



Dear Provider Partner,

The City of New York continues to keep you apprised of updates on the Indirect Cost Rate (ICR) Funding Initiative.

UPCOMING INITIATIVE MILESTONES

DECEMBER 1 – DEADLINE TO SUBMIT ENTRYWAY CHOICE FORM

- **Final Deadline to Submit Entryway Choice Forms.** Providers seeking to obtain an Accepted ICR effective Fiscal Year 2021 must complete an [Entryway Choice Form](#) on or before **December 1, 2020** or default to an Accepted ICR of 10%. As a reminder, submitting an Entryway Choice Form means that a Provider has established an ICR in accordance with the Cost Manual and has in-hand their Verification Documentation, as necessary, in the form of a Negotiated Indirect Cost Rate Agreement (NICRA) or Independent Accountant's Report.
- **Does your organization need to submit an Entryway Choice Form for FY21 funding?** Your organization should only submit an Entryway Choice Form if it a) received notification that it did not submit an accurate Delta Template in FY20 by the August 19 deadline, b) received an Accepted Conditional Template and ICR for FY20, or c) has yet to enter the ICR Funding Initiative since it opened in November 2019. Providers who have an Accepted ICR do not need to resubmit an Entryway Choice Form for FY21.

DECEMBER 31 – DEADLINE TO RECEIVE AN ACCEPTED ICR

- **Timely Submission of Delta Templates.** Providers that have received Delta Templates and are currently working on completing them must adhere to the current timeline and upload completed templates to their HHS Accelerator Document Vault within 30 days of initial receipt from the CIT. Organizations that submit an Entryway between November 17 and the Entryway deadline of December 1 should return their completed Delta Templates on or before **December 15** to ensure that your organization has enough time to incorporate any necessary revisions and receive an Accepted ICR by December 31, 2020. An [instructional video](#) on completing the Delta Template, as well as other support resources, can be found on the [Indirect Implementation Webpage](#).
- **Any Delta Template submission after 5 PM on December 29 will be the final submission.** After this time, organizations will not be able to resubmit a Delta Template should revisions be required – all submissions will be final. The CIT will not be reviewing Delta Templates received after December 29, 5 PM until the week of January 4, when notifications will be sent to providers with Accepted ICRs. Therefore, the CIT recommends submitting Delta Templates on or before **December 15** and expeditiously resubmitting, as necessary, to ensure your organization has an Accepted ICR by December 31.

ICR FUNDING INITIATIVE AND RFPs

- In responding to health and human services RFPs, providers can expect to see the language below that references the Initiative. If you have questions about this language, please reach out to the Mayor's Office of Contract Services. If a solicitation is missing this language, please notify the designated contact in the solicitation and Mayor's Office of Contract Services.
All price and budget proposals should be prepared in accordance with The City of New York's Health and Human Service Cost Policy and Procedures Manual (Cost Manual). The City is currently implementing the Indirect Cost Rate Initiative. For the purpose of responding to this solicitation, proposers should include an Indirect Cost Rate of 10%.

FY20 AMENDMENT INFORMATION

- **No Negative Amendments.** The City will not issue negative amendments in conjunction with this Initiative. In cases where the Accepted Delta Template indicates a negative amendment value for a particular contract, providers should work directly with the contracting City Agency to reallocate those costs to appropriate Direct Cost line items.
- **Questions about FY20 Amendments?** Please review the [technical webinar](#) and see the [FAQs](#) for answers to questions about the application of the FY21 Budget to FY20 ICR Amendments.
- **FY20 ICR Amendment Calculator.** The CIT has made available on the [Indirect Implementation Webpage](#) an [Excel worksheet](#) that providers with FY20 Accepted ICRs may use to calculate the value of their FY20 ICR Amendments.

BACKGROUND ON INITIATIVE

In February 2019, the City of New York adopted the Cost Manual to standardize cost allocation practices for health and human service providers contracting with the City. The Fiscal Year 2020 Adopted Budget established an Indirect Cost Rate Funding Initiative based on the Cost Manual. The Fiscal Year 2021 Adopted Budget, passed during the COVID-19 pandemic, maintained the ICR Funding Initiative at an adjusted level of funding. The Mayor's Office of Management and Budget and [Mayor's Office of Contract Services](#) form the City Implementation Team (CIT), tasked to design and manage the implementation and roll-out of the Initiative. The CIT established a Provider Workgroup that includes City Council representation to advise them. For more information on how to establish and claim your ICR and important timelines, please visit the [ICR Funding Initiative Webpage](#), which is regularly updated. The CIT is available for questions at the Mayor's Office of Contract Services.

Sincerely,
The City Implementation Team

Update on COVID-19 Testing:

All New Yorkers can now get tested for COVID-19! It's FREE, confidential and available at a location near you. Go to [NYC.Gov/COVIDTest](#) to find a convenient testing site today.
[#FightCOVIDNYC](#).