2022 Spring Information Session for The Non-Public School (NPS) Security Guard Reimbursement Program

Fiscal & Business Management (FBM)

March 15, 2022, March 23, 2022
April 12, 2022 & May 9, 2022

Agenda

- Program Overview
- Application Process New Schools
- Memorandum of Understanding
- Additional Activities
- Annual Recertification Process
- Security Guard Vendors
- Invoicing and Reimbursements
- Paid Time Off (PTO) True-up
- Insurance Requirements
- Annual Incident Report
- Audits
- PASSPort & HHS Accelerator Presentation by MOCS
- Who to Contact
- Questions

Program Overview

Program Overview

- Local Law 2 of 2016 (NYC Ad Code §10-172) ("LL2"), enacted on January 5, 2016, empowers the Mayor to authorize a program to reimburse qualifying nonpublic elementary and secondary schools for the cost of certain security guard services.
  - This is identified as the Nonpublic School Security Guard Reimbursement Program ("the Program").

- The Department of Citywide Administrative Services ("DCAS") was designated as the administering agency and, as such, promulgated rules to outline the requirements of the Program (Title 55, Chapter 14 of the Rules of the City of New York ["the Rules"]).

- A copy of the Rules and programmatic documents are available at DCAS' webpage www.nyc.gov/dcas → Business→ Security Guards → Program Information.

Program Overview:
Eligibility

- To be eligible to participate in the Program, a school must meet the following requirements:

  - Be a nonpublic school;
  - Be a nonprofit school;
  - Have 300 or more students in any combination of grades Pre-K through twelfth grades; and
  - Have an assigned Basic Educational Data System ("BEDS") code number from the New York State Education Department ("NYSED").

Program Overview:
Eligibility (cont.)

- Student enrollment will be verified using the BEDS form schools submit to NYSED in the Fall, showing enrollment data as of BEDS Day, (1st Wednesday in October). A copy of this BEDS form must be submitted to DCAS via HHS Accelerator no later than November 15th each school year, before a school budget is finalized.

- Charter Schools <u>do not meet</u> the definition of nonpublic schools as defined in LL2 and, as such, are not eligible for this Program.

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Program Overview:
BEDS Process Change

- Per the memorandum issued by DCAS in August 2017, NYSED has instituted a process of issuing individual BEDS codes for each location of a school, to ensure that NYSED has an accurate account of where students are located.

- With the change to a one site/one BEDS code policy, schools must now have a 300-student minimum enrollment at each school site to be eligible for the Program. Students can no longer be aggregated across school sites to reach the 300-student minimum.

New NPS Application Process

New NPS Application Process:

- The NPS Application for the 2022-2023 School Year is being issued via the Procurement and Sourcing Solutions Portal, ("PASSPort").

- New schools are required to register for a PASSPort account. After your account has been approved your school is eligible to apply for an HHS pre-qualification application in PASSPort.

- New schools are to check the prequalification status. If your school's pre-qualification is in an *Approved* status you may proceed to apply for the FY2022-2023 NPS Program.

- Returning schools with an active HHS account may proceed directly to PASSPort to apply. If you are new to PASSPort, you will be required to apply for an account. Schools are advised to check their HHS prequalification status in PASSPort to ensure it reads *Approved.*

Application Process For PASSPort

Questions:

- Is the school a nonpublic school?:
  - Yes

- Is the school a nonprofit school as defined by the NYSED?:
  - Yes

- Will your school have at least 300-students enrolled and expected to be reported under one BEDS code per eligible school site for the 2022-2023 school year?
  - Yes

Application Process For PASSPort:

Questions (cont.) :

- What is your projected enrollment for the 2022-2023 School Year?:
    - o At least 300-students, as is expected to be reported on a school's BEDS Form

- Has your school been assigned a BEDS code by the NYSED?:
    - o Yes

- Enter the schools BEDS code.:
    - o 12-digit number assigned by the NYSED?

