Program Details

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. To review a final copy of the adopted rules please visit the [DCAS website](#).

When does the program begin?

Applications for the program are currently being accepted until November 1st for 2016-2017 school year. The eligible reimbursement period for the 2016-2017 school year is September 1-June 30, 2017 provided that the school has been approved and that they have a signed Memorandum of Understanding (MOU) with DCAS.

As of what date am I eligible for reimbursement? Do I need to sign an MOU with the City to receive reimbursement?

Qualifying schools will be eligible for reimbursement for applicable security expenses beginning on the date that DCAS approves the school to participate in the program. The eligible reimbursement period for the 2016-2017 school year is the first day of classes after September 1, 2016-June 30, 2017. However, a qualified nonpublic school will not receive reimbursement for any security services until an MOU has been signed by the school and registered with the Comptroller.

Who is eligible to participate?

To be eligible to participate in the program, the 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;
- Have been assigned a Basic Educational Date System (BEDS) code by the New York State Education Department (NYSED).

- Pre-K is defined as students who will be four years of age on or before December 1, or who will otherwise be eligible to attend kindergarten in the following school year.

- Charter Schools are not eligible for this program as they are public schools and as such do not meet the definition of nonpublic schools as defined in Local Law 2 of 2016.

- 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.

- DCAS will verify enrollment by the BEDS form submitted by each school to NYSED in October of every year. Schools will not be reimbursed until this form has been submitted to NYSED, and then uploaded to HHS Accelerator.

- Enrollment will be calculated by the number of students under each BEDS number. Schools with different BEDS numbers cannot combine enrolled students. For example, if you have two BEDS numbers within one location, those enrollment numbers cannot be combined.

School Application and Using HHS Accelerator

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 processed through the HHS Accelerator system, which is the City's online system for health and human service procurements and financial management. In order to access the application, a nonpublic school must first be prequalified in HHS Accelerator.

- Applications will be accepted and reviewed for the 2016-17 school year on an ongoing basis until November 1, 2016.

- After November 1, 2016, schools will no longer be able to apply for reimbursement for the 2016-17 school year.

- For questions related to the nonpublic school application process, please contact Latesha Parks at lmparks@dcas.nyc.gov.

What documents do I need to complete an application?

To complete a nonpublic school application in HHS Accelerator, the following documents are needed for submission:

	BEDS Number Form	Upload: • Complete BEDS Form from school year 2015-2016
	School Organization	Upload: • School Organizational Chart

Required Documents	Nonprofit Non-Public School Documentation	Upload either: • School Charter • Board of Regents Certificate • Certificate of Incorporation (if the school is under the Religious Organizations Act)
	Attachment A: Additional Questions	Download from HHS Accelerator, complete and upload to application
	Attachment B: Projected Security Guard Usage Form	Download from HHS Accelerator, complete and upload to application
	IRS 501(c)(3) Determination Letter	Upload either: • IRS 501(c)(3) Determination Letter • IRS 501(c)(3) Group Exemption Letter (if applicable)

How do I determine the projected security guard usage?

The projected security guard usage can be determined by stating the average number of hours per week the school will utilize the security guard on site. The projected usage should coincide with Question 6 – Budget Narrative on Attachment A. A sample response to Question 6 is as follows:

Example:

- Regular weekly schools hours are from --am to --pm Monday – Friday for a total of XX hours per week.
- Regular weekly after-school hours run from --pm to --pm Monday- Friday for a total of XX hours per week. (List after-school programs provided).
- The total projection is XX hours per week for approximately XX weeks beginning (month) and ending in (month).

Who needs to be prequalified in HHS Accelerator?

A nonpublic school must prequalify in HHS Accelerator. Security Guard Vendors cannot use HHS Accelerator to apply for the Qualified Provider List (see Q&A on "How do security guard vendors get on the list of qualified vendors?" for additional information).   If the nonpublic school is already prequalified in HHS Accelerator, the nonpublic school will only need to log in to its HHS Accelerator Account to complete the application.

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 then be able to access 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

What service should be selected when filling out the application in HHS Accelerator?

Nonpublic schools should select either Childcare or Academic Support service

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

No. Prequalification only ensures that your school meets the standards to use HHS Accelerator for this program. Once prequalified, you may also apply to other relevant procurements in HHS Accelerator that your school may be interested in pursuing.

