

Dear Provider Partner,

The City of New York continues to keep you apprised of updates on the Indirect Cost Rate (ICR) Funding Initiative.

UPCOMING DEADLINE TO RECEIVE ACCEPTED ICR

- **Less Than 3 Weeks Left! Key Date for Submitting Entryway Choice Forms.** Providers seeking to obtain an Accepted ICR effective Fiscal Year 2021 should complete an [Entryway Choice Form](#) by the recommended deadline of **November 1, 2020** to ensure receipt of an Accepted ICR by the final Initiative deadline of December 31, 2020. If your organization does not receive an Accepted ICR by December 31, it will revert to a 10% de minimis ICR.

As a reminder, submitting an Entryway Choice Form means that a Provider has established an 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) or Independent Accountant's Report.

Does your organization need to submit an Entryway Choice Form for FY21 funding? Your organization should only submit an Entryway Choice Form if it a) received notification that it did not submit an accurate Delta Template in FY20 by the August 19 deadline, b) received an Accepted

- Conditional Template and ICR for FY20, or c) has yet to enter the ICR Funding Initiative since it opened in November 2019. Providers who have an Accepted ICR, or are in the FY20 sampling and testing process, do not need to resubmit an Entryway Choice Form for FY21.

REMINDERS

- **Questions about FY20 Amendments?** Please review the [technical webinar](#) and see the [FAQs](#) for answers to questions about the application of the FY21 Budget to FY20 ICR Amendments.
- **FY20 ICR Amendment Calculator.** The CIT has made available on the [Indirect Implementation Webpage](#) an [Excel worksheet](#) that providers with FY20 Accepted ICRs may use to calculate the value of their FY20 ICR Amendments.

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 2020 Adopted Budget established an indirect cost rate funding initiative based on the Cost Manual. The Fiscal Year 2021 Adopted Budget, passed during the COVID-19 pandemic, maintained the ICR Funding Initiative at an adjusted level of funding. The Mayor's Office of Management and Budget and [Mayor's Office of Contract Services](#) form the City Implementation Team (CIT), tasked to design and manage the implementation and roll-out of the indirect initiative. The CIT established a Provider Workgroup that includes City Council representation to advise them. For more information on how to establish and claim your ICR and important timelines, please visit the [ICR Funding Initiative Webpage](#), which is regularly updated. The CIT is available for questions at the Mayor's Office of Contract Services.

Sincerely,
The City Implementation Team