Application Process For PASSPort:
Documents

Document Name	Details
Organizational Chart	Each school must provide a Program Organizational Chart, showing how the security services will be supervised at the school. Submission of this document should be in PDF (.pdf) format only. Please be advised that this is for informational purposes only.
BEDS Number Form **(2021-2022)**	Each school must provide a completed Fall 2021-2022 Basic Educational Data System (BEDS) Form, which nonpublic schools submit annually to the New York State Education Department. Submission of this document should be in PDF (.pdf) format only. Upload either: • Fall 2021-2022 BEDS Form; or • If the school does not have the prior year's BEDS form, submit the letter from NYSED assigning the school its BEDS number **NOTE: A separate and complete application, including all required documents, is required for each individual school with a unique BEDS number.**
Workscope	Each school must provide a completed workscope document with daily activities noted on Tab 2 and projected holidays for the entire program year listed on Tab 3. Completion of a workscope is used to demonstrate a school's expected utilization of security guard services for reimbursement. Instructions are provided on Tab 1 of the Workscope template. Submission of this document should be in Excel (.xls or .xlsx) format only.
Nonprofit Non-Public School Documentation	Upload either: • School Charter; • Board of Regents Certificate; or • Certificate of Incorporation (if the school is under the Religious Organizations Act)
IRS 501(c)(3) Determination Letter	Upload either: • IRS 501(c)(3) Determination Letter; or • IRS 501(c)(3) Group Exemption Letter (if applicable)

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Application Process For PASSPort:
Documents: Workscope, Tab 1

- DCAS will use the Workscope submission to forecast projected days and hours for security guard coverage for each school that applies and is accepted into the Program.

Instructions

Instructions for Completing a Workscope Document for the **2022 – 2023 Program Year of the** **Non-Public School Security Guard Reimbursement Program**
Each activity that occurs outside the regular school day must be itemized (including dismissal activities). Further, every field must be completed.
The following must be added to your worksheet and uploaded to HHS Accelerator as an excel workbook before DCAS can approve your budget and issue a Memorandum of Understanding:
Tab 2
1. Verify that your academic hours are for regular student academic instruction only.
2.. Itemize each activity—please see attached sample form.
a. Please complete all fields including number of students, number of faculty, etc. under Columns J - P with comments provided under Column Q, as needed.
3. Ensure any activity that occurs prior to the start of the regular academic school day is added as a line item.
Note If there is more than one site/location under one Basic Educational Data System (BEDS) code, Tabs 2 and 3 should be replicated for each additional address.
Tab 3
1. Complete all fields for holiday/vacation schedule.
a. Where you are requesting security coverage during a scheduled holiday/vacation, please complete the corresponding fields under Columns B – H.
b. Where you are not requesting security coverage during a scheduled holiday/vacation, please select "No" for under Column B for each corresponding date.
c. Each holiday/vacation date range should be listed on separate lines.
General Reminder
1. Ensure your submission does not include any request for security for off-site activities (e.g. sporting event where your school will be playing the game at another school's venue).
2. Confirm the number of hours you are indicating for each activity is correct.
Please be advised that schools will be audited by site visit and verification of documentation to confirm that hours stated as regular student academic instruction and afterschool activities are as represented.
For assistance with completing this document, please contact: ContactDCAS@dcas.nyc.gov

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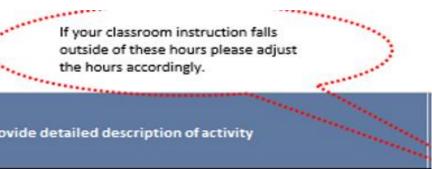# Application Process For PASSPort:

Documents: Workscope, Tab 2

- Verify time, days of the week, name of activities and activity details are completed for each activity projected for the 2022-2023 Program Year.

Sample Workscope

Security Guard Reimbursement for Nonpublic Schools

Detailed Daily Schedule

School Name: [Enter Name Here]

> If your classroom instruction falls outside of these hours please adjust the hours accordingly.

