



**Lisette Camilo**  
Commissioner

**Richard Badillo**  
Deputy Commissioner  
Fiscal & Business Management

June 3, 2019

Dear School Administrators,

We are pleased to announce that the filing period has been extended for your school 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 Tuesday, June 4, 2019 to Monday, June 17, 2019 at 5:00 pm** for the upcoming 2019/2020 School Year.

Please note: Schools that have already submitted an application to the NPS Program for the 2019-2020 school year are not required to take any additional action.

Please see below for additional information on the application process.

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 anticipates having the required 300 student minimum for the 2019-2020 school year, you may still apply. Please be aware that your school will be required to submit a copy of the BEDS data form to DCAS, once your school reports student enrollment for the 2019-2020 school year to NYSED to ensure that actual enrollment meets the 300 student minimum requirement.

Incumbent schools with an existing and active registered Memorandum of Understanding (MOU), or which are in the process of registering an MOU, will not need to complete another application for the 2019-2020 School Year, unless it is for a separate location with its own BEDS code. Schools with multiple locations must submit a new application for each eligible location that seek to be considered for Program participation in the 2019-20 school year.

In order to access the NPS Program 2019-2020 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:

The David N. Dinkins Municipal Building  
1 Centre Street, New York, NY 10007  
212-386-0040  
[nyc.gov/dcas](http://nyc.gov/dcas)

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 ***Provider Guide to Submitting the HHS Accelerator Application***.

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 2019-2020 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](mailto:Help@MOCS.nyc.gov) or use the link above to access the HHS Accelerator website.

For all other questions, email the NPS Program at [ContactDCAS@dcas.nyc.gov](mailto:ContactDCAS@dcas.nyc.gov) or call the NPS Program hotline at (212) 386-0040.

Sincerely,

Nonpublic School Security Guard Reimbursement Program  
Department of Citywide Administrative Services



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