

Provider Checklist: Indirect Funding Initiative

STEP 1: COMPLETE [ENTRYWAY CHOICE FORM](#)*

- Complete and submit Entryway Choice Form on the [Indirect Implementation Webpage](#) located at nyc.gov/nonprofits (only to be completed by Executive Director or equivalent or Chief Financial Officer or equivalent).
- Receive onscreen confirmation of submission.
- Receive email from agencyemail@customercare.nyc.gov with a correspondence number.

*To claim and receive FY20 funding, Entryway Choice Forms must be submitted by June 19, 2020.

*To claim and receive FY21 funding, Entryway Choice Forms must be submitted by December 1, 2020.

STEP 2: RECEIVE DELTA TEMPLATE FROM CITY IMPLEMENTATION TEAM (CIT)

- Receive email from noreplyplease@hhsaccelerator.nyc.gov with the subject line: “HHS Accelerator – Shared Document”.
 - Delta Templates will be shared up to 7 days after submission of an Entryway Choice Form.
- Log into [HHS Accelerator](#) account.
- Navigate to Alerts Inbox.
- Select the alert subject titled “HHS Accelerator - Shared Document”.
- Click on the “Organization Documents” link to access Delta Template and instructions.

STEP 3: COMPLETE DELTA TEMPLATE*

- Submission needs to be completed within 30 days of receipt of Delta Template. A step-by-step instructional video is available on the [Indirect Implementation Webpage](#).
- Download “Delta Template Instructions”.
- Download Delta Template to begin populating the required fields.
- Input required fields into Delta Template.
- Complete Executive Director Certification – templates will be returned if this is not certified.

*Organizations that submit an Entryway between **November 17, 2020** and **December 1, 2020** should return their completed Delta Templates by **December 15, 2020** to ensure that they have enough time to incorporate any necessary revisions and receive an Accepted ICR by December 31, 2020.

***Any Delta Template submission after 5:00 PM on December 29, 2020 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.

STEP 4: CREATE FOLDER IN DOCUMENT VAULT

- Create folder in HHS Accelerator Document Vault, named “Verification Documentation.”

STEP 5: UPLOAD DELTA TEMPLATE AND VERIFICATION DOCUMENTATION

- Upload completed Delta Template to the “Verification Documentation” folder in the Document Vault and specify document type as “Indirect Rate Justification”.
- Use current document name of Delta Template file and add “ICRDT” to the end of the file name.

- Upload Verification Documentation.

STEP 6: RESPOND TO REQUESTS FOR ADDITIONAL INFORMATION (IF APPLICABLE)

- Receive email from cit@mocs.nyc.gov.
- Upload requested documentation into HHS Accelerator Document Vault.
- Any requested revisions to Delta Templates need to be submitted within 15 days of receipt of email.

STEP 7: MODIFY CONTRACT BUDGET(S)

- Complete budget modifications on contracts that require changes to conform to the Cost Manual.
- Receive email from noreplyplease@hhsaccelerator.nyc.gov with notification that budget modification is approved or returned for revision.

STEP 8: CHECK FOR ACCEPTED INDIRECT COST RATE

Acceptance of the Delta Template will be made within 30 days of submission of a completed and accurate template.

- Receive email from noreplyplease@hhsaccelerator.nyc.gov with the subject line: “HHS Accelerator – Shared Document”.
- Log into [HHS Accelerator](#) Document Vault.
- Navigate to Alerts Inbox.
- Select the alert subject titled “HHS Accelerator - Shared Document”.
- Click on the “Organization Documents” link to access your accepted Delta Template.
- Download accepted Delta Template for your records.
- Log into [PASSPort](#) and check vendor profile – once your organization’s indirect cost rate is approved, it will be displayed in your Vendor Profile.

STEP 9: AMENDMENTS

- Receive amendment from contracting agency (you can follow up directly with your contracting agency for the amendment, as well).
- Receive email from noreplyplease@hhsaccelerator.nyc.gov with notification that amendment budget is ready for submission.
- Complete amendment budget in HHS Accelerator.
- Allocate indirect funding to the Indirect Rate tab (only).
- Submit amendment budget in [HHS Accelerator](#).
- Receive notification from noreplyplease@hhsaccelerator.nyc.gov that the amendment budget has been approved or returned for revision by the agency.
- Track amendment registration status in the Amendment List screen in [HHS Accelerator](#).