



July 20, 2016

To: School Administrator

As a follow up to our letter dated June 2, 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.

The Department of Citywide Administrative Services ("DCAS") has finalized the rules for this program. The text of the rules may be found at: <http://www.nyc.gov/dcas>. If a school wants to participate in the program during the 2016-17 school year, it will be required to complete an application. The final application for schools wishing to participate is now available.

The application process is 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> If you are already prequalified in HHS Accelerator, you may log in to complete an application. If you are new to HHS Accelerator, you must first prequalify by creating an account and completing HHS Accelerator Business and Service applications. After you prequalify, you may then begin to complete an application.

If a school has already completed the previous draft application that was available beginning June 2, 2016 and submitted it through HHS Accelerator, please be advised that you will not be required to fill out a new application but DCAS may require you to submit additional information as part of our review. Any request for information by DCAS would be made through HHS Accelerator.

Applications for the 2016-2017 school year will be accepted and reviewed on an ongoing basis until November 1, 2016. DCAS will determine whether each application meets the requirements of the program and its final rules. 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. The school must sign the MOU in order to be eligible for the reimbursement of its security expenses. A school will be considered eligible for reimbursement for applicable security expenses beginning on the first day of classes for the 2016-17 school year or the date DCAS approves the school's application to participate in the program, whichever is later.

If you have additional questions, you can submit them to us at [contactdcas@dcas.nyc.gov](mailto:contactdcas@dcas.nyc.gov).

Sincerely,

A handwritten signature in black 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.