



**Provider Guide to
Navigating Contracts, Budgets and Amendments**

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Introduction to HHS Accelerator and Financials

The Health and Human Services (HHS) Accelerator System is the City's online system to simplify and speed the contract process for health and human services providers that deliver services directly to clients and communities. Through a collaborative process with providers, redundant paper-based requirements were removed, processes reengineered, and contract documents standardized – freeing up resources for mission-focused activities.

Agencies now release all Health and Human Services Request for Proposals (RFP) through the HHS Accelerator System. Prequalified providers approved for relevant Services are “Eligible to Propose” and can submit proposals after procurements are released.

The HHS Accelerator System also has the functionality to manage financials electronically. Providers can manage budgets, invoices and payments in the system. HHS Accelerator Financials enables a paperless process and facilitates increased accuracy in accounting.

The City of New York is phasing in the use of this module and participating organizations will receive notification when it is time to use HHS Accelerator Financials.

HHS Accelerator Financials standardizes financials for health and human services contracts across the eleven participating Agencies. The system provides:

- A standard budget template
- A common interface for City Agencies and Providers to conduct budget transactions
- Agencies use the same process to configure/modify/amend budgets, invoices and payments
- A more holistic picture of contract data and financials for HHS Accelerator Agencies.

Financials on the Provider Homepage

After logging in, the first page that you will encounter is the Provider Homepage.

Below the main buttons and navigation icons is a dashboard that gives an overview of the Document Vault, Alerts, Application (status), Procurements, Financials, Documents Shared with your Organization and NYC.ID Account Maintenance. From the homepage, your organizations can use the financial links on the dashboard to access key financial functions, or can use the main Financials tab at the top of the page.



When you log into the HHS Accelerator System, at first it will appear as if procurement and financial statistics are unavailable. In order to see the tasks and statistics, you must press the refresh  icon, located on the solid blue band.

a.	Select the “Financials” tab to access the HHS Accelerator Financials.
b.	Contracts pending registration for your organization are listed.
c.	Active budgets for your organization are listed.
d.	Budgets pending submission for your organization are listed.
e.	Budgets pending approval by the funding Agency.
f.	Budgets returned for revision that your organization needs to address.
g.	Modifications and Updates pending submission by your organization.
h.	Modifications and Updates pending approval by the funding Agency.
i.	Modifications and Updates returned for revision by the funding Agency.
j.	Invoices pending submission by your organization.
k.	Invoices pending approval by the funding Agency.
l.	Invoices returned for revisions by an Agency.

Monitoring the Status of a Contract

View Contracts Listed in HHS Accelerator

The Contract List is located in the Financials section of the HHS Accelerator System. To access the Contract List, click the Financials tab. The Contract List displays your organization's CCS contracts that are managed in HHS Accelerator Financials. Contracts will be added to the system over a period of time.

The screenshot shows the HHS Accelerator interface. At the top, the 'Financials' tab is selected. Below it, the 'Contract List' sub-tab is active. A summary section shows 'Contracts: 95' and 'Total Value of Active Contracts: \$100195000'. A table lists three contracts with columns for Title, Agency, CT#, Contract Value, Date of Last Update, and Status.

Procurement/Contract Title	Agency	CT#	Contract Value(\$)	Date of Last Update	Status
PROV - Finance ACS #14b	ACS	CT10220201410	1,000,000.00	02/20/2014	Registered
PROV - Finance ACS #2	ACS	--	1,000,000.00	02/14/2014	Pending Registration
PROV - Finance ACS #3	ACS	--	1,000,000.00	02/14/2014	Pending Registration

a.	Click Financials to access the Contract List.
b.	Click on the Contract List tab to access the Contract List.
c.	Click on the Filter Contracts button to change which contracts are displayed.
d.	Shows number of contracts and total value of Active Contracts in the system for your organization.
e.	Procurement/Contract Title.
f.	Agency that oversees the contract.
g.	Contract Number (CT#).
h.	Contract Value (\$) of each contract.
i.	Date of Last Update of the contract information.
j.	The Status of the contract. Statuses include Pending Registration, Registered, Suspended, Cancelled, and Closed.



If one of your organization's contracts is amended by the issuing Agency, a red exclamation  icon will appear next to the contract. This symbol alerts your organization that an action is required. Your organization will need to update its budget for the contract to match the amended contract value.

- For a positive amendment, once your revised budget is approved and registered by the Agency, the red exclamation icon will disappear, and the Contract Value (\$) listed on the Contract list will adjust to reflect the new amended value of the contract.
- For a negative amendment, once your revised budget is approved by the Agency, the red exclamation icon will disappear, and the Contract Value (\$) listed on the Contract list will adjust to reflect the new amended value of the contract.

Your organization can use the Amendment List to track the contract amendment.

Stages of a Contract

All contracts with a status of Pending Registration, Registered and Suspended, are visible on the Contract List. Contracts that are closed or cancelled do not appear on the contract list by default, but your organization can access them by using the “Filter Contracts” feature. The following descriptions define the life cycle of contracts in the system.

Status Type	Status	Definition
Contract Status	Pending Registration	The Agency has completed the required actions and the contract is pending registration.
	Registered	The contract has been registered. Invoicing and payments can begin.
	Suspended	The Agency has suspended the contract.
	Closed	The Agency has closed the contract. Once a contract is closed, invoices can no longer be submitted by your organization.
	Cancelled	The award has been cancelled by the Agency.
Contract Amendment Status	Pending Registration	The Agency has amended the contract. “Pending Amendment” flag will be visible on the Contract list.
	Registered	The contract has been registered with updated details. Invoicing and payments can begin.
	Cancelled	The Agency has cancelled the contract amendment.

Filter Contracts

Filtering allows you to target your search and quickly modify contracts displayed on the Contract List.

After you click the “Filter Contracts” button, the filter menu displays with a number of options for modifying displayed contracts. By default, all Active Contract Statuses are checked.

To adjust your filtered options, you must uncheck relevant boxes.

The screenshot shows the NYC HHS Accelerator interface. The top navigation bar includes 'Organization Information', 'Document Vault', 'Applications', 'Procurements', and 'Financials'. The 'Financials' section is active, showing 'Contract List', 'Budget List', 'Invoice List', 'Payment List', and 'Amendment List'. A 'Filter Contracts' modal is open, displaying various search criteria. Callouts 'a', 'b', and 'c' highlight specific fields: 'a' is the 'Contract Value From (\$)' field, 'b' is the 'Status' section with checkboxes for Pending Registration, Registered, Closed, Suspended, and Cancelled, and 'c' is the 'Contract Term From' date range field. The background table lists contracts with columns for Contract Value(\$), Date of Last Update, and Status.

	Contract Value(\$)	Date of Last Update	Status
0	1,000,000.00	02/20/2014	Registered
	1,000,000.00	02/14/2014	Pending Registration
	1,000,000.00	02/14/2014	Pending Registration
	1,000,000.00	02/14/2014	Pending Registration
2	1,000,000.00	02/20/2014	Registered
3	1,000,000.00	02/20/2014	Registered
4	1,000,000.00	02/20/2014	Registered
5	1,000,000.00	02/20/2014	Registered
	100,000.00	02/11/2014	Registered

a.	Contract Value From (\$) allows your organization to filter contracts by a contract value range.
b.	Status indicates the current status of the contract. Your organization can select any status. Cancelled and Closed status can only be selected from the filter options section.
c.	Contract Term From allows your organization to view contracts that fall into a defined date range.

View your Organization's Budgets

For listed contracts, your organization will use the HHS Accelerator System to submit a budget, request an assignment, request an advance, and modify the budget.

A budget needs to be created for each contract that your organization holds. Your organization will be notified by email that it is time to input the budget in the system which, once completed, you will submit to the Agency for review. The Agency will receive a notification that the budget was submitted and begin the approval process.

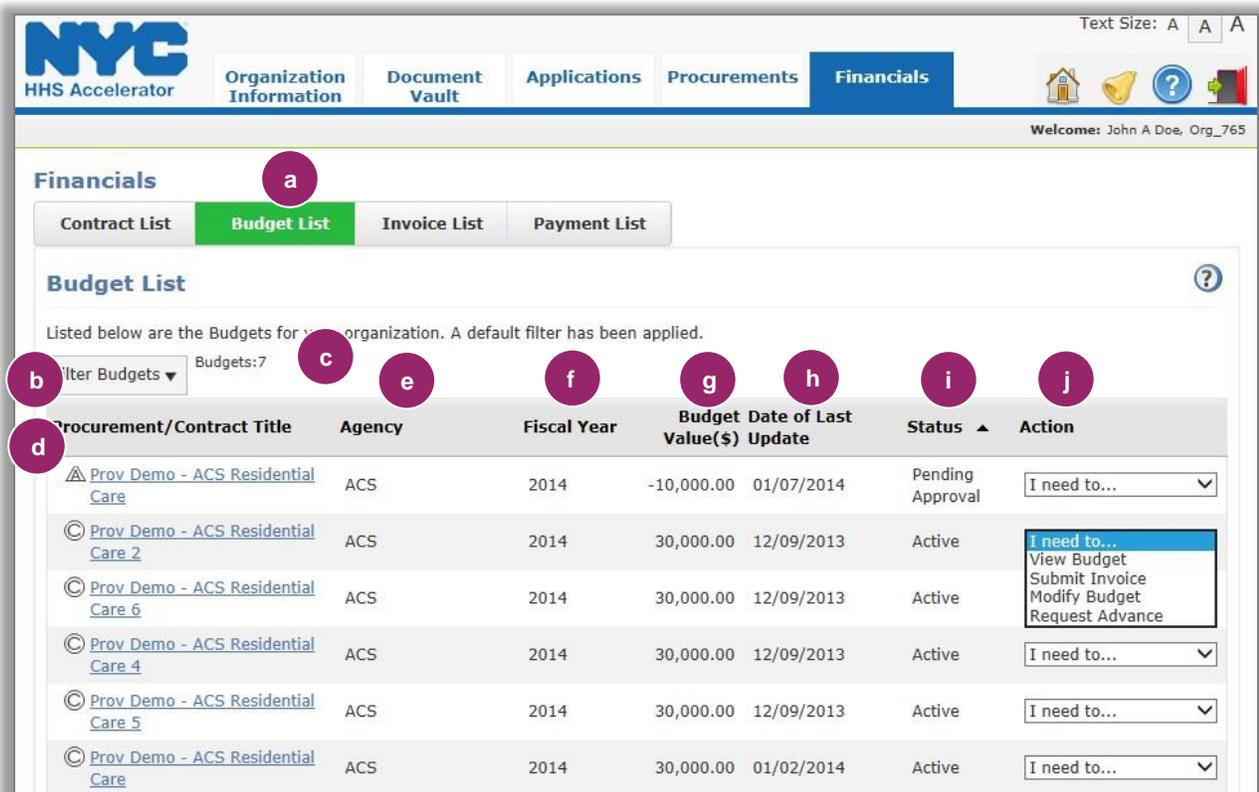
Your organization cannot begin invoicing until the contract is registered, the service period has started, and the budget has been approved by the Agency.

Accessing the Budget List

The Budget List allows you to view budgets, request an advance, initiate a budget modification and submit an invoice.

The Budget List, located in the Financials section of the HHS Accelerator System, is accessed by clicking the Financials tab, then clicking the Budget List tab. The Budget List displays your organization's Health and Human Services budgets that are managed in the system.

From the Budget List tab, your organization can submit, view, and modify a budget, as well as request an advance.



The screenshot shows the NYC HHS Accelerator interface. The top navigation bar includes 'Organization Information', 'Document Vault', 'Applications', 'Procurements', and 'Financials'. The 'Financials' tab is active, and the 'Budget List' sub-tab is selected. A table of budgets is displayed with columns for Procurement/Contract Title, Agency, Fiscal Year, Budget Value(\$), Date of Last Update, Status, and Action. Callouts a-j highlight specific UI elements: 'a' points to the 'Financials' tab, 'b' to the 'Filter Budgets' dropdown, 'c' to the 'Budgets: 7' count, 'd' to the table header, 'e' to the 'Agency' column, 'f' to the 'Fiscal Year' column, 'g' to the 'Budget Value(\$)' column, 'h' to the 'Date of Last Update' column, 'i' to the 'Status' column, and 'j' to the 'Action' column dropdown menu.

Procurement/Contract Title	Agency	Fiscal Year	Budget Value(\$)	Date of Last Update	Status	Action
Prov Demo - ACS Residential Care	ACS	2014	-10,000.00	01/07/2014	Pending Approval	I need to...
Prov Demo - ACS Residential Care 2	ACS	2014	30,000.00	12/09/2013	Active	I need to... View Budget Submit Invoice Modify Budget Request Advance
Prov Demo - ACS Residential Care 6	ACS	2014	30,000.00	12/09/2013	Active	I need to...
Prov Demo - ACS Residential Care 4	ACS	2014	30,000.00	12/09/2013	Active	I need to...
Prov Demo - ACS Residential Care 5	ACS	2014	30,000.00	12/09/2013	Active	I need to...
Prov Demo - ACS Residential Care	ACS	2014	30,000.00	01/02/2014	Active	I need to...

a.	Click on the Budget List tab to access the Budget List.
b.	Click on the Filter Budgets button to change which budgets are displayed.
c.	Number of budgets displayed based on applied filters.
d.	Each Procurement/Contract Title is displayed.
e.	Contracting Agency is listed.
f.	Fiscal Year of budget.
g.	Budget Value (\$) for the Fiscal Year for each budget.
h.	Date of Last Update of the budget information.
i.	This section displays the Status of the budget. Statuses include Pending Submission, Pending Approval, Returned for Revisions, Approved, Active, Closed, Suspended, and Cancelled.
j.	This section displays Actions that can be taken with the budget. Depending on the status of the budget, these include View Budget, Submit Invoice, Modify Budget, and Request Advance.

Status of a Budget

All budgets with a status of Pending Submission, Pending Approval, Returned for Revision, Approved or Active, are visible on the Budget List. Budgets that are Suspended, Closed or Cancelled do not appear on the budget list by default, but your organization can access them by using the Filter Budgets feature in the system.

Note: The terms Contract Budget and Budget are used interchangeably. The following descriptions define the life cycle of budgets in the system.

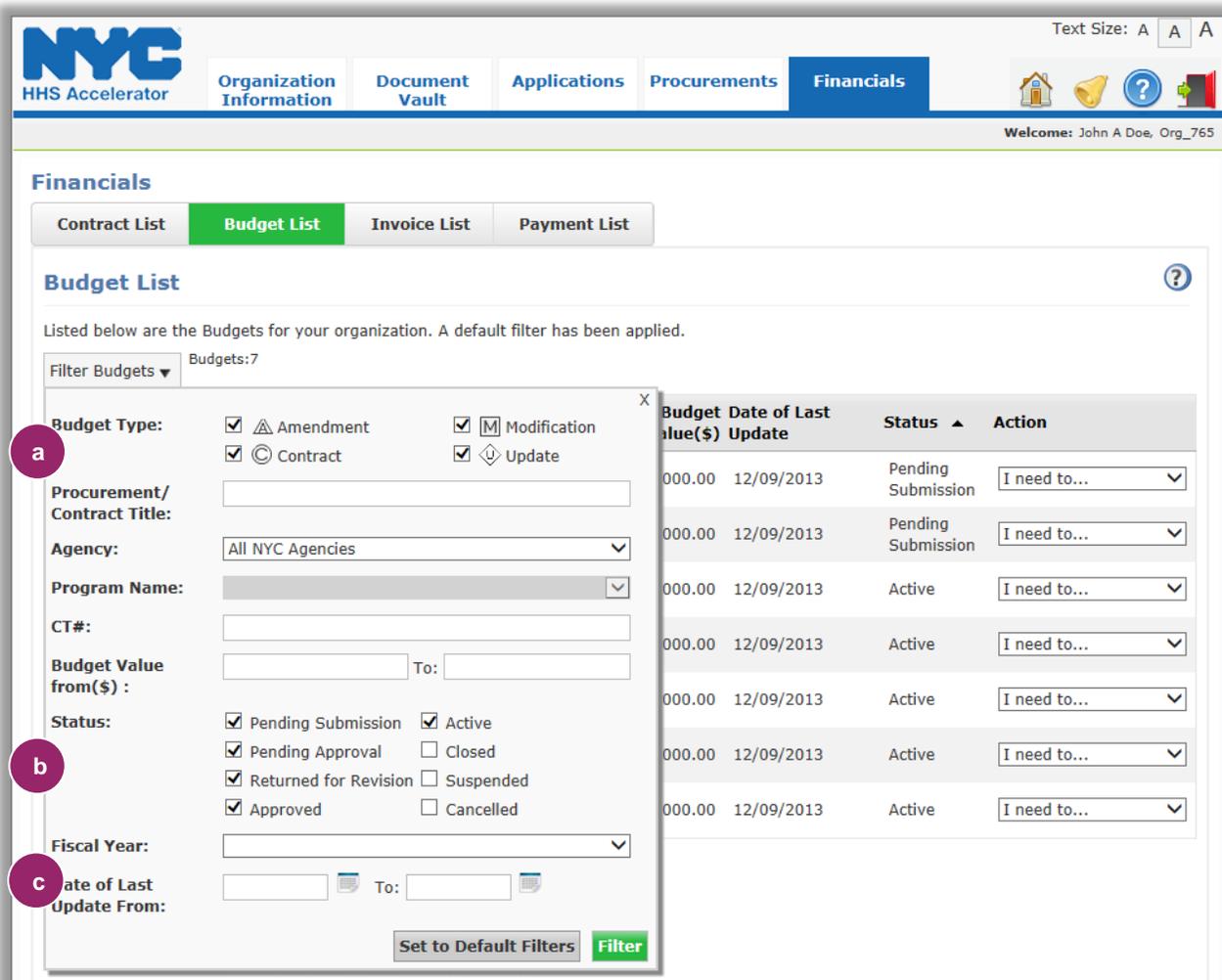
Status Type	Status	Definition
Contract Budget Status	Pending Submission	A budget can be viewed or submitted.
	Pending Approval	Your organization has submitted the Contract Budget and is waiting for Approval from the Agency.
	Returned for Revision	The Agency has returned the Contract Budget to your organization to revise and resubmit.
	Approved	The Agency has approved the budget and the contract is pending registration with the NYC Comptroller's Office.
	Active	The contract is registered and you can view the budget, submit an invoice, modify the budget and request an advance.
	Cancelled	The Agency has cancelled the contract. No action necessary.
	Suspended	The Agency has suspended the contract. No action necessary.
	Closed	The Agency has closed the contract. No action necessary.