Total Hours	Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Name of Class/Activity	Is this an academic or non-academic activity?	Provide detailed description of activity
7	8:00 AM - 3:00 PM	X	X	X	X	X					
1	3:00 PM - 5:00 PM	x	x	x	x	x			Late Pick-up	Non-Academic	Parents pay for extended hours. Students are provided a space to do homework and other academic related work
1	3:00 PM - 4:00 PM	x				x			Music Club	Non-Academic	One hour class that provides musical instruction for students who elect to participate
1	4:00 PM - 5:00 PM	x							Debate Club	Non-Academic	Students learn debate skills
3	4:00 PM - 7:00 PM	X	x	x	x	x	x	x	Freshmen, JV and Varsity Soccer	Non-Academic	Soccer team practice boys and girls
3	6:00 PM - 9:00 PM	X		x			x		Soccer Home	Non-Academic	Soccer team home games boys and girls
3	4:00 PM - 7:00 PM	X	x	x	x	x	x	x	Varsity Track	Non-Academic	Track Team
3	6:00 PM - 9:00 PM		x			x			Varsity Track Home Meets	Non-Academic	Track Team home meets
1	7:00 PM - 8:00 PM							X	Book Club	Non-Academic	Once a week students and families participate in a book
	continue in hour increments										
	continue in hour increments										
	continue in hour increments										
	continue in hour increments										

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Application Process For PASSPort:

Documents: Workscope, Tab 2 cont'd

- Verify participant fields under columns M-P.
  - Comments are optional but should be provided to further clarify activities.

Sample Workscope

Estimated # of students from your school attending the event	Estimated # of faculty members attending the event	Estimated # of individuals not affiliated with your school at the event	Comments
sroom Instruction			
50	3	0	
25	2	0	
10	1		
100	20	0	
200	10	100	
50	5	0	
150	10	75	
50	2	0	

If you have multiple activities occurring during the allotted time slots, please be sure to reference all events.

Application Process For PASSPort:

Documents: Workscope, Tab 3

- All fields for holidays/vacations should be listed as separate line items
  - Where coverage is expected, Columns B-H need to be completed.
  - Where coverage is not expected, "No" should be selected under column B.

Sample Workscope

Security Guard Reimbursement for Nonpublic Schools

Holiday/Vacation Schedule

List each holiday, do not group

School Name: [Enter Name Here]

List the days your school is closed.	Are there any activities your school will seek reimbursement during this time?	Name of Class/Activity	Is this an academic or non-academic activity?	List event sponsors including any outside organizations	Estimated # of students from your school attending the event	Estimated # of faculty members attending the event	Estimated # of individuals not affiliated with your school at the event
I.e. Election Day / Spring Break / Faculty Professional Development Days							
Veteran's Day- November 11, 2020							
Thanksgiving Break- November 26-27, 2020							

Application Process:
Eligible Schools

- If DCAS determines that a school's application meets the requirements for the Program, the eligible school will receive an Award Letter from DCAS.

- This is a <u>preliminary acceptance</u> to the Program, which is dependent on the student enrollment on the BEDS form that is submitted by the school, along with the Budget Task and MOU no later than November 15, 2022.

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Application Process:
Ineligible Schools

- If DCAS determines that the school's application does not meet the requirements for the Program, the ineligible school will receive a Denial Letter from DCAS.

- Schools can appeal this decision within 10 days of receipt of the Denial Letter. Full instructions on how to appeal will be included in the letter. DCAS will respond with a prompt decision no later than 60 days after receipt of the appeal.

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Application Process:
PIP/Vendor ID

- In order to conduct business with the City of New York, awarded schools need to have a Vendor Account to become a payee/vendor for the City of New York.

  o To sign up or activate an existing account, visit the NYC Payee Information ("PIP") portal at:

    https://a127-pip.nyc.gov/webapp/PRDPCW/SelfService

- The following data points in FMS, PIP, PASSPort and HHS Accelerator should be consistent:
  o Organization Name
  o School Name
  o School Address

Application Process:

PIP/Vendor ID (cont.)

- The MOU must be registered as per the application in PASSPort, either under the unique vendor ID of the organization or the school. For example:
  - PASSPort Application as "the organization" = Vendor ID of "the organization"
  - PASSPort Application as "the school" = Vendor ID of "the school"

Variations in any of the data above may delay the MOU and reimbursement processes or the Comptroller's Office may reject the MOU package.

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Memorandum of Understanding (MOU)

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Memorandum of Understanding (MOU):
Agreement

- If DCAS determines a school is preliminarily eligible to participate in the Program, DCAS will provide the school with a Memorandum of Understanding ("MOU").

