

## FY20 Renewal and Extension Policy Fact Sheet

These questions and answers were created in response to provider questions about the FY20 renewal and extension policy.

### 1. **Why did the City adopt this policy?**

The policy was designed by nonprofit providers and City agencies through the Nonprofit Resiliency Committee (NRC). The City adopted this policy to realize more timely registration of renewals and extensions.

### 2. **What is the Nonprofit Resiliency Committee?**

Mayor Bill de Blasio launched the NRC on September 28, 2016 to offer opportunities for collaboration and to expand lines of communication between the City and nonprofit human service sector. The NRC, which comprises more than 20 City agencies and 100 nonprofit human services providers, is charged with identifying, designing, and launching solutions to support the human services sector in the areas of streamlining administrative processes, increasing collaboration among stakeholders in program service design, and building organizational infrastructure. You can learn more about related policy initiatives on the [NRC webpage](#).

### 3. **Why are the deadlines set so soon after notification?**

The NRC finalized the policy in January 2019. The City and providers decided there was still an opportunity to launch this policy for FY20 impact, even with a tight timeline.

### 4. **What if my contracting agency has yet to notify me about a renewal or extension?**

Recognizing that the policy was just implemented, we suggest you reach out to your contracting agency to ask about the status of your renewal or extension. If you have yet to hear back, please contact [help@mocs.nyc.gov](mailto:help@mocs.nyc.gov).

### 5. **What should I do if I miss the February 1 deadline to upload documents to Document Vault and share with my contracting agencies?**

We recognize that the policy was implemented with a tight timeframe for FY20 and that early deadlines may be difficult to achieve. If you are not able to upload your documents by the February 1 deadline, we urge you to do so as soon as possible.

### 6. **Does this new policy apply to new contracts or discretionary awards?**

No, the policy only applies to human services contract renewals and extensions.

**7. Must I submit the Authorization Letter if my information is current on my signature authorization and board resolution documents?**

If all information on your older letter of authorization and board resolution documents is accurate, you do not need to submit a new Authorization Letter. When changes occur to the board's resolution or the authorized signatories, you should submit the new Authorization Letter within 15 days of that change. See the instructions on the template for more details.

**8. How should I organize my renewal and extension documents in the Document Vault?**

We are asking providers to create a "FY20renewal\_extension" folder in their Document Vault and move all the required extension and renewal documents here. Creating and sharing this folder with your contracting agencies will enable them to find your documents more quickly and support more timely registration. For information about how to create folders and share documents, please read [this guide](#) or contact [help@mocs.nyc.gov](mailto:help@mocs.nyc.gov).

**9. I have multiple renewal and extension contracts across human service agencies; do documents need to be submitted separately for each contract?**

No, it is sufficient that you upload once to the Document Vault. However, you must take the action of sharing the documents with all agencies that you are renewing/extending with.

**10. Should we upload and share all insurance documents through Document Vault?**

Yes, with one exception: DYCD will continue to follow their current process to collect liability insurance documents.

**11. Do my documents require a wet signature?**

The only document that requires a wet signature is your contract renewal or extension agreement, which goes directly to your contracting agency.

**12. What if my contract does not coincide with the City's fiscal year?**

Because most contracts start on July 1, in line with the City's fiscal year, we have included in the checklist specific dates for notification, receiving and sending the contract, uploading documents into Document Vault, and configuring the budget in HHS Accelerator. If your extension or renewal starts on a date other than July 1, you will apply the timeframes that are indicated on the timeline your agency sends to you.

**13. What should I do if I have questions?**

For assistance with the registration process, email [help@mocs.nyc.gov](mailto:help@mocs.nyc.gov).