

Discretionary Award Clearance Provider Information Sheet

Each year, New York City Council awards discretionary funds to nonprofit organizations through Schedule C of the [Adopted Budget](#). The Mayor's Office of Contract Services (MOCS) clears awards for procedural requirements so that City agencies may begin the contracting process. Discretionary contracts are managed in PASSPort, the City's digital Procurement and Sourcing Solutions Portal.

Procedural Requirements for Award Clearance

Once City Council approves a discretionary award, MOCS confirms that the awardee has (a) a PASSPort account, (b) an Approved HHS Prequalification Application, and (c) completed City Council's Capacity Building Training, as necessary. Exceptions apply for Department of Cultural Affairs (DCLA) awards. Providers must be cleared by City Council and MOCS before their awards can begin the contracting process. Organizations can find the status of their awards through the [Discretionary Award Tracker](#).

PASSPort Account

PASSPort is the City's digital procurement system, developed and maintained by MOCS. Designed with and for vendors and agencies, PASSPort leverages technology to make it easier to do business with the City of New York. Learn more at nyc.gov/passport. Creating a PASSPort account is a simple, two-step process:

1. Establish a NYC.ID [here](#). If your organization already has an HHS Accelerator account, your NYC.ID is your email login.
2. Once a NYC.ID is created, use it to log in and request a PASSPort account [here](#).

The individual requesting a PASSPort account should be a principal or designee who is officially authorized to conduct business with the City on behalf of its organization. For step-by-step guidance, refer to the [PASSPort Account Creation Manual](#).

Approved HHS Prequalification Application

Discretionary awardees must have an Approved HHS Prequalification Application. Organizations that are exclusively funded by DCLA are exempt. To determine your organization's prequalification status, or to become prequalified in PASSPort, please visit the [Learning to Use PASSPort](#) page.

Capacity Building Training

Awardees that receive more than \$10,000 in discretionary funding, but less than \$1 million in cumulative City funding, must complete City Council's Capacity Building Training and obtain certification. A Capacity Building Training Certificate is valid for three years and follows the specific individual that completed the course. Please refer to [these instructions](#) to enroll in the online training.

Completing Contracts for Registration in PASSPort

Once a provider is cleared by City Council and MOCS, your contracting agency may reach out to you so your organization can begin compiling the necessary contract documents for award processing. PASSPort will send you a task notification email when it is time to start the document submission process. Multiple awards with a single agency may be bundled into a contract. For more information, please refer to the contract resources on the [NYC Nonprofits Discretionary Funding](#) and [Learning to Use PASSPort](#) pages.