- The MOU describes the school's estimated budget for security services for the 2022-2025 School Years. Budgets are allocated as per the table below:

* Security Guard Allocation based on eligible schools BEDS enrollment:
300 to 499 Students = 1 security guard
500 to 999 Students = 2 security guards
Each additional 500 Students = 1 additional security guard

- Please note, budgets are <u>not final</u>, and schools are not eligible for reimbursement of security services unless a MOU is:
  - o Signed by both parties
  - o Registered with the NYC Office of the Comptroller and
  - o The Budget Task is approved by DCAS.

Memorandum of Understanding:
Details

- The MOU will outline the requirements of LL2 and the Rules, including but not limited to the following:

  o Term
  o Enrollment requirements
  o Reimbursement requirements
  o Reimbursable expenses
  o Three-year Budget Allocation (2022-2025)
  o Insurance requirements
  o Annual incident reporting
  o Prevailing wage requirements
  o Audit requirements
  o Record retention policies
  o Annual Budget for 2022-2023 school year

MOU & HHSA Budget Task

- Awarded schools are required to submit the following items to DCAS by November 15, 2022, this is a hard deadline:

  1. Three signed and notarized MOU copies are to be mailed. An electronic version MOU is to be uploaded along with the following documents into HHS Accelerator:
     a) Budget Task in HHS Accelerator
     b) The 2021-2022 BEDS Form
     c) Enter the Annual Budget in the Milestone Tab

- If a new school returns the MOU and Budget Task to DCAS, and the 2022-2023 BEDS form submitted in the Fall shows that the school has less than the required 300-student minimum, your school will not be allowed to continue with the Program. Any security expenses incurred from July 1, 2022, onward will not be eligible for reimbursement.

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MOU & HHSA Budget Task:
(cont.)

- New schools with a decrease in student enrollment compared to the prior year BEDS form, or the enrollment estimate submitted with the application, will absorb any costs incurred in excess of their final budget allocation. Conversely, student enrollment increases, as evidenced on the submitted BEDS form, may lead to an increased budget allocation. (See chart on slide 23).

- All budget changes are effective July 1, 2022, the beginning of the program/fiscal year. Schools will <u>not be reimbursed</u> for guards in excess of their finalized security guard allocation.

- Budget allocations will be adjusted based on the final enrollment count. Schools will be issued a new budget task if there is a change in prior budget levels.

Additional Activities

Additional Activities:

- Once accepted into the Program, schools will receive a MOU that lists the days and hours a school is approved for security guard coverage.
    - The total hours and weeks allocation are based on the Workscope received with the application.
    - The total hours can be adjusted due to budget constraints as a result of your school's final enrollment and the number of schools that get accepted into the Program.

- For activities that occur outside of the budgeted hours, schools will need to submit an Afterschool Pre-approval Activities Form for approval at least 2 weeks prior to the event.

- This form is not in HHS Accelerator, it is available at www.nyc.gov/dcas → Business → Security guards → For Accepted Schools

Recertification Documents:

Workscope

- On April 1, 2022, DCAS will email instructions to schools regarding the submission of documents for the 2022-2023 Program Year.

- All documents must be emailed to DCAS via ContactDCAS@dcas.nyc.gov by May 15, 2022.

- Schools should list the days, hours and types of activities for the 2022-2023 Program Year in the Workscope document.

- Once submitted, the Workscope cannot be updated. Any additional activities, schools will be required to submit an "Additional Activity Pre-Approval Form".

Recertification Documents:

Attachment B

- The address, BEDS code and projected enrollment must be provided for each location of the school on Attachment B.

Sample Attachment B

ATTACHMENT B

PROJECTED SECURITY GUARD USAGE

School Year 2022-23 (July 1, 2022 - June 30, 2023)

NOTE: If your school has multiple locations, please provide the information below for EACH location. (If there are more than 4 locations, additional columns may be added).

	Location #1	Location #2	Location #3	Location #4
School Name:				
Address:				
Basic Educational Data System (BEDS) code*:				
Projected Student Enrollment School Year 2022-2023:				
# of Guards (based on enrollment criteria):				

*The New York State Education Department (NYSED) requires that a school with multiple locations obtains an individual BEDS code for each of it's locations. If your school has multiple locations, please enter each BEDS code along with enrollment for each location.

