

## [Discretionary Grant Pilot Awardee FAQ](#)

Here are [slides](#) from the Mayors Office of Contract Services' (MOCS) presentation and some helpful guidance below.

### Eligibility/Participation

#### **How do I know if my organization's award is eligible?**

If you are receiving this correspondence, it means your organization has been allocated an FY26 award under the pilot – see the presentation (slide 9) for eligibility parameters. Please note that there is no opt-out option for the pilot. If your award in the pilot does not clear or your organization is unable to complete the grant agreement, your funding will undergo further review by the City Council.

#### **How will I know if my organization has been cleared by Council and has completed all procedural requirements? Will someone reach out to me if something is missing?**

You can check the status of your Discretionary Award via the [MOCS Discretionary Award Tracker](#), which was last updated September 9th (please note that the tracker is not updated in real time).

MOCS has reached out to organizations, including their PASSPort users, with outstanding procedural requirements related to PASSPort Prequalification and Capacity Building Training.

If your organization is pending City Council clearance specifically, City Council will have reached out to your organization's contact as identified on the application. Likewise, these individuals may have been contacted by the Mayor's Office for Nonprofit Services (MONS) related to outstanding New York State (NYS) Charities filings if applicable.

### Insurance

#### **What are the insurance requirements to get funding through this pilot?**

Organizations receiving City Council discretionary funding are required to carry the appropriate insurance coverage and certifications, including **Commercial General Liability**. You can learn more about City Council Discretionary Funding Insurance Requirements here. Your organization may also need **Workers' Compensation Insurance** and **Disability Benefits and Paid Family Leave Insurance**.

#### **What if my organization has no employees?**

For additional information on **Workers' Compensation and Disability and Paid Family Leave**, including who is considered an employee and coverage examples, please refer to:

- [NYS Workers' Compensation Coverage Requirements](#)
  - [Nonprofit Entities with No Employees – Workers' Compensation...](#)
- [NYS Disability and Paid Family Leave Benefits Coverage Requirements](#)
  - [Nonprofit Entities with No Employees – Disability and Paid Family Leave Benefits...](#)
- [Attestation of Exemption \(CE-200\) Guide](#)

If an organization has no employees, the organization must provide a **Certificate of Attestation of Exemption (CE-200)**. Please ensure the definition of no employees aligns with NYS requirements.

**What does the Central Insurance Program (CIP) cover? Note: for awards through the Department of Youth and Community Development (DYCD) only.**

For awardees that opt in, CIP provides comprehensive Commercial General Liability (CGL), Workers' Compensation, and Disability Benefits and Paid Family Leave coverage.

If an organization chooses to participate in CIP and has the required Workers' Compensation and Disability Benefits and Paid Family Leave coverage, the organization must submit those certificates to DYCD, and CIP will provide CGL coverage only.

CGL is automatically assigned to organizations that opt in and provides coverage limited to one million dollars (\$1,000,000) per occurrence for incidents that occur in connection with award activities described in the organization's grant agreement with DYCD.

This CGL also provides coverage for the costs of defending claims or suits resulting from bodily injury, as well as the costs of verifiable medical expenditures for authorized participants injured during covered activities.

## Budget

### What can I include in my budget?

Your organization's award budget should include expenses related to performing the purpose(s) of funds, as will be outlined in your grant agreement. All expenses must be in FY26 (July 1, 2025 – June 30, 2026). Shared expenses across programs must be allocated proportionately based on utilization for the award(s) specifically.

You will have the opportunity to ask your NYC agency budget-related questions once your organization's point of contact receives the grant agreement in DocuSign.

**We are planning to hire an outside entity (e.g., band, caterer, accountant, other nonprofit organization) to support activities. Are they considered a subcontractor?**

Using award funding to contract with external entities, whether an individual or organization, to perform programmatic activities under the award purpose(s) of funds is considered subcontracting. Under these conditions, the contracted entity would be a subcontractor. Contracted entities providing specialist knowledge or delivering non-programmatic goods or services may constitute consultant or vendor, respectively. Per City Council, subcontracting and consulting must be “ancillary” to the funded activities; as such, using more than 30% of your award to pay such contracted entities will require additional review, and your organization’s payment may be delayed.

Still have questions? We’re here to help!

Please submit your questions through the [MOCS Service Desk](#).

1. Scroll down and click on the button that says **Need to raise a request? Contact us**.
2. Choose **Common Requests** and then choose the most relevant subtopic.
3. In the **Inquiry Information**, under **What does your inquiry relate to? Choose PASSPort Central**.
4. Then choose **Discretionary Grant Pilot (Pilot Grantees ONLY)**.