



Dear Nonprofit Partner,

We send this week's update knowing that COVID-19 response is top of mind for everyone. We are posting resources to support you and your organizations, and we encourage frequent reviews of the City's central COVID-19 webpage at [nyc.gov/coronavirus](https://nyc.gov/coronavirus) for updated guidance and information. Additionally, the [NYC Nonprofits Business Continuity Webpage](#) provides guidance on nonprofit operations and programming.

#### INDIRECT IMPLEMENTATION UPDATES

- The CIT is fully operational and is continuing to upload, review, and accept ICR submissions. We are also available for support through [help@mocs.nyc.gov](mailto:help@mocs.nyc.gov).
- The CIT's quarterly report to City Council will be available on the [Indirect Implementation Webpage](#).

#### REMINDERS

- Organizations should consult the [Investment Timeline](#) to see the milestone dates applicable to FY20 and FY21 ICR processing. Providers seeking to claim FY20 funding should complete an [Entryway Choice Form](#) no later than **May 22, 2020**.
- FY21 renewals, extensions and new contracts do not require notaries or wet signatures during COVID-19. Please review the [electronic signature guidance](#), issued on March 20, and return your contracts as soon as possible to your contracting agency.

#### 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