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Annual Recertification:
Documents

Document Name	Details
Workscope	Each school must provide a completed workscope document with daily activities noted on Tab 2 and projected holidays for the entire Program Year listed on Tab 3. Completion of a workscope is used to demonstrate a school's expected utilization of security guard services for reimbursement. Instructions are provided on Tab 1 of the Workscope template. Submission of this document should be in Excel (.xls or .xlsx) format only.
Attachment B	Each school was provided with an Attachment B. This excel spreadsheet must be completed to show projected enrollment data by site for their schools. Submission of this document should be in Excel (.xls or .xlsx) format only.
BEDS Number Forms (2021-2022) and (2022-2023) by 11/15/22	Each school must provide both the prior year BEDS form and also the completed Fall 2022-2023 Basic Educational Data System (BEDS) Form, which nonpublic schools submit annually to the New York State Education Department. Submission of this document should be in PDF (.pdf) format only. Upload: • The Fall 2021 - 2022 BEDS Form • The Fall 2022 - 2023 BEDS Form

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Recertification Documents:

Important Budget Note

- Recertifying schools must be mindful of their forecasted enrollment for the 2022-2023 Program Year.

- A change in enrollment will affect the number of security guards for which a school will be eligible for reimbursement effective July 1, 2022. The student enrollment reported to NYSED on the BEDS form in the Fall, will determine your school's continued participation and final budget allocation for the school year.

* Security Guard Allocation based on eligible schools BEDS enrollment:
300 to 499 Students = 1 security guard
500 to 999 Students = 2 security guards
Each additional 500 Students = 1 additional security guard

Recertification Documents:

Important Budget Note cont.

- Returning schools that have a decrease in student enrollment from prior year, will incur all costs in excess of their finalized budget. Conversely, if there is an increase in student enrollment. All budget changes are effective July 1, 2022, the beginning of the program/fiscal year.

- Schools will be issued a new budget task if there is a change in prior year's budget levels.

- Schools will not be reimbursed for guards in excess of their finalized security guard allocation, effective July 1, 2022, onward.

Security Guard Vendors

Security Guard Vendors

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Security Guard Vendors:

- In order to be eligible for reimbursement under the Program, as per LL2 and the Rules, each security guard used by a school must be:

  o Employed by a security guard vendor on DCAS' Qualified Provider List for the Program
  o Paid no less than the prevailing wage and supplements
  o Provide security services and no other services for school-related instruction or school-related events at the location referenced in the Memorandum of Understanding ("MOU")
  o Employed or retained in compliance with applicable labor and employment laws

Security Guard Vendors:
Qualified Provider List ("QPL")

- DCAS has a Qualified Provider List available at the Department's webpage www.nyc.gov/dcas → Business → Security Guards → For Security Vendors
  - As of 03/21/2022, there are 64 security guard vendors on the QPL.

- Schools will contract directly with a security guard vendor on the QPL.
  - Schools are responsible for ensuring the agreement between the school and security guard vendor adhere to LL2 and the Title 55, Chapter 14 of the Rules of the City of New York.

- Schools are required to maintain records between the school and security guard vendor.

- Schools are not required to use the same security guard vendor throughout the duration of their time with the Program.

Invoicing and Reimbursements:
Invoice Process Summary

- Security guard vendors submit invoices to the school as per the contract agreement between the security guard vendor and a given school.
  - E.g., weekly, bi-weekly, etc.

- Schools should review the invoices thoroughly and then make payment to the security guard vendors.

- Then schools submit a *consolidated* invoice quarterly to DCAS for reimbursement with supporting documents received from the approved security vendor as backup, as per the promulgated rules.

- Schools submit invoices online using the Financials module in HHS Accelerator.

