

DYCD FISCAL TRAINING

WELCOME!



The New York City Department of Youth and Community Development (DYCD) invests in a network of community-based organizations and programs to alleviate the effects of poverty and to provide opportunities for New Yorkers and communities to flourish.

DYCD FISCAL TRAINING GUIDE: *HHS CONTRACT BUDGET UPDATE*

What is a Contract Budget Update?

A contract *budget update* is a method of adjusting the overall value of an existing approved fiscal year contract budget in HHS.

Why are Providers being asked to submit a Contract Budget Update?

A contract *budget update* is required when a fiscal year's contract value increases or decreases after contract registration. DYCD initiates the contract update in HHS then the Provider is required to adjust the budget accordingly to match the new fiscal year amended value. In this case, the request for submitting a contract Budget Update is in relation to accessing funding from the Allowance Amendment.

How do Providers submit a Contract Budget Update?

To locate the Contract *Budget Update* task, a Provider may either check the Modifications and Updates pending submission section on their HHS homepage ([Screenshot 1](#)).

The screenshot displays the NYC HHS Accelerator Provider Homepage. The navigation bar includes links for Organization Information, Document Vault, Applications, Procurements, and Financials. The main content area is divided into several sections:

- Document Vault:** 13 Documents in your Document Vault.
- Alerts:** 3 Alerts remaining in your Alerts inbox, including User account requests requiring action.
- Application:** Your Current Organization Status: **Approved**. Your Business Application Status: **Approved**. Your organization has 0 pending Service Applications and 2 approved Service Applications.
- Procurements:** 0 RFPs you're eligible for will be released within 30 days, 0 RFPs you're eligible for have due dates within 30 days, 2 RFPs with draft or submitted proposals, and 0 RFPs with proposals determined eligible for award.
- Financials:** 0 Contracts pending registration, 6 Active Budgets, 1 Budgets pending submission, 0 Budgets pending approval, and 0 Budgets returned for revision. A red box highlights the link for **0 Modifications and Updates pending submission**, which is also marked with a green circle containing the number 1.
- Documents Shared with your Organization:** No providers have shared documents with you at this time. This section will become active once a provider has granted you access to 1 or more documents.
- NYC.ID Account Management:** Links to Update your NYC.ID Name or Email, Update your NYC.ID Password, and Update your NYC.ID Security Questions.

Screenshot 1

A Provider may also filter the budget list tab by Budget Updates ([Screenshot 2](#)). The task will be annotated by the 'U' icon within a diamond, as shown below. If the task status shows "Pending Submission," it means the Provider must take action.

The screenshot shows the NYC HHS Accelerator interface. The 'Financials' tab is selected, and the 'Budget List' sub-tab is active. A table lists budget items for the agency. The first item, '99 - Cornerstone', is highlighted with a red box. It has a 'U' icon in a diamond next to the title, a status of 'Pending Submission', and an action dropdown menu. The other two items are 'Active' and 'Approved'.

Procurement/Contract Title	Provider	CT#	Fiscal Year	Budget Value(\$)	Last Updated	Status	Action
99 - Cornerstone			2023	0.00	04/27/2023	Pending Submission	I need to...
- Cornerstone			2023	2,030,874.75	03/31/2022	Active	I need to...
- Cornerstone			2023	862,755.75	11/01/2022	Approved	I need to...

Screenshot 2

- **Are there restrictions on how allocations on a Contract Budget Update can be made?**

Yes. If the purpose of award is to fund the Workforce Enhancement Initiative (WEI), then the Provider is only allowed to allocate costs to the Personnel Services tab. If the purpose of award is for Indirect Cost Initiative, then the Provider is only allowed to allocate costs to the Indirect Rate tab.

▪ **Four Steps to Complete and Submit a Contract Budget Update in HHS**

1. Firstly, begin by identifying the update amount for each sub-budget. To do this, start by expanding the blue bar and then move to the budget summary tab. Here, calculate the variance between the total amount in the blue bar and the "Approved FY Budget". If the value is positive, it means that the update will be an increase to the sub-budget by that amount. Conversely, if the value is negative, the update will be a decrease (*Screenshot 3*).

99 - 3557/6950/312 - CORNERSTONE -
\$372,005.00

Budget Summary

Personnel Services

Operations & Support

Utilities

Professional Services

Rent

Contracted Services

Unallocated Funds

Indirect Rate

Budget Summary

Line Item	Approved FY Budget	Remaining Amount	Update Amount	Proposed Budget
+ Total City Funded Budget	\$366,253.00	\$151,084.14		\$372,005.00
Total Program Income <small>(Excluded from City Funded Budget; Not Invoiced)</small>	\$0.00	\$0.00	\$0.00	\$0.00
Total Program Budget <small>(City Funded Budget + Program Income)</small>	\$366,253.00	\$151,084.14		\$372,005.00

Service Site Information

Please enter an address for each site where your organization proposes to deliver services.

