



Dear Nonprofit Partner,

As we head into the new year, the City of New York remains at service in the roll out of the Indirect Cost Rate (ICR) Funding Initiative. Given the holiday, we are providing a light update, reminding you that completing the [Entryway Choice Form](#) is the first step to begin the process of receiving your funding.

Providers are also reminded that the deadline to elect the Conditional ICR is **January 31, 2020**. If your organization is committed to establishing an ICR through a NICRA or Independent Accountant's Report, but will not be ready with this documentation by June 30, 2020, the City is offering the Conditional ICR option. Please consult the Cost Manual for more information.

We encourage you to continue to review information on the initiative by visiting the [Indirect Implementation Webpage](#). If your organization is not currently enrolled in [PASSPort](#), we highly encourage you to do so in the coming weeks as it is a required step in the process. For vendor enrollment instructions, please reference the "Vendor Account Creation" and "Beginner's Guide to PASSPort" user manuals at nyc.gov/PASSPort. You may contact us for assistance at the Mayor's Office of Contract Services at any time.

Happy New Year!

The City Implementation Team