

FY24 Multiyear Discretionary Contracting Provider FAQ

Following up on the [July 2023 press release](#), MOCS has prepared this FAQ based on provider questions related to implementation and contract processing. If you have a question that is not reflected in this document, you may reach out to the MOCS Service Desk by submitting a ticket via the [MOCS Help Page](#). This FAQ will be updated as we receive additional questions.

Award Designations and Clearance

1. What is the multiyear contract reform?

The multiyear contract reform allows your organization to enter one **three-year contract** per City agency. In years 2 and 3 of the contract, no registration process will be necessary if City Council discretionary funding is within the registered contract amount. Your organization will budget and invoice each year based on *cleared* discretionary awards.

2. How is the multiyear contract amount calculated?

The value reflects the **maximum reimbursable amount (MRA)** under this contract. If your organization is a previous awardee and received Council funding in FY23, the MRA is your organization's cumulative FY23 funding *cleared* in FY23 projected out for three years (FY24-26). This amount includes a buffer should your organization receive additional funding in years 2 or 3 of the contract. Please see formula below for FY24-26:

$$\text{MRA} = \text{year 1 cleared } \$ \text{ amount (per provider per agency)} * 3 \text{ (FYs)} * .75 \text{ (.25 buffer per FY)}$$

Example: FY23 cleared funding of \$100,000 → FY24-26 MRA of \$375,000

New awardees' contracts will be based on cumulative cleared funding in year 1 of award designation and uploaded to PASSPort at the time of award clearance.

The MRA allows your contracting agency to register a multiyear contract without waiting for award bundles, or designations that routinely occur later in the fiscal year.

3. Is funding under the contract guaranteed?

No, City Council funding for any fiscal year is **not guaranteed**. Funding may be designated to your organization by Council Members and Citywide Initiatives through Schedule C and/or transparency resolution(s). A draft FY24-26 contract in PASSPort does not mean that your organization will receive awards. If the contract is processed and registered, your organization should not rely on being paid the contract MRA. Payments are dependent on City Council designations, procedural award clearance, and budget and invoice approval each year.

4. Does my organization still need to submit a City Council discretionary funding application?

Yes, organizations must continue to submit application(s) to City Council each year that they wish to receive funds. For questions related to the application process, or an existing award application, please contact the City Council Discretionary Unit at discretionary@council.nyc.gov.

5. Does my organization still need to fulfill discretionary award clearance requirements?

Yes, organizations are required to fulfill the procedural requirements for award clearance – City Council clearance, HHS Prequalification in PASSPort, and Capacity Building Training – each year that they receive awards in order to move forward in the contracting process and invoice for reimbursement. Please continue to check the [MOCS discretionary award tracker](#) for award status, information, and next steps.

6. What if my organization still needs to fulfill procedural requirements for FY23 awards?

Organizations that did not fulfill requirements for FY23 awards will still have the opportunity to complete them. However, the FY24-26 contract MRA will be based only on FY23 cleared awards or cleared FY24 awards if Council funding was not allocated or cleared in FY23.

7. What if I did not receive Council funding in FY23?

Organizations that did not receive FY23 awards, i.e., new awardees, will have their FY24 awards bundled at the time of initial clearance. The contract MRA will be based on this bundled total.

8. What if my organization does not receive Council funding in FY24?

Your contracting agency will leave the contract in draft status in PASSPort in case of award designation at a later date. Should the first designation be in year 2 or 3, the contract term will be updated to reflect a three-year term, beginning the first year of Council funding.

9. What if my organization receives more Council funding than the contract allows?

Any funding above the contract MRA will require your contracting agency to process an amendment.

Contract Management

10. Are there new documentation requirements?

No, your contracting agency will utilize new contract language to reflect the MRA and three-year term. In year 1, contracting tasks in PASSPort – Vendor Document Submission and Final (Contract) Review – remain the same. For a list of standard contract documents and templates, please visit the [NYC Nonprofits City Council Discretionary Funding page](#).