Which BEDS information is required for the FY16-17 school year?

Since this is the first year of the program, schools are required to submit the BEDS enrollment data for FY15-16 with their application in order to be considered for the program. Once the FY16-17 BEDS enrollment data is available in October 2016, schools must submit those forms via HHS in October 2016 so their FY16-17 enrollment can be verified.

My school has multiple BEDS numbers. How should I apply?

Organizations/Schools with more than one BEDS number must submit one application per BEDS number. Enrollment under each BEDS number will determine whether the school qualifies.

Can schools with less than 300 apply for this program for the FY16-17 school year?

If the FY15-16 enrollment data is slightly below the 300 student enrollment threshold, and the school anticipates they will meet the required threshold for the FY16-17 school year, they may still apply for the program. Those applications will be approved based on the anticipated number of students as well as the other program requirements. Those schools will receive reimbursement however, they must refund any reimbursements received from the City for this program if their verified FY16-17 enrollment is less than the required thresholds. The school may be deemed ineligible the program for the FY16-17 year but can reapply for subsequent years.

Why is an organizational chart required?

Schools are required to submit an organizational chart as a requirement for prequalification in HHS Accelerator.

Qualifying Reimbursements

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.

- *School-Related Instruction and Events.* School-related events shall not include private functions or activities that are not primarily directed to students. Schools are required to maintain records containing a description of school-related events for which reimbursement is requested.

- For more details on allowable costs and what activities are eligible for reimbursement, please refer to the rules promulgated by DCAS.

Who 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 a minimum of 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 NYSED as reported by the school on the 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 BEDS Report of Nonpublic Schools.

How do I submit a request for reimbursement in HHS Accelerator?

HHS will provide training for all schools approved on the process of submitting invoices and all the required documentation.

How will schools receive reimbursement?

Schools will receive payment via an Electronic Fund Transfer (EFT) and not by check. Schools that are approved for this program will receive instruction on how to establish an account that will allow them to receive EFT payments from New York City.

When can a school expect to be reimbursed?

Reimbursement payments are expected to be made within 30 days of receipt of quarterly payment request in HHS Accelerator assuming the payment request is a complete submission. Only qualifying reimbursements will be paid.

How often can a school submit for reimbursement?

Schools must submit their requests for reimbursements on a quarterly basis for each fiscal quarter in the school year. Fiscal quarters are defined as follows:

Quarter 1	July 1 – September 30
Quarter 2	October 1 – December 31
Quarter 3	January 1 – March 31
Quarter 4	April 1 – June 30

Schools need to submit comprehensive requests covering the three months of security expenses within the respective quarter. Schools should submit invoices no later than 45 days after the end of the quarter to avoid delays in receiving reimbursement.

Each school must submit all records supporting its reimbursement claims through HHS Accelerator including, but not limited to, certified payroll records, invoices, and time sheets, which include the name, address, and unique employee identification number as well as the length of service of each Security Guard.

The school invoice must contain at minimum the following fields:

- o Addressed to NYC Department of Citywide Administrative Services
- o Invoice date
- o Number of Guards
- o Invoice period
- o Dates of Service (for every week ending Saturday within the quarter)
- o Hours Worked
  - ▪ Regular
  - ▪ Overtime
  - ▪ Afterschool
- o Vendor Hourly Rate (Regular and Overtime)

o   Total Weekly Payment

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. The list will also be available on the DCAS website.

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

Security guards must be paid the prevailing wage plus supplemental benefits for unarmed security guards as determined by the Comptroller of the City of New York in accordance with Article 9, Section 230 of the New York State Labor Law section 230 of the labor law.

What is the maximum overtime allowed?

Local Law 2 stipulates overtime for each security guard used cannot exceed 15%.

Does the school need to provide certified payrolls from the Security Guard Company to DCAS as a component of the Quarterly Reimbursement Submission to DCAS?

Yes, DCAS will not approve any reimbursement request without certified payroll information from the security guard vendor. The certified payroll information will be used by DCAS to ensure the security guards are paid prevailing wage in compliance with Local Law 2.

Schools that participate in this program must request and receive the certified payroll from the security guard vendor. DCAS cannot approve reimbursement of security guard expenses if the school cannot demonstrate their security guard vendor paid prevailing wage to the security staff.