Filter Budgets

Filtering allows you to target your search and quickly modify budgets displayed in the Budget List.

After you click the “Filter Budgets” button, the filter menu displays a number of options for modifying displayed budgets. By default, all Active Budget Statuses are checked.

To adjust your filtered options, you must uncheck relevant boxes.



The screenshot shows the NYC HHS Accelerator interface. The 'Financials' section is active, and the 'Budget List' tab is selected. A 'Filter Budgets' modal is open, showing various filter options. The modal is divided into sections: Budget Type (with checkboxes for Amendment, Contract, Modification, and Update), Procurement/Contract Title (text input), Agency (dropdown), Program Name (dropdown), CT# (text input), Budget Value from (\$) (text input), Status (checkboxes for Pending Submission, Pending Approval, Returned for Revision, Approved, Active, Closed, Suspended, Cancelled), and Fiscal Year (dropdown). There are also input fields for Date of Last Update From and To. A 'Filter' button is at the bottom right of the modal. In the background, a table of budget items is visible with columns for Budget Value, Date of Last Update, Status, and Action.

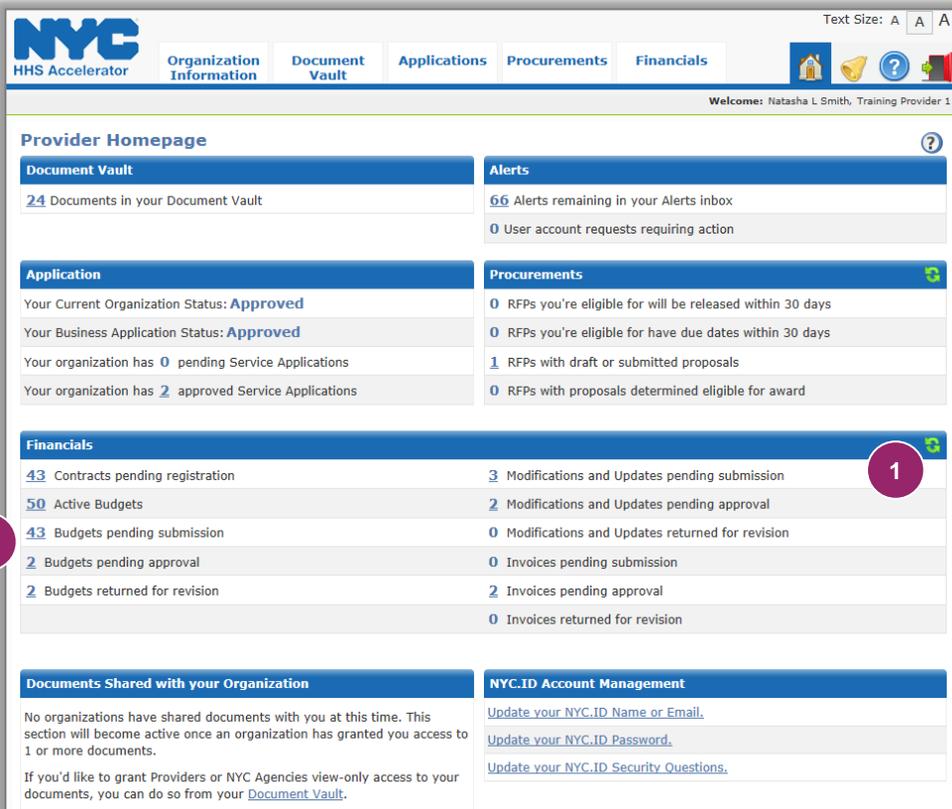
Budget Value	Date of Last Update	Status	Action
000.00	12/09/2013	Pending Submission	I need to...
000.00	12/09/2013	Pending Submission	I need to...
000.00	12/09/2013	Active	I need to...
000.00	12/09/2013	Active	I need to...
000.00	12/09/2013	Active	I need to...
000.00	12/09/2013	Active	I need to...
000.00	12/09/2013	Active	I need to...

- a. Budget Types include Amendment, Modification, Update, and Contract.
- b. Status indicates the current status of the budget. Your organization can select Closed, Suspended or Cancelled budgets from this section.
- c. Fiscal Year allows your organization to view contracts that fall into a defined date range.

You may also filter by Agency, CT#, Budget Value (\$), and Date of Last Update.

Submit a Contract Budget

Your organization can create a budget following the steps below.



Provider Homepage

Document Vault
24 Documents in your Document Vault

Alerts
66 Alerts remaining in your Alerts inbox
0 User account requests requiring action

Application
Your Current Organization Status: **Approved**
Your Business Application Status: **Approved**
Your organization has 0 pending Service Applications
Your organization has 2 approved Service Applications

Procurements
0 RFPs you're eligible for will be released within 30 days
0 RFPs you're eligible for have due dates within 30 days
1 RFPs with draft or submitted proposals
0 RFPs with proposals determined eligible for award

Financials

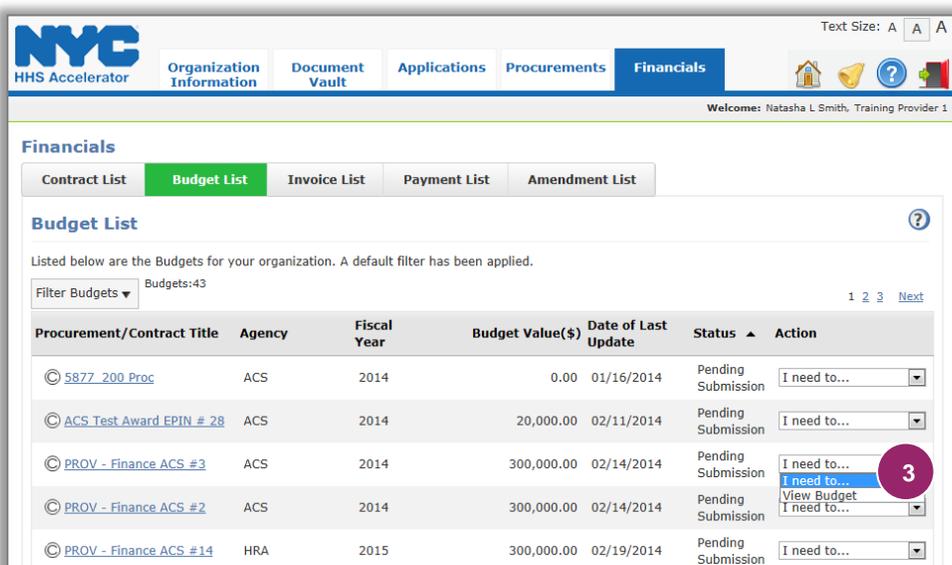
43 Contracts pending registration
50 Active Budgets
43 Budgets pending submission
2 Budgets pending approval
2 Budgets returned for revision

3 Modifications and Updates pending submission
2 Modifications and Updates pending approval
0 Modifications and Updates returned for revision
0 Invoices pending submission
2 Invoices pending approval
0 Invoices returned for revision

Documents Shared with your Organization
No organizations have shared documents with you at this time. This section will become active once an organization has granted you access to 1 or more documents.
If you'd like to grant Providers or NYC Agencies view-only access to your documents, you can do so from your [Document Vault](#).

NYC.ID Account Management
[Update your NYC.ID Name or Email.](#)
[Update your NYC.ID Password.](#)
[Update your NYC.ID Security Questions.](#)

1. Click on the **“Refresh”** icon in the financials section of the homepage.
2. Click on the number hyperlink for **“Budgets Pending Submission.”**



Financials

Contract List **Budget List** Invoice List Payment List Amendment List

Budget List

Listed below are the Budgets for your organization. A default filter has been applied.

Filter Budgets Budgets:43 1 2 3 Next

Procurement/Contract Title	Agency	Fiscal Year	Budget Value(\$)	Date of Last Update	Status	Action
5877_200_Proc	ACS	2014	0.00	01/16/2014	Pending Submission	I need to...
ACS_Test_Award_EPIN_#_28	ACS	2014	20,000.00	02/11/2014	Pending Submission	I need to...
PROV - Finance ACS #3	ACS	2014	300,000.00	02/14/2014	Pending Submission	I need to... I need to... View Budget I need to...
PROV - Finance ACS #2	ACS	2014	300,000.00	02/14/2014	Pending Submission	I need to...
PROV - Finance ACS #14	HRA	2015	300,000.00	02/19/2014	Pending Submission	I need to...

3. To start a new budget select **“View Budget”** from the Action drop down menu.

NYC HHS Accelerator | Organization Information | Document Vault | Applications | Procurements | Financials | Text Size: A A A

Welcome: Natasha L Smith, Training Provider 1

Contract Budget

[Return to Budget List](#) | Status: Pending Submission | [Print Budget](#)

Contract Information

Agency: Administration for Children's Services (ACS)	CT#: Not Registered
Procurement/Contract Title: PROV - Finance ACS #3	Contract Start Date: 07/01/2013
Provider: Training Provider 1	Contract End Date: 06/30/2017
Procurement E-PIN: 06814I8031	Contract Amount: \$1,000,000.00
Award E-PIN: 06814I8031001	Program Name: Universal Pre-Kindergarten Services (UPK): Child Care

Fiscal Year Budget Information

Start Date	End Date	FY Budget	YTD Invoiced Amount	Remaining Amount	YTD Actual Paid Amount
07/01/2013	06/30/2014	\$300,000.00	\$0.00	\$300,000.00	\$0.00

[Save](#) [Submit](#)

FY2014	\$300,000.00
Documents	
Advances	
Assignments	

Comments | [View Comments History](#) | [Save](#)

Enter any comments:
Click the 'Save' button above to save your comments.

Review the details in the Contract Information and Fiscal Year Budget sections.

- Next, click on the first blue header just below the Fiscal Year Budget information grid.

Fiscal Year Budget Information

Start Date	End Date	FY Budget	YTD Invoiced Amount	Remaining Amount	YTD Actual Paid Amount
07/01/2013	06/30/2014	\$300,000	\$0.00	\$300,000.00	\$0.00

FY2014 \$300,000.00

Budget Summary | Personnel Services | Operations & Support | Utilities | Professional Services | Rent | Contracted Services | Rate | Milestone | Unallocated Funds | Indirect Rate | Program Income

Budget Summary [View Printer Friendly Version](#)

Line Item	FY Budget	YTD Invoiced Amount	Remaining Amount
+ Total City Funded Budget	\$0.00	\$0.00	\$0.00
Total Program Income (Excluded from City Funded Budget; Not Invoiced)	\$0.00	\$0.00	\$0.00
Total Program Budget (City Funded Budget + Program Income)	\$0.00	\$0.00	\$0.00

Service Site Information

Please enter an address for each site where your organization proposes to deliver services.

Site Name	Address 1	Address 2	City	State	Code
No sites have been entered...					

Documents | **Advances** | **Assignments**

Each tab on the budget is accessible and may be completed at any time. All tabs may not display for your budget. Agencies choose which tabs are used for your budget and may provide instructions on which tabs to fill out.

Budget information is entered in each tab. The Budget Summary summarizes the total of all direct and indirect costs. Tabs for all budget sections are visible at the top of the budget summary section.

5. Click **“Add Site”** and add the site location where services are delivered.
6. Next, click on the **“Personnel Services”** tab.

To view details on how the budget is broken down, view each individual tab.



The Service Site Information requested on the bottom of the Budget Summary Tab is a required field. If there are multiple locations for the contract, enter the address for the primary location. If services are not geographically based, use the address of the administrative office.

The default for the Personnel Services is \$0.00 in all fields.

Total Salary indicates the total cost of all employees; Full time employees (FTEs) (35 hours or more per week), part-time employees and seasonal employees.

Total Fringe indicates total cost of fringe associated with employees. Fringe benefits must include FICA. This may also include unemployment insurance, worker's compensation, disability, pension, life insurance and medical coverage as per your policies.

7. Click on the “+” symbol next to the Salaried Employees Total row to expand the grid.

8. Add a new row by clicking “+Add” in the footer of the grid

9. Next, click on the “Salaried Employees” drop-down menu.

Salaried Employees	# of FTEs	FY Budget	YTD Invoiced Amount	Remaining Amount
- Salaried Employees Total		\$0.00	\$0.00	\$0.00

Hourly Employees	Hours/Year	FY Budget	YTD Invoiced Amount	Remaining Amount
+ Hourly Employees Total		\$0.00	\$0.00	\$0.00

Seasonal Employees	Hours/Year	FY Budget	YTD Invoiced Amount	Remaining Amount
+ Seasonal Employees Total		\$0.00	\$0.00	\$0.00

Fringe Benefits	FY Budget	YTD Invoiced Amount	Remaining Amount
Fringe Total	\$0.00	\$0.00	\$0.00

Salaried Employees	# of FTEs	FY Budget	YTD Invoiced Amount	Remaining Amount
- Salaried Employees Total		\$0.00	\$0.00	\$0.00
<div style="border: 1px solid black; padding: 2px;">Salaried Employees</div>				

FY2014 \$300,000.00

Budget Summary **Personnel Services** Operations & Support Utilities Professional Services Rent
 Contracted Services Rate Milestone Unallocated Funds Indirect Rate Program Income

Personnel Services

Total Salary & Fringe:	\$0.00
Total Salary:	\$0.00
Total Fringe:	\$0.00 (0.00%)
YTD Invoiced Amount:	\$0.00

Salaried Employees	# of FTEs	FY Budget	YTD Invoiced Amount	Remaining Amount
- Salaried Employees Total		\$0.00	\$0.00	\$0.00
Assistant Director	1.00	40000.00		

Delete Add Save Cancel Page 1 of 0

Hourly Employees	Hours/Year	FY Budget	YTD Invoiced Amount	Remaining Amount
+ Hourly Employees Total		\$0.00	\$0.00	\$0.00

Seasonal Employees	Hours/Year	FY Budget	YTD Invoiced Amount	Remaining Amount
+ Seasonal Employees Total		\$0.00	\$0.00	\$0.00

Fringe Benefits	FY Budget	YTD Invoiced Amount	Remaining Amount
Fringe Total	\$0.00	\$0.00	\$0.00

EDIT Save Cancel

Tab Comments **View Comments History**

Comment History:

Type	Detail	User	Date/Time
No Records Found...			

11. Enter the number of full-time employees in this title (# of FTEs).

12. Click **“Save.”**

Repeat steps to enter additional Salaried Employees, Hourly Employees, and Seasonal Employees to the yearly budget.

FY2014 \$300,000.00

Budget Summary | **Personnel Services** | Operations & Support | Utilities | Professional Services | Rent

Contracted Services | Rate | Milestone | Unallocated Funds | Indirect Rate | Program Income

Personnel Services

Total Salary & Fringe:	\$130,000.00
Total Salary:	\$130,000.00
Total Fringe:	\$0.00 (0.00%)
YTD Invoiced Amount:	\$0.00

Salaried Employees	# of FTEs	FY Budget	YTD Invoiced Amount	Remaining Amount
- Salaried Employees Total		\$130,000.00	\$0.00	\$130,000.00
Case Manager (301)	3.00	\$90,000.00	\$0.00	\$90,000.00
Assistant Director	1.00	\$40,000.00	\$0.00	\$40,000.00

Page 1 of 1

Hourly Employees	Hours/Year	FY Budget	YTD Invoiced Amount	Remaining Amount
+ Hourly Employees Total		\$0.00	\$0.00	\$0.00

Seasonal Employees	Hours/Year	FY Budget	YTD Invoiced Amount	Remaining Amount
+ Seasonal Employees Total		\$0.00	\$0.00	\$0.00

Fringe Benefits	FY Budget	YTD Invoiced Amount	Remaining Amount
Fringe Total	20000.00	\$0.00	\$0.00

14 Save Cancel

13. Double click and enter a value in the "FY Budget" box.

14. Click "Save."

FY2014 \$300,000.00

Budget Summary | **Personnel Services** | Operations & Support | Utilities | Professional Services | Rent

Contracted Services | Rate | Milestone | Unallocated Funds | Indirect Rate | Program Income

Personnel Services

Total Salary & Fringe:	\$150,000.00
Total Salary:	\$130,000.00
Total Fringe:	\$20,000.00 (15.38%)
YTD Invoiced Amount:	\$0.00

Salaried Employees	# of FTEs	FY Budget	YTD Invoiced Amount	Remaining Amount
- Salaried Employees Total		\$130,000.00	\$0.00	\$130,000.00
Case Manager (301)	3.00	\$90,000.00	\$0.00	\$90,000.00
Assistant Director	1.00	\$40,000.00	\$0.00	\$40,000.00

Delete + Add Edit Save Cancel Page 1 of 1

Hourly Employees	Hours/Year	FY Budget	YTD Invoiced Amount	Remaining Amount
+ Hourly Employees Total		\$0.00	\$0.00	\$0.00

Seasonal Employees	Hours/Year	FY Budget	YTD Invoiced Amount	Remaining Amount
+ Seasonal Employees Total		\$0.00	\$0.00	\$0.00

Fringe Benefits	FY Budget	YTD Invoiced Amount	Remaining Amount
Fringe Total	\$20,000.00	\$0.00	\$20,000.00

15 Edit Cancel

Tab Comments | **View Comments History**

Comment History:

Type	Detail	User	Date/Time
No Records Found...			

