



Dear Nonprofit Partner,

The City of New York continues to keep you apprised of developments in the roll out of the Indirect Cost Rate Funding Initiative through weekly emails leading up to the **November 18th official launch date**. If you are new to these emails, you will find background information on the initiative below. If you are up to speed on the Initiative, you can scroll directly to the Updates section.

For more information about the Indirect Cost Rate Funding Initiative, including the claiming process and timeline, please visit the [Indirect Implementation Webpage](#). You may also contact us for assistance at the Mayor's Office of Contract Services.

BACKGROUND

In February 2019, the City of New York adopted the Health and Human Services Cost Policies and Procedures Manual (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.

UPDATES

Cost Manual. The City has updated the [Cost Manual](#) to incorporate the FY20 Indirect Cost Rate Funding Initiative. The revised Cost Manual is available on the Indirect Implementation Webpage. It is critical that you read the Cost Manual, as it is the primary source for defining and allocating HHS costs and calculating and claiming your organization's indirect cost rate.

PASSPort Enrollment. Your organization will need to be enrolled in the City's Procurement and Sourcing Solutions Portal (PASSPort) to receive funding through the FY20 Indirect Cost Rate Funding Initiative. If your organization is not currently enrolled in PASSPort, we highly encourage you to do so in the coming weeks. Visit the [PASSPort site](#) for guidance on enrollment, training materials, and more.

Sincerely,
The City Implementation Team