Process:

Eligible Schools

- If DCAS determines that a school's application meets the requirements for the Program, the eligible school will receive an Award Letter from DCAS.
- This is a preliminary acceptance to the Program, which is dependent on the student enrollment on the BEDS form that is submitted by the school, along with the Budget Task and MOU no later than November 15, 2023.



Application Process:

Ineligible Schools

- If DCAS determines that the school's application does not meet the requirements for the Program, the ineligible school will receive a Denial Letter from DCAS.
- Schools can appeal this decision within 10 days of receipt of the Denial Letter. Full instructions on how to appeal will be included in the letter. DCAS will respond with a prompt decision no later than 60 days after receipt of the appeal.



Application Process:

PIP/Vendor ID

- In order to conduct business with the City of New York, awarded schools need to have a Vendor Account to become a payee/vendor:
 - To sign up or activate an existing account, visit the NYC Payee Information (“PIP”) portal at:
<https://a127-pip.nyc.gov/webapp/PRDPCW/SelfService>
- The following data points in FMS, PIP, PASSPort and HHS Accelerator should be consistent:
 - Organization Name
 - School Name
 - School Address
- Note the MOU must be registered as per the application in PASSPort, with the unique Vendor ID of either “the organization” or “the school”.
 - PASSPort Application as “the organization” = Vendor ID of “the organization”
 - PASSPort Application as “the school” = Vendor ID of “the school”

Variations in any of the data above may delay the MOU and reimbursement processes or the Comptroller’s Office may reject the MOU package.



Memorandum of Understanding
Memorandum of Understanding
(MOU)

Memorandum of Understanding (MOU):

Agreement

- If DCAS determines a school is preliminarily eligible to participate in the Program, DCAS will provide the school with a Memorandum of Understanding (“MOU”).
- The MOU describes the school’s estimated budget for security services for the 2023-2026 School Years. Budgets are allocated as per the table below:

| * Security Guard Allocation based on eligible schools BEDS enrollment: |
|--|
| 300 to 499 Students = 1 security guard |
| 500 to 999 Students = 2 security guards |
| Each additional 500 Students = 1 additional security guard |

- Please note, budgets are not final, and schools are not eligible for reimbursement of security services unless a MOU is:
 - Signed by both parties
 - Registered with the NYC Office of the Comptroller and
 - The Budget Task is approved by DCAS.



Memorandum of Understanding:

Details

- The MOU will outline the requirements of LL2 and the Rules, including but not limited to the following:
 - Term
 - Enrollment requirements
 - Reimbursement requirements
 - Reimbursable expenses
 - Three-year Budget Allocation (2023-2026)
 - Insurance requirements
 - Annual incident reporting
 - Prevailing wage requirements
 - Audit requirements
 - Record retention policies
 - Annual Budget for 2023-2024 school year



MOU & HHS Budget Task

- Awarded schools are required to submit the following items to DCAS by November 15, 2023, this is a hard deadline:
 1. Three signed and notarized MOU copies are to be mailed to DCAS at:

NPS Program
David N. Dinkins Municipal Building
1 Center Street, 17th Floor
New York, NY 10007
 2. Upload the following documents into the school's HHS Accelerator Budget Task:
 - a) An electronic version MOU
 - b) The 2023-2024 BEDS Form
 - c) Enter the Annual Budget in the Milestone Tab
- If the 2023-2024 BEDS form submitted shows that the school has less than the required 300-student minimum enrollment, your school will not be allowed to continue with the Program. Any security expenses incurred from July 1, 2023, onward will not be eligible for reimbursement.



MOU & HHSA Budget Task:

(cont.)

- Schools who's BEDS form shows a decrease in student enrollment compared to the previous year, or lower enrollment actuals than the estimates submitted on the application, will absorb any costs incurred in excess of their final budget allocation. Conversely, student enrollment increases, as evidenced on the submitted BEDS form, may lead to an increased budget allocation. (See chart on slide 22).
- All budget changes are effective July 1, 2023, the beginning of the program/fiscal year. Schools will not be reimbursed for guards in excess of their finalized security guard allocation.
- Budget allocations will be adjusted based on the final enrollment count. Schools will be issued a new budget task if there is a change in prior budget levels.