The Total Fringe percentage calculates automatically.

There are two types of comments your organization can submit with the budget. Tab Level Comment, and General Overall Comments.

Each Budget tab has a Tab Level comment field.

15. To leave a Personnel Services tab level comment, click “**Tab Comments.**”

FY2014 \$300,000.00

Budget Summary **Personnel Services** Operations & Support Utilities Professional Services Rent

Contracted Services Rate Milestone Unallocated Funds Indirect Rate Program Income

Personnel Services

Total Salary & Fringe:	\$150,000.00
Total Salary:	\$130,000.00
Total Fringe:	\$20,000.00 (15.38%)
YTD Invoiced Amount:	\$0.00

Salaried Employees	# of FTEs	FY Budget	YTD Invoiced Amount	Remaining Amount
- Salaried Employees Total		\$130,000.00	\$0.00	\$130,000.00
Case Manager (301)	3.00	\$90,000.00	\$0.00	\$90,000.00
Assistant Director	1.00	\$40,000.00	\$0.00	\$40,000.00

Delete + Add Edit Save Cancel Page 1 of 1

Hourly Employees	Hours/Year	FY Budget	YTD Invoiced Amount	Remaining Amount
+ Hourly Employees Total		\$0.00	\$0.00	\$0.00

Seasonal Employees	Hours/Year	FY Budget	YTD Invoiced Amount	Remaining Amount
+ Seasonal Employees Total		\$0.00	\$0.00	\$0.00

Fringe Benefits	FY Budget	YTD Invoiced Amount	Remaining Amount
Fringe Total	\$20,000.00	\$0.00	\$20,000.00

Edit Save Cancel

Tab Comments View Comments History 16 Save

Enter any comments:
Click the 'Save' button above to save your comments.
Please see the Fringe Justification document for a breakdown of the \$20,000.
Also, the case manager row groups all levels of case managers on the website.

16. Complete the “**Tab Comments**” box and click “**Save.**”

FY2014 \$300,000.00

Budget Summary **Personnel Services** Operations & Support Utilities Professional Services Rent
 Contracted Services Rate Milestone Unallocated Funds Indirect Rate Program Income

Personnel Services

Total Salary & Fringe:	\$150,000.00
Total Salary:	\$130,000.00
Total Fringe:	\$20,000.00 (15.38%)
YTD Invoiced Amount:	\$0.00

Salaried Employees	# of FTEs	FY Budget	YTD Invoiced Amount	Remaining Amount
- Salaried Employees Total		\$130,000.00	\$0.00	\$130,000.00
Case Manager (301)	3.00	\$90,000.00	\$0.00	\$90,000.00
Assistant Director	1.00	\$40,000.00	\$0.00	\$40,000.00

Hourly Employees

Hourly Employees	Hours/Year	FY Budget	YTD Invoiced Amount	Remaining Amount
+ Hourly Employees Total		\$0.00	\$0.00	\$0.00

Seasonal Employees

Seasonal Employees	Hours/Year	FY Budget	YTD Invoiced Amount	Remaining Amount
+ Seasonal Employees Total		\$0.00	\$0.00	\$0.00

Fringe Benefits

Fringe Benefits	FY Budget	YTD Invoiced Amount	Remaining Amount
Fringe Total	\$20,000.00	\$0.00	\$20,000.00

Tab Comments View Comments History Save

Enter any comments:
 Click the 'Save' button above to save your comments.
 Please see the Fringe Justification document for a breakdown of the \$20,000.
 Also, the case manager row groups all levels of case managers on the website.

Documents 17 Advances

17. Next click on the **“Documents”** header to open the documents widget.

Documents 18

Add Document from Vault Upload New Document

Document Name	Document Type	Attached By	Attachment Date	Actions
No documents have been uploaded yet...				

For this example, you will upload a document. The Documents feature allows Providers to attach and submit supplementary information with the budget.

18. Click on the **“Upload New Document”** button.

Upload Document

Upload Document

Step 1: File Selection Step 2: Document Information

Select a document category and document type, then browse your computer for the file to upload.

* Indicates a Required Field

* Document Category: Financials

* Document Type: Fringe Benefits Justification

* Select the file to upload: \\doitt.nycnet\root\4M Browse...

* Document Name: Fringe Justification

Cancel Next

19. Select the **“Document Type.”**
20. Click the **“Browse”** button and select the document.
21. Enter the **“Document Name.”**
22. Click **“Next.”**

Upload Document

Upload Document

Step 1: File Selection Step 2: Document Information

Please enter required Document Information, if applicable, and confirm the existing information. Note: if this is replacing an existing document, any sharing privileges will be applied to this document.

Document Category: Financials

Document Type: Fringe Benefits Justification

Document Name: Fringe Justification

File Type: XLSX

Cancel Back Upload Document

23. Click **“Upload Document.”**

Documents

Document added successfully

Add Document from Vault Upload New Document

Document Name	Document Type	Attached By	Attachment Date	Actions
Fringe Justification	Fringe Benefits Justification	Natasha Smith	08/04/2014	I need to...

A green message bar will appear that the document uploaded successfully.

FY2014 \$300,000.00

Budget Summary | **Personnel Services** | Operations & Support | Utilities | Professional Services | Rent

Contracted Services | Rate | Milestone | Unallocated Funds | Indirect Rate | Program Income

Personnel Services

Total Salary & Fringe:	\$150,000.00
Total Salary:	\$130,000.00
Total Fringe:	\$20,000.00 (15.38%)
YTD Invoiced Amount:	\$0.00

Salaried Employees	# of FTEs	FY Budget	YTD Invoiced Amount	Remaining Amount
- Salaried Employees Total		\$130,000.00	\$0.00	\$130,000.00
Case Manager (301)	3.00	\$90,000.00	\$0.00	\$90,000.00
Assistant Director	1.00	\$40,000.00	\$0.00	\$40,000.00

Hourly Employees

Hourly Employees	Hours/Year	FY Budget	YTD Invoiced Amount	Remaining Amount
+ Hourly Employees Total		\$0.00	\$0.00	\$0.00

Seasonal Employees

Seasonal Employees	Hours/Year	FY Budget	YTD Invoiced Amount	Remaining Amount
+ Seasonal Employees Total		\$0.00	\$0.00	\$0.00

Fringe Benefits

Fringe Benefits	FY Budget	YTD Invoiced Amount	Remaining Amount
Fringe Total	\$20,000.00	\$0.00	\$20,000.00

24. Next, click on **“Operations & Support.”**

FY2014 \$300,000.00

Budget Summary | Personnel Services | **Operations & Support** | Utilities | Professional Services | Rent

Contracted Services | Rate | Milestone | Unallocated Funds | Indirect Rate | Program Income

OTPS - Operations and Support

Total Operations, Support and Equipment:	\$0.00
Total YTD Invoiced Amount:	\$0.00

Operations and Support	FY Budget	YTD Invoiced Amount	Remaining Amount
+ Operations and Support	\$0.00	\$0.00	\$0.00

Equipment	Units	FY Budget	YTD Invoiced Amount	Remaining Amount
+ Equipment (durable) From Schedule		\$0.00	\$0.00	\$0.00

Tab Comments | View Comments History

Comment History:

Type	Detail	User	Date/Time
No Records Found...			

Operations & Support and Equipment includes Supplies that are not lasting or permanent in nature, such as office, program and/or maintenance supplies. The rental, lease, repair and maintenance of office/programmatic equipment utilized in the program's operation.

25. Click on the **“+”** symbol next to the Operations and Support Total row to expand the grid.

OTPS - Operations and Support

Total Operations, Support and Equipment: \$600.00
Total YTD Invoiced Amount: \$0.00

Operations and Support	FY Budget	YTD Invoiced Amount	Remaining Amount
Operations and Support	\$600.00	\$0.00	\$600.00
Office Supplies	\$400.00	\$0.00	\$400.00
Facilities Repairs & Maintenance	\$0.00	\$0.00	\$0.00
Safety and Health	\$0.00	\$0.00	\$0.00
Waste & Recycling Removal	\$100.00	\$0.00	\$100.00
Staff Transportation	\$0.00	\$0.00	\$0.00
Staff Training	\$0.00	\$0.00	\$0.00
Postage	\$0.00	\$0.00	\$0.00
Recruitment and Advertising (Client)	\$0.00	\$0.00	\$0.00
Liability, Property, and Other Insurance	\$0.00	\$0.00	\$0.00
Vehicle Insurance	\$0.00	\$0.00	\$0.00
Vehicle Operations and Maintenance	500.00 26 ×	\$0.00	\$0.00
Real Estate Tax	\$0.00	\$0.00	\$0.00
Bank Charges	\$0.00	\$0.00	\$0.00
Printing	\$0.00	\$0.00	\$0.00
Client Transportation	\$0.00	\$0.00	\$0.00
Client Supplies & Activities	\$0.00	\$0.00	\$0.00
Client Stipends	\$100.00	\$0.00	\$100.00
Incentive Payments/Bonus	\$0.00	\$0.00	\$0.00
Prepared Meals	\$0.00	\$0.00	\$0.00
Raw Food	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00

26. Double click and enter a value in the “FY Budget” box and click “Enter” to save.

Repeat steps to budget for additional Operations and Support items.

FY2014

27

\$300,000.00

Budget Summary Personnel Services **Operations & Support** Utilities Professional Services Rent
 Contracted Services Rate Milestone Unallocated Funds Indirect Rate Program Income

OTPS - Operations and Support

Total Operations, Support and Equipment: \$19,000.00
Total YTD Invoiced Amount: \$0.00

Operations and Support	FY Budget	YTD Invoiced Amount	Remaining Amount
Operations and Support	\$19,000.00	\$0.00	\$19,000.00
Office Supplies	\$0.00	\$0.00	\$0.00
Facilities Repairs & Maintenance	\$4,000.00	\$0.00	\$4,000.00
Safety and Health	\$2,000.00	\$0.00	\$2,000.00
Waste & Recycling Removal	\$0.00	\$0.00	\$0.00
Staff Transportation	\$1,000.00	\$0.00	\$1,000.00
Staff Training	\$0.00	\$0.00	\$0.00
Postage	\$500.00	\$0.00	\$500.00

The Total Operations, Support and Equipment will appear in the top section of the tab.

27. Next, click “Utilities.”

Utilities relate to costs such as electricity, water, gas and telecommunications.

28. Click on the “+” symbol next to the Utilities row to expand the grid.

29. Double click and (if applicable) enter a value in the “Invoice Amount” box, and then click “Save.”

For example purposes, the screens going forward will have the content filled in. In the real world, when you double click, the box will turn yellow.

30. Next, click the “Professional Services” tab.

Professional Services costs are associated with independent entities with professional or technical skills, such as accounting or legal services, that support vendor operations.

31. Next, click “Rent.”

FY2014 30 \$300,000.00

Budget Summary | Personnel Services | Operations & Support | **Utilities** | Professional Services | Rent

Contracted Services | Rate | Milestone | Unallocated Funds | Indirect Rate | Program Income

OTPS - Utilities

Utilities	FY Budget	YTD Invoiced Amount	Remaining Amount
– Operations and Support	\$9,000.00	\$0.00	\$9,000.00
Telephone - Land lines	\$1,000.00	\$0.00	\$1,000.00
Electric	\$0.00	\$0.00	\$0.00
Water/Sewer	2000.00	\$0.00	\$2,000.00
Oil - Heating	\$2,000.00	\$0.00	\$2,000.00
Gas - Heating	\$0.00	\$0.00	\$0.00
Security Systems	\$0.00	\$0.00	\$0.00
Internet Connectivity	\$0.00	\$0.00	\$0.00
Mobile Phones	\$0.00	\$0.00	\$0.00
Bundled Communications	\$4,000.00	\$0.00	\$4,000.00

Edit Save Cancel

FY2014 31 \$300,000.00

Budget Summary | Personnel Services | Operations & Support | Utilities | **Professional Services** | Rent

Contracted Services | Rate | Milestone | Unallocated Funds | Indirect Rate | Program Income

OTPS - Professional Services

OTPS Professional Services	FY Budget	YTD Invoiced Amount	Remaining Amount
– Professional Services	\$3,000.00	\$0.00	\$3,000.00
Accounting Costs	\$0.00	\$0.00	\$0.00
Legal Costs	\$3,000.00	\$0.00	\$3,000.00
Audit Expense	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00

Edit Save Cancel

Rent and Occupancy includes all rent paid by a program for all sites utilized by that program. It also includes all related charges associated with the use of the site, such as minor repairs and maintenance costs.

Prov Demo - ACS Residential Care \$30,000.00

Budget Summary Personnel Services Operations & Support Utilities Professional Services **Rent**

Contracted Services Rate Milestone Unallocated Funds Indirect Rate Program Income

Locations	Management Company Name	Property Owner	Public School Space	% Charged to Contract	FY Budget	YTD Invoiced Amount	Remaining Amount
+ Rent					\$0.00	\$0.00	\$0.00

Documents
Advances
Assignments

32. Click on the “+” symbol next to the Rent row to expand the grid.

Prov Demo - ACS Residential Care \$30,000.00

Budget Summary Personnel Services Operations & Support Utilities Professional Services **Rent**

Contracted Services Rate Milestone Unallocated Funds Indirect Rate Program Income

Locations	Management Company Name	Property Owner	Public School Space	% Charged to Contract	FY Budget	YTD Invoiced Amount	Remaining Amount
- Rent					\$0.00	\$0.00	\$0.00

Delete +Add Save Cancel Page 1 of 0

33. Click “+Add.”

FY2014 \$300,000.00

Budget Summary Personnel Services Operations & Support Utilities Professional Services **Rent**

Contracted Services Rate Milestone Unallocated Funds Indirect Rate Program Income

Locations	Management Company Name	Property Owner	Public School Space	% Charged to Contract	FY Budget	YTD Invoiced Amount	Remaining Amount
- Rent					\$10,000.00	\$0.00	\$10,000.00
Brooklyn center	MGH	Derrick Dow	Yes	100.00	10000.00	\$0.00	\$10,000.00

Delete +Add Edit Save Page 1 of 1

34. Enter Rent information.

35. Click “Save.”

36. Next, click the “Contracted Services” tab.

FY2014 \$300,000.00

37

Budget Summary Personnel Services Operations & Support Utilities Professional Services Rent

Contracted Services Rate Milestone Unallocated Funds Indirect Rate Program Income

OTPS - Contracted Services

Total Contracted Services:			\$4,000.00	
YTD Invoiced Amount:			\$0.00	

OTPS Contracted Services	Description of Service	FY Budget	YTD Invoiced Amount	Remaining Amount
- Consultants		\$3,000.00	\$0.00	\$3,000.00
Dr. Russell	Psychiatric Services	\$3,000.00	\$0.00	\$3,000.00

Delete + Add Edit Save Cancel Page 1 of 1

OTPS Contracted Services	Description of Service	FY Budget	YTD Invoiced Amount	Remaining Amount
+ Sub-Contractors		\$0.00	\$0.00	\$0.00

OTPS Contracted Services	Description of Service	FY Budget	YTD Invoiced Amount	Remaining Amount
- Vendors		\$1,000.00	\$0.00	\$1,000.00
Security Services	Provide security	\$1,000.00	\$0.00	\$1,000.00

Delete + Add Edit Save Cancel Page 1 of 1

Contracted Services costs are associated with independent entities with professional or technical skills retained to perform specific tasks or complete projects related to the program that cannot be accomplished by regular staff. Also, independent (usually non-profit) entities retained to perform program services.

37. Next, click on the "Rate" tab.

FY2014 \$300,000.00

39

Budget Summary Personnel Services Operations & Support Utilities Professional Services Rent

Contracted Services Rate Milestone Unallocated Funds Indirect Rate Program Income

Rate

Rate	#Units	YTD Units	Remaining # Units	FY Budget	YTD Invoiced Amount	Remaining Amount
- Unit Description				\$25,000.00	\$0.00	\$25,000.00
# of Children Served	100	0	100	\$25,000.00	\$0.00	\$25,000.00

Delete + Add Edit Save Cancel Page 1 of 1

Rate based cost indicate the unit rate and number of units of service associated with the program.

38. Click on the "+" symbol next to the Rate row to expand the grid and enter the rate information.

39. Next, click on the "Milestone" tab.

Milestone costs are typically an achievement set forth in the Request for Proposals (RFP). When a milestone is complete, and an invoice is submitted, the Agency will make a payment.

40. Click on the **“Unallocated Funds”** tab.

Milestone	FY Budget	YTD Invoiced Amount	Remaining Amount
- Milestone	\$60,000.00	\$0.00	\$60,000.00
Make Housing Placement	\$60,000.00	\$0.00	\$60,000.00

Unallocated Funds are not frequently used, and usually at the request of the Agency. This tab would be used to budget funds that cannot be allocated elsewhere on the budget.

41. Click on the **“Indirect Rate”** tab.

Unallocated Funds	FY Budget
- Unallocated Funds Total	\$0.00
Unallocated Funds	\$0.00

Indirect Rate costs are related to administrative overhead incurred by a provider operating several programs. Please review Agency fiscal manuals for guidance on maximum allowable indirect rates.

Typically an overhead rate must be substantiated by an organization’s Audited Financial Statement.

