



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 ICR and additional funding. Organizations should consult the [Investment Timeline](#) to see the milestone dates applicable to FY20 and FY21 ICR processing.

#### UPDATE

- For information and the latest guidance about Novel Coronavirus, COVID-19, please go to [nyc.gov](http://nyc.gov).

#### REMINDERS

- **Timely Delta Template Submission.** Providers are asked to complete and upload their Delta Templates to their HHS Accelerator Document Vault **within 30 days** of receipt from the CIT to facilitate timely and accurate amendment registration. Instructions on completing the Delta Template, as well as other support resources, can be found on the [Indirect Implementation Webpage](#).
- **Timeline for Conditional Delta Templates.** Providers who chose the Conditional Option must submit their Conditional Delta Templates no later than **March 13, 2020** in order to move forward and facilitate FY20 amendment registration.
- **Key Date for Submitting Entryway Choice Forms.** Providers seeking to claim 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 and is prepared to move forward with submitting their Verification Documentation in the form of a Negotiated Indirect Cost Rate Agreement (NICRA) and/or Independent Accountant's Report.
- **FY21 Timely Registration Initiative.** Providers with FY21 renewals, extensions, and new contracts should ensure that contract documents are uploaded and shared with their contracting agencies via the HHS Accelerator Document Vault. Providers that have already received their contract agreements should return them signed to their contracting agencies by **March 15, 2020** and begin completing their budgets in HHS Accelerator. Providers that have yet to receive their contracts or a budget to complete from their contracting agency can reach out to [help@mocs.nyc.gov](mailto:help@mocs.nyc.gov) for assistance. 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](#). The CIT is available for questions at the Mayor's Office of Contract Services.

Sincerely,

The City Implementation Team