Invoicing and Reimbursements:
Supporting Documents Required

- Documents required as backup include, but are not limited to, the following:
    - Certified Invoices from security guard vendor
    - Certified Payroll Reports from security guard vendor
    - Security Sign-in Register (Work Assignment Data)
    - Proof of Payment from school to the security guard vendor (e.g., cancelled check or bank statement showing ACH)
    - COVID-19 Attestation Form

- Samples of each document and the required list of backup documents are available at the DCAS' webpage www.nyc.gov/dcas → Business → Security Guards → For Accepted Schools

Invoicing and Reimbursements:

Reimbursement Schedule

- Reimbursements are issued on a quarterly basis per the Rules, regardless of the period shown on the security guard vendor's invoices.
    - The quarterly intervals and end dates are:

Quarter #	Period Dates	Quarter Ends
Quarter 1	Jul 1 – Sep 30	September 30
Quarter 2	Oct 1 – Dec 31	December 31
Quarter 3	Jan 1 – Mar 31	March 31
Quarter 4	Apr 1 – Jun 30	June 30

    - However, when entering the invoice service dates in HHS Accelerator, please use the start and end dates from the consolidated invoices.

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Invoicing and Reimbursements:

Invoicing Support

- HHS Accelerator has resource documents and training available on their website:
  - http://cityshare.nycnet/portal/site/cityshare

- For your support, the documents listed below are available at the DCAS' webpage www.nyc.gov/dcas → Business → Security Guards → For Accepted Schools
  - Invoice Submission Instructions
  - Invoice Submission – Critical Items
  - School Sample Invoice and additional documents

Paid Time Off (PTO) True-up

- Pursuant to LL2, each Unarmed Security Guard must be paid at least the prevailing wage and supplements as set forth in New York State Labor Law §234.

- As detailed in the Building Services Employee Schedule Labor Law Article 9, Unarmed Security Guards are entitled to receive Paid Time Off ("PTO") which includes holiday, vacation and sick leave. The amount of PTO earned is determined by the guard's length of service.

- All guards with any unused accrued PTO, must receive compensation at the end of the calendar year.

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Paid Time Off (PTO) True-up cont'd

- DCAS requests that every school have its respective security guard company(ies) complete a PTO usage data sheet for each Program guard.

- DCAS will send your school an excel file template to be used by the security guard company to record the leave usage for each guard.

- The data from this file will be used by DCAS to track the number of Vacation, Holiday and Sick Leave used by each guard in the Program and will help DCAS determine the number of accrued, unused days remaining at the end of that calendar year.

- This is merely a review of PTO data; <u>no payment</u> should be made to the guard(s) until instructed by DCAS.

Insurance Requirements

Insurance Requirements

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Insurance Requirements

- Upon retention by the school, the security guard company must maintain throughout the term of its agreement with the school the following insurance documents:

1. Commercial General Liability	4. Additional Insured Endorsement
2. Worker's Compensation	5. Indemnification Language
3. Disability Benefits	6. Broker Certification

- The security guard company must submit an updated certificate of insurance and certification by broker or agent within five days of the expiration date of the policy.

- The school is responsible to ensure that their security guard company has the required insurance coverage, and schools must produce proof of the insurance upon demand by DCAS.

Annual Incident Report

Annual Incident Report

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Annual Incident Report:

- As per LL2 and as stated in the MOU between the school and the City of New York, an Annual Incident Report must be completed and submitted to the City by each participating school.

- DCAS will email all schools the Annual Incident Report request including the Annual Incident Report Summary Template by the first week in October.

- Schools must summarize all criminal activity and other significant incidents related to public safety that are documented by your security guard(s) within the prior school year.

- Responses are due within 30 days of the request and must be transmitted via email to ContactDCAS@dcas.nyc.gov

Annual Incident Report:
Template

SAMPLE

NON-PUBLIC SCHOOL SECURITY GUARD REIMBURSEMENT PROGRAM
PUBLIC SAFETY ANNUAL INCIDENT REPORT SUMMARY
SCHOOL YEAR 201 _/1_

Date Submitted: _____

School Name: _____   School Address: _____

Did your school have a public safety incident during the school year 201-/201-

Please check: Yes ☐ No ☐

If yes, please complete the table below for each incident.

Date of the Incident	Incident Description	Was NYPD or any other Government Agency Notified of Incident (Y/N)	Outcome of Investigation

Note: All supporting documents such as a New York City Policy Department (NYPD) report or any other official government agency report should also accompany this incident report summary.

School Administrator Name: _____

School Administrator Signature: _____

Audits

Audits

Audits

- Schools must make available all records supporting its reimbursement claims for auditing and inspection by the DCAS Audit and Compliance Services ("ACS") Unit upon demand with 5 days prior written notice.

