

**Dear Nonprofit Provider,**

Indirect Cost Rate (ICR) amendments for Fiscal Year 2020 are now available in PASSPort for digital contracting and registration. Amendments are available in PASSPort on a rolling basis beginning January 21 with the Department of Health and Mental Hygiene, Department of Housing Preservation and Development, and Department of Probation. If you have a question regarding the timing of your amendment(s) in PASSPort, please reach out to your contracting agency.

You can stay informed about the status of your FY20 ICR amendment(s) by logging into your PASSPort account, navigating to the “Contracts” menu tab on your PASSPort homepage and selecting “Browse Contracts.” Initially, the amendment status will be “Draft,” available for viewing only. Once it is initiated by your contracting agency, the amendment status will change to “In Progress” indicating that you may take the next steps. Your organization's Vendor Admin will also receive an email notification from the PASSPort system when it is time for your organization to begin its steps in the amendment registration process.

### **IMPORTANT NEXT STEPS**

To ensure you are prepared for the registration process, please confirm all user roles for your organization are set up in PASSPort. Multiple users may be added to each role.

- The Vendor Admin role should be assigned to the user(s) who should be notified by email once amendment(s) have been initiated.
- The Vendor Contract Signatory role should be assigned to the user(s) who will be digitally signing the amendment(s).
- Users who will be performing required contracting actions in PASSPort, including completing Local Law 34 (Doing Business Database) information, should be assigned the role(s) of Vendor Admin or Procurement Level 2.

For instructions on how to add a contact and assign roles, please refer to the [Adding Vendor Users and Assigning Roles Quick Guide](#) at [nyc.gov/passport](http://nyc.gov/passport), within the Learning to Use PASSPort section.

Questions about PASSPort can be directed to the Mayor's Office of Contract Services. Your contracting Agency can answer specific questions about your amendment.

Sincerely,  
The City Implementation Team

### ***Update on COVID-19 Testing:***

All New Yorkers can now get tested for COVID-19! It's FREE, confidential and available at a location near you. Go to [NYC.Gov/COVIDTest](http://NYC.Gov/COVIDTest) to find a convenient testing site today. [#FightCOVIDNYC](https://twitter.com/FightCOVIDNYC).