

Checklist: City Council Discretionary Funding

The checklist can be used to help nonprofits as they progress through the City Council Discretionary Funding process. This checklist covers the entire process including the crucial step to complete contracting tasks in PASSPort. After checking the Discretionary Award Tracker, awardees should reach out to their contracting Agency for next steps.

Submit the New York City Council Discretionary Funding Application

Timeline = 6 weeks, January – February

Complete Procedural Requirements for Award Clearance

Timeline = February – June

- Address all application requirements and documents for City Council Clearance.
- Request a PASSPort Account.
- Submit an HHS Prequalification (PQL) Application in PASSPort.
- Complete the online Capacity Building Training.

Check Award Designations

- Check Schedule C (Timeline = June – July)
- Check City Council Transparency Resolution (Timeline = July – May)

Check the Discretionary Award Tracker

Timeline = July – End of Fiscal Year (June 30th)

- Confirm Discretionary Award Status.
- Identify pending Procedural Requirements.

Complete Contracting Tasks in PASSPort

Timeline = After Award Clearance

- Complete Vendor Document Submission.
- Complete Vendor Final Review.
- Complete DocuSign E-Signature Transaction.

Contract Management

- Submit Budget.
- Submit Invoices (upon contract registration).
- Get paid!

Key Resources

- [Guide: Understanding New York City Council Discretionary Funding](#)
- [City Council Website](#)
- [Discretionary Award Tracker](#)

Directory of Links

Guide: Understanding New York City Council Discretionary Funding	https://www.nyc.gov/assets/mocs/downloads/PASSPort/learning-to-use-passport/Guide_UnderstandingCityCouncilDiscretionaryFunding.pdf
City Council Website	https://council.nyc.gov/budget/
Discretionary Award Tracker	https://www.nyc.gov/site/mocs/opportunities/discretionary-award-tracker.page