Site Name	Address 1	Address 2	City	State	Zip Code
			Bronx	NY	

Screenshot 3

- After determining the update amount in step 1, step 2 is to allocate the funding based on the purpose of the award. For instance, if a Provider receives notification for a contract budget update submission due to a Workforce Enhancement Initiative (WEI) award, they should proceed to allocate the funding under the "Personnel Services" tab in the "Update Amount" column. This allocation should total the amount calculated in step 1 above (Screenshot 4).

99 - 3557/6950/312 - CORNERSTONE \$372,005.00

Budget Summary **Personnel Services** Operations & Support Utilities Professional Services Rent

Contracted Services Unallocated Funds Indirect Rate

Personnel Services - Summary

Summary View Detail View

Update City Salary & Fringe:	\$5,752.00
Update City Salary:	\$5,752.00
Update City Fringe:	\$0.00 (0.00%)
YTD Invoiced Amount:	\$179,272.97

Salaried Positions	Approved FY Budget	Remaining Amount	Update # Positions	Update Amount	Proposed Budget
+ Salaried Positions Total	\$114,595.70	\$41,598.99		\$2,078.00	\$116,673.70

Hourly Employees	Approved FY Budget	Remaining Amount	Update # Positions	Update Amount	Proposed Budget
+ Hourly Employees Total	\$154,767.76	\$69,719.92		\$3,674.00	\$158,441.76

Fringe Benefits	Approved FY Budget	Remaining Amount	Rate	Update Amount	Proposed Budget
Fringe Total	\$39,186.87	\$17,958.45	0.00%	\$0.00	\$39,186.87

Screenshot 4

- Once allocated, the total in the Proposed Budget Column in the Budget Summary, should match the total in the blue bar. It's crucial to ensure that the amounts match the figures displayed in the blue bar. After reconciling the figures, the Provider should repeat steps 1 and 2 for all sub-budgets included in the contract. Once all sub-budgets are adequately addressed, the Provider can submit the budget update for review and approval by the Agency (*Screenshot 5*).

99 - 3557/6950/312 - CORNERSTONE -
\$372,005.00

Budget Summary

Personnel Services

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Budget Summary

Line Item	Approved FY Budget	Remaining Amount	Update Amount	Proposed Budget
+ Total City Funded Budget	\$366,253.00	\$151,084.14	\$5,752.00	\$372,005.00
Total Program Income <small>(Excluded from City Funded Budget; Not Invoiced)</small>	\$0.00	\$0.00	\$0.00	\$0.00
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			Bronx	NY	

Screenshot 5

- The final step in this process is for Providers to upload the PDF document titled ‘Cert of Allowance Funding’ that provides additional details on the purpose of the funds associated with the contract budget update (*Screenshot 6*). This document must be uploaded to the Documents section (*Screenshot 7*). It's essential to note that budget updates will not be approved without the PDF document uploaded. So, Providers must ensure they upload the document to avoid any delays in the approval process.



Keith Howard
Commissioner

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Provider:
Contract Number:
Program Area:
Date: February 21, 2023

Dear

Your organization previously received allowance funding by a formal contract amendment. This letter certifies that you have been allocated **\$9,589.00** from the allowance.

Use of funds:

- Additional slots, as specified in the workscope released to your organization (no change in programming)
- Additional programming/initiatives, as detailed below:

Workforce Enhancement Initiative (WEI)
The FY23 Adopted Budget included new baselined funding of \$68 million for a Workforce Enhancement Initiative (WEI) for non-profit human and legal services workers. The funding will be awarded to non-profit providers that have current contracts with the City of New York. The funds can be used for personnel services or for fringe costs.

Please certify that you agree to the terms by attaching this document to the budget your organization submits in the citywide budget system.

Screenshot 6

99	- 3557/6950/312 - CORNERSTONE -		\$372,005.00	◀
99	- 3557/6950/312 - CORNERSTONE -		\$486,011.00	◀
99	- 3557/6950/312 - CORNERSTONE -		\$419,891.00	◀
99	- 3333/6950/312 -		\$710,246.75	◀
99	- 3534/6950/312 - CORNERSTONE YSEO -		\$42,721.00	◀
Documents				◀
Advances				◀
Assignments				◀

Screenshot 7