



**Department of  
Youth & Community  
Development**

2 LAFAYETTE, 19TH FLOOR,  
NEW YORK, NY 10007

ERIC ADAMS  
MAYOR

KEITH HOWARD  
COMMISSIONER

**NEVITA BAILEY**  
ASSOCIATE COMMISSIONER &  
CHIEF FINANCIAL OFFICER  
BUREAU OF BUDGET AND FINANCE

PASSPort Assistance

[MOCS SERVICE DESK](#)

<https://mocssupport.atlassian.net/servicedesk/customer/portal/8>

DYCD Help Desk

[BudgetandFinanceHelp@dycd.nyc.gov](mailto:BudgetandFinanceHelp@dycd.nyc.gov)

LAST REVISED: 04.23.2024

**FY24  
FISCAL MANUAL  
FOR PASSPORT USERS**

**USERS:** All Human Service contracts including Adult Literacy Discretionary and ONS Discretionary. *All other Discretionary contract types are excluded.*

# TABLE OF CONTENTS

TABLE OF CONTENTS .....	2
INDEX.....	3
INTRODUCTION AND OVERVIEW.....	5
Bureau of Budget and Finance (BBF) Overview .....	6
SECTION ONE: THE BUDGET .....	8
Budget Overview.....	9
General Information .....	9
Completing The DYCD Budget .....	13
PASSPort ITEM CATEGORIES .....	13
SECTION TWO: PURCHASE ORDER CHANGE REQUESTS (POCR) BUDGET MODIFICATIONS.....	27
Purchase Order Change Request and Procedures Overview .....	28
SECTION THREE: INTERNAL CONTROLS & GENERAL.....	29
ACCOUNTING PROCEDURES.....	29
Internal Controls & General Accounting Procedures Overview .....	30
SECTION FOUR: PURCHASING PROCEDURES .....	36
General Procurement Policies .....	37
SECTION FIVE: CREDIT/DEBIT CARDS POLICIES AND PROCEDURES .....	40
Credit/Debit Cards Policies and Procedures Overview .....	41
SECTION SIX: PETTY CASH POLICY .....	43
Petty Cash Fund Use Establishment.....	44
SECTION SEVEN: GENERATED INCOME .....	46
Overview of Generated Income.....	47
SECTION EIGHT: PASSPORT ADVANCES, INVOICES&PAYMENTS.....	48
PASSPort – Invoices and Payments .....	49
SECTION NINE: YEAR-END CLOSEOUT.....	54
Year-End Closeout Overview.....	55
SECTION TEN: CENTRAL INSURANCE PROGRAM.....	58
Central Insurance Program (CIP).....	59
for Participating Providers .....	59
SECTION ELEVEN: REPORTING & AUDIT REQUIREMENTS .....	61
Audit.....	62

# INDEX

## Appendix of Forms

The forms below are available on the DYCD Website.

All applicable forms must be uploaded into PASSPort including:

Budget forms can be found in the Budget Review, Insurance Compliance and Contracting Systems (BRICCS) Unit section:

<https://www1.nyc.gov/site/dycd/involved/funding-and-support/cbo-budget-review-risk-management.page>

1. FY 2024 Budget Form
2. FY 2024 Budget Reminders
3. FY 2024 Budget Reminders Non-Discretionary Contracts
4. FY 2024 Budget Modification Forms
5. FY 2024 Consultant Agreement Form
6. Consultant Agreement Modification Form
7. Subcontract Agreement Modification Form
8. Subcontract Agreement
9. Subcontract Agreement for Fiscal Conduit
10. Space Rental Cost Allocation Form
11. Insurance Sample Package
12. Broker Certification
13. DYCD (ONS) Equipment Vehicle Approval Form
14. Personnel Services Allocation Form

Back-up documentation for Invoice submission can be found on the **Agency Payment Unit (APU)**:

<https://www1.nyc.gov/site/dycd/involved/funding-and-support/cbo-contract-agency-finance-department-payment-unit.page>

1. Salaries and Wages Justification Details
2. DYCD Provider Attestation Form for Vaccine Related Expenses
3. WIOA Salaries and Wages Justification Details
4. Equipment Purchase Inventory Report
5. CSBG Invoice-Attachment Template
6. Fiscal Agent - Indirect Cost Rate Attestation Statement Form

## Additional forms

- EFT Enrollment Form (Direct Deposit)
- Petty Cash Voucher (Sample)

## Frequently Used Acronyms:

<b>ACCO</b>	Agency Chief Contracting Officer
<b>AIR</b>	Audit & Internal Review
<b>APU</b>	Agency Payment Unit
<b>BBF</b>	Bureau of Budget and Finance
<b>BRICCS</b>	Budget Review, Insurance Compliance & Contracting System
<b>CBO</b>	Community Based Organization
<b>CCMS</b>	Comprehensive Contract Management System
<b>CDBG</b>	Community Development Block Grant
<b>CDU</b>	Contract Development Unit
<b>CIP</b>	Central Insurance Program
<b>COMPASS</b>	Comprehensive After School System
<b>CSBG</b>	Community Service Block Grant
<b>DYCD</b>	Department of Youth and Community Development
<b>EFT</b>	Electronic Fund Transfer / Direct Deposit
<b>EIN#</b>	Employee Identification Number
<b>FCCR</b>	Financial Contract Change Request
<b>FFR</b>	Fiscal Field Review
<b>FICA</b>	Federal Insurance Contributions Act
<b>FMS</b>	Financial Management System
<b>FTE</b>	Full Time Equivalent
<b>FUTA</b>	Federal Unemployment Tax
<b>HHS</b>	Health and Human Services Accelerator
<b>ICR</b>	Indirect Cost Rate
<b>ISY/Learn &amp; Earn</b>	In School Youth/Learn & Earn
<b>MCTMT</b>	Metropolitan Commuter Transportation Mobility Tax
<b>NYCHA</b>	New York City Housing Authority
<b>OCA</b>	Office of Contract Agency Audits
<b>OMB</b>	Office of Management & Budget
<b>ONS</b>	Office of Neighborhood Safety
<b>OSY/Train &amp; Earn</b>	Out-of-School Youth/Train & Earn
<b>OTPS</b>	Other Than Personnel Services
<b>PACE</b>	Procurement Automations Contracts & Evaluations
<b>PASSPort</b>	Procurement and Sourcing Solutions Portal
<b>PERS</b>	Program Expense Report Summary
<b>PIP</b>	Payee Information Portal
<b>PS</b>	Personnel Services
<b>PO</b>	Purchase Order
<b>POCR</b>	Purchase Order Change Request
<b>RFP</b>	Request for Proposal
<b>SUI</b>	State Unemployment Insurance
<b>WIOA</b>	Workforce Innovation Opportunity Act

# INTRODUCTION AND OVERVIEW

The Bureau of Budget and Finance (BBF) is responsible for monitoring the fiscal compliance of DYCD’s human services contracts. Depending on the funding stream, there are different regulations that govern the administration and expenditure of program funds. To provide guidance to our Providers, DYCD has developed the following fiscal manuals based on program and funding sources:

- PASSPort
- HHS Accelerator Financials (HHS)
- Comprehensive Contract Management System (CCMS) / Program Expense Summary Report (PERS)
- Workforce Innovation Opportunity Act (WIOA)
- Fiscal Agent (YMS Management Associates, Inc.)

All manuals are available on DYCD’s website under the section for CBO Financial Services.

**Effective April 01, 2024**, the requirements outlined in this Fiscal Manual apply to all Human Service contracts including Adult Literacy Discretionary and ONS Discretionary. Other Discretionary contract types are excluded.

## **Cost Policies and Procedures Manual**

The City of New York Health and Human Services Cost Policies and Procedures Manual (“Cost Manual”) governs the treatment and claiming of costs for health and human service contracts. If there is a conflict between the terms of DYCD’s Fiscal Manuals and the Cost Manual, the Cost Manual shall take precedence.

The Cost Manual was established to set guidance on indirect cost rate development and cost policies. The Cost Manual is updated continuously. Providers must check the [Nonprofit Resiliency Committee](#) website for the most updated version.

<https://www.nyc.gov/site/nonprofits/funded-providers/nonprofit-resilience-committee-resources.page>

## **Exceptions:**

### **Discretionary Contracts**

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.

### **Fiscal Agent Contracts**

Providers under the Fiscal Agent with an Indirect Cost Rate must submit an attestation form for reimbursement. Forms are available from the Fiscal Agent upon request and on the [DYCD website](#), Agency Payment Unit, Required Documents for HHS section.

# BUREAU OF BUDGET AND FINANCE (BBF) OVERVIEW

BBF has three units that interact with Providers. Below is a description of each unit and its functions.

## **1. Budget Review, Insurance Compliance and Contracting Systems (BRICCS)**

Budget Review is responsible for ensuring that budgets and budget modifications are in compliance with City of New York and DYCD rules and regulations regarding budgetary requirements and fiscal accountability. Budget Review is also responsible for providing final approval of all budgets and budget modifications submitted by DYCD Providers.

Budgets and Budget Modifications must be submitted via PASSPort and will be routed to the assigned Budget Analyst. Once approved by the Budget Analyst, budgets and budget modifications are routed to Budget Review Supervisor for final approval.

Insurance Compliance coordinates New York City's Central Insurance Program (CIP) for Providers that do not have their own general liability insurance. CIP includes specific insurance (General Liability, Worker's Compensation and Disability Insurance and Paid Family Leave Coverage) that pertains to DYCD funded activities. Note: If a Provider chooses to participate in CIP but has Worker's Compensation and Disability coverage through another carrier, then the Provider will have to submit those certificates to DYCD, and CIP will only provide General Liability coverage.

This unit is also responsible for collecting and maintaining the general liability insurance certificate of each Provider not participating in CIP, to ensure compliance with contract requirements and New York City Law Department's insurance requirements.

## **2. Agency Payment Unit (APU)**

The **Agency Payment Unit (APU)** is responsible for receiving PASSPort invoices, analyzing data, issuing payments, and providing guidance on policy decisions for contracts paid through PASSPort.

A Fiscal Analyst is assigned to each contract and is responsible for the fiscal management of the contract. The Fiscal Analyst will serve as the Provider's contact person for policy and payment inquiries. All inquiries **must** be emailed to the **Help Desk** at [BudgetandFinanceHelp@dycd.nyc.gov](mailto:BudgetandFinanceHelp@dycd.nyc.gov).

Once a contract is registered with the NYC Comptroller's office and there is an approved detailed budget, an initial advance will be automatically initiated and processed by DYCD. Providers whose contracts will not receive automatic advances will receive further instructions via email.

### **3. Contract Development Unit (CDU)**

The DYCD **Centralized Contracting Unit (CDU)** offers specialized contract support and guidance to providers funded under all DYCD Initiatives. CDU works directly with PACE (our Procurement Department) and DYCD funded providers on the development of their contracts from initiation to submission, by moving them through the City's PASSPort Portal system to ensure timely registration. CDU's role in the contract management process starts once the contract is initiated in PASSPort. CDU Contract Associates will review documents for accuracy and completion and track the contract until it is registered. Contract Associates are also available to assist with troubleshooting problems that may arise with PASSPort.

# SECTION ONE: THE BUDGET



# BUDGET OVERVIEW

After a contract is registered in PASSPort, Providers must prepare and submit a budget based on the proposed services, funding availability and contract term.

Below are the main budget item categories used by DYCD in PASSPort:

<b>PASSPort BUDGET CATEGORIES</b>		
Accounting Costs	Operations and Support	Rate*
Allowance	Operations and Support: Client Stipend	Remediation*
Analysis*	Operations and Support: Client Transportation	Rent
Audit Expense	Operations and Support: Equipment	Salaried Employees
Build*	Operations and Support: Incentive Payments/Bonus	Scoping*
Construction*	Other	Study*
Consultants	OTPS Contracted Services	Task Order*
Deliverable*	OTPS Contracted Services: Sub-Contractors	Transportation
Design*	Personal Service Fringe Benefits	Unallocated Funds
Hourly Employees	Personnel Service Salary*	Utilities
Indirect Costs	Phase*	Vendors
Legal Costs	Professional Services	Work Order*
Milestone*	Program Income*	
<b>*CATEGORIES NOT UTILIZED BY DYCD</b>		

Completed budgets are submitted via PASSPort and first routed to the assigned DYCD Budget Compliance Associate. The budget will be reviewed by fiscal staff within DYCD who will either approve the Budget or return it to the Provider for revision.. The final budget approved by DYCD will be included and made a part of the Provider’s contract.

