

DYCD FY18 HHS Accelerator Financials Fiscal Manual: Summary of Changes

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

1. *HHS Accelerator Financials Assistance (Page 1) ****
New email: help@mocs.nyc.gov (New email as of 7/18/17)
2. *Insurance (Page 8-9)*
Added Insurance Requirements as of FY2017 (1/5/17)
3. *Policy Change: (Page 9)*
DYCD **no longer** requires that the Certificate of General Liability Insurance and the Endorsement be sent directly from an insurance broker. Providers are able to email these proofs of insurance documents directly to DYCDInsurance@dycd.nyc.gov for review
4. *Employer's FICA and MTA Tax (Page 9) ****
Quarterly payroll expense amount changed from \$2,500 to \$312,500
5. *New York State's minimum wage (Page 10)*
Annual changes from December 31, 2017 through December 31, 2026
6. *Seasonal Employee category eliminated (Page 11)*
7. *Travel Costs (Page 13) ****
Use link for rates: [IRS Standard Mileage Rate](#)
8. *Client Stipends/Incentive Bonus (Page 14-15) ****
Payments to Volunteers not allowed
9. *Equipment Tab requirements (Page 16)*
Added requirements for inventory of equipment
10. *Subcontractors (Page 18)*
Added specification: Subcontractor with an annual budget of over \$100,000 will be required to complete the VENDEX (Vendor and Principal Questionnaires) and other information about the entity.
11. *Indirect Rate (Indirect Cost) (Page 20) ****
Additional Information
12. *Uniform Grant Guidance for Federally Funded Grants (Page 21-22)*
Guidelines regarding the new federal guidance as it pertains to CSBG and CDBG funded contracts.
13. *New requirement 10% De Minimis Decline Acknowledgement Form also on the DYCD website (Page 23)*
14. *Purchasing Requirements/Competitive Bidding (Page 33)*
Section Added: For **CSBG ONLY** Purchases of \$1 or greater
15. *Advance Requests policy change & instructions (Page 43-45)*
FY18 Providers are eligible to receive a **three-month** advance
16. *Equipment tab requirements (Page 46)*
Added requirements for inventory of equipment
17. *Disallowances section renamed Non-Reimbursable Expenses (Page 49) ****
Additions: Funding outside of Budget period & Litigation related expenses not allowed
18. *EFT Link updated to [EFT Enrollment Form \(Direct Deposit\)](#) (Page 51)*
19. *Year End Close Out*
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. **(Page 53) *****