

Indirect Cost Rate Funding Initiative Tips to Support Contract and Amendment Registration

1. Confirm your organization’s CHAR500 is up to date with the New York State Charities Bureau.

The City will not register your organization’s contract or amendment, if your CHAR500 is not current. File your CHAR500 with the New York State Charities Bureau annually and ensure that the filing remains in current status throughout the entirety of the contracting and registration process. The agency will verify that your organization is compliant with New York State law as part of the Responsibility Determination process.

Visit the [New York State Charities Bureau website](#) to learn more about registration and annual filings.

2. Upload to the HHS Accelerator Document Vault the CHAR500, IRS Form 990, and audit as one document under the CHAR500-990-Audit tab.

The CHAR500, 990, and audit that providers upload into the HHS Accelerator Document Vault should be exact duplicates of those submitted to the New York State Charities Bureau. Unless exempt from the 990 and/or the audit, these should be combined into one document and submitted under the CHAR500-990-Audit document type. [Review this guide](#) for instructions for uploading your CHAR500 to HHS Accelerator Document Vault and the annual filing deadlines.

3. Confirm HHS Accelerator account is up to date.

Be aware of HHS Accelerator alerts, particularly those related to expiring documents. HHS Accelerator will issue general alerts when your Business Application and key documents are expiring or returned for updates. You can find all alerts in your Alerts Inbox. Also, regularly confirm that the point of contact at your organization is up to date to ensure you receive important HHS Accelerator notifications.

Review [online resources](#) to learn more about HHS Accelerator, including managing your account and accessing the alert function. If you need additional assistance or have questions, contact the Mayors Office of Contract Services.

4. Confirm PASSPort account is up to date.

Review [online resources](#) to learn more about PASSPort. For additional assistance or questions, contact the Mayors Office of Contract Services.

5. Make sure your organization’s name matches the Certificate of Incorporation exactly.

For example, if your organization’s name contains *The* or *Inc.* on your Certificate of Incorporation, it should appear exactly that way on all forms and documents and in all City systems, such as Accelerator, PASSPort, and the Payee Information Portal (PIP).

6. Communicate name changes, mergers, and matters of concern to the City agencies you are contracting with.

Communication is key. If agencies know ahead of time about planned name changes and mergers, they may recommend best practices and timing that can help minimize delays in processing. Agencies may be able to clear up matters of concern, such as negative news articles or adverse incidents at your organization's facilities, early enough in the process to avoid delays. If possible, avoid organization name changes when contracting actions are in progress.

7. Track renewal and extension plans on the MOCS website.

The Mayor's Office of Contract Services (MOCS) publishes [proposed procurement actions](#) for human service contracts on its website. These can alert providers of agency intentions to renew or extend current contracts, as well as anticipated start dates.

8. Address open tax liens.

The City will not register contracts or amendments with organizations that have open tax liens. Check with the [Department of Finance](#) (DOF) as to whether your organization has open liens to avoid delays in processing.