



Dear Nonprofit Partner,

The City of New York continues to keep you apprised of updates on the Indirect Cost Rate (ICR) Funding Initiative. Completing the [Entryway Choice Form](#) is the first step to begin the process of claiming your indirect cost rate and additional funding. Entryways will remain open until December 31, 2020.

UPDATES

- **[Investment Timeline](#)**. To aid the timely processing of Accepted ICRs and contract amendments and payments, the CIT has made available an investment timeline. This timeline includes milestones for Entryway selection, the completion of Delta Templates, and submission of ICR Verification Documentation. Organizations should consult the timeline to see the milestone dates applicable to receive FY20 funding and FY21 ICR processing. This timeline, as well as other support resources, can be found on the [Indirect Implementation webpage](#).
- **Established ICR required for Entryway Choice Form**. As a reminder, submitting an Entryway Choice Form means that a Provider has an Established ICR in accordance with the Cost Manual. To establish an ICR greater than 10%, an organization must receive a NICRA or Independent Accountant's Report **BEFORE** completing the [Entryway Choice Form](#). Based on the milestones in the investment timeline, Providers working towards FY20 funding should complete an Entryway Choice Form no later than **May 22, 2020**.
- **Conditional Delta Templates**. January 31st marked the successful close of the Conditional Entryway. For all Providers who elected a Conditional ICR, the CIT has uploaded Delta Templates to your HHS Accelerator Document Vault and will be following up directly with guidance on next steps.

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](#). The CIT is available for questions at the Mayor's Office of Contract Services.

Sincerely,
The City Implementation Team