- ACS may visit the school to review records and interview staff, contractors, and subcontractors in furtherance of ACS's audit of the reimbursement claims. The school must cooperate with ACS during such visits.

- ACS shall report the findings of its audit and recommendations to DCAS for any action it deems appropriate. A school's failure to comply with the Rules may result in disqualification from the Program.

- Auditing of schools participating in the Program include:
  - Site visits; Desk Audits; and Invoice Reviews

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Audits:

Site Visit Observations:

- During site visits, ACS is seeking to verify that the school is in compliance with the requirements of the Program, including the following:

  o Prevailing Wage Notice Poster (displayed conspicuously)
  o Current Applicable Prevailing Wage Schedule (displayed conspicuously)
  o Working Radio / Company Cellphone
  o Distinct Uniform / Professional Attire (adhere to dress code)
  o Unarmed Guard License and Job ID is worn by the guard (verification)
  o Sign-in Sheet at Location (guards sign in at the beginning and sign out at the end of each work shift)

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Audits:
Desk Audit

- During a desk audit, ACS is reviewing whether supporting documents submitted by the school are adequate in accordance with Program Rules:

    o Insurance documentation (adequate and valid)

    o Required Training (verification via NYS Licensing website)

    o 501(c) Not-for-Profit Document (verification of required NPS status)

    o BEDS & Student Number (at least 300-students & allowable number of guards)

    o MOU Package (signed & registered)

    o Annual Incident Report (submitted)

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Audits:

Invoice Review

- ACS team conducts a review of documents submitted on approved invoices:

  o Security Guard Vendor on QPL (verification)

  o Prevailing Wage (proper application of length of service, base rate, and supplement benefits)

  o Billable Hours (allowable and properly distributed on Certified Payroll Report)

  o Reimbursement Calculation Verification (proper and justified)

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Upcoming Deadlines Recap

- Schools must have Active PASSPort and HHS Accelerator Accounts.

- An Approved HHS prequalification in PASSPort in order to access the NPS Program application.

- The last day to submit your 2022-2023 Application for the NPS Program is May 15, 2022, in PASSPort.

- The hard deadline for MOU and Budget Task Submissions along with the 2022-2023 BEDS form is November 15, 2022.

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Recap of Process

Pre-Qualifications
- **School must have an HHS Pre-Qualification in PASSPort with Approved Status.**
- Schools must have an Active PASSPort account in order to access the NPS Application in PASSPort

NPS Program Application
- Potentially eligible schools submit an application via PASSPort
- **2022-2023**
- **Deadline for New Applicants: May 15, 2022**

Award Letter
- Schools preliminary approved for the program must create an HHS Accelerator account if they do not already have one.
- Accepted schools for the Program will receive an email from the NPS Program containing the Award Letter
- Mid August Schools will receive their Budget Allocation and Instructions via HHS Accelerator

Budget Task and MOU
- Budget Task, BEDS and MOU are due **November 15, 2022**
- All MOUs must be registered with the Comptroller's Office

Invoicing & Reimbursement
- Participating schools will be required to submit invoices for reimbursement via HHS Accelerator on a quarterly basis

Additional Activities
- DCAS will utilize a web-based application to review and determine submissions for security guard coverage at participating schools outside of the hours initially listed in a school's executed MOU.

Audits
- Schools are required to retain documents related to the Program in the event that an audit occurs.
- Audits can occur at any point of the Program year once a school is actively participating in the Program.

2022-2023 Program Applications are due in PASSport by **May 15, 2022**

NYC DCAS
Citywide Administrative Services

Who To Contact

Who To Contact

General Program Questions

- ContactDCAS@dcas.nyc.gov

MOUs and the Reimbursement Process

- Reimbursement4Schools@dcas.nyc.gov

Prevailing Wage

- OCPHelp@dcas.nyc.gov

Afterschool Activity Approval Questions

- SchoolActivities@dcas.nyc.gov

Technical Assistance with PASSPort and HHS Accelerator

- MOCS Helpdesk

NPS Program Hotline

- (212) 386-0040

DCAS

Thank You