



Dear Nonprofit Partner,

Today, November 18th is the **official launch date** of the indirect cost rate (ICR) funding initiative. If you have an established indirect cost rate, you may now begin the process of receiving your funding by completing an **Entryway Choice Form** which is available on the [Indirect Implementation Webpage](#). Please see the Updates section below for more information and consult the City of New York Health and Human Services Cost Policies and Procedures Manual (**Cost Manual**) for detailed instructions.

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.

UPDATES

If your organization has an Established ICR based on a Federal Negotiated Indirect Cost Rate Agreement (NICRA), an Independent Accountant's Report, FY20 Only Conditional ICR or the City's 10% De Minimis ICR Policy, you may now begin the process to receive your funding. The first step is to complete and submit an **Entryway Choice Form**, available on the **left navigation tab** of the [Indirect Implementation Webpage](#).

For more information on how to establish and claim your ICR and important timelines, please read the **Cost Manual**. Entryways will remain open until **December 31, 2020**.

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