



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. Please note the Conditional Entryway is now closed. All other entryways will remain open until December 31, 2020.

REMINDER

Submitting an Entryway Choice Form means that a Provider has established an organizational ICR in accordance with the Cost Manual. An organization can only establish an ICR higher than 10% if it has obtained a NICRA or Independent Accountant's Report that verifies the higher ICR. An organization must receive a NICRA or Independent Accountant's Report before completing the [Entryway Choice Form](#) to begin the process of claiming their ICR and additional funding.

RESOURCES

- **Registration Tip Sheet.** The CIT has made available a list of tips to support timely contract and amendment registration. This tip sheet, as well as other support resources, can be found on the [Indirect Implementation webpage](#).
- The CIT is available for questions at the Mayor's Office of Contract Services.
- **FY21 Timely Registration Initiative.** As part of the City's efforts to realize more timely registration and enhanced transparency, Providers with FY21 renewals, extensions, and new contracts should ensure that contract documents are uploaded and shared in the HHS Accelerator Document Vault by March 1. Additional information and resources can be found on the [Nonprofit Resiliency Committee resources page](#).

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](#).

Sincerely,
The City Implementation Team