Security Guard Vendors

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

Applications to become a qualified security guard company are currently being accepted. Security guard vendors interested in submitting an application for this program need to first enroll in the City Record Online (CROL) at: http://nyc.gov/cityrecord. Once you are enrolled in CROL, you will be able to download any bid solicitation. To access this application click here Qualified Provider List of Security Guard Companies , or by search CROL for "nonpublic school security". In addition, vendors should periodically check the DCAS website for updates.

- Security guard vendors ***should not*** contact HHS Accelerator or attempt to register with them. HHS Accelerator is only for schools who wish to apply. All questions and requests for additional information concerning the application should be sent via email to Security4Schools@dcas.nyc.gov.

- Security Guard Companies that seek inclusion of the Qualified Provider list must meet the requirements listed in the rules promulgated by DCAS.

- For questions related to the security guard vendor application process, please contact Agatha Cheng at acheng@dcas.nyc.gov.

What criteria will my firm need to meet to be qualified?

The Security Guard Company must meet the minimum qualification requirements listed in the application. If the application is responsive and the determination is made that your organization is responsible, the firms will be added to the Qualified Provider List.

1. Applicants must be fully licensed pursuant to Article 7-A of the New York State General Business Law and rules and regulations promulgated thereunder by the New York Secretary of State. The applicant shall append its license with its application.

2. A Security Guard Company must be a responsible company as set forth Title 55, Chapter 14-02(i)(e)(1) of the Rules of the City of New York (the "Department Rules").

3. A Security Guard Company must have a minimum of two (2) years prior experience as a Security Guard Company. The Applicant shall provide at least one relevant reference from an entity that paid it directly for its services. Include the name of the reference entity, a brief statement describing the relationship between the Applicant and the referenced entity, and the name, title and telephone number of a contact person at the referenced entity.

4. The Security Guard Company must certify that it has exercised due diligence and has conducted a background investigation to verify the credentials of each Security Guard that it employs, pursuant to the requirements set forth in Article 7-A of the General Business Law by completing the Applicant Certification page below.

5. The Security Guard Company must ensure that each of its Security Guards holds a valid registration card, which has not expired, been revoked or suspended, pursuant to Article 7-A of the General Business Law by completing the Applicant Certification page below.

6. The Security Guard Company must be incorporated, a limited liability company, a person or firm at the time of submitting the response pursuant to Article 7-A of the General Business Law. The Security Guard Company shall append its certificate of incorporation with its application.

7. Upon retention by a non-public school from the qualified provider list, a Security Guard Company licensed pursuant to Article 7-A of the General Business Law, must maintain throughout the term of its agreement with the school commercial general liability ("CGL") insurance from an insurance company licensed to do business in New York State. The CGL policy shall name the school and the City of New York, including its officials and employees, as additional insured, with coverage at

least as broad as the most recent edition ISO Form CG 2026. All required insurance policies shall be maintained with companies that have an A.M. Best rating of at least A- / "VII" or a Standard and Poor's Rating of at least A, in accordance with the provisions of §14-05(c) of the Department Rules. A Security Guard Company must also maintain Worker's Compensation, Disability Benefits and Employer's Liability Insurance in accordance with the laws of the State of New York and in accordance with the provisions of §14-05(c)(3) of the Department Rules. Proof of all required insurance coverage must be produced within 10 days of the Security Guard Company's retention by the school, or upon demand by the Department.

How will I be notified if I am selected as a Qualified Provider?

DCAS will notify responsive and qualified vendors via letter of their inclusion to the Qualified Provider List.

How are schools selecting firms?

Non-Public Schools will have discretion in selecting the security guard company from the Qualified Provider List provided by DCAS.

How can I learn about other contract opportunities with the City?

If you have not already done so, please consider creating an account in the City's Payee Information Portal (PIP) by going to http://nyc.gov/pip. Enrolling as a vendor in PIP gives your firm the opportunity to be included in the City's bidders' lists.

What should the security vendor invoices include?

The security vendor invoice must contain at minimum the following fields:

- o Address of the School
- o Invoice date
- o Invoice period
- o Dates of Service (for every week ending Saturday within the quarter)
- o List of Security Officers Names and length of service for each
- o Hours Worked
    - ▪ Regular
    - ▪ Overtime
    - ▪ Holiday
- o Vendor Hourly Rate (Regular and Overtime)
- o Total Weekly Payment
- o Falsification Statement (Certification)