



Dear Nonprofit Partner,

The City of New York continues to keep you apprised of updates on the Indirect Cost Rate (ICR) Funding Initiative. **November 18th marked the official launch date.** If your organization has an Established ICR, you can begin the process to receiving your funding today by completing an [Entryway Choice Form](#).

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.

UPDATES

[Cost Manual](#). Sections II.B (Contracts that Are Not Eligible) and VII.D (Question 10) of the Cost Manual have been updated. The revised Cost Manual is also available on the [Indirect Implementation Webpage](#). It is critical that you read the Cost Manual, as it is the primary source for defining and allocating HHS costs and calculating and claiming your organization's indirect cost rate.

[Provider Checklist](#). This checklist, also available on the [Indirect Implementation Webpage](#), is a tool providers can use to track the steps necessary to receive ICR funding.

For more information on how to establish and claim your ICR and important timelines, please read the [Cost Manual](#). Entryways will remain open until **December 31, 2020**.

We will continue to update the Indirect Implementation Webpage with support resources and you may also contact us for assistance at the Mayor's Office of Contract Services.

Sincerely,
The City Implementation Team