Dear Nonprofit Partner,

The City of New York continues to keep you apprised of updates on the Indirect Cost Rate (ICR) Funding Initiative. Completing the **Entryway Choice Form** is the first step to begin the process of claiming your ICR and additional funding. Organizations should consult the **Investment Timeline** to see the milestone dates applicable to FY20 and FY21 ICR processing.

With the new fiscal year rapidly approaching on July 1st, we will also be using this communication to highlight additional reminders and deadlines to support timely registration. Questions about FY21 readiness should be sent to **c-19.hhsteam@mocs.nyc.gov.**

UPCOMING ICR INITIATIVE DEADLINE

- **Entryway Choice Forms due May 22nd for FY20 Processing.** Providers seeking to claim FY20 funding should complete an **Entryway Choice Form** no later than **May 22, 2020.** As a reminder, submitting an Entryway Choice Form means that a Provider has an Established ICR in accordance with the Cost Manual and is prepared to move forward with submitting their Verification Documentation in the form of a Negotiated Indirect Cost Rate Agreement (NICRA) and/or Independent Accountant's Report.

JULY 1ST TIMELY REGISTRATION – PROVIDER ACTION REQUIRED

- **Returning 400+ Budgets.** More than 400 FY21 budgets are waiting for provider action. Please complete and return them to your contracting Agency. Providers must have an approved budget and registered contract to receive an advance on July 1st.

- **Returning 260 Contracts.** More than 260 contracts require provider e-signatures. Please sign and return contracts to agencies, along with consent to waive notary requirements, per the **streamlined guidance** issued on March 20.

- **Uploading 1,000+ Documents.** More than 1,000 contracts require providers to submit supporting documentation. This documentation is required for timely FY21 registration. Please upload contract documents to your organization's HHS Accelerator Document Vault and share with your contracting Agency.

ICR INITIATIVE REMINDERS

- **30-Day Submission Window for Delta Templates.** Providers must complete and upload their Delta Templates to their HHS Accelerator Document Vault **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.**

- **15-Day Submission Window for Delta Template Revisions.** Providers that have had their Delta Templates returned for revisions must complete pending items and upload their revised Delta Templates to their HHS Accelerator Document Vault **within 15 days** of receipt from the CIT to facilitate timely and accurate amendment registration.

- **COVID-19 Guidance.** We recognize that COVID-19 response is top of mind for everyone. We are posting resources to support you and your organizations, and we encourage frequent reviews of the City's central COVID-19 webpage at **nyc.gov/coronavirus** for updated guidance and information. Additionally, the **NYC Nonprofits Business Continuity Webpage** provides guidance on nonprofit operations and programming.

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 20 Adopted Budget established an indirect cost rate funding initiative based on the Cost Manual. The Mayor's Office of Management and Budget and **Mayor's Office of Contract Services** formed a City Implementation Team (CIT) to design the implementation and roll-out of the indirect initiative and established a Provider Work Group to advise them.

For more information on how to establish and claim your ICR and important timelines, please read the **Cost Manual.** The CIT is available for questions at the Mayor's Office of Contract Services**.**

Sincerely,
The City Implementation Team