



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.

UPCOMING JANUARY 31, 2020 DEADLINE

Providers have until 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 retroactive to July 1, 2019 and applicable only through the FY20 fiscal year.

UPDATES

- **PASSPort Enrollment.** Your organization must be enrolled in PASSPort (the Procurement and Sourcing Solutions Portal) to receive funding through the FY20 ICR Funding Initiative. For step-by-step PASSPort enrollment instructions, please reference the "**Vendor Account Creation**" and "**Beginner's Guide to PASSPort**" user manuals at nyc.gov/PASSPort.
- **Delta Templates.** If you have submitted your [Entryway Choice Form](#), please check your organization's HHS Accelerator Document Vault for a pre-populated Delta Template and instructions to complete the next step to claim an ICR and funding. It is important to use the Delta Template instructions, as it provides detailed steps to completing the Delta Template. In addition, the instructions can be found on the [Indirect Implementation webpage](#).

RESOURCES

- Support resources including the Provider Checklist and Delta Template Instructions can be found on the [Indirect Implementation webpage](#).
- More information about the Conditional ICR is available in the **Cost Manual**, Section II.E and Section VII (Frequently Asked Questions).
- The City Implementation Team 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**