# GENERAL INFORMATION

Below is information to keep in mind as a DYCD budget is completed in PASSPort.

The first header in PASSPort is the Fiscal Year Budget Information which is pre-populated with the FY Start Date, FY End Date and the FY Budgeted Amount applicable to the contract.

Fiscal Year Budget Information											
FY Start Date	FY End Date	FY Budgeted Amount	Invoiced Amount	Remaining Amount	Invoiced Value	Remaining Value	FY Encumbered Amount (0)	FY Closed Amount	Remaining Encumbered Amount	FY Rolled Amount	
7/1/2023	6/30/2024	0.00	0.00	0.00	0.00	0.00	9,550.00	0.00	9,550.00	0.00	1 Results(s)

## Operating Period

The term of the contract (start date to end date) may overlap with more than one Fiscal Year. The City's Fiscal Year runs from July 1<sup>st</sup> to June 30<sup>th</sup>.

## PASSPort

Providers will submit their budgets through PASSPort . If a contract spans multiple years, the next year's budget template becomes available for submission within the final quarter of the current fiscal year.

## Insurance

Providers that choose not to buy into the CIP Insurance Program must provide DYCD with a Certificate of General Liability Insurance, as well as any renewal certificates required during the contract term. Providers are required to have General Liability Insurance in the sum of not less than one million dollars (\$1,000,000) per occurrence to protect Providers themselves and the City of New York and its officials and employees against claims, losses, damages, etc. Required certificates not presented in a timely manner may result in a delay in contract registration or may result in suspension of a contract. The policy must include theft insurance to guard against loss of equipment because of a break-in or robbery. Each Provider must be covered for loss due to burglaries, vandalism, fire, or floods that affect equipment or furniture that is leased or purchased with DYCD funds. If such equipment is lost or stolen, the Provider must obtain a police report detailing the nature of the incident as well as submit a claim to the insurance carrier. In addition, the Provider must submit an official report to DYCD. The Provider must replace lost or stolen DYCD equipment with funds obtained from settlement of the claim. The Insurance Compliance Unit must receive written notification within **fifteen (15)** days if the policy is cancelled during the contract term.

### **Insurance Requirements as of FY2024**

The New York City Comptroller's Office now requires that the Certificates of General Liability Insurance have the National Association of Insurance Commissioner (NAIC #) included on the right of the page, next to the insurer A box.

The City Law Department requires DYCD to ensure that all the Certificates of General Liability for our contracted Providers contain the following statement in the box labeled "Description of Operations/Locations/Vehicles":

"The City of New York, including its officials and employees, is included as Additional Insured."

Furthermore, Programs located in Department of Education (DOE), or New York City Housing Authority (NYCHA) facilities must carry insurance that covers and names the City of New York and DOE or NYCHA, as the case may be, as Additional Insured. The Certificate for such a program must contain the following statement in the box labeled "Description of Operations/Locations/Vehicles":

“The City of New York, and the Department of Education of the City School District of the City of New York [or New York City Housing Authority], including their officials and employees, are included as an Additional Insured.”

Additionally, each certificate of insurance must be accompanied by a copy of the endorsement that is used for the Provider’s policy. If the endorsement contains a box titled “Location(s) Of Covered Operations,” then it must list the location where services are being provided.

If services are provided in multiple locations, under “Location(s) Of Covered Operations,” the Provider must include the following language: “All locations of operations that are listed in the contract(s)” in lieu of having to list each location where services are provided.

Samples of the Certificates of Insurance and endorsements are available on the DYCD website.

Providers must make available a Certificate of Insurance, together with a notarized Broker’s Certificate, and the Additional Insured Endorsement, to DYCD. Providers must also submit any renewal certificates required during the contract term. Required certificates not presented in a timely manner may result in suspension of the contract. DYCD retains the right to enroll a non-compliant Provider in CIP and to withhold 4.5% of the contract to cover the cost of CIP participation.

Additionally, Providers must also provide proof of Workers’ Compensation, Disability Insurance and Professional Liability (if applicable), as well as any renewal certificates required during the contract term. Please note that the ACORD forms are not acceptable proof of Worker’s Compensation and Disability Insurance. Acceptable forms include but are not limited to: C-105.2, U-26.3, SI-12, GSI-105.2, DB-120.1, DB-155 and CE-200.

Providers can email these proofs of insurance documents directly to [DYCDInsurance@dycd.nyc.gov](mailto:DYCDInsurance@dycd.nyc.gov) for review.

## Automobile Liability Insurance

- a. If vehicles are used in the provision of services under this Agreement, then the Contractor shall maintain Business Automobile Liability insurance in the amount of at least One Million Dollars (\$1,000,000) for each accident combined single limit for liability arising out of ownership, maintenance, or use of any owned, non-owned, or hired vehicles to be used in connection with this Agreement. Coverage shall be at least as broad as the most recently issued ISO Form CA0001.
- b. If vehicles are used for transporting hazardous materials, then the Business Automobile Liability Insurance shall be endorsed to provide pollution liability broadened coverage for covered vehicles (endorsement CA 99 48) as well as proof of MCS-90.”

Please submit copies of the policy to [DYCDInsurance@dycd.nyc.gov](mailto:DYCDInsurance@dycd.nyc.gov).

All other mandatory insurance policies must be made available for inspection by DYCD staff, CPA Auditors, and/or other authorized agents.

## Employers

Employer's FICA and MTA Tax are budgeted at **8.25%** of total salaries. The maximum of wages taxed for the Social Security portion of FICA can be found at [www.ssa.gov](http://www.ssa.gov). Please note that these rates and dollar amounts are determined by the Federal government and are subject to change.

The Metropolitan Commuter Transportation Mobility Tax (MCTMT) is imposed on employers and/or self-employed individuals who are required to withhold New York State income tax from wages and whose payroll expense for covered employees in the Metropolitan Commuter Transportation District (MCTD) exceeds **\$312,500** in any calendar quarter. The MCTD consists of the five boroughs of New York City.

**MTA Tax Rate Effective 07/01/2023: 0.60% (0.0060)**

***If a lower rate applies to your organization, then kindly provide documentation upon budget submission.***

A full list of rates based on payroll expenses can be found at the following link:

<https://www.tax.ny.gov/bus/mctmt/emp.htm>

## State Unemployment Insurance (SUI)

SUI is budgeted at the Provider's insurance rate for up to and including the "wage base," which is -- the amount of an employee's wages used to calculate an employer's Unemployment Insurance contributions. The table below lists the wage bases for 2017-2026.

Please note: Terminated staff as well as new staff hired within the same calendar year must be covered by SUI.

January 2017	\$10,900	January 2024	\$12,500
January 2018	\$11,100	January 2025	\$12,800
January 2019	\$11,400	January 2026	\$13,000
January 2020	\$11,600		
January 2021	\$11,800		
January 2022	\$12,000		
January 2023	\$12,300		

After 2026, the wage base will be adjusted on the first day of January each year to 16 percent of the state's average annual wage.

Medical Benefits, Life Insurance, Pension, Workers Compensation, and Disability costs are to be calculated based upon the Provider's policies.

## COMPLETING THE DYCD BUDGET

Organizations can create and modify budgets of their active contracts in PASSPort, using Purchase Orders and Purchase Order Change Request (POCRs.)

*The user creating and modifying budgets must have the **Vendor Admin** or **Vendor Financial L2** roles in PASSPort.*

Below are the Item Categories applicable to DYCD contracts available in the detailed budget in PASSPort and a description of each category.

### PASSPORT ITEM CATEGORIES

#### **Accounting Costs**

Expenses for financial record-keeping, reporting, and analysis. This includes hiring Accountants and Bookkeepers, accounting software subscriptions, and related expenditures.

#### **Allowance**

Health and Human Service contracts increased the contract authority by 25%; however, the full amount reflected in the allowance are not funds Providers immediately have access to. As additional funding is awarded to an existing contract and the contingency amendment is registered, DYCD will process a financial contract change request (FCCR) to the contract in PASSPort to reflect the additional funds. This will appear in PASSPort as a Change Order Budget. When submitting a Change Order Budget, please include the PDF emailed to your organization. Budgets will not be approved without the PDF included in the PASSPort budget submission.

#### **Audit Expense**

Expenses for financial review services, including fees for external auditors, internal audit teams, consulting, and related expenses

#### **Consultants**

A consultant hired on a health and human service contract is often a subject matter expert and does not perform or directly deliver a part of the prime contractor's programmatic contractual obligations. This means anyone assisting the Provider and not dealing directly with participants (ex: a STEM curriculum developer). Consultants cannot be salaried employees of the Provider. For each consultant listed, a signed Consultant Agreement must be uploaded to the Documents tab in the budget. Consultants retained by a Provider must enter into a written agreement detailing the specific tasks to be performed. Consultant Agreements and invoices must be maintained by the Provider for at least six (6) years. Consultant invoices must include the following details: rate, hours, type of services, date of service, consultant signature, and approval by the Provider's Executive Director or his/her designee.

## Hourly Employees

For DYCD contracts, an Hourly Employee is defined as someone who is scheduled to work less than 35 hours per week and/or is paid on an hourly basis and retains a part-time employment status with the Provider. An hourly employee is allowed to work more than 35 hours per week during a specific season (e.g., summer) but must maintain an overall part-time status.

**New York City Minimum Wage is \$16/hr.**

## Indirect Rate

### **Indirect Rate (Indirect Costs)**

Effective July 1, 2019, The City of New York Health and Human Services Cost Policies and Procedures Manual (“Cost Manual”) governs the treatment and claiming of costs for health and human service contracts. If there is a conflict between the terms of DYCD’s Fiscal Manuals and the Cost Manual, the Cost Manual shall take precedence. The Cost Manual was established to set guidance on indirect cost rate development and cost policies. The Cost Manual can be found at the link below:

For additional information on Indirect Costs, refer to the Nonprofit Resiliency Committee Indirect Implementation.

<https://www1.nyc.gov/site/nonprofits/funded-providers/indirect-implementation.page>

### **Discretionary Contracts**

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

### **Fiscal Agent Contracts**

Providers under the Fiscal Agent with an Indirect Cost Rate must submit an attestation form for reimbursement.

## Legal Costs

Legal costs cover expenses for legal services vital to ensuring compliance, risk management, and protection of organizational interests. Funds cannot be used for litigation expenses, legal settlements, or legal judgements.

## Operations and Support

Consumable supplies that do not last or are not permanent in nature. This category includes office and maintenance supplies such as pens, stationery, chalk, erasers, towels, cleaning supplies and books. This category also includes expenses for background checks of the Provider’s employees and Facility Safety inspections. The cost of waste and recycling removal services may also be included in this category. Costs for facilities and building maintenance may also be included in this category. Other costs that fall within this category are cost of materials associated with recruitment such as flyers, newspaper, and online advertisements for Participants; costs of General Liability, Property, and Other Insurance charged to a DYCD contract; costs of vehicle insurance associated with the DYCD contract. Providers must charge expenses for business-owned vehicles such as car maintenance, gasoline, and tolls to this

category. Provider-owned vehicles used for DYCD purposes must be co-insured with the City of New York as named beneficiary. Tickets for traffic violations may not be paid with funds from DYCD contracts; Standard banking fees associated with the DYCD contract. and may not be paid with funds from DYCD contracts.

### **Office of Neighborhood Safety**

Due to the nature of the services provided under Office of Neighborhood Safety (ONS) contracts, certain emergency participant expenses are allowable which are otherwise not allowable for other DYCD contracts. These emergency participant expenses are expected to be infrequent and only required in the most critical circumstances to prevent loss of life and or an imminent threat of violence.

### **Operations and Support: Client Stipends**

Unless the RFP or other contract documents specifically require use of stipends as part of the program design, the DYCD funded Program must as part of the budget approval process explain, in writing, how the type and amount of stipend were selected and how the stipend advance the program. To ensure fair access to and fair distribution of stipends, DYCD funded programs seeking to use a stipend must also provide written notification to participants and volunteers regarding the stipend policy, at the outset of program participation. The notice must explain how the stipend will work. In addition, a copy of the notice must be provided to DYCD, along with the written explanation of the proposed stipend program being submitted as part of the budget approval process.