42. Next, click on the **“Program Income”** tab.

Indirect Rate: 7.14%

Total Indirect Costs	FY Budget	YTD Invoiced Amount	Remaining Amount
- Indirect Costs Total	\$20,000.00	\$0.00	\$20,000.00
Indirect Costs	\$20,000.00	\$0.00	\$20,000.00

Program Income is used to list income the program receives. This could be client fees or contributions, earned revenue, In-Kind contributions, private match, or grant funds to support the program.

In the budget, your organization anticipated what the Program Income would be. For each invoice that your organization submits, input the actual amount of funds raised.

43. Next, click on the **“Budget Summary”** tab.

From the Budget Summary tab, the overall budget is displayed.

A budget cannot be submitted until it adds up to the total budget amount.

44. To review additional details about the budget breakdown, click on the **“+”** symbol next to the Total City Funded Budget row to expand the grid.

If you want to write a General comment to the Agency, you can complete the comment box below and click Save.

FY2014 43 \$300,000.00

Budget Summary Personnel Services Operations & Support Utilities Professional Services Rent
Contracted Services Rate Milestone Unallocated Funds Indirect Rate Program Income

Program Income

Program Title	FY Budget	Income	Remaining Amount
- Program Income	\$50,000.00	\$0.00	\$50,000.00
Program Fees/Earned Revenue	\$0.00	\$0.00	\$0.00
Provider Contribution	\$0.00	\$0.00	\$0.00
Client Contribution	\$50,000.00	\$0.00	\$50,000.00
In-Kind Contribution	\$0.00	\$0.00	\$0.00
Private Match	\$0.00	\$0.00	\$0.00
Grant Funds	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00

Edit Save Cancel

FY2014 \$300,000.00

Budget Summary Personnel Services Operations & Support Utilities Professional Services Rent
Contracted Services Rate Milestone Unallocated Funds Indirect Rate Program Income

Budget Summary View Printer Friendly Version

Line Item	FY Budget	YTD Invoiced Amount	Remaining Amount
+ Total City Funded Budget	\$300,000.00	\$0.00	\$300,000.00
Total Program Income (Excluded from City Funded Budget; Not Invoiced)	\$50,000.00	\$0.00	\$50,000.00
Total Program Budget (City Funded Budget + Program Income)	\$350,000.00	\$0.00	\$350,000.00

Documents Advances Assignments

Comments View Comments History Save

Enter any comments:
Click the 'Save' button above to save your comments.
Leave general comments about the budget here.

Fiscal Year Budget Information																	
Start Date	End Date	FY Budget	YTD Invoiced Amount	Remaining Amount	YTD Actual Paid Amount												
07/01/2013	06/30/2014	\$300,000.00	\$0.00	\$300,000.00													
					<input type="button" value="Save"/> <input type="button" value="Submit"/>												
FY2014					\$300,000.00												
<table border="1"> <tr> <td>Budget Summary</td> <td>Personnel Services</td> <td>Operations & Support</td> <td>Utilities</td> <td>Professional Services</td> <td>Rent</td> </tr> <tr> <td>Contracted Services</td> <td>Rate</td> <td>Milestone</td> <td>Unallocated Funds</td> <td>Indirect Rate</td> <td>Program Income</td> </tr> </table>						Budget Summary	Personnel Services	Operations & Support	Utilities	Professional Services	Rent	Contracted Services	Rate	Milestone	Unallocated Funds	Indirect Rate	Program Income
Budget Summary	Personnel Services	Operations & Support	Utilities	Professional Services	Rent												
Contracted Services	Rate	Milestone	Unallocated Funds	Indirect Rate	Program Income												
Budget Summary View Printer Friendly Version																	
Line Item	FY Budget	YTD Invoiced Amount	Remaining Amount														
- Total City Funded Budget	\$300,000.00	\$0.00	\$300,000.00														
Total Direct Costs	\$280,000.00	\$0.00	\$280,000.00														
- Total Salary and Fringe	\$150,000.00	\$0.00	\$150,000.00														
Total Salary	\$130,000.00	\$0.00	\$130,000.00														
Total Fringe	\$20,000.00	\$0.00	\$20,000.00														
- Total OTPS	\$45,000.00	\$0.00	\$45,000.00														
Operations, Support and Equipment	\$19,000.00	\$0.00	\$19,000.00														
Utilities	\$9,000.00	\$0.00	\$9,000.00														
Professional Services	\$3,000.00	\$0.00	\$3,000.00														
Rent & Occupancy	\$10,000.00	\$0.00	\$10,000.00														
Contracted Services	\$4,000.00	\$0.00	\$4,000.00														
Total Rate Based	\$25,000.00	\$0.00	\$25,000.00														
Total Milestone Based	\$60,000.00	\$0.00	\$60,000.00														
Unallocated Funds	\$0.00	\$0.00	\$0.00														
Total Indirect Costs																	
Indirect Rate 7.14 %																	
Total Indirect Costs	\$20,000.00	\$0.00	\$20,000.00														
Total Program Income (Excluded from City Funded Budget; Not Invoiced)	\$50,000.00	\$0.00	\$50,000.00														
Total Program Budget (City Funded Budget + Program Income)	\$350,000.00	\$0.00	\$350,000.00														

45

45. After reviewing the budget, click "Submit."

46. Select the box to indicate that you agree to submit the Budget to the Agency for review.

47. Enter your “**User Name**” and “**Password**” as your signature.

48. Click “**Yes, submit this Budget**” at the bottom of the screen.

Confirm Submission

Submit Contract Budget

Are you sure you want to submit this Contract Budget?

* Indicates a required field

I agree to submit this Budget to the Agency for review.

* User Name:

* Password:

No, do NOT submit this Budget Yes, submit this Budget

NYC
HHS Accelerator

Organization Information Document Vault Applications Procurements Financials

Welcome: Natasha L. Smith, Training Provider 1

Contract Budget [Return to Budget List](#)

✓ Contract Budget has been successfully submitted and will be reviewed by the Agency.

Status: Pending Approval [Print Budget](#)

Contract Information

Agency: Administrator for Children's Services (ACS)	CT#: Not Registered
Procurement/Contract Title: PROV - Finance ACS #3	Contract Start Date: 07/01/2013
Provider: Training Provider 1	Contract End Date: 06/30/2017
Procurement E-PIN: 0681418031	Contract Amount: \$1,000,000.00
Award E-PIN: 0681418031001	Program Name: Universal Pre-Kindergarten Services (UPK): Child Care

Fiscal Year Budget: Information

Start Date	End Date	FY Budget	YTD Invoiced Amount	Remaining Amount	YTD Actual Paid Amount
07/01/2013	06/30/2014	\$300,000.00	\$0.00	\$300,000.00	\$0.00

A green message bar will confirm that your budget was successfully submitted and will be reviewed by the Agency.

Once your budget has been submitted, the Budget Status will change to Pending Approval.

The issuing Agency will approve the budget or return it for revision. You will receive notifications and alerts, in the system and in your email inbox, if actions are required by your organization.

When a budget is in Pending Approval status, you will not be able to make changes to the budget. If an agency needs you to modify the budget they will return the invoice for revisions. See page 35 for details.

Print a Budget

You have the ability to print a budget in any status. To print a budget, navigate to the budget you would like to print and follow the steps below.

Contract Budget [Return to Budget List](#) [Print Budget](#)

Status: Pending Submission

Contract Information

Agency: Department of Homeless Services (DHS)	CT#: Not Registered
Procurement/Contract Title: PROV - Finance DHS CT1	Contract Start Date: 07/01/2014
Provider: Training Provider 1	Contract End Date: 06/30/2017
Procurement E-PIN: 8061419164	Contract Amount: \$2,500,000.00
Award E-PIN: TRNR300000004	Program Name: Single Room Occupancy (SRO)

Fiscal Year Budget Information

Start Date	End Date	FY Budget	YTD Invoiced Amount	Remaining Amount	YTD Actual Paid Amount
07/01/2014	06/30/2015	\$1,000,000.00	\$0.00	\$1,000,000.00	\$0.00

[Save](#) [Submit](#)

FY2015 \$1,000,000.00

Documents

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1. Click the **“Print Budget”** icon on the top right of the screen.

Contract Budget [Print Budget](#)

Status: Pending Submission

Contract Information

Agency: Department of Homeless Services (DHS)	CT#: Not Registered
Procurement/Contract Title: PROV - Finance DHS CT1	Contract Start Date: 07/01/2014
Provider: Training Provider 1	Contract End Date: 06/30/2017
Procurement E-PIN: 8061419164	Contract Amount: \$2,500,000.00
Award E-PIN: TRNR300000004	Program Name: Single Room Occupancy (SRO)

Fiscal Year Budget Information

Start Date	End Date	FY Budget	YTD Invoiced Amount	Remaining Amount	YTD Actual Paid Amount
07/01/2014	06/30/2015	\$1,000,000.00	\$0.00	\$1,000,000.00	\$0.00

FY2015 \$1,000,000.00

2. A new tab will open in your browser. Next, click on the first blue header just below the Fiscal Year Budget information grid to expand the display.

What is displayed on the screen is what will print.

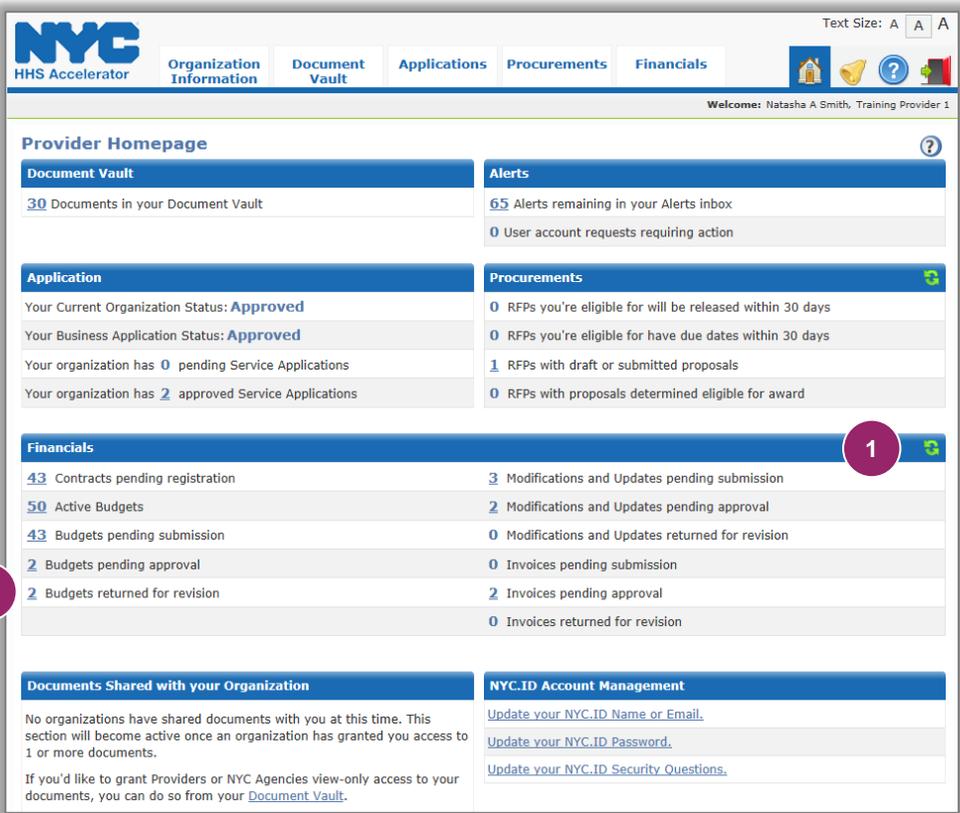
FY2015		\$1,000,000.00		
Budget Summary				
Line Item	FY Budget	YTD Invoiced Amount	Remaining Amount	
- Total City Funded Budget	\$1,000,000.00	\$0.00	\$1,000,000.00	
Total Direct Costs	\$899,400.00	\$0.00	\$899,400.00	
- Total Salary and Fringe	\$448,000.00	\$0.00	\$448,000.00	
Total Salary	\$378,000.00	\$0.00	\$378,000.00	
Total Fringe	\$70,000.00	\$0.00	\$70,000.00	
- Total OTPS	\$351,400.00	\$0.00	\$351,400.00	
Operations, Support and Equipment	\$68,800.00	\$0.00	\$68,800.00	
Utilities	\$13,900.00	\$0.00	\$13,900.00	
Professional Services	\$1,700.00	\$0.00	\$1,700.00	
Rent & Occupancy	\$180,000.00	\$0.00	\$180,000.00	
Contracted Services	\$87,000.00	\$0.00	\$87,000.00	
Total Rate Based	\$0.00	\$0.00	\$0.00	
Total Milestone Based	\$100,000.00	\$0.00	\$100,000.00	
Unallocated Funds	\$0.00	\$0.00	\$0.00	
Total Indirect Costs				
Indirect Rate 11.19 %				
Total Indirect Costs	\$100,600.00	\$0.00	\$100,600.00	
Total Program Income (Excluded from City Funded Budget; Not Invoiced)	\$75,000.00	\$0.00	\$75,000.00	
Total Program Budget (City Funded Budget + Program Income)	\$1,075,000.00	\$0.00	\$1,075,000.00	
Personnel Services				
Total Salary & Fringe:	\$448,000.00			
Total Salary:	\$378,000.00			
Total Fringe:	\$70,000.00 (18.52%)			
YTD Invoiced Amount:	\$0.00			
Salaried Employees	# of FTEs	FY Budget	YTD Invoiced Amount	Remaining Amount
- Salaried Employees Total		\$378,000.00	\$0.00	\$378,000.00
Supervisor	1.00	\$40,000.00	\$0.00	\$40,000.00
Therapy Assistant/Activity Assistant (337)	1.00	\$38,000.00	\$0.00	\$38,000.00
Nurse/Registered Nurse (317)	1.00	\$40,000.00	\$0.00	\$40,000.00
Case Manager (301)	10.00	\$260,000.00	\$0.00	\$260,000.00

The entire budget will appear on the page. Select the keyboard command "Ctrl+P" to print the budget.

You have the option of collapsing sections of the budget that you don't want to print. Click the (-) next to the Bolded Text

Revise a Budget

If your budget is returned for revisions, your organization must make the appropriate revisions and resubmit the budget.



Provider Homepage

Document Vault
30 Documents in your Document Vault

Alerts
65 Alerts remaining in your Alerts inbox
0 User account requests requiring action

Application
Your Current Organization Status: **Approved**
Your Business Application Status: **Approved**
Your organization has 0 pending Service Applications
Your organization has 2 approved Service Applications

Procurements
0 RFPs you're eligible for will be released within 30 days
0 RFPs you're eligible for have due dates within 30 days
1 RFPs with draft or submitted proposals
0 RFPs with proposals determined eligible for award

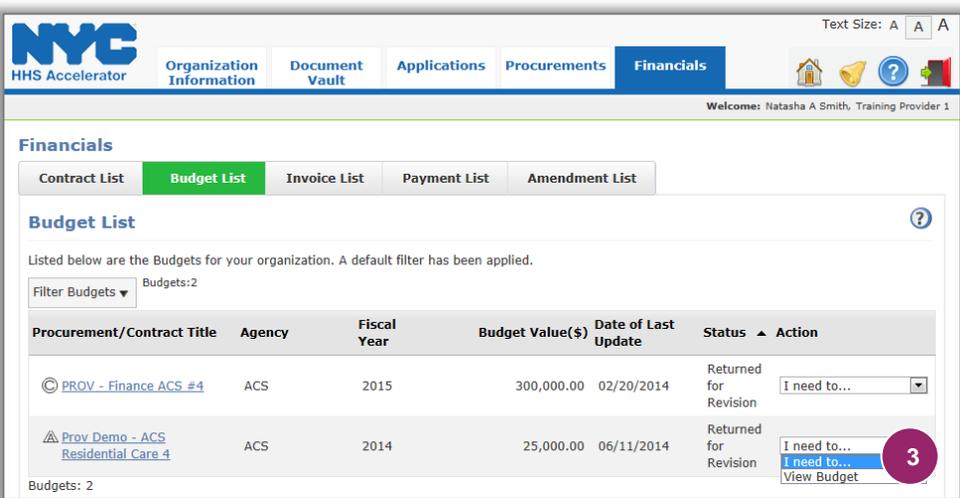
Financials 1

43 Contracts pending registration	3 Modifications and Updates pending submission
50 Active Budgets	2 Modifications and Updates pending approval
43 Budgets pending submission	0 Modifications and Updates returned for revision
2 Budgets pending approval	0 Invoices pending submission
2 Budgets returned for revision	2 Invoices pending approval
	0 Invoices returned for revision

Documents Shared with your Organization
No organizations have shared documents with you at this time. This section will become active once an organization has granted you access to 1 or more documents.
If you'd like to grant Providers or NYC Agencies view-only access to your documents, you can do so from your [Document Vault](#).

NYC.ID Account Management
[Update your NYC.ID Name or Email.](#)
[Update your NYC.ID Password.](#)
[Update your NYC.ID Security Questions.](#)

1. Please note that each time you sign in, click on the **“Refresh”** icon in the Financials section of the homepage.
2. Click on the number hyperlink for **“Budgets Returned for Revision.”**



Financials

Contract List **Budget List** Invoice List Payment List Amendment List

Budget List

Listed below are the Budgets for your organization. A default filter has been applied.

