
From: CIT
Sent: Thursday, December 10, 2020 4:21 PM
Cc: CIT
Subject: Upcoming December 15 Milestone for Delta Templates

Dear Provider Partner,

We noticed that you have not returned your completed Indirect Cost Rate (ICR) Delta Template. Following your Entryway Choice Form, the City Implementation Team (CIT) uploaded a Delta Template to your organization's HHS Accelerator Document Vault by December 2.

The CIT recommends that organizations submit Delta Templates **on or before December 15** to ensure that they have time for any necessary revisions. As a reminder, any Delta Template submission after December 29 at 5 PM will be the final submission. After this time, organizations will not be able to resubmit a Delta Template should revisions be required – all submissions will be final. The CIT will not be reviewing Delta Templates received after 5 PM on December 29 until the week of January 4, when notifications will be sent to providers with Accepted ICRs.

An [instructional video](#) on completing the Delta Template, as well as other support resources, can be found on the [Indirect Implementation Webpage](#). Should you have any questions or require assistance, please do not hesitate to reach out to us.

Sincerely,

City Implementation Team