

FY 2019 BUDGET REMINDERS

- **EIN# (Employee Identification Number)** - must be listed on the budget
- **SUI# (State Unemployment Insurance)** - must be listed if salaries are indicated on the budget
- Budgets with PO Box address are not acceptable
- **If a CBO is allocating monies for salaries, the budget MUST list an amount for Fringe Benefits**
 - **Fringe Benefits** – minimum rate 7.99% (to cover FICA) and maximum rate 35% of Salaries (may include Worker’s Compensation, Disability, Unemployment Insurance, Medical, Life & Pension Benefits)
 - **If a CBO is utilizing the services of the Fiscal Agent (YMS)**, who is responsible for CBOs accounting, the minimum Fringe Benefit Rate of 12.99% of salaries must be allocated
 - **If a CBO is not allocating funds for Fringe Benefits**, a letter stating that the CBO will take the responsibility for paying Fringe Benefits must be included with the budget
- Contracts with Budget Codes 9825 & 3625 that are “stand alones” & under \$25,000 will be automatically assigned to YMS with no fee charged
- **CBOs must submit a General Liability Insurance Certificate with the policy’s endorsement to dycdinsurance@dycd.nyc.gov** for \$1 million dollars. See the Sample certificate for correct wording
- If a CBO wants to participate in the **Central Insurance Program (CIP)**, 4.5% of the total budget must be allocated to CIP (CBOs will NOT be required to submit proof of insurance) CIP only covers Liability, Workmen’s Compensation and Disability
- **Consumable Supplies:** office & maintenance supplies, i.e. pens, stationery, books
- **Equipment Purchases:** computers, furniture, cameras, VCRs, printers. etc., the CBO must list all items to be purchased on budget
- **Equipment Other:** computer software, maintenance service contracts, rental & licensing fees for office equipment
- **Travel:** CBOs can charge for local travel for the employees and for the car maintenance fees for business owned vehicles used for DYCD purposes. The automobile Insurance Certificate has to list DYCD & City of New York as additional insured.
- **Other Costs:** printing, postage, t-shirts, uniforms, sports supplies, refreshments, awards, General Liability Insurance for CBOs not in CIP, Audit costs
- **Indirect Cost:** The maximum Indirect Cost rate allowed by DYCD is 12% of the **total budget amount**; Uniform Guidance (see below).
- **CBOs under YMS cannot charge DYCD for Indirect Cost**
- **Consultant:** for each consultant listed on the budget, a copy of a notarized DYCD Consultant Agreement Form along with the consultant’s resume must be submitted
- **Consultant Agreement Modification Form** is required when a CBO is adjusting amount to a consultant listed on the approved budget
- **Subcontractor:** for each subcontractor listed on the budget, a copy of a notarized DYCD Sub-Contractor Agreement Form, listing the subcontractor’s EIN# and Board of Directors must be submitted. Every subcontractor must be registered in Payee Information Portal (PIP) www.nyc.gov/pip
- **Subcontractor Agreement Modification Form** is required when a CBO is adjusting amount to a subcontractor listed on the approved budget
- **Vendors:** entities retained to provide non-program services, such as security, cleaning, accounting List the fee allocated to each vendor and provide a description of services
- **Audit Cost:** is indicated in Other Costs and Audit Cost Allocation Form must be submitted
- **Space Cost:** submit a Space Rental Allocation Form & a copy of a current Lease/DOE Permit. If a CBO owns the building, they must submit a copy of the Mortgage Statement. CBOs can charge for building maintenance and must attach a breakdown of maintenance fees & complete a Space Rental Form.
- Fiscal Conduit is for Discretionary Contracts only. A copy of a notarized DYCD Fiscal Conduit Agreement Form must be submitted
- **YMS Fee Schedule:** Effective 7/1/18 the Fiscal agent fee has changed. Separate fees must be allocated for each individual budget, see below.
 - Contract Dollar Value Fiscal Agent Service Fees
 - \$2,500 -\$25,000 \$420
 - \$25,001 and over 3% (of each budget)

For Providers who only have standalone Discretionary contacts under \$25,000, there is no fee.

Indirect Cost Detail:

Federal Funded Contracts:

- 1) If Provider has an approved federal indirect cost rate issued by a federal “cognizant agency”, DYCD will honor the rate. A copy of the federal approved rate letter must be submitted to DYCD with the budget.

- 2) If Provider has a federal indirect cost rate greater than 10% and is willing to accept a lower rate, the Provider will complete a DYCD form acknowledging its willingness to accept a lower rate.
- 3) If Provider never had a federal indirect cost rate, DYCD will allow up to 10% De Minimis Rate.
- 4) If Provider has an indirect rate higher than 10% but does not have a federal approved rate letter, an independent CPA letter certifying the provider's indirect cost must be submitted to DYCD with the budget. DYCD will then allow reimbursement of indirect costs up to a maximum of 12% utilizing CTL funds.

Non-Federal Funded Contracts (i.e. City Tax Levy):

- 1) If Provider does not have an indirect cost rate, DYCD will allow up to a maximum of 10% of indirect cost rate.
- 2) If Provider has an indirect rate higher than 10%, DYCD will allow an increase up to a maximum of 12% utilizing CTL funds. A CPA letter certifying the indirect cost rate must be submitted with the budget to DYCD.

Providers who seek reimbursement for Indirect Rate that is greater than 10% must attach the appropriate document (referenced above) with their budget or budget modification submission.