Filter Budgets Budgets:2

Procurement/Contract Title	Agency	Fiscal Year	Budget Value(\$)	Date of Last Update	Status	Action
© PROV - Finance ACS #4	ACS	2015	300,000.00	02/20/2014	Returned for Revision	I need to...
△ Prov Demo - ACS Residential Care 4	ACS	2014	25,000.00	06/11/2014	Returned for Revision	I need to... View Budget 3

Budgets: 2

3. Select **“View Budget”** from the Action drop down menu for the budget you would like to view.

Contract Budget

Status: Returned for Revision
[Print Budget](#)

Contract Information

Agency: Administration for Children's Services (ACS)	CT#: Not Registered
Procurement/Contract Title: Prov Demo - ACS Residential Care	Contract Start Date: 12/08/2013
Provider: Training Provider 1	Contract End Date: 06/30/2016
Procurement E-PIN: 0681412222	Contract Amount: \$100,000.00
Award E-PIN: 0681412222001	Program Name: Residential Care (RC)

Fiscal Year Budget Information

Start Date	End Date	FY Budget	YTD Invoiced Amount	Remaining Amount	YTD Actual Paid Amount
12/08/2013	06/30/2014	\$30,000.00	\$0.00	\$30,000.00	\$0.00

[Save](#) [Submit](#)

Prov Demo - ACS Residential Care \$30,000.00

Documents

Advances

Assignments

4 [View Comments History](#) [Save](#)

Enter any comments:
Click the 'Save' button above to save your comments.

- Click **“View Comments History”** to see why the Agency returned the budget for revisions.

Fiscal Year Budget Information

Start Date	End Date	FY Budget	YTD Invoiced Amount	Remaining Amount	YTD Actual Paid Amount
12/08/2013	06/30/2014	\$30,000.00	\$0.00	\$30,000.00	\$0.00

[Save](#) [Submit](#)

Prov Demo - ACS Residential Care \$30,000.00

Documents

Advances

Assignments

[Comments](#) [View Comments History](#) [Save](#)

6

Comment History:

Type	Detail	User	Date/Time
Status Change	Status Changed from 'Pending Approval' to 'Returned for Revision'	ACS PROGRAMMANAGER	12/30/2013 13:22 EST
Agency Comments	Personnel Expenses should be for at least 5 part time employees. These should be entered in the Hourly and Seasonal Employees field, as opposed to 1 salaried employee.	ACS PROGRAMMANAGER	12/30/2013 13:22 EST
Status Change	Status Changed from 'Pending Submission' To 'Pending Approval'	John A Doe	12/23/2013 15:31 EST

5

- Review the Agency comments on the budget.

In this example, Agency comments request revisions for “Personnel Services” and part-time employees. Review comments thoroughly and then proceed to edit budget details in the appropriate tab(s).

- Click on the first blue bar to expand the **“Budget Summary”** section.

Fiscal Year Budget Information

Start Date	End Date	FY Budget	YTD Invoiced Amount	Remaining Amount	YTD Actual Paid Amount
12/08/2013	06/30/2014	\$30,000.00	\$0.00	\$30,000.00	\$0.00

[Save](#) [Submit](#)

Prov Demo - ACS Resident \$30,000.00

Budget Summary | Personnel Services | Operations & Support | Utilities | Professional Services | Rent

Contracted Services | Rate | Milestone | Unallocated Funds | Indirect Rate | Program Income

Budget Summary [View Printer Friendly Version](#)

Line Item	FY Budget	YTD Invoiced Amount	Remaining Amount
+ Total City Funded Budget	\$30,000.00	\$0.00	\$30,000.00
Total Program Income (Excluded from City Funded Budget; Not Invoiced)	\$0.00	\$0.00	\$0.00
Total Program Budget (City Funded Budget + Program Income)	\$30,000.00	\$0.00	\$30,000.00

7. Then, click on the “Personnel Services” tab.

[Save](#) [Submit](#)

Prov Demo - ACS Residential Care \$30,000.00

Budget Summary | **Personnel Services** | Operations & Support | Utilities | Professional Services | Rent

Contracted Services | Rate | Milestone | Unallocated Funds | Indirect Rate | Program Income

Personnel Services

Total Salary & Fringe:	\$12,000.00
Total Salary:	\$12,000.00
Total Fringe:	\$0.00 (0.00%)
YTD Invoiced Amount:	\$0.00

	Salaried Employees	# of FTEs	FY Budget	YTD Invoiced Amount	Remaining Amount
+ Salaried Employees Total			\$12,000.00	\$0.00	\$12,000.00

	Hourly Employees	Hours/Year	FY Budget	YTD Invoiced Amount	Remaining Amount
+ Hourly Employees Total			\$0.00	\$0.00	\$0.00

	Seasonal Employees	Hours/Year	FY Budget	YTD Invoiced Amount	Remaining Amount
+ Seasonal Employees Total			\$0.00	\$0.00	\$0.00

Fringe Benefits	FY Budget	YTD Invoiced Amount	Remaining Amount
Fringe Total	\$0.00	\$0.00	\$0.00

[Edit](#) [Save](#) [Cancel](#)

8. Click on the “+” symbol next to Salaried Employees Total.

Fiscal Year Budget Information

Start Date	End Date	FY Budget	YTD Invoiced Amount	Remaining Amount	YTD Actual Paid Amount
12/08/2013	06/30/2014	\$30,000.00	\$0.00	\$30,000.00	\$0.00

Prov Demo - ACS Residential Care \$30,000.00

Budget Summary | **Personnel Services** | Operations & Support | Utilities | Professional Services | Rent

Contracted Services | Rate | Milestone | Unallocated Funds | Indirect Rate | Program Income

Personnel Services

Total Salary & Fringe:	\$12,000.00
Total Salary:	\$12,000.00
Total Fringe:	\$0.00 (0.00%)
YTD Invoiced Amount:	\$0.00

	Salaried Employees	# of FTEs	FY Budget	YTD Invoiced Amount	Remaining Amount
-	Salaried Employees Total		\$12,000.00	\$0.00	\$12,000.00
	Associate Director	1.00	\$12,000.00	\$0.00	\$12,000.00

9 Page 1 of 1

	Hourly Employees	Hours/Year	FY Budget	YTD Invoiced Amount	Remaining Amount
+	Hourly Employees Total		\$0.00	\$0.00	\$0.00

- Click on the existing row of the Salaried Employee to activate it and click **“Delete.”**

Delete ✕

Are you sure you want to delete this row ?

10

- Click **“Yes”** to the pop-up asking **“Are you sure you want to delete this row?”**

Save Submit

Prov Demo - ACS Residential Care \$30,000.00

Budget Summary **Personnel Services** Operations & Support Utilities Professional Services Rent

Contracted Services Rate Milestone Unallocated Funds Indirect Rate Program Income

Personnel Services

Total Salary & Fringe:	\$0.00
Total Salary:	\$0.00
Total Fringe:	\$0.00 (0.00%)
YTD Invoiced Amount:	\$0.00

Salaried Employees	# of FTEs	FY Budget	YTD Invoiced Amount	Remaining Amount
- Salaried Employees Total		\$0.00	\$0.00	\$0.00

Delete + Add Edit Save Cancel Page 1 of 0

Hourly Employees	Hours/Year	FY Budget	YTD Invoiced Amount	Remaining Amount
+ Hourly Employees Total		\$0.00	\$0.00	\$0.00

Seasonal Employees	Hours/Year	FY Budget	YTD Invoiced Amount	Remaining Amount
+ Seasonal Employees Total		\$0.00	\$0.00	\$0.00

11. Click on the “+” symbol next to the Hourly Employees Total row.

Hourly Employees	Hours/Year	FY Budget	YTD Invoiced Amount	Remaining Amount
- Hourly Employees Total		\$0.00	\$0.00	\$0.00

Delete + Add Edit Save Cancel Page 1 of 0

12. Click the “+Add” link in the footer of the Hourly Employee Total.

Hourly Employees	Hours/Year	FY Budget	YTD Invoiced Amount	Remaining Amount
- Hourly Employees Total		\$0.00	\$0.00	\$0.00
Attendance Spec	200.00	2400.00		

Delete + Add Edit Save Cancel Page 1 of 0

13. Select the “Employee Title,” enter the “Hours/Year” and the “FY Budget \$.”

14. Click “Save.”

Repeat steps to add the other 4 hourly employees to the budget.

Fiscal Year Budget Information

Start Date	End Date	FY Budget	YTD Invoiced Amount	Remaining Amount	YTD Actual Paid Amount
12/08/2013	06/30/2014	\$30,000.00	\$0.00	\$30,000.00	

15

Prov Demo - ACS Residential Care \$30,000.00

Budget Summary | **Personnel Services** | Operations & Support | Utilities | Professional Services | Rent

Contracted Services | Rate | Milestone | Unallocated Funds | Indirect Rate | Program Income

Personnel Services

Total Salary & Fringe:	\$12,000.00
Total Salary:	\$12,000.00
Total Fringe:	\$0.00 (0.00%)
YTD Invoiced Amount:	\$0.00

Salaried Employees	# of FTEs	FY Budget	YTD Invoiced Amount	Remaining Amount
Salaried Employees Total		\$0.00	\$0.00	\$0.00

Delete + Add Edit Save Cancel Page 1 of 0

Hourly Employees	Hours/Year	FY Budget	YTD Invoiced Amount	Remaining Amount
Hourly Employees Total		\$12,000.00	\$0.00	\$12,000.00
Mentor	200.00	\$2,400.00	\$0.00	\$2,400.00
Community Nurse	200.00	\$2,400.00	\$0.00	\$2,400.00
Counseling Specialist	200.00	\$2,400.00	\$0.00	\$2,400.00
Counseling Specialist	200.00	\$2,400.00	\$0.00	\$2,400.00
Attendance Specialist	200.00	\$2,400.00	\$0.00	\$2,400.00

Delete + Add Edit Save Cancel Page 1 of 1

15. Once all of the revisions have been completed, click **“Submit.”**

16. Select the box to indicate that you agree to submit the Budget to the Agency for review.

17. Enter your **“User Name”** and **“Password”** as your signature.

18. Click **“Yes, submit this Budget”** at the bottom of the screen.

Confirm Submission

Submit Contract Budget

Are you sure you want to submit this Contract Budget?

* Indicates a required field

I agree to submit this Budget to the Agency for review.

16

17 * User Name:

* Password:

18

Hourly Employees Hours/Year FY Budget Remaining Amount

Contract Budget [Return to Budget List](#)

✓ Contract Budget has been successfully submitted and will be reviewed by the Agency.

Status: Pending Approval [Print Budget](#)

Contract Information

Agency:	Administration for Children's Services (ACS)	CT#:	Not Registered
Procurement/Contract Title:	PROV - Finance ACS #3	Contract Start Date:	07/01/2013
Provider:	Training Provider 1	Contract End Date:	06/30/2017
Procurement E-PIN:	0681418031	Contract Amount:	\$1,000,000.00
Award E-PIN:	0681418031001	Program Name:	Universal Pre-Kindergarten Services (UPK): Child Care

Fiscal Year Budget Information

Start Date	End Date	FY Budget	YTD Invoiced Amount	Remaining Amount	YTD Actual Paid Amount
07/01/2013	06/30/2014	\$300,000.00	\$0.00	\$300,000.00	\$0.00

A green message bar will confirm that your budget was successfully submitted and will be reviewed by the Agency.

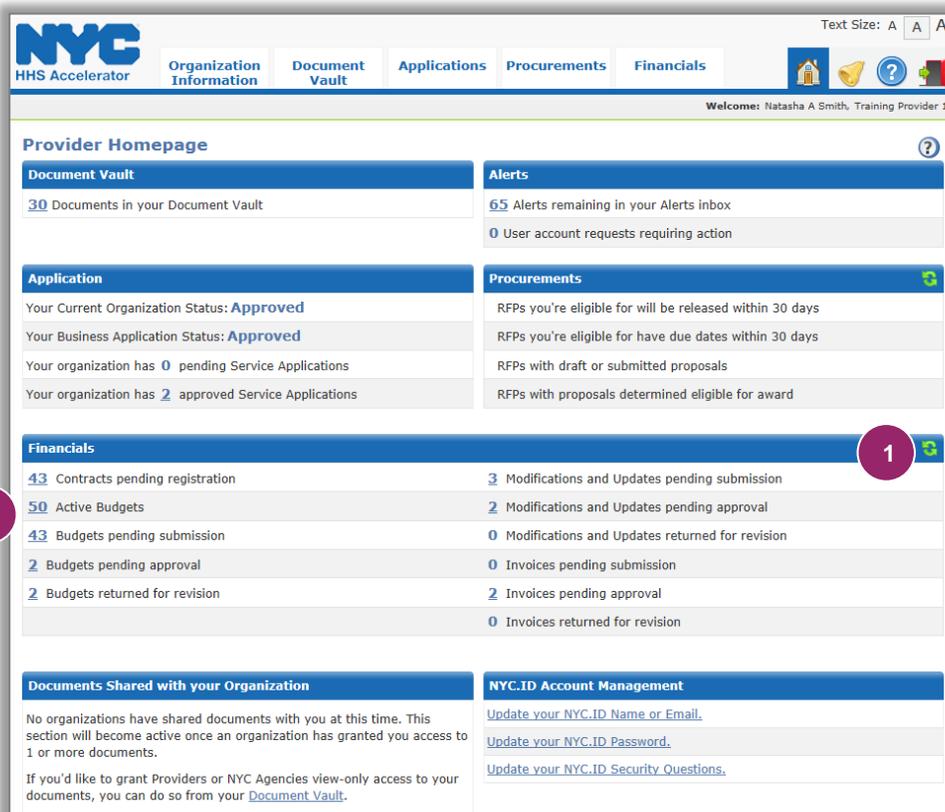
Once the budget is approved by the Agency, and the contract has started, your organization can start submitting invoices.

Request an Advance

If the funding Agency allows for advances in its policy, your organization can make the request from the Budget List. An advance comes to your organization as a lump sum. The advance does not come from a specific line item of a budget.

When the advance is approved, the Agency will establish the process for recouping funds. Your organization will submit invoices normally and a portion of the advance will be taken when each subsequent invoice payment is made in accordance with the Agency’s policy.

Your organization can request an advance by following these steps:



1. Click on the “Refresh” icon in the Financials section of the homepage.
2. Click on the number hyperlink for “Active Budgets.”

The screenshot shows the 'Financials' section of the NYC HHS Accelerator application. The 'Budget List' tab is active. Below the navigation tabs, there is a 'Budget List' section with a table of budgets. The table has columns for Procurement/Contract Title, Agency, Fiscal Year, Budget Value(\$), Date of Last Update, Status, and Action. The first row is selected, and its Action dropdown menu is open, showing options like 'View Budget', 'Submit Invoice', 'Modify Budget', and 'Request Advance'. A red circle with the number 3 is placed over the 'Request Advance' option.

Procurement/Contract Title	Agency	Fiscal Year	Budget Value(\$)	Date of Last Update	Status	Action
PROV- Finance ACS CT52	ACS	2015	300,000.00	03/18/2014	Active	I need to...
PROV- Finance ACS CT53	ACS	2015	300,000.00	03/18/2014	Active	I need to...
PROV- Finance ACS CT55	ACS	2015	300,000.00	03/18/2014	Active	I need to...
PROV- Finance ACS CT54	ACS	2015	300,000.00	03/18/2014	Active	I need to...
PROV- Finance ACS CT56	ACS	2015	300,000.00	03/18/2014	Active	I need to...
PROV- Finance ACS CT57	ACS	2015	300,000.00	03/18/2014	Active	I need to...
PROV- Finance ACS CT58	ACS	2015	300,000.00	03/18/2014	Active	I need to...

3. Select “**Request Advance**” from the Action drop down menu for the procurement you would like an advance.

The screenshot shows a 'Request Advance' dialog box. It contains a form with the following fields: CT#, Provider (Training Provider 1), FiscalYear (FY15), Advance Request Date (08/04/2014), Advance Amount Requested(\$), and Advance Description. The 'Advance Amount Requested(\$)' field contains the value '30,000.00' and is highlighted with a red circle containing the number 4. The 'Advance Description' field contains the text 'Start Up Funds' and is highlighted with a red circle containing the number 5. At the bottom of the dialog are 'Cancel' and 'Request Advance' buttons.

4. Enter the “**Advance Amount Requested (\$).**”
5. Enter “**Advance Description.**”

The advance request description can be up to 50 characters.

Request Advance ✕

Request Advance

To request an advance please enter the advance amount and description and click the 'Request Advance' button to send the request.

* Indicates a required field

CT#:

Provider: Training Provider 1

FiscalYear: FY15

Advance Request Date: 08/04/2014

* Advance Amount Requested(\$):

* Advance Description: 6

6. Click **“Request Advance.”**

NYC HHS Accelerator

Organization Information | Document Vault | Applications | Procurements | **Financials**

Text Size: A A A

Welcome: Natasha A Smith, Training Provider 1

Financials

Contract List | **Budget List** | Invoice List | Payment List | Amendment List

Budget List ?

✓ | Advance request submitted.

Listed below are the Budgets for your organization. A default filter has been applied.

Filter Budgets ▾ Budgets:50 Previous 1 2 3 Next

Procurement/Contract Title	Agency	Fiscal Year	Budget Value(\$)	Date of Last Update	Status	Action
© PROV- Finance ACS CT52	ACS	2015	300,000.00	03/18/2014	Active	I need to...
© PROV- Finance ACS CT53	ACS	2015	300,000.00	03/18/2014	Active	I need to...
© PROV- Finance ACS CT55	ACS	2015	300,000.00	03/18/2014	Active	I need to...
© PROV- Finance ACS CT54	ACS	2015	300,000.00	03/18/2014	Active	I need to...

A green message bar will confirm that the Advance Request was submitted.

The Agency will review the request. Your organization will receive a notification with the Agency’s decision.

If the Advance is approved, it will appear on the budget.

Once an advance is approved it will appear on your budget. In the example below, if you click on the blue bar labeled advances, you will be able to view the advance.

Organization Information
Document Vault
Applications
Procurements
Financials

Text Size: A A A

Welcome: John A. Doe, Org_765

Contract Budget - [Return to Budget List](#) ?

