



Dear Nonprofit Partner,

The City of New York continues to keep you apprised of updates on the Indirect Cost Rate (ICR) Funding Initiative. November 18th marked the official launch date. A reminder that entryways will remain open until December 31, 2020. The **Conditional Indirect Cost Rate Option** must be elected by **January 31, 2020**. Please consult the [Cost Manual](#) for more information.

UPDATES

- **Delta Template Guide.** This guide, shared with your organization through the HHS Accelerator Document Vault and available on the [Indirect Implementation Webpage](#), provides detailed steps to completing the Delta Template.
- **Entryway Choice Form.** A reminder that completing the Entryway Choice Form is the first step to begin the process of receiving your funding. The form can be found [here](#). Providers must elect the **Conditional Indirect Cost Rate Option** by **January 31, 2020**.

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 20 Adopted Budget established an indirect cost rate funding initiative based on the Cost Manual. The Mayor's Office of Management and Budget and Mayor's Office of Contract Services formed a City Implementation Team (CIT) to design the implementation and roll-out of the indirect initiative and established a Provider Work Group to advise them.

For more information on how to establish and claim your ICR and important timelines, please read the [Cost Manual](#). We will continue to update the [Indirect Implementation Webpage](#) with support resources and you may also contact us for assistance at the Mayor's Office of Contract Services.

Sincerely,
The City Implementation Team