

# Provider Checklist: Indirect Funding Initiative

## **STEP 1: COMPLETE [ENTRYWAY CHOICE FORM](#)**

- Complete and submit Entryway Choice Form on the [Indirect Implementation Webpage](#) located at [nyc.gov/nonprofits](http://nyc.gov/nonprofits) (only to be completed by Executive Director or equivalent or Chief Financial Officer or equivalent).
- Receive onscreen confirmation of submission.
- Receive email from [agency@mail@customercare.nyc.gov](mailto:agency@mail@customercare.nyc.gov) with a correspondence number.

\*To claim and receive FY20 funding, Entryway Choice Forms must be submitted by June 19, 2020.

\*To claim and receive FY21 funding, Entryway Choice Forms must be submitted by December 1, 2020.

## **STEP 2: RECEIVE DELTA TEMPLATE FROM CITY IMPLEMENTATION TEAM (CIT)**

- Receive email from [noreplyplease@hhsaccelerator.nyc.gov](mailto:noreplyplease@hhsaccelerator.nyc.gov) with the subject line: “HHS Accelerator – Shared Document”.
  - Delta Templates will be shared up to 7 days after submission of an Entryway Choice Form.
- Log into [HHS Accelerator](#) account.
- Navigate to Alerts Inbox.
- Select the alert subject titled “HHS Accelerator - Shared Document”.
- Click on the “Organization Documents” link to access Delta Template and instructions.

## **STEP 3: COMPLETE DELTA TEMPLATE**

- Submission needs to be completed within 30 days of receipt of Delta Template. A step-by-step instructional video is available on the [Indirect Implementation Webpage](#).
- Download “Delta Template Instructions”.
- Download Delta Template to begin populating the required fields.
- Input required fields into Delta Template.
- Complete Executive Director Certification – templates will be returned if this is not certified.

## **STEP 4: CREATE FOLDER IN DOCUMENT VAULT**

- Create folder in HHS Accelerator Document Vault, named “Verification Documentation.”

## **STEP 5: UPLOAD DELTA TEMPLATE AND VERIFICATION DOCUMENTATION**

- Upload completed Delta Template to the “Verification Documentation” folder in the Document Vault and specify document type as “Indirect Rate Justification”.
- Use current document name of Delta Template file and add “ICRDT” to the end of the file name.
- Upload Verification Documentation.

## **STEP 6: RESPOND TO REQUESTS FOR ADDITIONAL INFORMATION (IF APPLICABLE)**

- Receive email from [cit@mocs.nyc.gov](mailto:cit@mocs.nyc.gov).
- Upload requested documentation into HHS Accelerator Document Vault.
- Any requested revisions to Delta Templates need to be submitted within 15 days of receipt of email.

**STEP 7: MODIFY CONTRACT BUDGET(S)**

- Complete budget modifications on contracts that require changes to conform to the Cost Manual.
- Receive email from [noreplyplease@hhsaccelerator.nyc.gov](mailto:noreplyplease@hhsaccelerator.nyc.gov) with notification that budget modification is approved or returned for revision.

**STEP 8: CHECK FOR ACCEPTED INDIRECT COST RATE**

Acceptance of the Delta Template will be made within 30 days of submission of a completed and accurate template.

- Receive email from [noreplyplease@hhsaccelerator.nyc.gov](mailto:noreplyplease@hhsaccelerator.nyc.gov) with the subject line: “HHS Accelerator – Shared Document”.
- Log into [HHS Accelerator](#) Document Vault.
- Navigate to Alerts Inbox.
- Select the alert subject titled “HHS Accelerator - Shared Document”.
- Click on the “Organization Documents” link to access your accepted Delta Template.
- Download accepted Delta Template for your records.
- Log into [PASSPort](#) and check vendor profile – once your organization’s indirect cost rate is approved, it will be displayed in your Vendor Profile.

**STEP 9: AMENDMENTS**

- Receive amendment from contracting agency (you can follow up directly with your contracting agency for the amendment, as well).
- Receive email from [noreplyplease@hhsaccelerator.nyc.gov](mailto:noreplyplease@hhsaccelerator.nyc.gov) with notification that amendment budget is ready for submission.
- Complete amendment budget in HHS Accelerator.
- Allocate indirect funding to the Indirect Rate tab (only).
- Submit amendment budget in [HHS Accelerator](#).
- Receive notification from [noreplyplease@hhsaccelerator.nyc.gov](mailto:noreplyplease@hhsaccelerator.nyc.gov) that the amendment budget has been approved or returned for revision by the agency.
- Track amendment registration status in the Amendment List screen in [HHS Accelerator](#).