Additional Activities

Additional Activities

Additional Activities:

- Once accepted into the Program, schools will receive a MOU that lists the days and hours a school is approved for security guard coverage.
 - The total hours and weeks allocated are based on the Workscope received with the application.
 - The total hours may be adjusted due to budget constraints as a result of your school's final enrollment and the number of schools that get accepted into the Program.
- For activities that occur outside of the budgeted hours, schools will need to submit an Afterschool Pre-approval Activities Form. Forms are to be received at least 2 weeks prior to the event for an approval.
- This form is not in HHS Accelerator, it is available at www.nyc.gov/dcas → Business → Security guards → For Accepted Schools



Annual Recertification

Annual Recertification Process for Continuing Schools

Recertification Documents:

Workslope

- On March 20, 2023, DCAS emailed instructions to schools regarding the submission of recertification documents for the 2023-2024 Program Year.
- Recertifying schools are required to submit:
 - Workslope – listing the hours and types of activities for the 2023-2024 Program Year
 - Attachment B spreadsheet
 - BEDS form for 2022-23
- All documents must be emailed to DCAS via SchoolActivities@dcas.nyc.gov by May 15, 2023.
- Once submitted, the Workslope cannot be updated. Any additional activities not included on the Workslope will require a School(s) to submit an “Additional Activity Pre-Approval Form”.



Recertification Documents:

Attachment B

- The address, BEDS code and projected enrollment must be provided for each location of the school on Attachment B.

Sample Attachment B

ATTACHMENT B

PROJECTED SECURITY GUARD USAGE

School Year 2023-24 (July 1, 2023 - June 30, 2024)

NOTE: If your school has multiple locations, please provide the information below for EACH location. (If there are more than 4 locations, additional columns may be added).

| | Location #1 | Location #2 | Location #3 | Location #4 |
|---|-------------|-------------|-------------|-------------|
| School Name: | | | | |
| Address: | | | | |
| Basic Educational Data System (BEDS) code*: | | | | |
| Projected Student Enrollment School Year 2023-2024: | | | | |
| # of Guards (based on enrollment criteria): | | | | |
| | | | | |

*The New York State Education Department (NYSED) requires that a school with multiple locations obtains an individual BEDS code for each of its locations. If your school has multiple locations, please enter each BEDS code along with enrollment for each location.

Recertification Documents:

Important Budget Note

- Recertifying schools must be mindful of their forecasted enrollment for the 2023-2024 Program Year.
- A change in enrollment will affect the number of security guards for which a school will be eligible for reimbursement effective July 1, 2023. The student enrollment reported to NYSED on the BEDS form in the Fall, will determine your school's continued participation and final budget allocation for the school year.

*** Security Guard Allocation based on eligible schools BEDS enrollment:**

300 to 499 Students = 1 security guard

500 to 999 Students = 2 security guards

Each additional 500 Students = 1 additional security guard



Recertification Documents:

Important Budget Note cont.

- Returning schools that have a decrease in student enrollment from the prior year, will incur all costs in excess of their finalized budget. Conversely, if there is an increase in student enrollment.
- Schools will be issued a new budget task if there is a change in prior year's budget levels. All changes to the budget are effective July 1, 2023, the beginning of the program/fiscal year.
- Schools will not be reimbursed for guards in excess of their finalized security guard allocation, effective July 1, 2023, onward.



