



Lisette Camilo
Commissioner

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Deputy Commissioner
Fiscal & Business Management

October 6, 2020

Dear School Administrators,

We are pleased to announce that the filing period will be reopened to allow nonpublic schools to apply for the Nonpublic School Security Guard Reimbursement Program (“NPS Program”). The application filing period will be reopened in Health and Human Services Accelerator (“HHS Accelerator”) **from Wednesday, October 7, 2020 to Monday, November 9, 2020 at 5:00 pm** for the current 2020/2021 School Year.

Please note, schools that have not been accepted to the NPS Program for the 2020-2021 school year are invited to apply. Incumbent schools with an existing and active registered Memorandum of Understanding (“MOU”), or schools that are in the process of registering an MOU, will not need to complete another application for the 2020-2021 School Year.

To qualify for the NPS Program, your school must meet the following requirements:

- Must be nonpublic
- Must be nonprofit
- Have 300 or more students in any combination of grades Pre-K through twelfth grades only* for each eligible school site
- Have been assigned a Basic Educational Data System (“BEDS”) code by the New York State Education Department (“NYSED”) for each eligible school site
- Must not be a charter school

*If your school has the required 300 student minimum for the 2020-2021 school year but has yet to apply, you can take this opportunity to submit an application for the current school year’s program. Please be aware that your school will be required to submit a copy of the 2020-2021 BEDS data form to the Department of Citywide Administrative Services (“DCAS”), which should be consistent with the BEDS data that your school reports to NYSED as of BEDS Day October 7, 2020.

Note, schools with multiple locations must submit an application for each eligible location that seek to be considered for Program participation in the 2020-21 school year. You may e-mail any questions you may have regarding this notification to ContactDCAS@dcas.nyc.gov. Or you may call the NPS Program Hotline at (212) 386-0040. Below are further details regarding the application process.

In order to access the NPS Program 2020-2021 School Year Application, the school must first prequalify in HHS Accelerator. If your school is not prequalified, or if your prequalification has expired, click on the link to the [HHS Accelerator](#) and complete the Prequalification which consists of two (2) steps:

1. Business Application
2. Service Application – Must select either Academic Support or Child Care

In order to assist you with your prequalification, attached please find the ***HHS Prequalification Application Guide***.

After completing both the Business and Service Applications, HHS Accelerator will advise you of your school’s eligibility to submit a Request for Proposal (“RFP”). Once your school is prequalified in HHS Accelerator, you will have access to the NPS Program 2020-2021 School Year Application. To access the application, please follow the steps listed below:

1. Click the **Procurement** tab on the HHS Accelerator Home Page
2. Click on the Nonpublic School Security Guard Reimbursement Program Application from the Procurement Titles
3. Click the Proposal Summary tab
4. Click the Add New Proposal tab
5. Complete the Nonpublic School Security Guard Reimbursement Program Application
6. Upload the required documentation
7. Submit the application

For assistance in locating the NPS Application, attached please find the ***HHS Accelerator Pre-Approval Deck*** (starting on page 4).

If you have any questions pertaining to the procurement process, or require additional guidance to complete the prequalification application, please contact the HHS Accelerator helpdesk at Help@MOCS.nyc.gov or use the link above to access the HHS Accelerator website.

Sincerely,

Nonpublic School Security Guard Reimbursement Program
Department of Citywide Administrative Services



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