

1. *Updates throughout document*
 - Contract Agency Payment Unit (CAFD) renamed **Agency Payment Unit (APU)**
 - DYCD Help Desk email updated to Budgetandfinancehelp@dycd.nyc.gov

2. *Introduction and Overview (Page 4)*
 - Deleted- Cost Manual references
 - Added- City Council Discretionary contracts are exempt from the Cost Manual and from the ICR funding initiative

3. *Indirect Costs (Page 17)*

The maximum Indirect Cost rate allowed by DYCD for **Discretionary contracts** is 10% . City Council Discretionary contracts are exempt from the Cost Manual and from the ICR funding initiative.

Providers under the **Fiscal Agent** with an Indirect Cost must submit an attestation form for reimbursement. Forms are available from the Fiscal Agent upon request and on the [DYCD website](#) , Accounts Payable Unit, Required Documents for PERS.

4. *Relinquishment or Disposal of Furniture and Equipment (Page 30)*

Providers must notify DYCD in writing through the DYCD Helpdesk Budgetandfinancehelp@dycd.nyc.gov for Audit referral with Provider name, ID# (DYCD Contract #), fiscal year, list of the equipment, serial number(s), model number(s) and purchase date.

5. *Petty Cash Fund Use Establishment (Page 35)*
 - Increase in Petty Cash fund from \$1,000 to **\$1,500.**
 - Increase for Petty Cash Expense from \$200 to **\$250.**