

## DYCD FY18 CCMS PERS Fiscal Manual: Summary of Changes

(Updated as of 11.02.17 replaces previously posted version dated 08.14.17) \*\*\* Additions

1. *Advance Requests* policy change & instructions **(Page 5)**  
FY18 Providers are eligible to receive a **three-month** advance
2. *New York State's minimum wage* **(Page 9)**  
Annual changes from December 31, 2016 through December 31, 2018
3. *Insurance* **(Page 10-12)**  
Added Insurance Requirements as of FY2017 (1/5/17)
4. *Employer's FICA and MTA Tax* **(Page 11-12) \*\*\***  
Quarterly payroll expense amount changed from \$2,500 to \$312,500
5. *Update to language: Subcontractors* **(Page 13-14)**
6. *Client Stipends.*  
Payments to Volunteers not allowed **(Page 14)\*\*\***
7. *Equipment Purchase* **(Page 15) \*\*\***  
Added requirements for inventory of equipment
8. *Travel Costs* **(Page 16) \*\*\***  
Use link for rates: [IRS Standard Mileage Rate](#)
9. *Uniform Grant Guidance for Federally Funded Grants* **(Page 18-20)**  
Guidelines regarding the new federal guidance as it pertains to CSBG and CDBG funded contracts
10. *Advance Requests* policy change & instructions **(Page 27)**  
FY18 Providers are eligible to receive a **three-month** advance
11. *Purchasing Requirements/Competitive Bidding* **(Page 30)**  
Section Added: For **CSBG ONLY** Purchases of \$1 or greater
12. *Disallowances section renamed Non-Reimbursable Expenses* **(Page 44)\*\*\***  
**Additions:** Funding outside of Budget period & Litigation related expenses not allowed
13. *Year End Close Out* **(Page 47)\*\*\***  
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.)