Effective FY24, providers no longer have to submit a Conflict-of-Interest Form to their contracting agencies, since that document has already been collected and reviewed by the City Council.

Effective FY25, providers no longer have to submit a Lobbying Certification Form as part of the contract registration process.

11. Will documentation be required for all three years?

Contract registration documents will be required for year 1, i.e., the registration year. In years 2 and 3, your organization should ensure continuation of insurance and provide any requested documents for budgeting and invoicing reviews.

12. Are there changes to the public hearing requirement?

No, all contracts over \$100,000 require a public hearing to be registered.

Contract Budgeting and Invoicing

13. Are we doing budgets in PASSPort?

If your contracting agency previously processed budgets in HHS Accelerator, the City's legacy digital system, your organization will now budget and invoice in PASSPort. For guidance, watch the webinar [PASSPort Financials for Discretionary Providers](#).

Organizations whose award reimbursement is processed by a fiscal or program administrator should follow up directly with their contracting agency to confirm next steps.

14. How does my organization budget for an MRA?

Your organization should only budget for the **total value of *cleared* awards**. Your contracting agency will utilize an unallocated sub-budget or un-invoiceable line to manage remaining funding. If your organization has awards with outstanding procedural requirements for clearance, complete these outstanding requirements as soon as possible to prevent budget delays.

15. What if my organization receives additional awards after budget approval?

Your contracting agency will update the budget to allow your organization to process budget modifications for any additional *cleared* award(s). Your organization may then continue submitting invoices against the approved budget.

16. Not all of my organization's awards have cleared. May I invoice for them?

No, agencies will only review budgets and invoices for *cleared* awards. To ensure timely processing, your organization should complete all procedural requirements for award clearance prior to July 1 and maintain compliance throughout the year.

17. My organization expects to receive the same award in year 2. May we get our funding before July 1?

No, City Council must first designate the award in Schedule C or subsequent transparency resolution(s), *and* the award must clear in order for your contracting agency to process a budget.

Council funding for three fiscal years is **not guaranteed**.

Additional Questions

18. **My organization’s calculation of the MRA does not match what I see in PASSPort. Why is it different?**

Please refer to question 2 for the calculation. If you have questions, please follow up with your contracting agency. Contracts through the NYC Department of Health and Mental Hygiene may additionally include New York State Article 6 funding.

19. **Do multiyear discretionary award contracts contain an allowance clause?**

All multiyear discretionary contracts contain a funding *buffer*. While similar to the standard human services allowance clause, the buffer is calculated per year and is informed by contract language distinct from the allowance clause.

20. **My organization does not have a contract shell visible in PASSPort. When will it become available?**

If an organization is new to City Council discretionary funding, or did not fulfill award procedural requirements for clearance, a multiyear contract will be uploaded to PASSPort at the time of award clearance. Providers do not need to reach out to MOCS to confirm award clearance or contract upload(s).

21. **My organization is new to City Council funding and does not have a multiyear contract in place. What will be my contract start date?**

As of FY24, for new awardees, the multiyear contract term will start the first fiscal year of Council funding. For example, if a provider’s first year of Council funding is FY25, the contract term will be FY25-FY27, i.e., July 1, 2025 - June 30, 2027.

22. **What resources are available to assist with multiyear financials actions?**

Providers may visit the [MOCS PASSPort Financials](#) webpage for learning resources and to register for financials training opportunities. Discretionary-specific materials are available on the [MOCS Discretionary Award Process](#) page, including this FAQ and the webinar [PASSPort Financials for Discretionary Providers](#).

23. **My organization’s multiyear contract is registered. When can I start invoicing?**

Providers can start invoicing for their cleared discretionary awards upon registration if the Purchase Order (PO) associated with the contract is in Active status, and there are invoiceable line items. Invoiceable line items are marked with a check in the “Invoiceable?” column in the PO.

Please note that your organization may first need to create a budget by creating a purchase order change request, then adding new budget lines. Step-by-step instructions are available on the MOCS PASSPort Financials webpage.