Security Guard Vendors

Security Guard Vendors

Security Guard Vendors:

- In order to be eligible for reimbursement under the Program, as per LL2 and the Rules, each security guard used by a school must be:
 - Employed by a security guard vendor on DCAS' Qualified Provider List for the Program
 - Paid no less than the prevailing wage and supplements
 - Provide security services and no other services for school-related instruction or school-related events at the location referenced in the Memorandum of Understanding ("MOU")
 - Employed or retained in compliance with applicable labor and employment laws



Security Guard Vendors:

Qualified Provider List (“QPL”)

- DCAS has a Qualified Provider List available on the Department’s webpage www.nyc.gov/dcas → Business → Security Guards → For Security Vendors
 - As of 3/29/2023, there are 63 security guard vendors on the QPL.
- Schools will contract directly with a security guard vendor on the QPL.
 - Schools are responsible for ensuring the agreement between the school and security guard vendor adhere to LL2 and the Title 55, Chapter 14 of the Rules of the City of New York.
- Schools are required to maintain records between the school and security guard vendor.
- Schools are not required to use the same security guard vendor throughout the duration of their time with the Program.



Invoicing and Reimbursements

Invoicing and Reimbursements

Invoicing and Reimbursements:

Invoice Process Summary

- Security guard vendors submit invoices to the school as per the contract agreement between the security guard vendor and a given school.
 - E.g., weekly, bi-weekly, etc.
- Schools should review the invoices thoroughly and make payment to the security guard vendors.
 - A robust review of security guard sign-in sheets to ensure guards are accurately recording when they arrive and leave the School(s).
 - Timesheets are monitored by DCAS along with other program requirements when DCAS Audit and Compliance Services conducts audits.
- Schools submit a consolidated invoice quarterly to DCAS for reimbursement with supporting documents received from the approved security vendor as backup, as per the promulgated rules.
- Schools submit invoices online using the Financials module in HHS Accelerator.



Invoicing and Reimbursements:

Supporting Documents Required

- Documents required as backup include, but are not limited to, the following:
 - Certified Invoices from security guard vendor
 - Certified Payroll Reports from security guard vendor
 - Security Sign-in Register (Work Assignment Data)
 - Proof of Payment from school to the security guard vendor (e.g., cancelled check or bank statement showing ACH)
- Samples of each document and the required list of backup documents are available at the DCAS' webpage www.nyc.gov/dcas → Business → Security Guards → For Accepted Schools



Invoicing and Reimbursements:

Reimbursement Schedule

- Reimbursements are issued on a quarterly basis per the Rules, regardless of the period shown on the security guard vendor's invoices.
 - The quarterly intervals and end dates are:

| <u>Quarter #</u> | <u>Period Dates</u> | <u>Quarter Ends</u> |
|------------------|---------------------|---------------------|
| Quarter 1 | Jul 1 – Sep 30 | September 30 |
| Quarter 2 | Oct 1 – Dec 31 | December 31 |
| Quarter 3 | Jan 1 – Mar 31 | March 31 |
| Quarter 4 | Apr 1 – Jun 30 | June 30 |

- However, when entering the invoice service dates in HHS Accelerator, please use the start and end dates from the consolidated invoices.



Invoicing and Reimbursements:

Invoicing Support

- HHS Accelerator has resource documents and training available on their website:
 - <http://cityshare.nycnet/portal/site/cityshare>
- In addition, the documents listed below are available at the DCAS' webpage www.nyc.gov/dcas → Business → Security Guards → For Accepted Schools
 - Invoice Submission Instructions
 - Invoice Submission – Critical Items
 - School Sample Invoice and additional documents



Paid Time Off (PTO) True-up
Paid Time Off (PTO) True-up

Paid Time Off (PTO) True-up

- Pursuant to LL2, each Unarmed Security Guard must be paid at least the prevailing wage and supplements as set forth in New York State Labor Law §234.
- As detailed in the Building Services Employee Schedule Labor Law Article 9, Unarmed Security Guards are entitled to receive Paid Time Off (“PTO”) which includes holiday, vacation and sick leave. The amount of PTO earned is determined by the guard’s length of service.
- All guards with any unused accrued PTO, must receive compensation at the end of the calendar year.



