



Dear Provider Partner,

The City of New York continues to keep you apprised of updates on the Indirect Cost Rate (ICR) Funding Initiative.

INITIATIVE CLOSING IN 7 WEEKS

- **Only 3 Weeks Left! Final Deadline to Submit Entryway Choice Forms.** The recommended deadline of November 1 has passed. Providers seeking to obtain an Accepted ICR effective Fiscal Year 2021 must complete an [Entryway Choice Form](#) by **December 1, 2020**. As a reminder, submitting an Entryway Choice Form means that a Provider has established an ICR in accordance with the Cost Manual and has in-hand their Verification Documentation, as necessary, in the form of a Negotiated Indirect Cost Rate Agreement (NICRA) or Independent Accountant's Report.
- **Does your organization need to submit an Entryway Choice Form for FY21 funding?** Your organization should only submit an Entryway Choice Form if it a) received notification that it did not submit an accurate Delta Template in FY20 by the August 19 deadline, b) received an Accepted Conditional Template and ICR for FY20, or c) has yet to enter the ICR Funding Initiative since it opened in November 2019. Providers who have an Accepted ICR, or are in the FY20 sampling and testing process, do not need to resubmit an Entryway Choice Form for FY21.
- After December 1, the Entryway Choice Form will close. If your organization needs to submit an Entryway for FY21 funding but does not do so by December 1, your organization will revert to an Accepted ICR of 10% and will not receive additional funding through an ICR Amendment.
- **30-Day Submission Window for Delta Templates.** The current timeline for providers to complete and upload their Delta Templates to their HHS Accelerator Document Vault is within 30 days of receipt from the CIT to facilitate timely and accurate amendment registration. An [instructional video](#) on completing the Delta Template, as well as other support resources, can be found on the [Indirect Implementation Webpage](#).

FY20 AMENDMENT INFORMATION

- **No Negative Amendments.** The City will not issue negative amendments in conjunction with this Initiative. In cases where the Accepted Delta Template indicates a negative amendment value for a particular contract, providers should work directly with the contracting City Agency to reallocate those costs to appropriate Direct Cost line items.
- **Questions about FY20 Amendments?** Please review the [technical webinar](#) and see the [FAQs](#) for answers to questions about the application of the FY21 Budget to FY20 ICR Amendments.
- **FY20 ICR Amendment Calculator.** The CIT has made available on the [Indirect Implementation Webpage](#) an [Excel worksheet](#) that providers with FY20 Accepted ICRs may use to calculate the value of their FY20 ICR Amendments.

BACKGROUND ON INITIATIVE

In February 2019, the City of New York adopted the Cost Manual to standardize cost allocation practices for health and human service providers contracting with the City. The Fiscal Year 2020 Adopted Budget established an Indirect Cost Rate Funding Initiative based on the Cost Manual. The Fiscal Year 2021 Adopted Budget, passed during the COVID-19 pandemic, maintained the ICR Funding Initiative at an adjusted level of funding. The Mayor's Office of Management and Budget and [Mayor's Office of Contract Services](#) form the City Implementation Team (CIT), tasked to design and manage the implementation and roll-out of the Initiative. The CIT established a Provider Workgroup that includes City Council representation to advise them. For more information on how to establish and claim your ICR and important timelines, please visit the [ICR Funding Initiative Webpage](#), which is regularly updated. The CIT is available for questions at the Mayor's Office of Contract Services.

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](#) to find a convenient testing site today. [#FightCOVIDNYC](#).