Programs will not be able to use program funds to pay volunteers (including mentors) for their time volunteering. Instead, Programs may thank volunteers by offering to defray the cost of them travelling by public transportation to the program location, by providing a subsidized meal or snack, or by recognizing volunteers with a certificate. All use of program funds for payment of stipends are subject to review by DYCD program staff and are also subject to audit by DYCD or DYCD's oversight agencies. Adequate records of expenses for stipends must be maintained, and those will include invoices for any items purchased and receipts signed by the specific individuals receiving any item.

In addition, appropriate safeguards must be followed. For example, items with a cash value, such as gift cards, must be maintained in a safe or other secure location. In all cases, proper procedures must be followed to make sure that only the intended recipients of the stipend or incentive actually receive them and then that the stipends are paid/distributed in accordance with the terms of the plan approved by DYCD.

Please note that for programs funded with federal funds, additional limitations do apply, including prohibition of the use of federal funds for entertainment costs, compliance with the federal cost's principles in 2 CFR Part 200, and programmatic guidelines and requirements that may be provided by certain programs.

### **Operations and Support: Client Transportation**

All participant-related travel expenses, e.g., bus trips and local travel, are to be budgeted under this category. Bus companies used for transporting participants must be insured.

## Operations and Support: Equipment

Equipment purchases are supplies that are durable or permanent in nature, such as furniture, printers, fax machines, televisions, cameras, and computers. All equipment purchased with DYCD funds must be listed on the budget. All equipment and/or furniture purchased with DYCD funds is the property of the New York City Department of Youth and Community Development and must be tagged "Property of DYCD." At the end of the contract, all non-depreciated equipment that still has a useful life and was purchased with DYCD funds must be returned if requested by DYCD. DYCD will consider requests for continued use or other recommended disposition of such equipment, upon termination or nonrenewal of a contract. Contact the assigned Contract Manager regarding continued use or other disposition of equipment.

An Equipment Purchase Inventory report will be required at the time of invoice submission.

For equipment **\$500** or more the following must be provided:

\*This also applies to CDBG funded contracts for equipment valued at \$250 or more.

1. Equipment Amount
2. Invoice Amount
3. Item description
4. Serial number
5. Model number
6. Manufacturer
7. Date Purchase
8. Delivery Date

For equipment under **\$500** or for CDBG funded contracts for equipment valued under **\$250** the following must be provided:

1. Equipment Amount
2. Invoice Amount
3. Item description
4. Manufacturer
5. Date Purchase
6. Delivery Date

### **WIOA Equipment Requirements**

Equipment valued at **\$5,000** or more may not be budgeted or purchased without prior approval from DYCD, which is also subject to obtaining approval from the New York State Department of Labor (NYS DOL). Accordingly, Providers will not be reimbursed the cost of any Equipment purchased without such prior approvals.

The Equipment category also includes costs associated with equipment rental, lease, licensing fees, computer software, repair and maintenance of office/programmatic equipment used in the performance of the Provider's operation. All items must be listed in the budget. Maintenance service contracts and payments for equipment repair and maintenance may also be reflected in this category. (Equipment or furniture leased with an option to buy may also become the property of DYCD at the end of the contract.)



### **Office of Neighborhood Safety**

Due to the nature of the services provided under Office of Neighborhood Safety (ONS) contracts, Vehicle Purchases are allowable which are otherwise not allowable for other DYCD contracts. A signed **Equipment Vehicle Approval** form is required prior to purchase. The completed form must be submitted to DYCD Program Operations for approval. The form is available on the DYCD website, Budget Review & Risk Management page.

### **Operations and Support: Incentive Payment/Bonus**

Unless the RFP or other contract documents specifically require use of incentives as part of the program design, the DYCD funded Program must as part of the budget approval process explain, in writing, how the type and amount of incentive were selected and how the incentive advance the program. To ensure fair access to and fair distribution of incentives, DYCD funded programs seeking to use an incentive must also provide written notification to participants and volunteers regarding the incentive policy, at the outset of program participation. The notice must explain how the incentive will work. In addition, a copy of the notice must be provided to DYCD, along with the written explanation of the proposed stipend/incentive program being submitted as part of the budget approval process.

Programs will not be able to use program funds to pay volunteers (including mentors) for their time volunteering. Instead, Programs may thank volunteers by offering to defray the cost of them travelling by public transportation to the program location, by providing a subsidized meal or snack, or by recognizing volunteers with a certificate. All use of program funds for payment of stipends and incentives are subject to review by DYCD program staff and are also subject to audit by DYCD or DYCD's oversight agencies. Adequate records of expenses for stipends and incentives must be maintained, and those will include invoices for any items purchased and receipts signed by the specific individuals receiving any item.

In addition, appropriate safeguards must be followed. For example, items with a cash value, such as gift cards, must be maintained in a safe or other secure location. In all cases, proper procedures must be followed to make sure that only the intended recipients of the incentive actually receive and that the incentives are paid/distributed in accordance with the terms of the plan approved by DYCD. Please note that for programs funded with federal funds, additional limitations do apply, including prohibition of the use of federal funds for entertainment costs, compliance with the federal cost's principles in 2 CFR Part 200, and programmatic guidelines and requirements that may be provided by certain programs

### **Other**

Any allocation that cannot be placed in other defined categories. A detailed explanation must be provided.

### **OTPS Contracted Services: Sub-Contractors**

A Subcontractor hired on a health and human service contract is hired to perform or directly deliver a part of the prime contractor's programmatic contractual obligations. This means that anyone dealing directly with participants, whether an individual or an entity, (ex: a STEM teacher that teaches a robotics class). Subcontractors are to be listed in the Subcontractor section of the Contracted Services tab of the Budget. For each Subcontractor listed, a signed Subcontractor Agreement must be uploaded to the Documents tab in the budget.

## **Subcontractor Approval Process**

If a Provider proposes to engage a Subcontractor on a human service contract, DYCD requires:

1. The Subcontractor to be listed in the City's Payee Information Portal (PIP) [nyc.gov/pip](http://nyc.gov/pip) and
2. The Provider must identify the Subcontractor through the budget and invoice process. The Provider shall attach the Subcontract agreement to the fiscal year budget.

### **For any Subcontractor of more than \$20,000\*, DYCD also requires:**

1. The Subcontractor to be prequalified in PASSPort, and
2. For subcontract agreements \$20K and over, the CBO must submit the agreement to the Program Team for transmittal to the Procurement Unit.
3. The CBO must upload the Subcontract Agreement with a copy of the letter of confirmation from DYCD's PACE unit to the fiscal year budget.

### **Subcontractors are approved for work on a human service contract when:**

1. DYCD's PACE Unit approves the subcontractor in PIP.
2. The Provider has received a letter of confirmation from DYCD's PACE unit

The Provider should not engage a subcontractor until DYCD has approved that subcontractor. The prime vendor is responsible for listing all payments to subcontractors in PIP.

\*For determining the value of a subcontract, all subcontracts with the same subcontractor shall be aggregated.

PASSPort requirement also applies to Subcontractors receiving more than \$100,000 in City dollars.

DYCD offers a standard [Subcontract Agreement](#) template for human service contracts that Providers may use but are not required to use.

For Subcontract agreements pending approval, please allocate funds to the Unallocated Funds category. Once the Subcontractor agreement is approved, the provider must complete a POGR to reallocate funds to the OTPS Contracted Services: Subcontractors category.

## **Personnel Services: Fringe Benefits**

The maximum rate allowed for fringe benefits is 35% of total salaries. The rate includes all benefits under the Fringe Benefits category. Fringe Benefits may include FICA, MTA Tax, Unemployment Insurance, Workers Compensation, Disability, Life Insurance, Pension, and Medical Benefits.

Effective fiscal year 2024, the minimum Fringe Benefit rate of **8.25%** for FICA and MTA tax is required for all contracts. If a Provider utilizes the service of the Fiscal Agent, then the minimum allocation for fringe is **13.25%**. This represents **7.65%** for FICA, **0.6%** for MTA Tax plus a **5%** estimated Unemployment Insurance rate.

## **Professional Services**

Expenses associated with specialized expertise and support essential for the operation which includes but is not limited to training and professional development programs, outsourced administrative support. Additionally, it may encompass expenses for licensing, accreditation, and regulatory compliance services. Costs for Vendors, Consultant and Sub-contractor must NOT be allocated to this line.

Allocations for AmeriCorps or City Year must be allocated to this category.

## Rent

Space costs include expenses associated with paying for space necessary for the operation of a program. Space Cost is separated into two subcategories that will require additional fields:

### **Public School**

Opening fees and room rentals paid to the Department of Education for school rental costs. Providers must complete a Space Cost Allocation Plan and provide the DOE permit.

### **Space Cost/Other**

All rent, mortgage and other expenses associated with the use of a facility.

Along with the budget, Providers are required to upload into the Documents tab the following:

1. A copy of their mortgage, lease, or month-to-month rental agreement.
2. A copy of their floor plan (annotated with dimensions of all space leased/mortgaged/rented and the dimensions of just the space used by the program funded by the contract).
3. A completed Space Cost Allocation Form.

The FY2024 Space Cost Allocation form is available on DYCD's website, under Budget Forms, Fiscal Year 2024. Note that the form was revised in FY 2023 and the revised version must be submitted with all budgets that include space costs.

The updated Space Cost Allocation form includes:

1. An expanded section to document the calculation used to determine the space cost dollar amount allocated to the contract budget.
2. A second page, titled Space Cost Allocation Attestation. The Attestation captures information about the landlord/lessor of the property. The Attestation must be completed (completion includes checking at least one of the six boxes on the form and being signed and dated by the Executive Director).

No renovation or construction projects may be paid for with funds from DYCD contracts unless otherwise specified in the contract. Some repairs may be allowed, subject to prior written approval by DYCD. Rent or mortgage expense greater than the amount stated in the mortgage, lease, or month-to-month rental agreement is not allowed.

## Salaried Employees

For DYCD contracts, a Salaried Employee is defined as a full-time employee who works 35 hours or more per week, is paid on a salary or hourly basis and retains a full-time position with the Provider. A full-time employee shall not be claimed as a part-time employee because their hours are cost-allocated between contracts. For example, if the employee is full-time and is scheduled to work 20% of their time on a DYCD contract, they are still considered a full-time employee per DYCD claiming purposes.

### **Limitation on Salary for Federally Funded Contracts (CSBG, CDGB and WIOA)**

The limitation on salary compensation which can be charged to federally funded contracts is based on Federal Executive Pay Level II under US Public Law 109-234 enacted in 2006. The annual rate for Federal Executive Pay Level II is **\$212,100** (Effective January 2023). Individuals who have a percentage of their total salary cost allocated are limited to their cost allocated percentage applied to the Executive Pay Level II rate. For example, someone who earns \$200,000 that spends 50% of their time on is eligible to have up to \$98,650, not \$100,000.

The pay level may change annually; refer to this website for updates:

<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2023/executive-senior-level>

Salaries & Wages chart can be obtained below:

<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2023/EX.pdf>

### **Cost Allocation**

An employee paid with DYCD funds must perform work related to the DYCD contract.

Administrative staff performing work under DYCD contracts must be cost-allocated under Personnel Services or budgeted under the Indirect Costs rate category. Providers may have employees work under multiple program budgets. Actual hours of service are the preferred statistical basis upon which to allocate salaries and fringe benefits for shared staff who work on multiple programs. Providers must maintain appropriate documentation reflecting the hours used in this allocation. Acceptable documentation may include payroll records or time studies. The total of all amounts budgeted to one staff person (including programs not funded by DYCD) cannot exceed 100%.

Time sheets for all full-time and part-time employees must be dated and signed by the employee and the employee's supervisor and are subject to review by DYCD and its designees.

The Executive Director's time sheet must be signed by a member of the Board of Directors. The required director's signature may NOT be replaced by the signature of another member of management (e.g., comptroller or accountant).

### **Transportation**

Transportation costs refer to costs incurred for local travel by the employees to conduct official business related to the DYCD contract. Travel may be by public transportation, by a Provider's vehicle, or personal automobiles used for Provider business. Costs for the use of a personal automobile will be reimbursed at the maximum rate provided on the IRS website [IRS Standard Mileage Rate](#). A mileage log must be maintained for both personal and business-owned vehicles used to conduct business related to the funded program. Tickets for traffic violations may not be paid for with funds from DYCD contracts. Additionally, costs for employees to commute to and from work may not be paid with funds from DYCD contracts.