Paid Time Off (PTO) True-up cont'd

- DCAS requests that every school have its respective security guard company(ies) complete a PTO usage data sheet for each Program guard.
- DCAS will send your school an excel file template to be used by the security guard company to record the leave usage for each guard.
- The data from this file will be used by DCAS to track the number of Vacation, Holiday and Sick Leave used by each guard in the Program and will help DCAS determine the number of accrued, unused days remaining at the end of that calendar year.
- This is merely a review of PTO data; no payment should be made to the guard(s) until instructed by DCAS.



Insurance Requirements

Insurance Requirements

Insurance Requirements

- Upon retention by the school, the security guard company must maintain throughout the term of its agreement with the school the following insurance documents:

| | |
|---------------------------------|-----------------------------------|
| 1. Commercial General Liability | 4. Additional Insured Endorsement |
| 2. Worker's Compensation | 5. Indemnification Language |
| 3. Disability Benefits | 6. Broker Certification |

- The security guard company must submit an updated certificate of insurance and certification by broker or agent within five days of the expiration date of the policy.
- The school is responsible to ensure that their security guard company has the required insurance coverage, and schools must produce proof of the insurance upon demand by DCAS.
- All insurance documents must be uploaded to the HHS Accelerator Document Vault and shared with DCAS.



Annual Incident Report

Annual Incident Report

Annual Incident Report:

- As per LL2 and as stated in the MOU between the school and the City of New York, an Annual Incident Report must be completed and submitted to the City by each participating school.
- DCAS will email all schools the Annual Incident Report request including the Annual Incident Report Summary Template by the first week in October.
- Schools must summarize all criminal activity and other significant incidents related to public safety that are documented by your security guard(s) within the prior school year.
- Responses are due within 30 days of the request and must be transmitted via email to ContactDCAS@dcas.nyc.gov



Annual Incident Report: Template

SAMPLE

**NON-PUBLIC SCHOOL SECURITY GUARD REIMBURSEMENT PROGRAM
PUBLIC SAFETY ANNUAL INCIDENT REPORT SUMMARY
SCHOOL YEAR 202_-202_**

Date Submitted: _____

School Name: _____ School Address: _____

Did your school have a public safety incident during the school year 202_-202_?

Please check: Yes No

If yes, please complete the table below for each incident.

| Date of the Incident | Incident Description | Was NYPD or any other Government Agency Notified of Incident (Y/N) | Was an NYPD Report Filed | Outcome of Investigation |
|----------------------|----------------------|--|--------------------------|--------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Note: All supporting documents such as a New York City Policy Department (NYPD) report or any other official government agency report should be maintained by the School in accordance with Section 14-05, (f) of the Program Rules.

School Administrator Name: _____

School Administrator Signature: _____

Audits Audits

Audits

- Schools must make available all records supporting its reimbursement claims for auditing and inspection by DCAS Audit and Compliance Services Unit upon demand with 5 days prior written notice.
- Audit and Compliance Services visit schools to review records, interview staff, contractors, and subcontractors in furtherance of Audit and Compliance Services audit of the reimbursement claims. The school must cooperate with Audit and Compliance Services during such visits.
- Audit and Compliance Services shall report the findings of its audit and recommendations to the Schools audited and DCAS for any corrective action(s) they deems appropriate. A school's failure to comply with the Rules may result in disqualification from the Program.
- Auditing of schools participating in the Program include:
 - Site visits, Desk Audits and Invoice Reviews



Audits:

Site Visit Observations:

- During site visits, Audit and Compliance Services is seeking to verify that the school follows the requirements of the Program, including:
 - Prevailing Wage Notice Poster (displayed conspicuously)
 - Current Applicable Prevailing Wage Schedule (displayed conspicuously)
 - Working Radio / Company Cellphone
 - Distinct Uniform / Professional Attire (adhere to dress code)
 - Unarmed Guard License and Job ID is worn by the guard (verification)
 - Sign-in Sheet at Location (guards sign in at the beginning and sign out at the end of each work shift)