Status: Approved
 [Print Budget](#)

Contract Information

Agency:	Administration for Children's Services (ACS)	CT#:	CT10680001
Procurement/Contract Title:	Prov Demo - ACS Residential Care	Contract Start Date:	12/08/2013
Provider:	Training Provider 1	Contract End Date:	06/30/2016
Procurement E-PIN:	0681412222	Contract Amount:	\$90,000.00
Award E-PIN:	068141222001	Program Name:	Residential Care (RC)

Fiscal Year Budget Information

Start Date	End Date	Approved FY Budget	YTD Invoiced Amount	Remaining Amount	Amendment Amount	Proposed Budget
12/08/2013	06/30/2014	\$20,000.00	\$0.00	\$20,000.00	(\$10,000.00)	\$10,000.00

Prov Demo - ACS Residential Care	(\$10,000.00) <
Documents	<
Advances	v

Advances	Advance Request Date	Status	Amount	YTD Recoupment Amount	YTD Recoupment %
+ Overall			\$5,000.00	\$0.00	0.00%

Budget Modification

During the course of the contract year, a budget may need to be adjusted. This is done either by a budget modification or a budget amendment.

Budget Change	Description
Budget Modification	A budget modification does not change the value of the contract. If your organization increases the budget in one area, a proportional decrease would need to occur on another line item in the budget.
Budget Amendment	A contract value can increase or decrease at the discretion of the awarding Agency. The Agency initiates the contract value change in the system. The Agency would make an Amendment to a contract, and your organization would then need to adjust the budget accordingly to match the new contract value.

Making a Budget Modification

A budget modification is initiated by the Provider. Budget modifications are submitted to the Agency when your organization wants to adjust the allocation of expenses on the budget without changing the overall budget value. Once a budget modification is submitted, the funding Agency will receive an alert that a modification has been requested. The Agency will review the budget modification and make a decision.

A budget modification cannot be initiated if there are outstanding invoices, outstanding payments, or negative amendments currently in progress on the contract.

NYC HHS Accelerator

Organization Information | Document Vault | Applications | Procurements | **Financials**

Welcome: Natasha A Smith, Training Provider 1

Provider Homepage

Document Vault
30 Documents in your Document Vault

Alerts
65 Alerts remaining in your Alerts inbox
0 User account requests requiring action

Application
Your Current Organization Status: **Approved**
Your Business Application Status: **Approved**
Your organization has 0 pending Service Applications
Your organization has 2 approved Service Applications

Procurements
0 RFPs you're eligible for will be released within 30 days
0 RFPs you're eligible for have due dates within 30 days
1 RFPs with draft or submitted proposals
0 RFPs with proposals determined eligible for award

Financials

43 Contracts pending registration	3 Modifications and Updates pending submission
50 Active Budgets	2 Modifications and Updates pending approval
43 Budgets pending submission	0 Modifications and Updates returned for revision
2 Budgets pending approval	0 Invoices pending submission
2 Budgets returned for revision	2 Invoices pending approval
	0 Invoices returned for revision

Documents Shared with your Organization
No organizations have shared documents with you at this time. This section will become active once an organization has granted you access to 1 or more documents.
If you'd like to grant Providers or NYC Agencies view-only access to your documents, you can do so from your [Document Vault](#).

NYC.ID Account Management
[Update your NYC.ID Name or Email.](#)
[Update your NYC.ID Password.](#)
[Update your NYC.ID Security Questions.](#)

1. Click on the “Financials” tab.

NYC HHS Accelerator

Organization Information | Document Vault | Applications | Procurements | **Financials**

Welcome: Natasha A Smith, Training Provider 1

Financials

Contract List | Budget List | Invoice List | Payment List | Amendment List

Listed below are the contracts for your organization. A default filter has been applied.

Filter Contracts: Contracts: 95
Total Value of Active Contracts: \$100195000

Previous 1 2 3 4 5

Procurement/Contract Title	Agency	CT#	Contract Value(\$)	Date of Last Update	Status
Prov - Finance ACS #9	ACS	CT10220201405	1,000,000.00	02/20/2014	Registered
PROV - Finance ACS #10	ACS	CT10220201406	995,000.00	02/20/2014	Registered
AGN - Finance ACS #16	ACS	CT10220201447	1,000,000.00	02/20/2014	Registered
AGN - Finance ACS #17	ACS	CT10220201448	1,000,000.00	02/20/2014	Registered
AGN - Finance ACS #18	ACS	CT10220201449	1,000,000.00	02/20/2014	Registered
AGN - Finance ACS #31	ACS	CT10220201450	1,000,000.00	02/20/2014	Registered
PROV-Finance ACS #5	ACS	CT10220201401	1,000,000.00	02/20/2014	Registered

2. Click the “Budget List” tab.

The screenshot shows the NYC HHS Accelerator interface. The 'Financials' tab is selected, and the 'Budget List' sub-tab is active. A table lists budget items with columns for Procurement/Contract Title, Agency, Fiscal Year, Budget Value(\$), Date of Last Update, Status, and Action. A red circle with the number '3' highlights the 'Modify Budget' option in the Action column of the first row.

Procurement/Contract Title	Agency	Fiscal Year	Budget Value(\$)	Date of Last Update	Status	Action
© PROV- Finance ACS CT52	ACS	2015	300,000.00	03/18/2014	Active	I need to... View Budget Submit Invoice Modify Budget Request Advance I need to...
© PROV- Finance ACS CT53	ACS	2015	300,000.00	03/18/2014	Active	I need to...
© PROV- Finance ACS CT55	ACS	2015	300,000.00	03/18/2014	Active	I need to...
© PROV- Finance ACS CT54	ACS	2015	300,000.00	03/18/2014	Active	I need to...
© PROV- Finance ACS CT56	ACS	2015	300,000.00	03/18/2014	Active	I need to...
© PROV- Finance ACS CT57	ACS	2015	300,000.00	03/18/2014	Active	I need to...
© PROV- Finance ACS CT58	ACS	2015	300,000.00	03/18/2014	Active	I need to...

3. Select “**Modify Budget**” from the Action drop-down list.

The screenshot shows a modal dialog box titled 'Confirm Budget Modification'. The text inside reads: 'Proceeding will begin the process of modifying the Budget. Click on the Create Budget Modification button to continue.' There are two buttons at the bottom: 'Cancel' and 'Create Budget Modification'. A red circle with the number '4' highlights the 'Create Budget Modification' button.

4. Click “**Create Budget Modification.**”

NYC HHS Accelerator | Organization Information | Document Vault | Applications | Procurements | **Financials** | Text Size: A A A

Welcome: John A Doe, Org_765

Contract Budget - Modification

[Return to Budget List](#) ?

Status: Pending Submission [Print Budget](#)

Contract Information

Agency: Administration for Children's Services (ACS)	CT#: CT10680001
Procurement/Contract Title: Prov Demo - ACS Residential Care	Contract Start Date: 12/08/2013
Provider: Training Provider 1	Contract End Date: 06/30/2016
Procurement E-PIN: 0681412222	Contract Amount: \$90,000.00
Award E-PIN: 0681412222001	Program Name: Residential Care (RC)

Fiscal Year Budget Information

Start Date	End Date	FY Budget	YTD Invoiced Amount	Remaining Amount	YTD Actual Paid Amount
12/08/2013	06/30/2014	\$20,000.00	\$0.00	\$20,000.00	\$0.00

[Save](#) [Submit](#)

Prov Demo - ACS Residential Care \$20,000.00 ◀

Documents ◀

Advances ◀

Assignments ◀

[Comments](#) [View Comments History](#) [Save](#)

5. Click on the first blue bar to expand the “Budget Summary” section.

Prov Demo - ACS Residential Care \$20,000.00 ▼

Budget Summary | Personnel Services | Operations & Support | Utilities | Professional Services | Rent

Contracted Services | Rate | Milestone | Unallocated Funds | Indirect Rate | Program Income

Budget Summary

Line Item	Approved FY Budget	Remaining Amount	Modification Amount	Proposed Budget
+ Total City Funded Budget	\$20,000.00	\$20,000.00	\$0.00	\$20,000.00
Total Program Income (Excluded from City Funded Budget; Not Invoiced)	\$0.00	\$0.00	\$0.00	\$0.00
Total Program Budget (City Funded Budget + Program Income)	\$20,000.00	\$20,000.00	\$0.00	\$20,000.00

6. Click on the “+” Symbol next to the Total City Funded Budget row.

Prov Demo - ACS Residential Care \$20,000.00

[Budget Summary](#) |
 [Personnel Services](#) |
 [Operations & Support](#) |
 [Utilities](#) |
 [Professional Services](#) |
 [Rent](#)

[Contracted Services](#) |
 [Rate Milestone](#) |
 [Unallocated Funds](#) |
 [Indirect Rate](#) |
 [Program Income](#)

Budget Summary

Line Item	Approved FY Budget	Remaining Amount	Modification Amount	Proposed Budget
- Total City Funded Budget	\$20,000.00	\$20,000.00	\$0.00	\$20,000.00
Total Direct Costs	\$20,000.00	\$20,000.00	\$0.00	\$20,000.00
+ Total Salary and Fringe	\$12,000.00	\$12,000.00	\$0.00	\$12,000.00
+ Total OTPS	\$6,100.00	\$6,100.00	\$0.00	\$6,100.00
Total Rate Based	\$1,900.00	\$1,900.00	\$0.00	\$1,900.00
Total Milestone Based	\$0.00	\$0.00	\$0.00	\$0.00
Unallocated Funds	\$0.00	\$0.00	\$0.00	\$0.00
Total Indirect Costs				
Indirect Rate 0.00 %				
Total Indirect Costs	\$0.00	\$0.00	\$0.00	\$0.00
Total Program Income (Excluded from City Funded Budget; Not Invoiced)	\$0.00	\$0.00	\$0.00	\$0.00
Total Program Budget (City Funded Budget + Program Income)	\$20,000.00	\$20,000.00	\$0.00	\$20,000.00

Service Site Information

Please enter an address for each site where your organization proposes to deliver services.

Site Name	Address 1	Address 2	City	State	Zip Code
ASTORIA COMMUNITY CENTER	12-34 ASTORIA BOULEVARD		Astoria	NY	11102

The Budget Summary lists how funds are currently allocated. To modify the budget, reallocate funding among the budget areas as needed. The sum of the changes may not change the overall value of the contract budget.

- Click the “Personnel Services” tab.

Prov Demo - ACS Residential Care \$20,000.00

Budget Summary | **Personnel Services** | Operations & Support | Utilities | Professional Services | Rent

Contracted Services | Rate | Milestone | Unallocated Funds | Indirect Rate | Program Income

Personnel Services

Modification Total Salary & Fringe:	\$0.00
Modification Total Salary:	\$0.00
Modification Total Fringe:	\$0.00 (0.00%)
YTD Invoiced Amount:	\$0.00

Salaried Employees	Approved FY Budget	Remaining Amount	Modification # FTEs	Modification Amount	Proposed Budget
+ Salaried Employees Total	\$0.00	\$0.00		\$0.00	\$0.00

Hourly Employees	Approved FY Budget	Remaining Amount	Modification # Hours/Year	Modification Amount	Proposed Budget
+ Hourly Employees Total	\$12,000.00	\$12,000.00		\$0.00	\$12,000.00

Seasonal Employees	Approved FY Budget	Remaining Amount	Modification # Hours/Year	Modification Amount	Proposed Budget
+ Seasonal Employees Total	\$0.00	\$0.00		\$0.00	\$0.00

Fringe Benefits	Approved FY Budget	Remaining Amount	Modification # Hours/Year	Modification Amount	Proposed Budget
Fringe Total	\$0.00	\$0.00		\$0.00	\$0.00

[Edit](#) [Save](#) [Cancel](#)

In this example, the distribution of funding for Hourly Employees will be modified. If funds are added to one type of worker, it will need to be taken away from another role. Funds can be redistributed across tabs, as long as the contract value does not change.

- Click the “+” symbol next to the Hourly Employees Total.

Hourly Employees	Approved FY Budget	Remaining Amount	Modification # Hours/Year	Modification Amount	Proposed Budget
- Hourly Employees Total	\$12,000.00	\$12,000.00		\$0.00	\$12,000.00
Mentor	\$2,400.00	\$2,400.00	0.00	\$0.00	\$2,400.00
Community Nurse	\$2,400.00	\$2,400.00	0.00	\$0.00	\$2,400.00
Counseling Specialist	\$2,400.00	\$2,400.00	0.00	\$0.00	\$2,400.00
Counseling Specialist	\$2,400.00	\$2,400.00	0.00	\$0.00	\$2,400.00
Attendance Specialist	\$2,400.00	\$2,400.00	0.00	\$0.00	\$2,400.00

[Delete](#) [+ Add](#) [Edit](#) [Save](#) [Cancel](#) Page 1 of 1

- Select the row that needs to be adjusted and click “Edit.”

Hourly Employees	Approved FY Budget	Remaining Amount	Modification # Hours/Year	Modification Amount	Proposed Budget
- Hourly Employees Total	\$12,000.00	\$12,000.00		(\$1,200.00)	\$10,800.00
Mentor	\$2,400.00	\$2,400.00	0.00	\$0.00	\$2,400.00
Community Nurse	\$2,400.00	\$2,400.00	0.00	\$0.00	\$2,400.00
Counseling Specialist	\$2,400.00	\$2,400.00	-50.00	-1200.00	\$1,200.00
Counseling Specialist	\$2,400.00	\$2,400.00	0.00	\$0.00	\$2,400.00
Attendance Specialist	\$2,400.00	\$2,400.00	0.00	\$0.00	\$2,400.00

[Delete](#) [+ Add](#) [Edit](#) [Save](#) [Cancel](#) Page 1 of 1

- Enter the “Modification # Hours/Year” and the “Modification Amount” values. Enter negative quantities if you are adjusting the line item down.

Hourly Employees	Approved FY Budget	Remaining Amount	Modification # Hours/Year	Modification Amount	Proposed Budget
Hourly Employees Total	\$12,000.00	\$12,000.00		(\$1,200.00)	\$10,800.00
Mentor	\$2,400.00	\$2,400.00	0.00	\$0.00	\$2,400.00
Community Nurse	\$2,400.00	\$2,400.00	0.00	\$0.00	\$2,400.00
Counseling Specialist	\$2,400.00	\$2,400.00	-50.00	(\$1,200.00)	\$1,200.00
Counseling Specialist	\$2,400.00	\$2,400.00	0.00	\$0.00	\$2,400.00
Attendance Specialist	\$2,400.00	\$2,400.00	0.00	\$0.00	\$2,400.00

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11. Select the next row that needs to be adjusted and click **“Edit.”**

Hourly Employees	Approved FY Budget	Remaining Amount	Modification # Hours/Year	Modification Amount	Proposed Budget
Hourly Employees Total	\$12,000.00	\$12,000.00		(\$1,200.00)	\$10,800.00
Mentor	\$2,400.00	\$2,400.00	0.00	\$0.00	\$2,400.00
Community Nurse	\$2,400.00	\$2,400.00	50.00	1200.00	\$2,400.00
Counseling Specialist	\$2,400.00	\$2,400.00	-50.00	(\$1,200.00)	\$1,200.00
Counseling Specialist	\$2,400.00	\$2,400.00	0.00	\$0.00	\$2,400.00
Attendance Specialist	\$2,400.00	\$2,400.00	0.00	\$0.00	\$2,400.00

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12. Enter the **“Modification # Hours/Year”** and the **“Modification Amount”** values. Enter positive quantities if you are adjusting the line item up.

13. Click **“Save.”**

Start Date	End Date	FY Budget	YTD Invoiced Amount	Remaining Amount	YTD Actual Paid Amount
12/08/2013	06/30/2014	\$20,000.00	\$0.00	\$20,000.00	

14

15

Prov Demo - Adolescent Mental Care \$20,000.00

Budget Summary Personnel Services Operations & Support Utilities Professional Services Rent Contracted Services Rate Milestone Unallocated Funds Indirect Rate Program Income

Line Item	Approved FY Budget	Remaining Amount	Modification Amount	Proposed Budget
+ Total City Funded Budget	\$20,000.00	\$20,000.00	\$0.00	\$20,000.00
Total Program Income (Excluded from City Funded Budget; Not Invoiced)	\$0.00	\$0.00	\$0.00	\$0.00
Total Program Budget (City Funded Budget + Program Income)	\$20,000.00	\$20,000.00	\$0.00	\$20,000.00

14. Click the **“Budget Summary”** tab.

Review the allocated personal services to ensure it's a zero sum change.

15. Click **“Submit.”**

Confirm Submission

Submit Budget Modification

Are you sure you want to submit the Contract Budget Modification?

* Indicates a required field

I agree to submit this Budget Modification to the Agency for review.

* User Name:

* Password:

16. Select the box to indicate that you agree to submit this Budget Modification to the Agency for review.

17. Enter your “**User Name**” and “**Password**” as your signature.

18. Click “**Yes, submit this Modification.**”

NYC
HHS Accelerator

Organization Information | Document Vault | Applications | Procurements | **Financials**

Text Size: A A A

Welcome: John A. Dora, Org_793

Contract Budget - Modification [Return to Budget List](#)

Contract Budget has been successfully submitted and will be reviewed by the Agency. Status: Pending Approval [Print Budget](#)

Contract Information

Agency: Administration for Children's Services (ACS)	CT#: CT10680001
Procurement/Contract Title: Prov Demo - ACS Residential Care	Contract Start Date: 12/08/2013
Provider: Training Provider 1	Contract End Date: 06/30/2016
Procurement E-PIN: 0681412222	Contract Amount: \$90,000.00
Award E-PIN: 068141222001	Program Name: Residential Care (RC)

Fiscal Year Budget Information

Start Date	End Date	FY Budget	YTD Invoiced Amount	Remaining Amount	YTD Actual Paid Amount
12/08/2013	06/30/2014	\$20,000.00	\$0.00	\$20,000.00	\$0.00

Prov Demo - ACS Residential Care	\$20,000.00
Documents	
Advances	
Assignments	

A green message bar will confirm that your Contract Budget modification was successfully submitted and will be reviewed by the Agency.