### **Office of Neighborhood Safety (ONS)**

Office of Neighborhood Safety (ONS) contracts are exempt from this requirement.

Due to the nature of services provided under the Office of Neighborhood Safety (ONS), certain emergency expenses in local transportation for uber and cabs are allowable, which are otherwise not allowable for other DYCD contracts. These emergency staff expenses are expected to be infrequent and only required in the most critical circumstances to prevent loss of life and or an imminent threat of violence.

Out of Town travel (outside of the five boroughs) costs may be allowed for expenses that are relevant to the program, such as training, professional development, and conferences.

Expenses include transportation, accommodations, and meals. Pre-Approval is required.

## Unallocated Funds

Providers must identify the category and allocation being budgeted under Unallocated Funds. The only categories allowed under Unallocated Funds are:

### 1. Central Insurance Program (CIP)

Providers have the option of buying into New York City's CIP. The package offered under this program includes General Liability Insurance, Workers Compensation, and Disability Insurance and Family Leave Coverage. The insurance does not cover property loss and theft insurance. The cost of the CIP Insurance Package is 4.5% of the contract's total budget and must be allocated in the Unallocated Funds tab. CIP cannot be purchased for a portion of the contract term. Entering the Central Insurance Program covers the Provider for the full contract year.

### 2. Subcontractor Agreements (*Pending Approval*)

Allocations for subcontractors that have not yet been identified or for those whose agreements are pending approval, must go into the Unallocated Funds tab. Once the Subcontractor has been identified, or the agreement, if applicable, has been approved, the Provider must modify these funds into the Subcontractor line on the Contracted Services tab. All applicable subcontract (s) **must** be approved **prior** to the start of subcontractor services.

### 3. Fiscal Agent Services and associated Fiscal Agent Fees)

DYCD has contracted with a firm to provide fiscal agent services to DYCD funded Providers. Providers have the option of purchasing the services of the Fiscal Agent who will:

- Establish financial records.
- Maintain and report on available Provider budget balance.
- Verify invoices.
- Provide payroll services and personnel reporting.
- Ensure the timely filing and payment of employment-related taxes.
- Ensure that Accounts Payable and Ledger system and activities are in accordance with generally accepted accounting practices and procedures.
- File Federal Tax Form 941 and 941B.
- Prepare W2s, W3s, and 1099s.

### Fiscal Agent Fees

Fees for using the services of the Fiscal Agent must be allocated in the Unallocated Funds tab in accordance with the scale indicated below. Separate fees must be allocated for each individual site for master contracts with multiple sites. Effective 07/01/18 the Fiscal agent fee has changed, see below.

<u>DOLLAR VALUE</u>	<u>FISCAL AGENT SERVICE FEES</u>
\$2,500 - \$25,000	\$420
\$25,001 and Over	3% of each sub budget

Note: There is no Fiscal Agent fee required for Providers with standalone Discretionary contracts, valued under \$25,000. A Provider that chooses to be placed under, or is mandated to use, the services of the Fiscal Agent, must have all its non WIOA DYCD contracts administered by the Fiscal Agent. The Fiscal Agent fees are centrally administered costs and are not reimbursable. Those agencies mandated for Fiscal Agent services will receive written notification from DYCD.

**4. Rent** (pending duly executed lease agreement)

**5. Consultant** (pending duly executed agreement)

**6. Incentive Plans** (WIOA - pending approval)

**7. Vehicle Purchase Request** (pending approval)

These items are covered and paid for by DYCD. The costs are non-reimbursable, and Providers will not have access to these funds.

Once agreements are approved and duly executed, Providers may process a POCR/budget modification and allocate these costs to the appropriate budget item category.

## **Utilities**

This category includes costs such as Telephone; Electric; Water/Sewer; Oil-Heating; Gas-Heating; Security Systems; Internet Connectivity; Mobile Phones; Bundled Communication.

## **Vendors**

A vendor hired on a health and human service contract provides non-programmatic services or goods. Examples of services provided by vendors are cleaning and security. Vendor Agreements must be maintained on file with the Provider for a minimum of six (6) years. Providers must follow the purchasing procedures outlined in the Fiscal Manual for the procurement of services from vendors (Section 4)

## PROVIDERS: COMPLETING THE DYCD BUDGET

A Provider's base contract or amendment will be registered with a simplified budget. Once it is registered, the Provider will be required to submit a Purchase Order Change Request (POCR) to reallocate funds to specific budget item categories applicable to their contract.

Once the POCR is initiated, the first step is to void the original budget used for registration.

### Step 1: Void Budget Lines

To edit or void an existing line, click the pencil icon on the left of the budget line. This will open an **Add Budget Line** window.

In the **Add Budget Line** window, remove information from the following text fields in the Budget Line Information section:

- Sub-budget
- Sub Item Category
- Additional Information

For required fields under the Budget Line Information section:

- Click on the **Item Category** drop-down field and select **Other**.
- Click on the **Budget Line Item** text field and enter "Void Line".

For fields under the Budget Financials Section:

- Click on the **Quantity** text field and enter 0.

Click the Save and Close button to close the Add Budget Line window.

### Step 2: Add Budget Lines

To add new budget lines individually, click the Add Budget Line button. An **Add Budget Line** window will pop up.

Fill out the required information in the **Budget Line Information** section:

1.
  - i. **Migrated budgets of site-based contracts will reflect the sites in PASSPort on every budgeted line. When creating POCRs to these budgets, remove the site names from the sub-budget title.**
  - ii. For example: The sub-budget name will change **from** Contract number - budget code/object code/u of a - site **to** Contract number - budget code/object code/u of a
    - 12345 - 9562/6950/312 - P.S. 30 to 12345 – 9562/6950/312
  - iii. For a non-site-based contract, the sub budget column should reflect: 12345 - 9562/6950/312

- b. For **Tax Levy contracts**, the Sub-Budget field must be in the following format:  
Contract number - budget code/object code/u of a
  - i. Example for contract 12345 funded by budget code 9562, object code 6950, u of a 312
  - ii. The sub budget column should reflect: 12345 - 9562/6950/312
- c. **Federally funded** contracts must include the ALN# in the following format:  
Contract number/budget code/object code/u of a - ALN#[Number]
  - i. Example for contract 12345 funded by budget code 9562, object code 650, u of a 312, funded by WIOA ISY 1015 with ALN# 93.75
  - ii. The sub budget column would reflect: 12345 - 9562/6950/312 - ALN#93.75
- d.
- e. 

CACFP	10.558	3560
-------	--------	------

- 2. If applicable, complete “*Personnel Services Allocation Form*” providing appropriate title codes, number of positions, and where applicable the annual salary and/or hourly rate.
  - a. Providers should consolidate Personnel Services line items based on title code while preserving a clear differentiation between salary structures. Hourly positions should not be consolidated with salaried positions and not combined across sub-budgets. For example: Two hourly-paid Accountants can be consolidated on one line and two salaried Accountants can be consolidated on one line, but the hourly paid and salaried paid Accountants cannot be consolidated on one line. If one of the salaried accountants is being allocated to budget code 9825, and the other to 3625, they must not be combined.
  - b. **Additional Information** text box must be used to reflect # of positions for personnel services.
    - Click the **Item Category** drop-down field and select a category that describes your deliverable.
    - Click the **Budget Line Item** text field and enter a description for your deliverable.
      - Ultrasonic Cleaning System – 22 gal.
      - Personnel Service Salaried or Hourly
    - Click the Good/Service drop-down field and select ‘Service’. **Only the “service” category is applicable to DYCD contracts. This field is mandatory, and your budget cannot be approved if it is not selected.**

### Step 3: Upload Backup Documentation

DYCD requires submission of backup documentation if a Provider has funding allocation in the categories listed below. If not applicable, proceed to step 4.

In the Overview Tab, scroll down to Vendor Files, click the “**Click or Drag to add files**” to upload required documents.



Budget Allocation	Required Attachment
Rent	Space Cost Allocation Form
Learn and Earn	Learn and Earn Work Experience Tracker
Train and Earn	Train and Earn Work Experience Tracker
Personnel Service	Personnel Services Allocation Form
Consultants	Consultant Agreement
Subcontractor	Subcontractor Agreement
Vehicle Purchase	Vehicle Purchase Approval Form

Fill out the required information in the **Budget Financials Section**:

- Click the **Quantity** text field and enter the budget amount.
- Click the **Unit Price** text field and enter 1. Setting Unit Price to 1 is required since the unit price is not editable after submission.
- Quantity should reflect the dollar amount being allocated to the contract for that line item.

### Add Budget Line

Alert

**Budget Line Information**

Sub-Budget  
12345A-3551-6780-312-ALN#123.45

Item Category\*  
Equipment

Sub Item Category

Budget Line Item\*  
Ultrasonic Cleaning System - 22 gal

Additional Information

Good/Service\*  
Good

Commodity Line #\*  
81018 - Dusting Machines, Crop

Expected Delivery Date

**Budget Financials Section**

Quantity ⓘ\*  
1500.00

Unit Price\*  
1

Budgeted Amount

Item Value

Invoiceable?

Click the **Save and Close** button near the top of the **Add Budget Line** window. If necessary, add more budget lines to ensure the Total Budgeted Amount matches the FY Budgeted Amount.

- Click the Add Budget Line button and repeat the process for additional deliverables until the budget is balanced.
- For more detailed budgets, see Using Upload Budget below.

## Using Download/Upload Budget Feature

On the Budget page, find the Detailed FY Budget section.

▼ Detailed FY Budget

Add Budget Line Duplicate Lines from Previous FY PO **Download Budget Upload Budget**

Filled in\*  
 Percentage  Amount To be allocated: 0.00%

Quantity	Unit Price	Item Category	Budgeted Amount	Item Value	Goods/Services
----------	------------	---------------	-----------------	------------	----------------

Click the Download Budget button. An Excel template will be downloaded that can be used to process several budget lines at once. The columns for required information will be in red. Follow steps listed above for guidance on the budget structure requirements.

Providers will receive emails from DYCD which will provide a breakdown of contract funding. It's important that the total of each budget code in the contract funding letter matches the total allocated in the budget in PASSPort.

After completing the budget, proceed to uploading the budget using the Upload Budget button. In order for the upload to work correctly, **do not change the name of the file**. The budget file being uploaded must have the same name as the downloaded budget. The information will then be listed as budget lines in the Detailed FY Budget section. Once satisfied with the budget changes, click the Submit for Approval button near the top of the page to begin the review and approval process by DYCD.

**SECTION TWO: PURCHASE ORDER  
CHANGE REQUESTS (POCR) BUDGET  
MODIFICATIONS**

## PURCHASE ORDER CHANGE REQUEST AND PROCEDURES OVERVIEW

A Purchase Order Change Request (POCR) does not increase or decrease a contract award amount; it serves to reallocate money between line items of an already approved budget. Changes to the approved and registered purchase order (budget) may be submitted only as they relate directly to the accomplishment of services required in the contract. Once a POCR is initiated in PASSPort, Providers will not be allowed to submit invoices and will not be able to be paid until the change order request is approved. The *“Request for Modification”* form is no longer required for POCR submission.

Questions regarding the purchase order change request process must be directed to your DYCD Program Manager or Budget Compliance Associate.

**SECTION THREE: INTERNAL  
CONTROLS & GENERAL  
ACCOUNTING PROCEDURES**

# INTERNAL CONTROLS & GENERAL ACCOUNTING

## PROCEDURES OVERVIEW

The Provider's executive and management staff are responsible for establishing and maintaining an internal control structure. Internal controls will vary from one Provider to the next, depending on such factors as their size, nature of operations and objectives. However, the need for internal controls remains the same; a Provider should find the most efficient and effective way of implementing its needed internal control procedures.

The following are examples of internal control activities:

- Segregation of Duties: Duties and responsibilities must be divided among different staff members to reduce the risk of error or fraud. In large Providers, there are often different staff members responsible for procurement and for payment.
- Proper Execution of Transactions and Events: Transactions and significant events must be authorized only by persons acting within the scope of their authority.
- Documentation of Transactions: All transactions need to be clearly documented, and all documents must be readily available for inspection.
- Secure Physical and Financial Assets: A Provider must safeguard its assets, including cash and equipment. Periodic inventory checks will help prevent loss or unauthorized use of the Provider's assets.

