



Dear Nonprofit Partner,

The City of New York continues to keep you apprised of updates on the Indirect Cost Rate (ICR) Funding Initiative. November 18th marked the official launch date. Completing the [Entryway Choice Form](#) is the first step to begin the process of receiving your funding. As a reminder, entryways will remain open until December 31, 2020.

UPCOMING JANUARY 31, 2020 DEADLINE

The deadline to elect the Conditional ICR is only 6 weeks away. Providers are reminded that this choice must be **elect**ed by **January 31, 2020**.

UPDATE

- **Delta Templates.** If you have already submitted your [Entryway Choice Form](#), please check your HHS Accelerator Document Vault for a pre-populated Delta Template and instructions to complete the next step in the ICR funding and claiming process. Providers should contact the Mayor's Office of Contract Services with any questions about their listed contracts. It is important to use the Delta Template guide, as it provides detailed steps to completing the Delta Template. In addition, the guide can be found on the [Indirect Implementation webpage](#).
- **Independent Accountant's Report.** If your organization is submitting a rate through an Independent Accountant's Report, the Schedule of ICR must be included with your verification documentation submission. A copy of the Schedule of ICR can be found on the [Indirect Implementation webpage](#).
- **PASSPort Enrollment.** Your organization will need to be enrolled in the City's Procurement and Sourcing Solutions Portal (PASSPort) to receive funding through the FY20 Indirect Cost Rate Funding Initiative. If your organization is not currently enrolled in PASSPort, we highly encourage you to do so in the coming weeks. For step-by-step instructions, please reference the "**Vendor Account Creation**" and "**Beginner's Guide to PASSPort**" user manuals at nyc.gov/PASSPort.
- **Press Release.** The Administration and City Council published a joint press release on December 10, 2019 announcing that Providers can begin the process of claiming their ICR and receiving funding. The press release is available [here](#) and on the [Indirect Implementation webpage](#).

RESOURCES

- Support resources including the **Provider Checklist** and **Delta Template Instructions** can be found on the [Indirect Implementation webpage](#).
- More information about the Conditional ICR is available in the [Cost Manual](#), Section II.E and Section VII (Frequently Asked Questions).

BACKGROUND ON INITIATIVE

In February 2019, the City of New York adopted the Cost Manual to standardize cost allocation practices for health and human service providers contracting with the City. The Fiscal Year 20 Adopted Budget established an indirect cost rate funding initiative based on the Cost Manual. The Mayor's Office of Management and Budget and Mayor's Office of Contract Services formed a City Implementation Team (CIT) to design the implementation and roll-out of the indirect initiative and established a Provider Work Group to advise them.

For more information on how to establish and claim your ICR and important timelines, please read the [Cost Manual](#). We will continue to update the [Indirect Implementation Webpage](#) with support resources and you may also contact us for assistance at the Mayor's Office of Contract Services.

Sincerely,
The City Implementation Team

