



Dear Provider Partner,

We are writing to let you know that the Fiscal Year 2024 Indirect Cost Rate (ICR) Application Process is now open with expanded eligibility!

Fiscal Year 2024 ICR Application Eligibility

Eligible providers are organizations that:

1. Have a Fiscal Year 2021 Accepted ICR that will be expiring on June 30, 2023; *or*
2. Do not have an Accepted ICR because the organization entered City health and human services contracting* since the last application window; *or*
3. **New!** Did not receive an Accepted ICR in Fiscal Year 2020 or 2021 and defaulted to a 10% de minimis *and* retain active health and human services contracts* with the City of New York.

**Please see Section A of the Cost Manual to review eligible health and human services contracts. Organizations that exclusively contract with the City through City Council discretionary funding are not eligible to receive an Accepted ICR.*

Fiscal Year 2024 ICR Application Process

The Fiscal Year 2024 ICR Application Process is designed to establish an Accepted ICR that will be valid for three fiscal years (i.e., through Fiscal Year 2026), pursuant to the [City of New York Health and Human Services Cost Policies and Procedures Manual](#) (Cost Manual). The Fiscal Year 2024 Accepted ICR can then be used beginning July 1, 2023 when responding to new health and human services RFPs and submitting Fiscal Year 2024 budgets.

As previously shared with the sector, the City remains committed to honoring Accepted ICRs. If your organization's application is a recertification that yields a rate change, the City will be making funding adjustments to your contract budgets to support these changes.

Updates to the Cost Manual

Based on feedback from organizations during the first recertification cycle, we have made updates to the Cost Manual. Impacted sections are as follows:

- (I)(A) Applicability of Cost Manual: additional details on eligible contracts
- (III) Treatment of Commonly Incurred Costs
 - (K) Fund-raising and Investment Management Costs: additional details on allowable direct costs
 - (L) Proposal and Grant Writing Costs: new section that defines and details these costs
 - (O) Lobbying Costs: expanded definition
- (VII)(B) Communication and Technical Assistance: process clarification

Next Steps

The deadline to submit applications, including all verification documentation, is **May 1, 2023** to confirm eligibility and next steps. If your organization has an expiring Fiscal Year 2021 Accepted ICR, your Executive Director and/or Chief Financial Officer will receive an email from the City Implementation Team (CIT) with more information. If your organization recently

entered City contracting or previously defaulted to a 10% de minimis ICR, please email the CIT at CIT@mocs.nyc.gov.

If you have any questions, please reach out to the CIT at CIT@mocs.nyc.gov.

Sincerely,

City Implementation Team

Update on COVID-19:

All New Yorkers 5+ can now walk up to get vaccinated without needing an appointment. [Walk-up vaccination sites](#) are open citywide. Additionally, you may book a vaccine appointment for you and any family member residing, working, or studying in New York City, by visiting the City's vaccine finder [here](#) or calling 877-VAX4NYC (877-829-4692).

In the meantime, New Yorkers should continue to get tested for COVID-19! It's FREE, confidential and available at a location near you. Go to [NYC.Gov/COVIDTest](#) to find a convenient testing site today. #FightCOVIDNYC.



This service is provided to you at no charge by the [City of New York](#).