

Who is administering the program?

- The Department of Citywide Administrative Services (DCAS) was designated as the administering agency by Mayor de Blasio on March 10, 2016.

When does the program begin?

- Reimbursement will be available for the 2016-2017 school year. Reimbursements will apply to applications that are approved with applicable date ranges noted in a Memorandum of Understanding (MOU) entered into by a qualified nonpublic school. A qualified nonpublic school will only be eligible to apply for quarterly reimbursements after the date it has formally submitted the application and its application has been accepted by DCAS.

Do I need to sign an MOU with the City to receive reimbursement?

- Yes, each school must enter into a signed MOU with DCAS before any reimbursements will be provided.

Who is eligible to participate?

- The program will provide reimbursement to qualified nonpublic schools for the allowable costs of retaining certain security guards based on the number of students enrolled at such school. Approved schools that enroll between 300 and 499 students shall be reimbursed for the cost of one security guard; approved schools that enroll between 500 and 999 students shall be reimbursed for the cost of two security guards; and approved schools shall be reimbursed for the cost of an additional security guard for each additional 500 students enrolled in such school.
- A qualified nonpublic school is a nonprofit elementary or secondary school in New York City, other than a public school, that provides instruction in accordance with the education law, has been assigned a Basic Educational Data System (BEDS) code by the New York State Education Department, or similar successor identifier, and is serving students in any combination of grades from pre-kindergarten through twelfth grade.

How does a school apply?

- If a nonpublic school wants to participate in the program during the 2016-17 school year, the school will be required to complete an application. The deadline for submitting a completed application is November 1, 2016 for the 2016-2017 school year. The application will be administered by DCAS through the HHS Accelerator system. In order to access the application, a nonpublic school must ***first be prequalified in [HHS Accelerator](#)***.
- Please be advised that the application is subject to revision based on the final Rules adopted by DCAS. A determination on applications submitted will not be made until the Rules promulgated by DCAS are finalized and adopted. DCAS published a Notice of Public Hearing regarding the proposed Rules for this program in the City Record on May 25, 2016. The public hearing will be

held on June 27, 2016 at 3:00pm in the Auditorium at 125 Worth Street, New York, New York 10013.

- Applications will be accepted and reviewed on an ongoing basis until November 1, 2016. DCAS will determine whether each Application meets the requirements of the law and the final rules.

What is HHS Accelerator?

- HHS Accelerator is the City's online system for health and human service procurements and financial management. HHS Accelerator will reduce paper-based submissions in the financial management of the reimbursement program.

Which entity needs to be prequalified in HHS Accelerator?

- A nonpublic school that wishes to participate in the program should seek prequalification in HHS Accelerator. If the nonpublic school is already prequalified in Accelerator, the nonpublic school will only need to log in to its HHS Accelerator Account to complete the Application. HHS Accelerator cannot be used by security guard vendors (see Q&A on "How do security guard vendors get on the list of qualified vendors?" for additional information).

If you are a qualifying nonpublic school, you should:

1. Visit the [HHS Accelerator website](#) and register (prequalify) your organization for an account.
 - Need help? Use this guide:
<http://www1.nyc.gov/assets/hhsaccelerator/downloads/pdf/AccountCreationQuickStart.pdf>
2. Complete the HHS Accelerator prequalification in the system.
 - Need help? Use this guide:
http://www1.nyc.gov/assets/hhsaccelerator/downloads/pdf/submitting_the_hhs_accelerator_application.pdf

Once your school is prequalified in HHS Accelerator, you will be notified via email when the DCAS Program Application is released. Your organization will then be able to download the application, and submit a completed application to DCAS using the HHS Accelerator System.

For questions on how to use HHS Accelerator, please contact the help desk at info@hhsaccelerator.nyc.gov

Does being prequalified in HHS Accelerator ensure participation in the program?

- No. Prequalification only ensures that your school meets the standards set forth by HHS Accelerator to utilize their system for this program and apply to other relevant procurements in HHS Accelerator that your school may be interested in pursuing.

When will an application be available?

- A draft Application is currently available on HHS Accelerator. Nonpublic schools should go forward with completing the Application immediately. The completed draft Applications will be held pending adoption of Rules that will govern the program.
- As stated earlier, please be advised that the application is subject to revision based on the final Rules adopted by DCAS. A determination on applications submitted will not be made until the Rules are finalized and adopted.
- DCAS will review each schools' completed application and make a determination regarding acceptance into the program. 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.

How often can a school submit for reimbursement?

- Schools will submit their requests for reimbursements on a quarterly basis. DCAS will provide additional information on the reimbursement schedule prior to the start of the program.

How does a school submit documents for reimbursement?

- All reimbursements will be processed using HHS Accelerator. DCAS will provide additional information on reimbursement processing prior to the start of the program.

What activities are eligible for reimbursement?

- A qualified nonpublic school may be reimbursed for allowable costs of a security guard used to provide security services when the school is open for school-related instruction or school-related events. Schools will be reimbursed for security guards who provide security services and no other services.
- Forthcoming rules will be promulgated by DCAS that will provide additional guidance on allowable costs and what activities are eligible for reimbursement.

What qualifies as a student for purposes of determining how many security guards a school is eligible to claim reimbursement?

- A student is deemed to refer only to full time students who attend school for six hours and twenty minutes a day. Students to whom the City separately provides assistance that includes funding for security are not included in the reimbursement determination.
- Schools will be required to, upon application to the program, provide the total number of students enrolled in the school. DCAS will verify all enrollment information with the New York State

Education Department (“NYSED”) as reported by the school on the Basic Educational Data Systems (“BEDS”) Nonpublic Schools Report for the school year for which the nonpublic school is seeking reimbursement. A school’s BEDS enrollment number is considered final for the corresponding school year. Schools must submit, as part of the application process, their BEDS Nonpublic Schools Report when it is submitted to NYSED in October. Schools must revise their application if the total enrollment changes as of the date the school provides this information to NYSED in their Basic Educational Data System (BEDS) Report of Nonpublic Schools.

Can a school use any security guard vendor?

- No. DCAS will establish a list of qualified vendors. In order to receive reimbursements, schools will only be able to utilize firms that are on the qualified provider list. Once a list is available, DCAS will notify schools of its availability via email or letter.

What salary is expected to be paid to security guards under this program?

- Security guard wages equal to the prevailing wage and supplements are allowable costs for qualified nonpublic schools under this program. “Prevailing wage and supplements” means the rate of wage and supplemental benefits per hour paid in the City of New York to unarmed security guards as determined by the Comptroller of the City of New York in accordance with section 230 of the labor law.

How do security guard vendors get on the list of qualified vendors?

- Security guard vendors ***should not*** contact HHS Accelerator or attempt to register with them. HHS Accelerator is only for schools who wish to apply.
- Security guard vendors interested in receiving information about up the upcoming application for this program should enroll in the City Record Online (CROL) at: <http://nyc.gov/cityrecord>. In addition, vendors should periodically check the DCAS website for updates.
- Further instructions on how to become a qualified security guard company will be provided once the rules for this program have been promulgated. Please contact Anna Wong at: awong@dcas.nyc.gov if you have any questions.