### Retention of Accounting Records

In accordance with City contract requirements, Providers must retain all contract related financial records, including auditors' reports, for six (6) years after the final invoice of the contract is paid. Providers are subject to audit/or investigation for such an additional period.

### Bookkeeping Practices and Procedures

Providers must maintain separate accounting records for funds received through each contract with DYCD. Separate accounting records means that Providers must create separate general ledgers and trial balances, or use sub-accounts, to separate funds received through each contract with DYCD. Contracts with DYCD must be tracked in separate accounting records from each other and must be tracked in separate accounting records from all other Provider funding sources.

Accounting records must be established and maintained in accordance with Generally Accepted Accounting Principles. It is essential that the Provider maintains accurate, complete, and permanent books and records, available for inspection by a DYCD staff member or designee.

DYCD staff and its representatives will conduct both announced and unannounced site visits to Providers during the contract term to ensure that the books and records are being appropriately maintained.

### Timesheets

Timesheets must be completed for all full and part-time employees. Each timesheet must be signed and dated by the employee and the employee's supervisor. The Executive Director's timesheet must be reviewed and approved by a member of the Board of Directors. Electronic timesheets may be maintained if they are certified as accurate by the signature of the Executive Director or a senior level management designee.

## Cost Allocation

Cost allocation is the distribution of one cost across multiple funded contracts. A cost allocation methodology identifies the type of expenses that are being claimed and establishes a basis for allocating costs to business units or cost centers based on an appropriate allotment of such cost.

### **Requirement**

Each Provider must develop a written cost allocation plan. The plan must include an explanation of its methodology detailing the basis used in allocating cost to its various DYCD programs. Time distribution records must reflect an after-the-fact determination of the actual activity of each employee. Cost allocation is established on the premise that Providers maintain an adequate accounting system and accounting records to document costs and support claims. Allocation methods and distribution of cost must be based on a generally accepted accounting practice prescribed by Federal Uniform Guidance/OMB Super Circular regulatory guidance and in accordance with Generally Accepted Accounting Practice. Refer to [Office of Management and Budget for guidance: 2 CFR Chapters I, and Chapter II, Parts 200, 215, 220, 225, and 230 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#) and promptly made available to DYCD or its contracted CPA firms.

### **Approach**

When allocating cost to a particular contract the following must be considered:

- Allowable direct costs that apply to only one program must be charged directly to that program or contract and cannot be cost allocated.
- Allowable direct costs that can be identified across multiple programs must be pro-rated using a base most appropriate to the particular cost being pro-rated.
- Allowable indirect costs (cost that benefit all programs and cannot be identified to a specific program) are allocated to programs, grants, etc., using a base that results in an equitable distribution.
- A Provider is not allowed to charge more than 100% of a cost across programs.

### **Documentation**

Regardless of the cost allocation method used, expenses claimed must be supported by documentation of cost distribution showing the benefit each program received. Please note that approval of a DYCD budget does NOT constitute approval of a Provider's cost allocation plan and method used.

A reasonable cost allocation plan must be presented to show the basis used to allocate the amounts incurred in each of the funded programs. The basis applied cannot be based on the budgeted amount; rather it must be based on the benefit derived by each program from that particular expense (e.g., time, space, usage, etc.).

### **Audit**

All expenses submitted for reimbursement are subject to an audit to assess whether the expenses are allowable and reasonable based on the cost allocation method used.

Unreasonable cost allocations will result in disallowed costs. See Section Eleven for additional details on audit requirements.

## Compliance with the Requirements of the Non-profit Revitalization Act of 2013 as amended

DYCD expects all funded Providers to be in compliance with the new requirements of the New York Not-for-Profit Corporation Law, as mandated by the Non-Profit Revitalization Act (the Act) signed into law in New York in 2013 and subsequent amendments passed in 2016. Compliance with the requirements of the Nonprofit Revitalization Act is subject to verification by DYCD or its contracted audit firms.

There are many publicly available resources to help Providers understand the new governance requirements of New York law (which go beyond the points highlighted here). DYCD can suggest possible resources, if necessary. For further information please visit the New York Attorney General's Charities of Bureau website: <http://www.charitiesnys.com>.

### **Conflict of Interest**

In particular (and without limitation), DYCD expects all funded not-for-profit Providers to maintain and follow a conflict-of-interest policy as required by the act S 715-A Conflict of Interest Policy,

### **Whistleblower Compliance Requirements**

Providers with 20 or more employees and with prior year annual revenue in excess of \$1,000,000, are required to have a whistleblower policy in accordance with the Non-Profit Revitalization Act S-715-B Whistleblower Policy.

### **Audit Requirement**

Providers are required to be in compliance with the requirement to file an independent certified public accountant's audit/review report to the Charities Bureau and submission to DYCD. See Section Eleven for further detail on audit requirements.

## Employees Personnel Files

Employee personnel files must include all pertinent documents used in the hiring process. The hiring documents must include at the minimum, the following documents:

- Employment Application
- I-9 Employment Eligibility Verification
- Authorized working papers for individual under 18
- Job Description
- W-4 form
- Resume
- Copy of Educational Degree, Diplomas or Certificate
- Background Check
- Fingerprint Clearance (*For employees with direct contact with youth or as required in the contract*)
- Personnel Action Form



## Resigned Employees

Employee vacation and sick time accumulated during the course of employment are allowed to be paid to that employee under the DYCD contract upon separation from employment, when such separation occurs during the contract operating period and the Provider has a policy allowing for payment for such time. If the employee's time is cost allocated, it must be charged accordingly.

## Vendor Invoices

All invoices maintained as documentation to support a claim must be in their original form and must display the Provider's name as the recipient of the goods/services. All invoices must be maintained and made available for review, in accordance with Generally Accepted Accounting Principles and the record-keeping requirements of the contract. This includes online purchases such as from Amazon, etc.

In the event that an allowable purchase is made by a staff member, itemized receipts and proof of payment are required for staff reimbursement.

## Bank Accounts

Providers are not required to maintain separate bank accounts for each contract award. Electronic Funds Transfers (EFT) of the contract award can now be made to a single Provider bank account.

### **EFT/Direct Deposit**

- Enroll in the EFT/Direct Deposit program online via the Payee Information Portal (PIP) at [nyc.gov/PIP](http://nyc.gov/PIP). PIP is now available for vendors to set up a single bank account for all vendor payments made from the New York City Financial Management System (FMS). Both existing and new city vendors can sign up for EFT/Direct Deposit through PIP.
- Existing EFT enabled vendors with a PIP User ID and password can update their bank account information in PIP.
- New vendors doing business with the City of New York can create a new PIP account and vendor code, and then add their bank account information for EFT/Direct Deposit immediately.
- Providers are required to transfer all DYCD funds from the EFT account to the appropriate payroll and general accounts. Bank reconciliation of all accounts must be prepared monthly, reviewed by upper management, and kept on file for examination by DYCD or its designees.

## Signatories

DYCD requires that a Provider have at least two signatures on each check. Every Provider is expected to comply with this policy unless it has received prior written authorization from DYCD stating otherwise.

## Cash Flow

The cash flow process is initiated following registration of the contract with the New York City Comptroller's Office. DYCD is unable to release funds until the contract is registered. An initial advance equivalent to three months of the Provider's approved budget will be processed PASSPort upon contract registration. If the contract term is less than six (6) months, then the initial advance cannot exceed 50% of the approved budget. Funds will be electronically transferred to the accounts of Providers enrolled in the EFT Program.

## Disbursements

Disbursements, except those from petty cash funds and payments with the Provider's corporate credit or debit card, must be made by check.

DYCD will allow Providers to use electronic payments; however, the control functions listed as bullets under the Disbursements section must still be followed, even when paying electronically.

Additionally, all disbursements, whether made by check, positive pay, or an e-pay system, should be approved by someone other than the person who physically makes the payment. The approver should confirm that the payment is supported by an appropriate check request, invoice and/or purchase order, that the same invoice is not paid more than once, and that the stated amount of goods or services were truly received by the organization.

Providers should adhere to the following control functions when handling DYCD disbursements:

- The function of approving vouchers, preparing checks, and recording disbursements must be handled by different employees.
- Employees handling disbursements must not have duties related to cash receipts or the reconciliation of bank accounts.
- Vouchers payable must be established for each payment and recorded promptly.
- Payment must be made only after the original voucher and all copies of pertinent papers have been approved.
- Invoices should be cancelled or stamped "Paid" to prevent duplication of payment.
- Confirmation receipts for online purchases must be printed out and retained by Providers.
- A periodic review of vouchers must be made by an authorized person to determine that all processing steps are being followed properly.

If a Provider is unable to comply with the control functions described above, comparable reasonable procedures must be developed to allow for proper accountability and segregation of duties in handling disbursements. A written description of these comparable procedures must be sent to your DYCD Program Manager.

## Unclaimed Funds

Unclaimed funds are funds that become available in the Provider's bank account due to returned checks or checks that were never cashed by the intended recipient. Undistributed funds remain the property of DYCD and must be reimbursed to DYCD at the end of the fiscal year. The following steps must be taken to account for DYCD unclaimed funds:

- Providers are required to exhaust all efforts to contact the intended recipient, in a timely manner, within **ninety (90)** days from the check date.
- After the 90-day period, the Provider is required to place a stop payment on those checks and return the funds to DYCD within **ten (10)** days.
- Providers are required to retain all evidence of the steps used to contact the intended recipients.
- Providers are not allowed, at any time, to submit DYCD unclaimed funds to the New York State Office of Unclaimed Funds.

# SECTION FOUR: PURCHASING PROCEDURES

# GENERAL PROCUREMENT POLICIES

Any procurement of goods and/or services is to be conducted in the Provider's name. The Provider is responsible for ordering, receiving, inspecting, and accepting merchandise. The name of the Department of Youth and Community Development, its officials, employees, or the City of New York must not be used, under any circumstances, for the purpose of ordering and/or securing goods and services from a vendor. Invoices, bills, receipts, etc., must be issued in the name and address of the Provider. All expenditures must comply with applicable laws and contract regulations and are subject to audit.

## Purchasing Requirements/Competitive Bidding

The procurement of goods shall be governed by the competitive bidding requirements described below. The purpose of competitive bidding requirements is to establish a procedure that will secure the best possible price for goods and services while allowing for appropriate competition. The procurement process must be open and competitive (that is, no vendor qualified to provide the goods or services may be restricted from bidding and there must be fair competition among those bidders). These procedures also apply to the rental or leasing of equipment. A procurement shall not be artificially divided to meet the requirements of this section. The monetary thresholds identified below refer to payments made, or obligations undertaken in the course of a one (1) year period with respect to any **one (1)** person or entity.

For purchases with a value of **\$5,000** or less:

- No competitive bids are required provided the price is determined to be reasonable and prudent.
- Documentation of the purchase must be maintained by the Provider. This documentation must include:
  - The name of the vendor
  - Item purchased
  - Date
  - Amount paid

For purchases from **\$5,001 - \$25,000**:

- The Contractor shall conduct sufficient market research and/or competition to support its determination that the price of such purchased goods, supplies, services, or equipment is reasonable.
- Documentation of the market research and the purchase must be maintained by the Provider. This documentation must include the name of the entities contacted, the vendor, the item purchased, the date, and amount paid.

For purchases **\$25,001 or greater**:

- A minimum of **three (3) written** bids must be obtained for the purchase of goods, supplies, or services of similar items where the cost can reasonably be expected to be \$25,001 or greater. The bids must contain:
  - A description of the item requested.
  - Time, date, place, and form of requested responses.
  - Name of the employee responsible for securing bids. The bids must be maintained by the Provider.

## Federal Funding Only

As of June 2018, the Federal threshold for purchases increased from \$3,500 to **\$10,000**.

For purchases with a value of **\$10,000** or less:

- A purchase may be awarded without soliciting competitive quotations if the provider considers the price to be reasonable.

For purchases **\$10,001 or greater**:

- A minimum of **three (3) written** bids must be obtained from three qualified sources.
- The bids must contain:
  - A description of the item requested
  - Time, date, place, and form of requested responses
  - Name of the employee responsible for securing bids. The bids must be maintained by the Provider.

