



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

- **Cost Manual.** The Cost Manual will be updated this week to include the investment timeline, RFP language, and new FAQs. The Cost Manual can be found on the [Indirect Implementation Webpage](#).

REMINDERS

- **Investment Timeline.** Organizations should consult the timeline to see the milestone dates applicable to FY20 and FY21 ICR processing. This timeline, as well as other support resources, can be found on the [Indirect Implementation Webpage](#).
- **Entryway Choice Form.** Providers working towards FY20 funding should complete an Entryway Choice Form no later than **May 22, 2020**. As a reminder, submitting an Entryway Choice Form means that a Provider has an Established ICR in accordance with the Cost Manual.
- **Conditional Delta Templates.** Providers must submit their Conditional Delta Templates no later than **March 13, 2020** in order to move forward with the FY20 Conditional option and to facilitate FY20 amendment registration.

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