



Provider Checklist to Process Discretionary Awards

Fiscal Year 2019

This checklist describes the steps a nonprofit organization can take to ensure timely processing of discretionary funding designated by the City Council in the annual NYC budget. If this is the first year your organization is receiving City Council funding, we recommend reviewing the [City Council's Discretionary Funding Policies](#). It can take several months for your contract to be registered. This checklist is intended to support timely registration and provide information on how to check the status of your award(s).

Step 1: Verify Funding Allocation

Schedule C of the City's budget contains the City Council's discretionary awards. The budget is first adopted in late June, but the Council continues to add and change awards throughout the year through monthly "transparency resolutions."

- ☐ Review [Schedule C](#) of the Budget on the City Council's [website](#) to confirm the organization has been selected for funding:
 - Confirm that the organization's details (e.g., EIN, legal name, City contracting agency) are listed accurately. If there are any errors or omissions, contact your Council Member and discretionary@council.nyc.gov.
 - Confirm that the purpose of funds is a service the organization can provide and matches what you indicated on your funding application
 - If your organization receives funding after the initial budget adoption, refer to the monthly [Transparency Resolutions](#) available on the City Council's website

For those organizations identified in Schedule C with an asterisk, either MOCS or the Council's review process has not yet been completed. (See below for clearance process)

Step 2: Award Clearance

All awards must be cleared by both the City Council and MOCS. Clearance requirements are set by the City Council in their [Discretionary Funding Policies and Procedures](#) guide.

- ☐ Review the [Discretionary Award Tracker](#) to confirm award(s) has been cleared (this tracker is updated once a month following budget adoption)
- ☐ If awards are cleared, continue to step 3. If awards are not cleared, see status reasons below:
 - Pending City Council Clearance:** Contact the City Council at discretionary@council.nyc.gov
 - Submit HHS Accelerator Application:** [Get prequalified in HHS Accelerator](#)
(If funding is exclusively from Department of Cultural Affairs (DCLA), prequalification is not required)
 - Complete Capacity Building Training:** Complete the [Capacity Building Training](#) requirement. Training is required for organizations receiving more than \$10,000 that have less than \$1 million in City contracts.
 - The person who takes the training must be a current board member or executive staff member
 - The training certificate is good for three fiscal years
 - Submit Doing Business Data Form:** Submit [Doing Business Data Form](#) to DoingBusiness@mocs.nyc.gov



Step 3: Agency Contracting Process

After your award(s) has cleared, the City contracting agency will contact you to begin the contracting process. These are steps you can take to support a timely registration process. [Contact your contracting agency](#) with any questions.

- ☐ If your contracting agency is DYCD, [download and complete the contract paperwork](#)
- ☐ If you are working with another agency, they will send you the contract or grant paperwork
 - o [Contact your agency](#) if you do not hear from them within three weeks of clearance
- ☐ Register and verify organization details in the [Payee Information Portal](#) (PIP)
 - o Make sure the legal name of your organization in PIP matches the legal name on your organization's Certificate of Incorporation (contact your agency for guidance)
- ☐ Share the following documents with the contracting agency through your [HHS Accelerator Document Vault](#) and let the agency know when they have been uploaded (the agency will provide these forms and may request additional forms or hard copies):
 - o [Doing Business Data Form](#)
 - o [Certificate Regarding Substantiated Cases of Client Abuse or Neglect](#) (for human services)
 - o [Conflict of Interest Disclosure](#)
 - o [Capacity Building Training attendance certification](#) (if applicable)
 - o [Lobbying certification](#)
 - o [Insurance broker's certification](#) and [certificate of liability insurance](#)
 - o If using subcontractors or consultants, submit [subcontractor approval form](#) and subcontractor conflict of interest form as soon as you know you will be subcontracting services. **All subcontractors and consultants must be approved by the contracting agency and the City Council before the subcontractor begins work.**
- ☐ If required, file disclosures in [PASSPort](#) (previously known as VENDEX, required if the organization's cumulative contract value with the City in the past 12 months is \$100,000 or more)

Step 4: Check PIP

After the contracting agency has reviewed and approved the contract and forms, they will submit your contract for registration. If your contract is more than \$20,000, they must submit the contract to the Comptroller for registration. The Comptroller has up to 30 days to register the contract. **Check [PIP](#) to confirm contract is registered.**

Step 5: Agency Payment Process

Each agency has its own payment process. Your contracting agency will give you instructions on how to submit invoices. Following the steps below will help you ensure that you are reimbursed for your expenses.

- ☐ Provide services from July 1, 2018 – June 30, 2019
- ☐ Obtain approval for all subcontractors and consultants
- ☐ Comply with all requirements in the agency's fiscal manual and the contract

If your organization has any questions about the discretionary funding process, contact help@mocs.nyc.gov.