**If there is any inconsistency with the information contained in this manual governing federal funds with the Federal Uniform Guidance/OMB Super Circular, then the [Super Circular](#) controls.**

## Sole Source Procurement

Purchases exceeding \$5,000 of non-federal funds where a Provider is purchasing items that are considered sole source in nature, do not require bids. Sole source procurements are exceptions to normal purchasing procedures and are permitted only when there is one, and only one, potential bidder or offer for an item or service.

Examples of circumstances that could justify sole source procurements are:

- Newspaper advertisements
- Health and Liability Insurances, Workers Compensation
- Tickets to sporting events or theme parks
- One-time performances by artists for participants
- Utilities (gas, electricity, telephone)

Note: The selection of Consultants and Subcontractors is not subject to a formal bidding process but must demonstrate a prudent and reasonable degree of care.

## Proof of Delivery Date

DYCD may require proof of delivery date for goods purchased between June 20<sup>th</sup> and June 30<sup>th</sup>.

## Inventory

Providers must maintain an inventory of all furniture and equipment purchased with DYCD funds. An inventory control decal must be placed on the equipment indicating that it is the property of New York City.

A physical inventory is required every year, and inventory records must include the date of the last physical inventory review.

## Relinquishment or Disposal of Furniture and Equipment

All furniture and equipment purchased with DYCD funds remain the property of the City of New York and must be returned at the end of the contract. Providers must contact their DYCD Program Manager to arrange for the disposition of equipment.

If it is determined that the equipment bought with DYCD funds is fully depreciated and has no further useful value, please notify DYCD in writing, through the **Helpdesk** [Budgetandfinancehelp@dycd.nyc.gov](mailto:Budgetandfinancehelp@dycd.nyc.gov). For Audit referral include provider name, ID number (DYCD Contract Number), fiscal year, list of the equipment, serial number(s), model number(s) and purchase date. Providers will receive written notification with specific instructions regarding the disposal of equipment.

Inventory lists must include the method and reasons for disposition and the value of disposed equipment. In cases of loss or theft, property lists must include all pertinent information to support the claim. If appropriate, copies of police reports must be attached.

# SECTION FIVE: CREDIT/DEBIT CARDS POLICIES AND PROCEDURES



# CREDIT/DEBIT CARDS POLICIES AND PROCEDURES

## OVERVIEW

### Policies and Procedures for Use Credit/Debit Cards

Providers are required to have written policies and procedures to establish an internal control structure for credit/debit card use. These policies and procedures **must** include the following guidelines:

1. A Provider's Board of Directors must first determine whether to approve use of credit or debit cards; once the Provider's Board has approved the use of credit/debit cards, the Board must adopt a comprehensive credit/debit card policy.
2. Credit cards must be established in the name of the Provider and used solely for carrying on the operations of the Provider.
3. Prohibitions on the use of cards to split orders or otherwise circumvent bidding thresholds.
4. Instructions on employee responsibility and written acknowledgements signed by all authorized users; specifying that the safeguard of, and charges appearing on each card, are the responsibility of the cardholder and prohibiting purchases that are personal in nature. Establish custody of the cards when not in use.
5. Procedures for card issuance and cancellation, lost or stolen cards, and employee termination.
6. Set spending and transaction limits for each cardholder both per transaction and monthly. Require preapproval for purchases over those limits.
7. Requires proper documentation for all transactions. Establishes a means to recoup any unauthorized expenditures.
8. Clear guidelines on the appropriate uses of credit cards, including approved and unapproved vendor categories.
9. Guidelines for making purchases by telephone, fax, or internet.
10. Record-keeping requirements, including review and approval processes.
11. Limits the use of staff and/or volunteer personal credit cards for Provider-related purchases to emergency situations (with emergencies to be defined) where standard procurement methods are unfeasible. Such expenditures, moreover, must be consistent with the Provider's purchasing policies and procedures.

12. Limits cash withdrawals/advances to emergency situations (with emergencies to be defined), and requires such withdrawals to be governed by the following rules:
  - a. Amount may not exceed \$200 per ATM withdrawal.
  - b. The Provider's Executive Director or a designee must authorize cash withdrawals. If the Provider's Executive Director is the individual making such cash withdrawals, then the Provider's Executive Director must receive authorization from the Provider Board Chairperson.
  - c. When a payment is made with cash from an ATM withdrawal, a receipt from the transaction is filed and maintained in an ATM transaction and cash box (this must be a box kept separate and apart from the petty cash box).
  - d. Any cash withdrawn from a credit/debit account that is not utilized in a purchase must be deposited in the ATM transaction and cash box or re-deposited in the agency credit/debit account.
  - e. Each expense emanating from an ATM withdrawal must be properly recorded in the Provider's books of account.
  - f. The Provider is not allowed to comingle DYCD funds from cash balances related to ATM withdrawals with Non-DYCD funding streams. Separate general ledger accounts must be established to account for DYCD cash balances related to ATM withdrawals.
13. Procedures for transferring paper records to electronic record storage, if applicable.
14. Segregation of duties for payment, accounting, and reconciliation. Periodic audits for card activity and retention of sales receipts and documentation of purchases.
15. The CFO or Comptroller must ensure that a proper review of claims is performed prior to the payment of each credit card statement. This includes requiring that itemized receipts or other similar documents signed by the individual making the purchase adequately support all charges on the statements. In the case of debit card usage, bank statements must be regularly and timely reviewed and checked against supporting documentation.

## SECTION SIX: PETTY CASH POLICY

# PETTY CASH FUND USE ESTABLISHMENT

**Office of Neighborhood Safety (ONS)** contracts are exempt from this Policy. Petty Cash policies applicable to Office of Neighborhood Safety (ONS) contracts are described in the next section below.

To facilitate the payment of certain minimal charges that cannot be handled by check, Providers may establish a Petty Cash Fund of up to **\$1,500**. It is important to remember that items purchased with Petty Cash Funds are subject to the same regulations and accounting practices as expenses paid by check.

## Petty Cash Fund Use

A Petty Cash Fund shall be governed by the following rules:

1. A Petty Cash Expense may not exceed **\$250** dollars per total purchase.
2. The Provider's Executive Director or a designee must authorize petty cash expenses in writing.
3. When a cash payment is made from the Petty Cash Fund, a Petty Cash Voucher (see sample on the [DYCD's website](#)) together with receipt is placed in the petty cash box.
4. The total of cash remaining in the box plus the total amount of vouchers therein must equal the petty cash fund amount.
5. Each voucher must be supported with a receipt or invoice which shows:
  - The vendor name.
  - Date of purchase.
  - Item purchased.
  - Price per item.
  - Total price for the quantity received.
  - Who made the purchase.

The custodian may require the purchaser to sign or initial original receipts. Upon receipt of completed information, the petty cash expenditures will be reimbursed by the fund custodian.

6. Each expense from the petty cash voucher must be journalized in the Provider's general ledger to the appropriate expense account with an offsetting entry to the petty cash account.
7. Periodically, when the amount of cash remaining in the box requires replenishment, a check is drawn for the amount of all vouchers in the box. Cash from the check is placed in the petty cash box to replenish the Petty Cash Fund to its full amount. The reimbursement check amount is to be credited to the applicable operating cash account with an offsetting debit to the petty cash general ledger account. A separate Petty Cash Voucher Form must be used for the replenishment of the Petty Cash Fund.
8. A monthly reconciliation of Petty Cash funds with the petty cash general ledger account must be carried out.

9. The Provider is not allowed to commingle DYCD funds used for petty cash. A separate general ledger account must be established to account for DYCD petty cash.

Examples of reimbursable expenses for which use of petty cash may be appropriate:

- Local travel by public transportation
- Programmatic supplies
- Postage (The purchase of one hundred stamps will be allowed through petty cash.)

Examples of non-reimbursable expenses are:

- Personal expenses
- Alcoholic beverages for a staff party

### **Suggested Petty Cash Control Procedures**

- In the event the fund custodian has a scheduled absence, a temporary custodian can be assigned by the Executive Director or a designee. The funds must be counted in the presence of the authorized custodian before the leave period begins and again once the custodian returns.
- Unannounced cash counts should be performed quarterly by someone other than the Custodian. The individual should be selected by the Executive Director or a designee, preferably not the same person each quarter. The cash counts should be recorded on an official Cash Count Form. This cash count should always be done in the presence of the Custodian and when completed should be signed by the performer as well as the custodian. Any over/shorts must be reported to the Controller for proper recording and to correct the cash position.
- Where possible, keep the locked petty cash box in a limited-access locked drawer, safe, or file cabinet. Funds must be secured each time the custodian leaves the office. The keys to the box and file cabinet, safe, or drawer should be kept in the possession of the custodian, not left on desks or in the office overnight.

### **Office of Neighborhood Safety (ONS) Petty Cash Policy**

Due to the nature of the services provided under Office of Neighborhood Safety (ONS) contracts, certain emergency participant expenses are allowable which are otherwise not allowable for other DYCD contracts. These emergency participant expenses are expected to be infrequent and only required in the most critical circumstances to prevent loss of life and or an imminent threat of violence.

## SECTION SEVEN: GENERATED INCOME

## OVERVIEW OF GENERATED INCOME

Income derived by a Provider as a result of resources paid for by the Department of Youth and Community Development is considered Generated Income. Providers engaged in such income generating activities must maintain a monthly report of those activities. These reports must be made available to DYCD for review upon request.

Providers with income generating activities must adhere to the following bookkeeping standards:

1. A separate bank account must be established.
2. All bank documents, such as deposit slips, reconciliations, statements, canceled checks must be properly maintained on file.
3. Signature cards must be properly maintained on file.
4. A separate cash receipts journal must be established to record cash receipts generated.
5. A separate cash disbursement journal must be maintained to record cash expenditures (the cash disbursement journal must be established in a form that reflects the nature of the expense).
6. Supporting documentation for each disbursement recorded in the cash disbursement journal must be properly maintained on file.
7. If appropriate, a general ledger must be maintained to summarize monthly transactions.
8. A monthly trial balance must be taken; and
9. All financial and accounting records relating to income-generating activities must be available for examination and audit by DYCD or its designees upon request.

Grants that a Provider receives from other government sources or foundations are not considered generated income.

# SECTION EIGHT: PASSPORT ADVANCES, INVOICES & PAYMENTS



# PASSPORT – INVOICES AND PAYMENTS

## **Cash Flow**

The Cash Flow process is initiated following registration of the contract with the New York City Comptroller's Office. DYCD is not permitted to release funds or reimburse a Provider for any expenses incurred for the provision of services until a contract or amendment is registered and an active detailed budget.

## **Initial Advances**

Once the contract is registered and there is detailed Budget, DYCD will initiate and process an initial advance of 25%. A separate initial advance will be issued for each budget code, if there are multiple budget codes listed on your sub-budgets.

## **Recovery**

Initial Advances will be recovered starting with your January Invoices. DYCD will recover 1/6<sup>th</sup> of the advance from January through June Invoices on a standard 12-month budget operating period. The recovery process can be adjusted based on higher spending levels or shorter budget operating periods. The Advance recovery will appear in PASSPort Invoice under Advances. A Provider will only receive a payment during this period if the invoice amount exceeds the recovery amount. Once all invoices have been submitted, any unrecovered advances will be owed to DYCD.

Loans issued through the Fund for the City of New York will be paid by DYCD through the Advance Request process in PASSPort. This payment is automatically made once your contract is registered. The deduction of outstanding loan amounts from the PASSPort invoice will appear under Recover. This advance and any other will be deducted in full from your upcoming Invoices.

## **Invoices**

The PASSPort Invoice document will be the method of reimbursement for monthly contracted expenses. Providers can manage budgets and invoices, electronically through PASSPort. PASSPort Invoices must be submitted once the contract is registered and there is an approved detailed budget in PASSPort.

## **Back up Documentation Required**

DYCD requires that you submit back up documentation with the submission of your PASSPort Invoices. You will be required to submit the documents below which will need to be uploaded to your PASSPort Invoice at the time of submission. CSBG contracts have an additional requirement see below.

