



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 7 weeks away.** Providers are reminded that this choice must be **elect**ed by **January 31, 2020**.
- **About the Conditional ICR.** If your organization is committed to establishing an ICR through a NICRA or Independent Accountant's Report, but will not be ready with this documentation by June 30, 2020, the City is offering the Conditional ICR option. By claiming the Conditional ICR, Providers working to establish their ICR can elect a rate **up to 12% for FY20 only**. Once the organization's Established ICR (determined by the NICRA or Independent Accountant's Report) is approved by the City, that Approved ICR is applicable July 1, 2020.
- **More information about the Conditional ICR.** Available in the [Cost Manual](#), **Section II.E and Section VII (Frequently Asked Questions)**. To elect the Conditional ICR, please complete the Entryway Choice Form found [here](#) by **January 31, 2020**.

UPDATE

- The FY20 Adopted Budget requires the Administration to submit a quarterly report to City Council. The November Report is available on the [Indirect Implementation Webpage](#).
- 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 and funding claiming process.

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

