

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.

As the City and organizations continue to respond to COVID-19, we also look ahead to the new fiscal year. The City Implementation Team will continue to support the sector through this ICR Funding Initiative and ongoing efforts. For FY21, the City will automatically disburse advances upon contract registration/budget approval. Please see the [attached Health and Human Services Business Continuity Brief](#) for more information.

ICR INITIATIVE UPDATES

- **Revised Cost Manual.** The Cost Manual has been updated to include reminders around Delta Template submission windows. The Cost Manual can be found on the [Indirect Implementation Webpage](#).
- **Sampling and Testing.** The City is committed to implementing an ICR review process that is equitable and efficient. The CIT is working with an outside consultant firm to conduct sampling reviews of select Delta Templates to identify areas for improvement

in our current process. Selection does not indicate concern with your organization's Delta Template submission.

UPCOMING ICR INITIATIVE DEADLINES

- **June 19, 2020 – Entryway Selection for FY20 ICR Processing.** The recommended deadline of May 22nd has passed. Providers still seeking to claim FY20 ICR funding must submit an Entryway Choice Form by June 19, 2020 in order to receive a Delta Template that includes FY20 contracts. Entryways received after June 19th will be processed for FY21 funding.
- **June 30, 2020 – Last Day for FY20 ICR Processing.** Providers must complete and upload their Delta Templates, as well as any accompanying Verification Documentation (Independent Accountant's Report or Negotiated Indirect Cost Rate Agreement), to their organization's HHS Accelerator Document Vault by June 30, 2020.

JULY 1ST TIMELY REGISTRATION – PROVIDER ACTION REQUIRED

For FY21, the City will automatically disburse advances upon contract registration/budget approval.

- **Returning 280+ Budgets.** More than 280 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 70+ Contracts.** More than 70 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 970+ Documents.** More than 970 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.

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

This service is provided to you at no charge by [Mayor's Office of Contract Services](#).