## Required Documents When Submitting Invoices

Back-up documentation for Invoice submission can be found here:

<https://www1.nyc.gov/site/dycd/involved/funding-and-support/cbo-contract-agency-finance-department-payment-unit.page>

### 1. Salaries and Wages Justification Details

The form will require details for Salaried, Hourly and Seasonal employees (Seasonal Employee details are only required for FY16 and FY17). This form is not to be used for WIOA contracts, see below.

### 2. WIOA Salaries and Wages Justification Details

Effective 07/01/2020 this form will be required for WIOA contracts. It includes additional information to capture the work experience percentage and work experience claim amounts.

### 3. CSBG PASSPort Invoice-Attachment

Effective 07/01/2020 this form will be required for CSBG contracts in the following programs areas with the corresponding budget codes listed on the Sub Budgets. It will only be required with the submission of the October, November, and December PASSPort Invoices.

Program Areas	Corresponding CSBG Budget Codes
NDA	9811/6780/005
Fatherhood	9812/6780/005
Adolescent Literacy	9813/6780/005
Services for Immigrant Families	9814/6780/005
Literacy NYCALI	9920/6780/005

### 4. Equipment Purchase Inventory Report

The equipment category includes other costs in addition to Equipment Purchase. Please put a note in the comment field of the Invoice if you are allocating expenses other than Equipment Purchase. A Purchase Inventory Report is only required for Equipment Purchase.

For equipment \$500 or more, the following must be provided:

1. Equipment Amount
2. Invoice Amount
3. Item description
4. Serial number
5. Model number
6. Manufacturer
7. Date Purchase
8. Delivery Date

For equipment under \$500, the following must be provided:

1. Equipment Amount
2. Invoice Amount
3. Item description
4. Manufacturer
5. Date Purchase
6. Delivery Date

Note:

The Salaries and Wages Justification Details and Equipment Purchase Inventory Reports Forms are available on the DYCD website under *Forms Index*.

### **General Instructions**

The PASSPort Invoices must be prepared on a cash basis. Expenses must be reported for the month in which the check was issued or, in the case of credit or debit cards, the month in which the payment was made. For example, a PASSPort Invoice submitted for the month of October must reflect payments issued in October.

There are circumstances where checks are allowed outside the PASSPort Invoice submission period. During the year end close out, a Provider may have a payroll service period or an invoice service period that crosses Fiscal Years. The prorated portion of that check must be charged to the appropriate Fiscal Year (or budget operating period if the budget ends prior to June 30, 2020). An example of this would be a payroll issued 07/10/20 with a payroll service period of 06/22/20 through 07/03/20. Only June 22nd through June 30th may be reflected on the June-Final Invoice. The remainder of the payroll would be reflected on the July PASSPort Invoice.

### **Submission Timeline- PASSPort Invoices**

Below is the timeline (based on the value of your budget) for the submission of PASSPort once the contract is registered and there is a detailed budget approved.

#### **Annual Contract Budgets of \$50,000 or greater**

A monthly PASSPort Invoice is required for contracts with annual budgets of \$50,000 or greater. Providers must submit their invoices electronically in PASSPort by the 15th day of the following month. **Example:** July Invoices are due by August 15<sup>th</sup> and are considered late if submitted after the last day of the month.

#### **Annual Contract Budgets \$10,001 - \$50,000**

Contracts in this range have the option of submitting invoices monthly or quarterly in PASSPort. Quarterly reports are due as follows:

July-September	<b>Submission Date</b> Oct. 15 <sup>th</sup> , no later than Oct. 31 <sup>st</sup>
October-December	<b>Submission Date</b> Jan. 15 <sup>th</sup> , no later than Jan. 31 <sup>st</sup>
January-March	<b>Submission Date</b> Apr. 15 <sup>th</sup> , no later than Apr. 30 <sup>th</sup>
April-June	<b>Submission Date</b> Jul. 15 <sup>th</sup> , no later than Jul. 31 <sup>st</sup>
Final Invoice	<b>Submission Date</b> Due Aug. 31 <sup>st</sup>

#### **Annual Contract Budgets of \$10,000 or less**

A Provider with a contract of \$10,000 or less has the option of submitting invoices monthly, quarterly or one for the full amount in PASSPort.

## Non-Reimbursable Expenses

Expenditures for items neither budgeted nor allowable under DYCD Federal, State and City guidelines will not be reimbursed. This list of non-reimbursable expenses below is not comprehensive, and Providers must seek guidance on whether an expense not listed is reimbursable.

The following list of expenses are **not** allowed by DYCD:

1. Expenses outside of the budget operating period are not allowed. This includes payment of back tax obligations.
2. Funds cannot be used for litigation expenses, legal settlements, or legal judgements.
3. Expenditures for items neither budgeted nor allowable under DYCD Federal, State and City guidelines for Providers.
4. Purchase of land and buildings.
5. Real estate taxes are not an allowable expense for DYCD funded contracts unless otherwise approved.
6. Taxes from which municipalities are exempt (Sales Tax, NYS Franchise Tax, Federal Unemployment Tax [FUTA]).
7. Capital improvements, which are defined to mean the erection of substantial structures which are capital in nature, or the valuable additions to or valuable modifications of real estate. This includes expenditures for hard surfacing, cement installations, substantial repairs to a building, basic heating, lighting or sanitary equipment and installation, permanent outdoor lighting systems, fencing (except for partial fencing justified as a safety device), swimming and wading pools, and tennis courts.
8. Personal membership fees in any social, country, dining and lobbying clubs, or professional associations.
9. League franchise fees in the name of an individual.
10. Interest and penalty costs.
11. Overdraft fees are not allowable expenses.
12. Activities for which a provider has already charged a fee to participants.
13. Activities that are normally considered a part of the regular school day.
14. Activities of a commercial nature.
15. Expenditures for pre-paid payroll or consulting services. The date on the check (pay date) must be on or after the period of service.
16. Expenditure for fund raising activities.
17. Expenditures for stipends when used to replace existing staff and/or for the primary purpose of saving money by using low-cost labor, and to avoid paying fringe benefits, or to replace other funding. Special exceptions may be made in advance with approval from DYCD and the Office of Children and Family Services, when no other sources are available, and stipends are critical for the implementation of the program model.
18. Prizes other than inexpensive awards such as trophies, medals, or ribbons.
19. Medical liability insurance and fire insurance on capital structures.
20. Security Deposits.
21. Bonuses - (**Except WIOA**).
22. Severance payment.
23. Tips and Gratuity.
24. Alcoholic Beverages
25. Bad Debt.
26. Renovation or construction projects costs are not reimbursable costs unless otherwise specified in the contract.
27. Violations and fines are **not** an allowable cost to be paid with funds from DYCD contracts.
28. If federal funds are used, then Entertainment Costs are not reimbursable.
29. Staff personal expenses.
30. Costs that are unallowable under other sections of the Cost Manual must not be allowable solely on the basis that they constitute compensation, such as compensation for indirect personnel performing advertising functions.
31. Costs for workers used to replace existing staff and/or for the primary purpose of saving money by using low-Cost labor, to avoid paying fringe benefits, or to replace other funding. An example of a direct, allowable Compensation Cost – Personnel Services is the salary of an attorney providing legal services to clients under a Contract.

For questions regarding whether an expense is reimbursable, please email the [BudgetandFinanceHelp@dycd.nyc.gov](mailto:BudgetandFinanceHelp@dycd.nyc.gov).

## Payee Information Portal of the City of NY

The Payee Information Portal (PIP) provides assistance for payees or vendors who do business with the City of New York.

Registered vendors can:

- Check payment status.
- Update business information.
- View agreements and invoices from City agencies.
- Enroll for commodity codes to receive solicitations from the City.
- Update and report subcontracts and payments made to subcontractors.
- Download applications forms.

## Sub-Contractor Reporting Requirement

If a Provider proposes to engage a Subcontractor on a human service contract, then DYCD requires the Subcontractor to be listed in the City's Payee Information Portal (PIP).

Please visit the PIP website at [www.nyc.gov/pip](http://www.nyc.gov/pip) for additional information on this requirement and on how to utilize the PIP system.

## Electronic Funds Transfer – EFT (Direct Deposit)

Local Law 43 of 2007 requires any vendor providing the City with services valued at more than \$25,000 to enroll in the Vendor Payment Direct Deposit program. DYCD encourages all vendors that do business with the City to enroll in the Direct Deposit program.

### **Benefits of Direct Deposit (“EFT”) Payments**

- Electronic payment is safer and more secure. Paper checks can be lost in the mail, stolen, or delivered to the wrong address.
- Receive payments faster. EFT payments are deposited directly into the vendor's bank account.
- Electronic payment records are available online. Use the City's Payee Information Portal (PIP) for current vendor payment records.
- Enroll in the EFT/Direct Deposit program online via the Payee Information Portal (PIP) at [nyc.gov/PIP](http://nyc.gov/PIP). PIP is now available for vendors to set up a single bank account for all vendor payments made from the New York City Financial Management System (FMS). Both existing and new city vendors can sign up for EFT/Direct Deposit through PIP.
- Existing EFT enabled vendors with a PIP User ID and password can update their bank account information in PIP.
- New vendors doing business with the City of New York can create a new PIP account and vendor code, and then add their bank account information for EFT/Direct Deposit immediately.
- Providers are required to transfer all DYCD funds from the EFT account to the appropriate payroll and general accounts. Bank reconciliation of all accounts must be prepared monthly, reviewed by upper management, and kept on file for examination by DYCD or its designees.

## SECTION NINE: YEAR-END CLOSEOUT

# YEAR-END CLOSEOUT OVERVIEW

## Contract Term

The Provider must perform all contract services and receive all goods and vendor services by the last day of the budgeted operating period. Employer's FICA and New York State Unemployment Insurance (SUI) expenses applicable to salary expenditures incurred and paid through the last day of the contract period must be included. Any expenditure made for goods and services that are received after the last day of the contract/budget period will NOT be accepted as an authorized expenditure. In addition, current year DYCD contract funds cannot be used to pay expenses incurred in a prior contract period (e.g., for payment of back tax debts.) There are no exceptions to this rule.

## Deadline for Submission of Final Invoice in PASSPort

The deadline for submission of final invoice in PASSPort is no later than sixty (60) days after the end date of the budget operating period. Budgets ending June 30<sup>th</sup> have a deadline of August 31<sup>st</sup>.

## Provider Refunds Due

Any balance of funds issued by DYCD and not accounted for by an approved expenditure submitted through a PASSPort Invoice, is a refund due to DYCD. Providers must issue a check payable to the NYC Department of Youth and Community Development. The check is to be sent to:  
**DYCD/APU, Attention: Mr. Erick Nieves 123 William St. 18<sup>th</sup> Fl. New York NY 10038**

## Annual Close Out Notification and Financial Recap Form

DYCD officially starts the Year End Close Out process for budgets ending June 30<sup>th</sup> in September, since the deadline for Final Invoice submission in PASSPort is August 31<sup>st</sup>. Once all PASSPort invoices have been processed, Providers must close out their records. Providers will no longer receive a close out letter since all information is available online.

Providers must verify and reconcile **all** program expenses related to the contract fiscal year with Invoices submitted through PASSPort.

A notification letter will inform the Provider of any amount owed to DYCD. A check for the refund due amount must be issued to DYCD within **ten (10)** days of receipt of the letter. If the refund due amount is not received by that date, then the Provider's contracts will automatically be placed on Check Hold for all future payments from DYCD.

Contracts and amendments not registered will receive an extension from the close out deadline. Submit your PASSPort Invoices once you have been notified of registration. Contracts will be closed out within **sixty (60)** days of registration.

## Reconcile Checks

Verify that all checks were received prior to the Year End close out and notify DYCD of lost checks by e-mailing the **Help Desk** at [Budgetandfinancehelp@dycd.nyc.gov](mailto:Budgetandfinancehelp@dycd.nyc.gov). A stop payment will be requested to the Department of Finance and a new check will be issued.

## Refund Due - Non-Responsive Notification

If a refund check or Final PASSPort invoice is not submitted in response to the Close Out notification, then the Provider will be referred to DYCD's Office of Legal Affairs for collection. Nonpayment may also result in the Provider being referred for a Caution Rating in the Performance Evaluation (VENDEX). This rating may have a negative impact upon the Provider's ability to secure future funding with DYCD or other City agencies. Providers having a poor Performance Evaluation rating (VENDEX) may also be mandated to use the services of DYCD's Fiscal Agent.

