



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. As a reminder, entryways will remain open until December 31, 2020.

REMINDER FOR FY20-ONLY CONDITIONAL ICR

4 DAYS REMAINING. Providers have until **Friday, January 31, 2020** to elect the Conditional ICR. When choosing the Conditional ICR, a provider makes a commitment to establish an ICR through a NICRA or Independent Accountant's Report by December 31, 2020. The Conditional ICR is for FY20 funding only.

UPDATE

RFP Language. Providers can expect to see the following language in health and human service RFPs. Any questions about an active solicitation must be addressed to the designated contact in the RFP. If a solicitation is missing this language, please notify the designated contact and the Mayor's Office of Contract Services.

All price and budget proposals should be prepared in accordance with The City of New York's [Health and Human Service Cost Policy and Procedures Manual \(Cost Manual\)](#). The City is currently implementing the FY20 Adopted Budget commitment to fund organizations' Indirect Cost Rates. For the purpose of responding to this solicitation, proposers should include an Indirect Cost Rate of 10%. Once a proposer has an Accepted ICR, as defined in the Cost Manual, this rate will be used by the contracting agency to add funding as necessary to contract budgets during contract negotiations or through a contract amendment.

RESOURCES

- More information about the Conditional ICR is available in the [Cost Manual](#), Section II.E and Section VII (Frequently Asked Questions).
- Support resources, including the Provider Checklist and Delta Template Instructions, can be found on the [Indirect Implementation webpage](#).
- The CIT is available for questions at the Mayor's Office of Contract Services.

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**


