



Dawn M. Pinnock  
Commissioner

Shanna Midelton  
Deputy Commissioner  
Fiscal & Business Management

February 22, 2023

Dear School Administrator,

On January 5, 2016, Local Law 2 of 2016 (“the Law”) was enacted.<sup>[1]</sup> The Law empowers the Mayor of the City of New York (“the Mayor”) to authorize a program to reimburse qualifying nonpublic elementary and secondary schools (“schools”) for the cost of certain security guard services. If your school is not already participating but would like to participate in the Program during the 2023-2024 school year, your school will be required to submit an application.

The application for the Nonpublic School Security Guard Reimbursement Program (“the Program”) will be administered by the Department of Citywide Administrative Services (“DCAS”) through [PASSPort](#),<sup>[2]</sup> the City’s digital Procurement and Sourcing Solution Portal. Because MOCS is continuing with its migration to the PASSPort platform for certain tasks, schools applying or reapplying for the 2023-2024 school year must have a Completed HHS prequalification application in PASSPort.

If you are new to PASSPort, prequalification consists of the following steps:

- 1) Register for an account in PASSPort; then after your account has been approved
- 2) Check your school’s Prequalification Status; if your school’s Prequalification is Completed you can apply for the NPS Program Application beginning on March 1, 2023. If it is not Completed, please go to Step 3.
- 3) Complete the PASSPort Prequalification Application (guide attached)

Prequalification in PASSPort does not guarantee eligibility to participate or receive reimbursements under the program. Schools also need to complete an NPS application in PASSPort for participation in the Program. The Program application will be available on March 1, 2023 and **the deadline for completing the Program application is May 15, 2023 at 5:00 pm EST.**

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. Each school must enter into a signed Memorandum of Understanding with DCAS before any reimbursements are provided.

We urge you to complete the prequalification as soon as possible as it may take time to complete. The PASSPort system will only allow schools to submit both the prequalification and the Program applications prior to the application due date and time.

Additional resources on the program are available once you access the Business tab and then the Security Guards tab at [www.nyc.gov/dcas](http://www.nyc.gov/dcas). For any questions regarding the NPS Program, please contact DCAS at [ContactDCAS@dcas.nyc.gov](mailto:ContactDCAS@dcas.nyc.gov). For any questions regarding PASSPort and prequalification, please contact the [MOCS Service Desk](#).

Regards,

**Stacey David-Peterson | Program Director, Nonpublic School Security Reimbursement, FBM**

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[1] The law is codified at Administrative Code of the City of New York § 10-172.

[2] Please visit [www.nyc.gov/PASSPort](http://www.nyc.gov/PASSPort) to access and to learn more about PASSPort.