Audits:

Desk Audit

- During a desk audit, Audit and Compliance Services is reviewing whether supporting documents submitted by the school are adequate and in accordance with Program Rules:
 - Insurance documentation (adequate and valid)
 - Valid Guard License (Verification via NYS Licensing website)
 - 501(c)(3) Not-for-Profit Document (verification of required NPS status)
 - BEDS & Student Number (at least 300-students & allowable number of guards)
 - MOU Package (signed & registered)
 - Annual Incident Report (submitted)



Audits:

Invoice Review

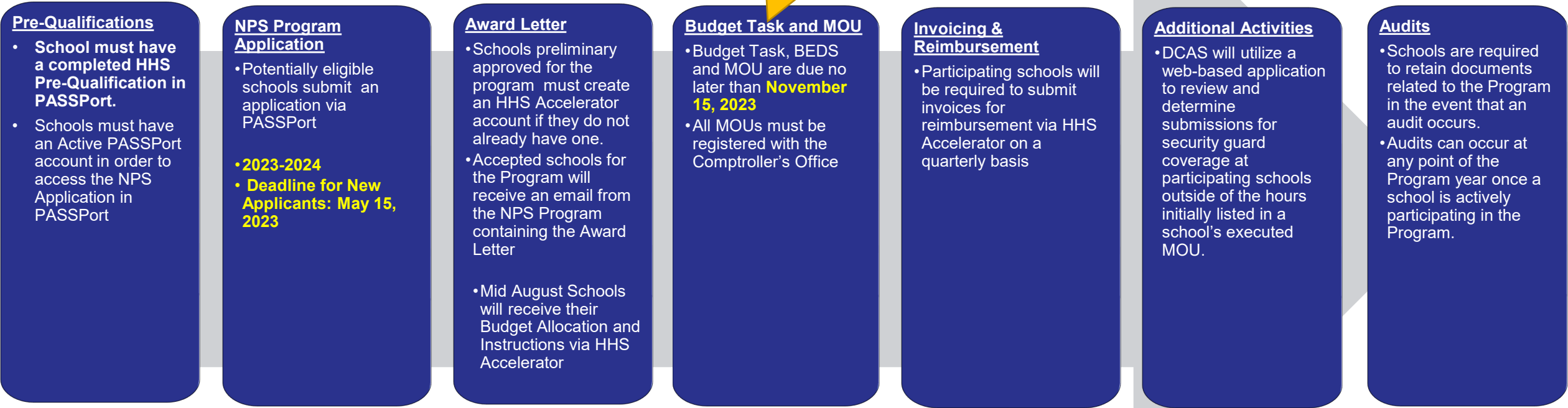
- Audit and Compliance Services team conducts a review of documents submitted on approved invoices:
 - Security Guard Vendor on QPL (verification)
 - Prevailing Wage (proper application of length of service, base rate, and supplement benefits)
 - Billable Hours (allowable and properly distributed on Certified Payroll Report)
 - Reimbursement Calculation Verification (proper and justified)



PASSPort & HHS Accelerator
PASSPort & HHS Accelerator
Presentations

Recap of Process

2023-2024 Budget Task, BEDS and MOU hard deadline. Due **November 15, 2023**



2023-2024 Program Applications are due in PASSport by **May 15, 2023**

Who To Contact

Who To Contact

Who To Contact

General Program Questions

- ContactDCAS@dcas.nyc.gov

MOUs and the Reimbursement Process

- Reimbursement4Schools@dcas.nyc.gov

Prevailing Wage

- OCPHelp@dcas.nyc.gov

Afterschool Activity Approval Questions

- SchoolActivities@dcas.nyc.gov

Technical Assistance with PASSPort and HHS Accelerator

- [MOCS Helpdesk](#)

NPS Program Hotline

- (212) 386-0040

DCAS

Thank You