

COVID-19 FY22 Fiscal and Budget Guidance for Human Service Providers Effective July 1, 2021

This guidance supersedes the July 1, 2020 guidance and is effective July 1, 2021. The City will continue to update guidance, as necessary. If you have any questions about the information provided below, please contact your agency contract manager.

On Friday, March 13th, 2021, the Mayor declared a State of Emergency that creates flexibility on contract performance while maintaining organizational cash flow and financial flexibility. While the State of Emergency is in effect, Section 7.03 of the Health and Human Service (HHS) Contract is triggered. This section allows Contractor, at the request of and in a manner determined by the Department, to assist the Department in carrying out emergency procedures during the State of Emergency. The following guidance applies to contracts effective July 1, 2020 and continues after the State of Emergency is terminated until further notice.

Payments on Contracts

Under the State of Emergency, providers operated under modified scopes of work. Going forward, any providers that are operating under a modified scope of work (e.g. remotely) previously approved by the contracting City agency should contact their City agency of this continuation and discuss a timeline for a return to office and contracted scope of work.

- Programs that have been converted from performance-based budgets to line-item budgets or programs that no longer meet contract goals may continue operating, and receiving payment, unless otherwise notified. The City may re-evaluate the continuation of modified services and/or methods of payment for these programs. The City appreciates that advance notice is helpful.

NOTE: No Change to this Section: COVID-19 specific expenditures that are the direct result of complying with City of New York Health Department Guidance, such as cleaning, disinfecting supplies, and personal protective equipment, continue to be eligible for reimbursement. Such costs must be appropriate and reasonable, as determined by the City contracting agency.

- If costs can be accommodated within the provider's annual fiscal year contract budget, the provider may initiate a budget modification. Please consult the Budget Modification Guidance [here](#).
- If such costs cannot be accommodated within the provider's annual fiscal year contract budget, the provider must submit a request to their contracting agency for approval prior to purchase.
- Programmatic expenditures associated with COVID-19, including those related to technology and personnel, must be submitted to the contracting agency for review and approval.
- Costs associated with reopening that are not captured above must be submitted to the contracting agency for review and approval prior to purchase.
- COVID-19 expenditures that are reimbursed within the contract's budget are eligible for indirect cost rate (ICR) reimbursement. COVID-19 expenditures that are reimbursed through additional contract investment are not eligible for ICR.

COVID-19 expenditures must continue to be invoiced separately and tracked appropriately, according to the Guidance for COVID-19 Expenditure Tracking and Reporting found [here](#).