Monitoring the Status of an Amendment

View your Organization's Amendment List

The Amendment List displays your organization's Health and Human Services contract amendments that have been generated in the system. The Amendment List is located in the Financials section of the HHS Accelerator System. To access the Amendment List, click the Financials tab, then click the Amendment List tab.

A contract amendment occurs when the Agency initiates a contract value change in the system.

Financials

Contract List Budget List Invoice List Payment List **Amendment List**

Amendment List

Listed below are the contract amendments for your organization. A default filter has been applied.

Filter Amendments ▾ Amendments: 4

Procurement/Contract Title	Amendment Title	Amendment EPIN	Amendment Value(\$)	Date of Last Update	Status
Prov Demo - ACS Residential Care 4	Prov Demo - ACS Residential Care 4	06814I2222008A001	50,000.00	06/03/2014	Pending Submission
Prov - Finance ACS #9	Prov - Finance ACS #9	06814I8001001A001	5,000.00	02/20/2014	Pending Approval
Prov Demo - ACS Residential Care 2	Prov Demo - ACS Residential Care 2	06814I2222007A001	50,000.00	06/03/2014	Pending Registration
PROV - Finance ACS #10	PROV - Finance ACS #10	06814I8002001A001	-5,000.00	02/20/2014	Pending Registration

a.	Click on the Amendment List tab to access the Amendment List.
b.	Click on the Filter Amendment button to change which amendments are displayed.
c.	Number of amendments displayed based on applied filters.
d.	Procurement/Contract Title is listed.
e.	Amendment Title is listed.
f.	Amendment EPIN is listed.
g.	Amendment Value (s) is listed.
h.	Date of Last Update is listed.
i.	The status of the amendment is displayed.

Stages of a Contract Amendment

All contract amendments with a status of Pending Configuration, Pending CoF (Certification of Funds), Pending Submission, Pending Approval, Pending Registration, and Registered, are visible on the Amendment List. Contract amendments that are suspended or cancelled do not appear on the amendment list by default, but your organization can access them by using the “Filter Amendments” feature. The following descriptions define the life cycle of amendments in the system.

Status Type	Status	Definition
Contract Amendment Status	Pending Configuration	The Agency is configuring the contract amendment.
	Pending CoF	The Agency staff is verifying the contract amendment configuration.
	Pending Registration	The Agency has amended the contract. “Pending Amendment” flag will be visible on the Contract list.
	Registered	The contract has been registered with updated details. Invoicing and payments can begin.
	Suspended	The Agency has suspended the contract amendment.
	Cancelled	The Agency has cancelled the contract amendment.

Filter Amendments

Filtering allows you to target your search and quickly modify contract amendments displayed on the Amendment List. After you click the “Filter Amendments” button, the filter menu displays with a number of options for modifying displayed amendments. To adjust your filtered options, you must uncheck relevant boxes.

The screenshot shows the NYC HHS Accelerator interface. The top navigation bar includes 'Organization Information', 'Document Vault', 'Applications', 'Procurements', and 'Financials'. The 'Financials' section is active, showing 'Contract List', 'Budget List', 'Invoice List', 'Payment List', and 'Amendment List'. The 'Amendment List' is selected, displaying a table of amendments. A filter dialog box is open, showing various filtering options. Section 'a' highlights the 'Amendment Value From (\$)' field, and section 'b' highlights the 'Status' checkboxes.

Amendment ID	Amendment Value(\$)	Date of Last Update	Status
001	50,000.00	06/03/2014	Pending Submission
001	5,000.00	02/20/2014	Pending Approval
001	50,000.00	06/03/2014	Pending Registration
001	-5,000.00	02/20/2014	Pending Registration

- a.** Amendment Value From (\$) allows your organization to filter for contract amendments that fall in a specified range.
- b.** Status indicates the current status of the amendments. Your organization can select any status. Suspended and Cancelled status can only be selected from the filter options section.

Contract Amendments

Positive Contract Amendment

The Agency initiates the positive Amendment (contract value change) in the system and your organization would then need to adjust the budget accordingly to match the new contract value.

Your organization will receive an email notification of a positive budget amendment. Your organization will make the adjustment to the budget and submit the Amended budget to the Agency. The Agency will then review and either return or approve the revised Budget.

To view a contract amendment, review the steps below:

The screenshot shows the NYC HHS Accelerator Provider Homepage. The top navigation bar includes links for Organization Information, Document Vault, Applications, Procurements, and Financials. The main content area is divided into several sections:

- Document Vault:** 30 Documents in your Document Vault.
- Alerts:** 65 Alerts remaining in your Alerts inbox. 0 User account requests requiring action.
- Application:** Your Current Organization Status: **Approved**. Your Business Application Status: **Approved**. Your organization has 0 pending Service Applications. Your organization has 2 approved Service Applications.
- Procurements:** RFPs you're eligible for will be released within 30 days. RFPs you're eligible for have due dates within 30 days. RFPs with draft or submitted proposals. RFPs with proposals determined eligible for award.
- Financials:** 43 Contracts pending registration. 3 Modifications and Updates pending submission. 50 Active Budgets. 2 Modifications and Updates pending approval. 43 Budgets pending submission. 0 Modifications and Updates returned for revision. 2 Budgets pending approval. 0 Invoices pending submission. 2 Budgets returned for revision. 2 Invoices pending approval. 0 Invoices returned for revision.
- Documents Shared with your Organization:** No organizations have shared documents with you at this time. This section will become active once an organization has granted you access to 1 or more documents. If you'd like to grant Providers or NYC Agencies view-only access to your documents, you can do so from your [Document Vault](#).
- NYC.ID Account Management:** [Update your NYC.ID Name or Email.](#) [Update your NYC.ID Password.](#) [Update your NYC.ID Security Questions.](#)

Annotations on the screenshot:

- A red circle with the number '1' highlights the 'Refresh' icon in the Financials section.
- A red circle with the number '2' highlights the '43 Budgets pending submission' hyperlink.

When a contact is amended by the Agency, the Provider must revise the budget.

1. Click on the **“Refresh”** icon in the financials section of the homepage.
2. Click on the number hyperlink for **“Budgets Pending Submission.”**

NYC HHS Accelerator | Organization Information | Document Vault | Applications | Procurements | Financials

Welcome: Trainer One, Training Provider 1

Financials

Contract List | **Budget List** | Invoice List | Payment List | Amendment List

Budget List

Listed below are the Budgets for your organization. A default filter has been applied.

Filter Budgets: Budgets: 2

Procurement/Contract Title	Agency	Fiscal Year	Budget Value(\$)	Date of Last Update	Status	Action
PROV - Finance ACS CT12	ACS	2015	-300,000.00	05/21/2014	Pending Submission	I need to...
PROV - Finance CT11	ACS	2015	300,000.00	05/21/2014	Pending Submission	I need to...

Budgets: 2

The contract that has been amended will have an amendment symbol next to it.

3. Click the **“Procurement/Contract Title”** blue hyperlink for the contract that has been amended.

NYC HHS Accelerator | Organization Information | Document Vault | Applications | Procurements | Financials

Welcome: John A Doe, Org_765

Contract Budget - Amendment

[Return to Budget List](#)

Status: Pending Submission

Contract Information

Agency: Administration for Children's Services (ACS)	CT#: CT10680003
Procurement/Contract Title: Prov Demo - ACS Residential Care 3	Contract Start Date: 12/08/2013
Provider: Training Provider 1	Contract End Date: 06/30/2016
Procurement E-PIN: 06814I2222	Contract Amount: \$100,000.00
Award E-PIN: 06814I2222003	Program Name: Residential Care (RC)

Fiscal Year Budget Information

Start Date	End Date	Approved FY Budget	YTD Invoiced Amount	Remaining Amount	Amendment Amount	Proposed Budget
12/08/2013	06/30/2014	\$30,000.00	\$0.00	\$30,000.00	\$20,000.00	\$50,000.00

[Save](#) [Submit](#)

Budget Summary

Prov Demo - ACS Residential Care 3	\$20,000.00
Documents	
Advances	
Assignments	

Comments | [View Comments History](#) | [Save](#)

Enter any comments:
Click the 'Save' button above to save your comments.

4. Next, click on the first blue bar to expand the **“Budget Summary”** section.

Contract Budget - Amendment [Return to Budget List](#) Status: Pending Submission

Contract Information

Agency: Administration for Children's Services (ACS)	CT#: CT10680003
Procurement/Contract Title: Prov Demo - ACS Residential Care 3	Contract Start Date: 12/08/2013
Provider: Training Provider 1	Contract End Date: 06/30/2016
Procurement E-PIN: 0681412222	Contract Amount: \$100,000.00
Award E-PIN: 0681412222003	Program Name: Residential Care (RC)

Fiscal Year Budget Information

Start Date	End Date	Approved FY Budget	YTD Invoiced Amount	Remaining Amount	Amendment Amount	Proposed Budget
12/08/2013	06/30/2014	\$30,000.00	\$0.00	\$30,000.00	\$20,000.00	\$50,000.00

[Save](#) [Submit](#)

Prov Demo - ACS Residential Care 3 \$20,000.00

Budget Summary | Personnel Services | Operations & Support | Utilities | Professional Services | Rent

Contracted Services | Rate | Milestone | Unallocated Funds | Indirect Rate | Program Income

Budget Summary [View Printer Friendly Version](#)

Line Item	Approved FY Budget	Remaining Amount	Amendment Amount	Proposed Budget
+ Total City Funded Budget	\$30,000.00	\$30,000.00	\$0.00	\$30,000.00
Total Program Income (Excluded from City Funded Budget; Not Invoiced)	\$0.00	\$0.00	\$0.00	\$0.00
Total Program Budget (City Funded Budget + Program Income)	\$30,000.00	\$30,000.00	\$0.00	\$30,000.00

Service Site Information

Please enter an address for each site where your organization proposes to deliver services.

Site Name	Address 1	Address 2	City	State	Zip Code
ASTORIA COMMUNITY CENTER	12 - 3 4 ASTORIA BOULEVARD		Astoria	NY	11102

Documents ▶

Advances ▶

In this example, the contract is increased/amended \$20,000 by the Agency. The \$20,000 must be allocated in the Budget and resubmitted to the Agency.

5. Click **“Personnel Services.”**

Fiscal Year Budget Information

Start Date	End Date	Approved FY Budget	YTD Invoiced Amount	Remaining Amount	Amendment Amount	Proposed Budget
12/08/2013	06/30/2014	\$30,000.00	\$0.00	\$30,000.00	\$20,000.00	\$50,000.00

Save Submit

Prov Demo - ACS Residential Care 3

\$20,000.00

- Budget Summary
- Personnel Services**
- Operations & Support
- Utilities
- Professional Services
- Rent

Personnel Services

Amendment Total Salary & Fringe:	\$0.00
Amendment Total Salary:	\$0.00
Amendment Total Fringe:	\$0.00 (0.00%)
YTD Invoiced Amount:	\$0.00

Salaried Employees	Approved FY Budget	Remaining Amount	Amendment # FTEs	Amendment Amount	Proposed Budget
+ Salaried Employees Total	\$10,000.00	\$10,000.00		\$0.00	\$10,000.00

Hourly Employees	Approved FY Budget	Remaining Amount	Amendment # Hours/Year	Amendment Amount	Proposed Budget
+ Hourly Employees Total	\$0.00	\$0.00		\$0.00	\$0.00

Seasonal Employees	Approved FY Budget	Remaining Amount	Amendment # Hours/Year	Amendment Amount	Proposed Budget
+ Seasonal Employees Total	\$0.00	\$0.00		\$0.00	\$0.00

6. Click on the “+” symbol next to the Hourly Employees Total row.

Hourly Employees	Approved FY Budget	Remaining Amount	Amendment # Hours/Year	Amendment Amount	Proposed Budget
- Hourly Employees Total	\$0.00	\$0.00		\$0.00	\$0.00

7

7. Click “+Add.”

Prov Demo - ACS Residential Care 3

\$20,000.00

- Budget Summary
- Personnel Services**
- Operations & Support
- Utilities
- Professional Services
- Rent

Personnel Services

Amendment Total Salary & Fringe:	\$0.00
Amendment Total Salary:	\$0.00
Amendment Total Fringe:	\$0.00 (0.00%)
YTD Invoiced Amount:	\$0.00

Salaried Employees	Approved FY Budget	Remaining Amount	Amendment # FTEs	Amendment Amount	Proposed Budget
+ Salaried Employees Total	\$10,000.00	\$10,000.00		\$0.00	\$10,000.00

Hourly Employees	Approved FY Budget	Remaining Amount	Amendment # Hours/Year	Amendment Amount	Proposed Budget
- Hourly Employees Total	\$0.00	\$0.00		\$0.00	\$0.00

Case Manager (301)			400.00	10000.00	
--------------------	--	--	--------	----------	--

8

11

9

10

8. Select the “Employee Title” from the drop-down menu.

9. Enter the “Amendment # Hours/Year.”

10. Enter “Amendment Amount.”

11. Click “Save.”

Prov Demo - ACS Residential Care 3 \$20,000.00

Budget Summary | **Personnel Services** | Operations & Support | Utilities | Professional Services | Rent

Contracted Services | Rate | Milestone | Unallocated Funds | Indirect Rate | Program Income

Personnel Services

Amendment Total Salary & Fringe: \$10,000.00

Amendment Total Salary: \$10,000.00

Amendment Total Fringe: \$0.00 (0.00%)

YTD Invoiced Amount: \$0.00

Salaried Employees	Approved FY Budget	Remaining Amount	Amendment # FTEs	Amendment Amount	Proposed Budget
+ Salaried Employees Total	\$10,000.00	\$10,000.00		\$0.00	\$10,000.00

Hourly Employees	Approved FY Budget	Remaining Amount	Amendment # Hours/Year	Amendment Amount	Proposed Budget
- Hourly Employees Total	\$0.00	\$0.00		\$10,000.00	\$10,000.00
Case Manager (301)	\$0.00	\$0.00	400.00	\$10,000.00	\$10,000.00

Delete + Add Edit Save Cancel Page 1 of 1

12. Click on the “+” symbol next to Salaried Employees Total row.

Salaried Employees	Approved FY Budget	Remaining Amount	Amendment # FTEs	Amendment Amount	Proposed Budget
- Salaried Employees Total	\$10,000.00	\$10,000.00		\$0.00	\$10,000.00
Account Manager	\$10,000.00	\$10,000.00	0.00	\$0.00	\$10,000.00

Delete + Add Edit Save Cancel Page 1 of 1

13. Click “+Add.”

Salaried Employees	Approved FY Budget	Remaining Amount	Amendment # FTEs	Amendment Amount	Proposed Budget
- Salaried Employees Total	\$10,000.00	\$10,000.00		\$0.00	\$10,000.00
Coordinator			1.00	20000.00	
Account Manager	\$10,000.00	\$10,000.00	0.00	\$0.00	\$10,000.00

Delete + Add Edit Save Cancel Page 1 of 1

14. Select the Employee title from the drop-down.

15. Enter the “Amendment # FTEs.”

16. Enter “Amendment Amount.”

17. Click “Save.”

Fiscal Year Budget Information

Start Date	End Date	Approved FY Budget	YTD Invoiced Amount	Remaining Amount	Amendment Amount	Proposed Budget
12/08/2013	06/30/2014	\$30,000.00	\$0.00	\$30,000.00	\$20,000.00	\$50,000.00

[Save](#) [Submit](#)

Prov Demo - ACS Residential Care 3 \$20,000.00

Budget Summary | **Personnel Services** | Operations & Support | Utilities | Professional Services | Rent

Contracted Services | Rate | Milestone | Unallocated Funds | Indirect Rate | Program Income

Personnel Services

Amendment Total Salary & Fringe:	\$20,000.00
Amendment Total Salary:	\$20,000.00
Amendment Total Fringe:	\$0.00 (0.00%)
YTD Invoiced Amount:	\$0.00

	Salaried Employees	Approved FY Budget	Remaining Amount	Amendment # FTEs	Amendment Amount	Proposed Budget
-	Salaried Employees Total	\$10,000.00	\$10,000.00		\$10,000.00	\$20,000.00
	Coordinator	\$0.00	\$0.00	1.00	\$10,000.00	\$10,000.00
+	Account Manager	\$10,000.00	\$10,000.00	0.00	\$0.00	\$10,000.00

[Delete](#) [Add](#) [Edit](#) [Save](#) [Cancel](#) Page 1 of 1

18. Click the “Budget Summary” tab.

Fiscal Year Budget Information

Start Date	End Date	Approved FY Budget	YTD Invoiced Amount	Remaining Amount	Amendment Amount	Proposed Budget
12/08/2013	06/30/2014	\$30,000.00	\$0.00	\$30,000.00	\$20,000.00	\$50,000.00

[Save](#) [Submit](#)

Prov Demo - ACS Residential Care 3 \$20,000.00

Budget Summary | Personnel Services | Operations & Support | Utilities | Professional Services | Rent

Contracted Services | Rate | Milestone | Unallocated Funds | Indirect Rate | Program Income

Budget Summary [View Printer Friendly Version](#)

Line Item	Approved FY Budget	Remaining Amount	Amendment Amount	Proposed Budget
+ Total City Funded Budget	\$30,000.00	\$30,000.00	\$20,000.00	\$50,000.00
Total Program Income (Excluded from City Funded Budget; Not Invoiced)	\$0.00	\$0.00	\$0.00	\$0.00
Total Program Budget (City Funded Budget + Program Income)	\$30,000.00	\$30,000.00	\$20,000.00	\$50,000.00

From the Budget Summary tab, confirm that the updated proposed budget matches the budget amount provided by the Agency (including the Amendment).

