



June 2, 2016

To: School Administrator

As a follow up to our letter dated April 1, 2016, we are writing to provide you with additional information about the implementation of Local Law 2 of 2016, a program to reimburse qualifying nonpublic schools for the cost of using certain security services.

Draft applications are now available. If a school wants to participate in the program during the 2016-17 school year, it will be required to complete an application. The application will be administered by DCAS through the HHS Accelerator system, the City's online system for health and human service procurements and financial management.<sup>1</sup> In order to access the application, a school must *first be prequalified in HHS Accelerator*.<sup>2</sup>

- If you are new to HHS Accelerator, prequalification consists of the following steps:
  - Create an account in HHS Accelerator; and
  - Complete HHS Accelerator Business and Service applications.
- If you are already prequalified, you do not need to do anything further to prequalify. You may begin to complete an application.

**Once prequalified, schools should complete the draft application. Please be advised that the application is subject to revision based on the final Rules adopted by DCAS. We anticipate having a final version of the Rules later this summer. A determination on applications submitted will not be made until the Rules are finalized and adopted. DCAS will determine whether each application meets the requirements of the program and its final rules. Applications that DCAS determines not to meet the requirements will be rejected.**

If DCAS determines a school is qualified to participate in the program, DCAS will provide the school with a Memorandum of Understanding (MOU), which describes the school's estimated budget for security services for the 2016-2017 School Year. A school will not be eligible for reimbursement for any security services until a MOU has been signed by the school and DCAS and subsequently registered with the Comptroller.

If you have additional questions, please refer to the Frequently Asked Questions document located at <http://www.nyc.gov/html/dcass/downloads/pdf/misc/non-public-schools-security-faqs.pdf>. You can also submit questions to us at [contactdcas@dcas.nyc.gov](mailto:contactdcas@dcas.nyc.gov). You can also access a copy of the proposed Rules on the NYC Rules website at: <https://rules.cityofnewyork.us/content/reimbursement-nonpublic-schools-cost-certain-security-services>.

Sincerely,

A handwritten signature in blue ink that reads "Richard Badillo". The signature is written in a cursive style.

Richard Badillo  
Deputy Commissioner  
Fiscal & Business Management  
Department of Citywide Administrative Services ("DCAS")

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<sup>1</sup> Please visit [www.nyc.gov/hhsaccelerator](http://www.nyc.gov/hhsaccelerator) to access HHS Accelerator.

<sup>2</sup> If you need assistance using HHS Accelerator, you can [register for training](#) or [contact the HHS Accelerator Helpdesk once you have logged into the system](#).