## Recoupment Procedures

DYCD reserves the right to offset the amount of funds due DYCD against another contract.

## Close Out Procedures for Terminated Providers or Withdrawn Providers

Upon receipt of a termination notice and effective date of termination, the Provider shall comply with all applicable DYCD close out procedures, which include, but are not limited to the following:

- Submit PASSPort invoices for expenditures prior to termination date.
- Return any balance of funds not accounted for by an approved expenditure.
- Comply with guidelines outlined in Section Four of this manual pertaining to Relinquishment of Equipment.
- If assigned a DYCD vehicle, then a Provider will immediately surrender the vehicle to DYCD pursuant to Paragraph 12(C) of the Van License agreement.

## Contract Performance Evaluation

DYCD will conduct on-going assessments of Providers' fiscal and programmatic performance. This assessment will be reported on the City of New York's Performance Evaluation System. The Financial portion of each rating is based upon a Provider's ability to submit timely and accurate monthly PASSPort Invoices, the Provider's ability to maintain financial books and records in accordance with generally accepted accounting procedures, and the Provider's capacity to maintain an internal control structure with reasonable assurances that its assets are safeguarded against loss or misuse.

Providers found to be deficient in the conduct of their financial duties may receive poor Performance Evaluation ratings and be mandated to use the services of the Fiscal Agent.

## WIOA Year-End Close Out Requirements

A financial report is required **ninety (90)** days after the expiration of a funding period or the termination of a contract as per [Title 20 Code of Federal Regulations \(CFR\) WIOA final rule section 667.300\(d\)](#).

The Closeout process determines whether all applicable administrative actions and all required work of an award have been completed by the Provider. A timely closeout of the contract is required to be performed after the award has expired.



DYCD requires that Providers submit closeout packages and related documents by the due date, which is **ninety (90) days** after the expiration of a funding period or the termination of an award, whichever comes first. A Closeout Letter with the related Closeout Package is sent to the Provider's Executive Director for completion and submission approximately one month before the due date. The completed Closeout Package with the Provider's related audit report and final PASSPort Invoice must be submitted to the attention of the *Director of Revenue Audit* for review and approval.

# SECTION TEN: CENTRAL INSURANCE PROGRAM

# CENTRAL INSURANCE PROGRAM (CIP)

## FOR PARTICIPATING PROVIDERS

The Central Insurance Program (CIP) serves the insurance needs of not-for-profit contractors who do business with human services agencies in the City.

CIP provides comprehensive General Liability Insurance, Workers' compensation, Disability Insurance and Paid Family Leave Coverage benefits to Providers that opt to buy in. The Central Insurance Program is operated by the Mayor's Office. Note: if a Provider chooses to participate in CIP and has Worker's Compensation and Disability, the Provider must submit those certificates to DYCD and CIP will only provide General Liability coverage.

DYCD will deduct 4.5% of a contract's total budget to cover the cost of the insurance. This 4.5% is non-reimbursable. This cost must be reflected in the Unallocated Funds category.

### **General Liability Insurance**

General Liability Insurance is automatically assigned to Providers that opt to participate in the CIP.

The General Liability policy provides coverage limited to one million dollars (\$1,000,000) per occurrence for incidents that occur in connection with program activities described in the Provider's contract with DYCD. The General Liability policy also provides coverage for the costs of defending claims or suits resulting from bodily injury.

The policy also provides coverage for verifiable medical expenditures for authorized participants injured in the program. All injuries, however slight, to any program participant, volunteer, visitor, or others must be reported on a DYCD Incident Report Form. The Incident Report Form must be on file with DYCD before submission of related medical bills.

Original medical and dental bills must be submitted with a second copy of the Incident Report Form.

### **Workers' Compensation and Disability Insurance**

Workers' Compensation covers injuries suffered by employees while on the job. This coverage only pertains to employees listed on the DYCD budget.

Disability benefits to employees listed on the DYCD budget are provided in case of a non-work-related illness or injury causing disability.

The Provider must submit the Employer's Report of Injury (C-2F Form) and/or the Form for Disability to the CIP Program.

### **Staff Changes made in contracts with CIP**

When new staff is hired, the Provider must submit an Individual Enrollment Form to CIP, Jaqueline Williams at [Jwilliams@cityops.nyc.gov](mailto:Jwilliams@cityops.nyc.gov). When an employee is terminated or resigns, the Provider must submit a Termination Roster. The completion of this roster will ensure that the name(s) of former employees are removed from the Central Insurance Program. In both instances, the forms are to be returned to the Citywide Central Insurance Program at 253 Broadway, 10<sup>th</sup> Floor, New York, NY 10007.

## Exclusions

CIP insurance does not include coverage for allegations of child or sexual abuse. The Provider must immediately notify DYCD of any incident or allegation of abuse of a program participant by any of the Contract's administrators or staff, including both paid staff and volunteers. Written notification is to be submitted on DYCD's Incident Report Form.

The term "abuse" refers to any physical, sexual, emotional, or verbal abuse, or any other maltreatment of a program participant. Compliance with this reporting requirement does not satisfy any other legally mandated reporting of abuse, such as notifying the law enforcement officials or notifying the NYS Central Register of Child Abuse and Maltreatment.

The CIP coverage terminates at the end of each fiscal year.

Forms and additional information related to CIP may be obtained from the Central Insurance Program.

Mayor's Office of Operations  
Central Insurance Program  
253 Broadway – 10<sup>th</sup> Floor  
New York, New York 10007  
Tel: (212) 788-3216

# SECTION ELEVEN: REPORTING & AUDIT REQUIREMENTS

# AUDIT

## Office of Contract Agency Audits (OCA)

The **Office of Contract Agency Audits (OCA)** is responsible for conducting Audits and Fiscal Field Reviews (FFRs) of funded programs and evaluating audits and reviews of funded programs performed by DYCD's contracted independent Certified Public Accounting Firms (CPA Firms). OCA also issues Strategic Action Plans and Corrective Action Plans, often in conjunction with DYCD program staff, and provides technical assistance to Providers.

Audits and FFRs conducted by OCA and DYCD's contracted CPA Firms have several sources of criteria that are audited. This manual is one such source of audit/FFR criteria. A list of all audit criteria is available in **Section 11** of this manual.

**Failure to adhere to the requirements included in this manual may result in disallowed costs, which would be recouped by DYCD, and may negatively impact a Provider's PASSPort rating.**

## Reporting and Audit Requirements

### Sources of Audit and Fiscal Field Review Criteria

Audits and Fiscal Field Reviews (FFRs) conducted by OCA and DYCD's contracted CPA Firms have several sources of criteria that are audited. This manual is one such source of audit/FFR criteria.

Additional Audit/FFR criteria sources include:

- Provider's contracts with DYCD (including all Appendices).
- The City of New York Standard Audit Guide.
- The City of New York Health and Human Services Cost Policies and Procedure Manual.
- The Standards for Internal Control in the Federal Government, issued by the Comptroller General of the United States (also known as the Green Book).
- All applicable City, State, and Federal laws.
- For contracts that include Federal funding: 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ([Federal Uniform Guidance/OMB Super Circular](#)).
- For contracts that include WIOA funding: New York State Department of Labor requirements also apply.

**Failure to adhere to the requirements included in this manual and the other sources of audit criteria listed in the paragraphs above may result in disallowed costs, which would be recouped by DYCD, and may negatively impact a Provider's PASSPort rating.**

**DYCD funded Providers are subject to the following requirements:**

**Contracts with DYCD Funding Greater Than \$75,000**

Providers with aggregate DYCD funding greater than \$75,000 will be audited by a CPA firm under contract to DYCD. The Auditor will perform random verification checks of the expenditures claimed on PASSPort. The audit is performed after the City fiscal year is completed and relates only to DYCD contracts. The Provider will be notified of the findings and questioned costs. Unresolved questioned cost(s) may have to be reimbursed to DYCD.

**Contracts with DYCD Funding Between \$25,000 and \$75,000**

Providers with aggregate DYCD funding between \$25,000 and \$75,000 are subject to fiscal field reviews (“FFR”). An FFR evaluates a Provider’s system of internal accounting and administrative controls. The objective of the FFR is to ensure that Providers adhere to the procedures and requirements cited in this Fiscal Manual and Provider’s DYCD contract. The FFR may result in both administrative and fiscal findings. FFRs are performed either by DYCD Audit staff or CPA firms under contract to DYCD.

## Standard Audit Guide

Effective July 1, 2017 [The City of New York Standard Audit Guide](https://www1.nyc.gov/assets/nonprofits/downloads/pdf/Standard%20Audit%20Process%20Guide_2019.04.11.pdf) is the primary source for guidance on audit planning, execution, reporting and follow-up procedures for Auditors, Auditees, and Agencies. If there is a conflict between the terms of DYCD’s Fiscal Manuals and the Standard Audit Guide, then the Standard Audit Guide shall take precedence.

The full policy can be found at the link below:

[https://www1.nyc.gov/assets/nonprofits/downloads/pdf/Standard%20Audit%20Process%20Guide\\_2019.04.11.pdf](https://www1.nyc.gov/assets/nonprofits/downloads/pdf/Standard%20Audit%20Process%20Guide_2019.04.11.pdf)

## New York State Requirements

In accordance with New York State law, Providers may be required to register with the Charities Bureau of the New York State Attorney General’s Office. In addition, providers that solicit funding from the public are required to file NYS Attorney General’s Office financial forms that vary depending on the Provider’s gross revenues.

The following chart summarizes the requirements of the Nonprofit Revitalization Act of 2013, as amended:

Effective Dates	Level of Gross Revenues	CPA Audit or CPA Review
<b>July 1, 2017, through June 30, 2021</b>	Less than \$250,000	No CPA Audit or CPA Review required, but must file an unaudited financial report on form provided by the Attorney General.
	At least \$250,000 but not more than \$750,000	Prepare and file an annual GAAP-compliant financial report, accompanied by an annual financial statement that includes an independent CPA’s review report.
	\$750,000 or more	Prepare and file an annual GAAP-compliant financial report on forms prescribed by the Attorney General, accompanied by an annual financial statement that includes an independent CPA’s review report containing a signed opinion that the financial statements are presented fairly in all material respects and in conformity with GAAP.
<b>July 1, 2021, and forward</b>	The \$250,000 threshold remains constant	No CPA Audit or CPA Review required, but must file an unaudited financial report on form provided by the Attorney General.
	At least \$250,000 but not more than \$1,000,000	Prepare and file an annual GAAP-compliant financial report, accompanied by an annual financial statement that includes an independent CPA’s review report.
	\$1,000,000 or more	Prepare and file an annual GAAP-compliant financial report on forms prescribed by the Attorney General, accompanied by an annual financial statement that includes an independent CPA’s review report containing a signed opinion that the financial statements are presented fairly in all material respects and in conformity with GAAP.

Regardless of the size or type of a not-for-profit Provider, an annual audit can help to improve operations and provide proper accountability for public and private resources.



## Federal Requirements

Providers that expend \$750,000 or more in federal awards per fiscal year, must have a single audit conducted for that year in accordance with the provisions of [Title 2 CFR Subpart F, §200.501 of the OMB Uniform Administrative Requirements \(Federal Uniform Guidance/OMB Super Circular\)](#).

Providers subject to the provision stated above may only allocate a portion of the Single Audit Report cost to their federally funded contracts.

In addition, for federal reporting purposes, most Not-for-Profit Providers may be required to file an information return (e.g., IRS Form 990).

Contracts with Federal Funding	Sub-Budget	Catalog of Federal Domestic Assistance - CFDA#
<b>Workforce Innovation and Opportuntiy Act-WIOA</b>		
OSY-Train & Earn	3702/6780/312	17.259
ISY-Earn & Learn	3715/6780/312	17.259
<b>Community Development Block Grant-CDBG</b>		
Beacon	4180/6950/312	14.218
Literacy NYCALI	9917/6780/005	14.218
<b>*Community Service Block Grant-CSBG</b>		
NDA	9811/6780/005	93.569
Fatherhood	9812/6780/005	93.569
Adolescent Literacy	9813/6780/005	93.569
Services for Immigrant Families	9814/6780/005	93.569
Literacy NYCALI	9920/6780/005	93.569
<i>*Effective 07/01/2020 (FY21) CSBG Budget Codes have been revised to the Budget Codes listed on this chart.</i>		