19. Click “Submit.”

20. Select the box to indicate that you agree to submit this Budget Amendment to the Agency for review.

Confirm Submission

Submit Budget Amendment

Are you sure you want to submit the Contract Budget Amendment?
Indicates a required field

I agree to submit this Budget Amendment to the Agency for review.

* User Name:

* Password:

No, do NOT submit this Amendment Yes, submit this Amendment

21. Enter your “**User Name**” and “**Password**” as your signature.

22. Click “**Yes, submit this Amendment.**”

A green message bar will confirm that your Contract Budget Amendment was successfully submitted and will be reviewed by the Agency.

Contract Budget - Amendment [Return to Budget List](#)

✓ Contract Budget Amendment has been successfully submitted and will be reviewed by the Agency. Status: Pending Approval

Contract Information

Agency: Administration for Children's Services (ACS)	CT#: CT10680003
Procurement/Contract Title: Prov Demo - ACS Residential Care 3	Contract Start Date: 12/08/2013
Provider: Training Provider 1	Contract End Date: 06/30/2016
Procurement E-PIN: 06814I2222	Contract Amount: \$100,000.00
Award E-PIN: 06814I2222003	Program Name: Residential Care (RC)

Fiscal Year Budget Information

Start Date	End Date	Approved FY Budget	YTD Invoiced Amount	Remaining Amount	Amendment Amount	Proposed Budget
12/08/2013	06/30/2014	\$30,000.00	\$0.00	\$30,000.00	\$20,000.00	\$50,000.00

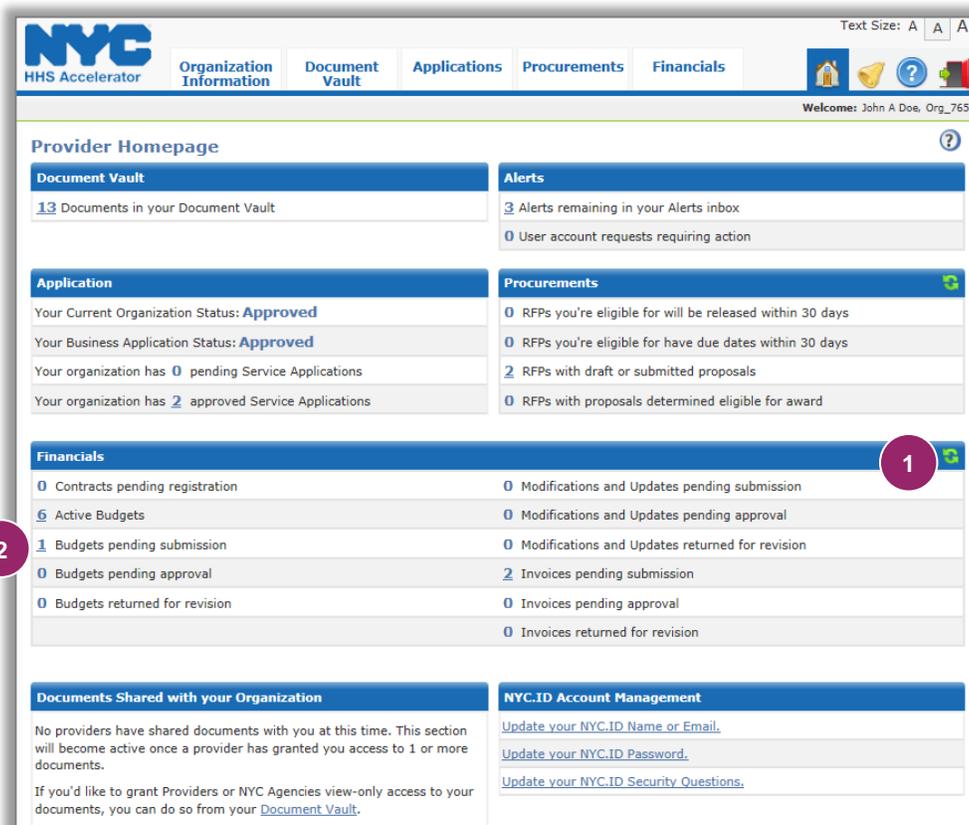
Once a positive Amended budget is approved, and the new contract value has been registered, the Budget Value (\$) on the contract list will adjust accordingly.

Negative Contract Amendment

If the Agency initiates a negative Amendment to the contract, your organization would need to adjust the budget to match the new contract value.

Your organization will receive an email notification of a negative budget amendment. Your organization will make the adjustment to the budget and submit the Amended budget to the Agency. The Agency would then review and return or approve the revised Budget.

To view a negative contract amendment, review the steps below:



When a contract is amended by the Agency the budget must be revised.

1. Click on the “**Refresh**” icon in the financials section of the homepage.
2. Click on the number hyperlink for “**Budgets pending submission.**”

NYC HHS Accelerator | Organization Information | Document Vault | Applications | Procurements | **Financials**

Welcome: Trainer One, Training Provider 1

Financials

Contract List | **Budget List** | Invoice List | Payment List | Amendment List

Budget List

Listed below are the Budgets for your organization. A default filter has been applied.

Filter Budgets: Budgets:2

Procurement/Contract Title	Agency	Fiscal Year	Budget Value(\$)	Date of Last Update	Status	Action
PROV - Finance ACS CT12	ACS	2015	-300,000.00	05/21/2014	Pending Submission	I need to...
PROV - Finance CT11	ACS	2015	300,000.00	05/21/2014	Pending Submission	I need to...

Budgets: 2

The contract that has been amended will have an amendment symbol next to it.

- Click the **“Procurement/Contract Title”** blue hyperlink for the contract that has been amended.

NYC HHS Accelerator | Organization Information | Document Vault | Applications | Procurements | **Financials**

Welcome: John A Doe, Org_765

Contract Budget - Amendment | [Return to Budget List](#)

Status: Pending Submission

Contract Information

Agency: Administration for Children's Services (ACS)	CT#: CT10680001
Procurement/Contract Title: Prov Demo - ACS Residential Care	Contract Start Date: 12/08/2013
Provider: Training Provider 1	Contract End Date: 06/30/2016
Procurement E-PIN: 06814I2222	Contract Amount: \$100,000.00
Award E-PIN: 06814I2222001	Program Name: Residential Care (RC)

Fiscal Year Budget Information

Start Date	End Date	Approved FY Budget	YTD Invoiced Amount	Remaining Amount	Amendment Amount	Proposed Budget
12/08/2013	06/30/2014	\$30,000.00	\$0.00	\$30,000.00	(\$10,000.00)	\$20,000.00

[Save](#) [Submit](#)

Prov Demo - ACS Residential Care (\$10,000.00)

Documents

Advances

Assignments

Comments | [View Comments History](#) | [Save](#)

Enter any comments:
Click the 'Save' button above to save your comments.

- Click on the first blue bar to expand the **“Budget Summary”** section.

The Amendment Amount for this contract is negative \$10,000.

Contract Budget - Amendment [Return to Budget List](#) Status: Pending Submission

Contract Information

Agency: Administration for Children's Services (ACS)	CT#: CT10680001
Procurement/Contract Title: Prov Demo - ACS Residential Care	Contract Start Date: 12/08/2013
Provider: Training Provider 1	Contract End Date: 06/30/2016
Procurement E-PIN: 0681412222	Contract Amount: \$100,000.00
Award E-PIN: 0681412222001	Program Name: Residential Care (RC)

Fiscal Year Budget Information

Start Date	End Date	Approved FY Budget	YTD Invoiced Amount	Remaining Amount	Amendment Amount	Proposed Budget
12/08/2013	06/30/2014	\$30,000.00	\$0.00	\$30,000.00	(\$10,000.00)	\$20,000.00

[Save](#) [Submit](#)

Prov Demo - ACS Residential Care (\$10,000.00) ▼

Budget Summary 5

Contracted Services | **Rate** | Milestone | Unallocated Funds | Indirect Rate | Program Income

Budget Summary [View Printer Friendly Version](#)

Line Item	Approved FY Budget	Remaining Amount	Amendment Amount	Proposed Budget
+ Total City Funded Budget	\$30,000.00	\$30,000.00	\$0.00	\$30,000.00
Total Program Income (Excluded from City Funded Budget; Not Invoiced)	\$0.00	\$0.00	\$0.00	\$0.00
Total Program Budget (City Funded Budget + Program Income)	\$30,000.00	\$30,000.00	\$0.00	\$30,000.00

Service Site Information

Please enter an address for each site where your organization proposes to deliver services.

Site Name	Address 1	Address 2	City	State	Zip Code
ASTORIA COMMUNITY CENTER	12-34 ASTORIA BOULEVARD		Astoria	NY	11102

Documents

The budget must be decreased by \$10,000 and resubmitted to the Agency. In this example, we'll adjust rate and rent to account for the decrease.

5. Click the "Rate" tab.

Fiscal Year Budget Information

Start Date	End Date	Approved FY Budget	YTD Invoiced Amount	Remaining Amount	Amendment Amount	Proposed Budget
12/08/2013	06/30/2014	\$30,000.00	\$0.00	\$30,000.00	(\$10,000.00)	\$20,000.00

[Save](#) [Submit](#)

Prov Demo - ACS Residential Care (\$10,000.00) ▼

Budget Summary | Personnel Services | Operations & Support | Utilities | Professional Services | Rent

Contracted Services | **Rate** | Milestone | Unallocated Funds | Indirect Rate | Program Income

Rate 6

Rate	Approved FY Budget	Remaining Amount	Amendment #Units	Amendment Amount	Proposed Budget
+ Unit Description	\$6,900.00	\$6,900.00		\$0.00	\$6,900.00

6. Click on the "+" symbol next to the Unit Description row.

Prov Demo - ACS Residential Care (\$10,000.00)

Budget Summary Personnel Services Operations & Support Utilities Professional Services Rent

Contracted Services **Rate** Milestone Unallocated Funds Indirect Rate Program Income

Rate	Rate	Approved FY Budget	Remaining Amount	Amendment #Units	Amendment Amount	Proposed Budget
-	Unit Description	\$6,900.00	\$6,900.00		\$0.00	\$6,900.00
	Rate per Resident	\$6,900.00	\$6,900.00	0	\$0.00	\$6,900.00

7

7. Click the Unit Description detail row, and then click "Edit."

Fiscal Year Budget Information

Start Date	End Date	Approved FY Budget	YTD Invoiced Amount	Remaining Amount	Amendment Amount	Proposed Budget
12/08/2013	06/30/2014	\$30,000.00	\$0.00	\$30,000.00	(\$10,000.00)	\$20,000.00

Save Submit

Prov Demo - ACS Residential Care (\$10,000.00)

Budget Summary Personnel Services Operations & Support Utilities Professional Services Rent

Contracted Services **Rate** Milestone Unallocated Funds Indirect Rate Program Income

Rate	Rate	Approved FY Budget	Remaining Amount	Amendment #Units	Amendment Amount	Proposed Budget
-	Unit Description	\$6,900.00	\$6,900.00		(\$5,000.00)	\$1,900.00
	Rate per Resident	\$6,900.00	\$6,900.00	10	-5000.00	\$1,900.00

10

8

9

8. Enter the "Amendment # Units."

9. Enter "Amendment Amount."

The Amendment Amount must be a negative number. It reflects how much this item will be decreased.

10. Click "Save."

Fiscal Year Budget Information

Start Date	End Date	Approved FY Budget	YTD Invoiced Amount	Remaining Amount	Amendment Amount	Proposed Budget
12/08/2013	06/30/2014	\$30,000.00	\$0.00	\$30,000.00	(\$10,000.00)	\$20,000.00

Save Submit

Prov Demo - ACS Residential Care (\$10,000.00)

Budget Summary Personnel Services Operations & Support Utilities Professional Services **Rent**

Contracted Services Rate Milestone Unallocated Funds Indirect Rate Program Income

OTPS - Rent	Locations	Management Company Name	Property Owner	Public School Space	% Charged to Contract	Approved FY Budget	Remaining Amount	Amendment Amount	Proposed Budget
+	Rent					\$10,000.00	\$10,000.00	\$0.00	\$10,000.00

11

11. Click the "Rent" tab.

Prov Demo - ACS Residential Care (\$10,000.00)

Budget Summary Personnel Services Operations & Support Utilities Professional Services **Rent**

Contracted Services Rate Milestone Unallocated Funds Indirect Rate Program Income

OTPS - Rent	Locations	Management Company Name	Property Owner	Public School Space	% Charged to Contract	Approved FY Budget	Remaining Amount	Amendment Amount	Proposed Budget
+	Rent					\$10,000.00	\$10,000.00	\$0.00	\$10,000.00

12

12. Click on the "+" symbol next to the Rent row.

Prov Demo - ACS Residential Care (\$10,000.00)

Budget Summary Personnel Services Operations & Support Utilities Professional Services **Rent**

Contracted Services Rate Milestone Unallocated Funds Indirect Rate Program Income

OTPS - Rent

Locations	Management Company Name	Property Owner	Public School Space	% Charged to Contract	Approved FY Budget	Remaining Amount	Amendment Amount	Proposed Budget
- Rent					\$10,000.00	\$10,000.00	\$0.00	\$10,000.00
Brooklyn Cente	MGH	Derrick Doe	Yes	33.00%	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00

13 Edit Save Cancel Page 1 of 1

13. Click the Rent Description detail row, and then click "Edit."

Fiscal Year Budget Information

Start Date	End Date	Approved FY Budget	YTD Invoiced Amount	Remaining Amount	Amendment Amount	Proposed Budget
12/08/2013	06/30/2014	\$30,000.00	\$0.00	\$30,000.00	(\$10,000.00)	\$20,000.00

Save Submit

Prov Demo - ACS Residential Care (\$10,000.00)

Budget Summary Personnel Services Operations & Support Utilities Professional Services **Rent**

Contracted Services Rate Milestone Unallocated Funds Indirect Rate Program Income

OTPS - Rent

Locations	Management Company Name	Property Owner	Public School Space	% Charged to Contract	Approved FY Budget	Remaining Amount	Amendment Amount	Proposed Budget
- Rent					\$10,000.00	\$10,000.00	\$0.00	\$10,000.00
Brooklyn Cente	MGH	Derrick Doe	Yes	33.00%	\$10,000.00	\$10,000.00	-5000.00	\$10,000.00

15 Delete Save Cancel Page 1 of 1

16

14

14. Enter "Amendment Amount."

The Amendment Amount must be a negative number. It reflects how much this line item will be decreased.

15. Click "Save."

16. Click the "Budget Summary" tab.

Fiscal Year Budget Information

Start Date	End Date	Approved FY Budget	YTD Invoiced Amount	Remaining Amount	Amendment Amount	Proposed Budget
12/08/2013	06/30/2014	\$30,000.00	\$0.00	\$30,000.00	(\$10,000.00)	\$20,000.00

Save Submit

Prov Demo - ACS Residential Care (\$10,000.00)

Budget Summary Personnel Services Operations & Support Utilities Professional Services Rent

Contracted Services Rate Milestone Unallocated Funds Indirect Rate Program Income

Budget Summary [View Printer Friendly Version](#)

Line Item	Approved FY Budget	Remaining Amount	Amendment Amount	Proposed Budget
+ Total City Funded Budget	\$30,000.00	\$30,000.00	(\$10,000.00)	\$20,000.00
Total Program Income (Excluded from City Funded Budget; Not Invoiced)	\$0.00	\$0.00	\$0.00	\$0.00
Total Program Budget (City Funded Budget + Program Income)	\$30,000.00	\$30,000.00	(\$10,000.00)	\$20,000.00

17

From the Budget Summary tab, confirm that the updated proposed budget matches the budget amount provided by the Agency (including the Amendment).

17. Click "Submit."

18. Select the box to indicate that you agree to submit this Budget Amendment to the Agency for review.

19. Enter your “**User Name**” and “**Password**” as your signature.

20. Click “**Yes, submit this Amendment**” at the bottom of the screen.

Confirm Submission

Submit Budget Amendment

Are you sure you want to submit the Contract Budget Amendment?

* Indicates a required field

I agree to submit this Budget Amendment to the Agency for review.

* User Name:

* Password:

A green message bar will confirm that your Contract Budget Amendment was successfully submitted and will be reviewed by the Agency.

NYC HHS Accelerator | Organization Information | Document Vault | Applications | Procurements | **Financials**

Welcome: John A Doe, Org_765

Contract Budget - Amendment | [Return to Budget List](#)

Contract Budget Amendment has been successfully submitted and will be reviewed by the Agency. Status: Pending Approval

Contract Information

Agency: Administration for Children's Services (ACS)	CT#: CT10680001
Procurement/Contract Title: Prov Demo - ACS Residential Care	Contract Start Date: 12/08/2013
Provider: Training Provider 1	Contract End Date: 06/30/2016
Procurement E-PIN: 0681412222	Contract Amount: \$100,000.00
Award E-PIN: 0681412222001	Program Name: Residential Care (RC)

Fiscal Year Budget Information

Start Date	End Date	Approved FY Budget	YTD Invoiced Amount	Remaining Amount	Amendment Amount	Proposed Budget
12/08/2013	06/30/2014	\$30,000.00	\$0.00	\$30,000.00	(\$10,000.00)	\$20,000.00

Once a negative Amended budget is approved, the Budget Value (\$) on the contract list will adjust accordingly.