

Multiyear Discretionary Contracting Provider FAQ

Following up on the [July 2023 press release](#), MOCS has prepared this FAQ based on provider questions related to implementation and processing of the Fiscal Year (FY) 2024 discretionary contracting reform. If you have a question that is not reflected in this document, you may reach out to the MOCS Service Desk by submitting a ticket via the [MOCS Help Page](#). This FAQ will be updated as we receive additional questions.

Award Designations and Clearance

1. What is the multiyear contract reform?

The multiyear contract reform allows your organization to enter one **three-year contract** per City agency. In years 2 and 3 of the contract, no registration process will be necessary if City Council discretionary funding is within the registered contract amount. Your organization will budget and invoice each year based on *cleared* discretionary awards.

2. How is the multiyear contract amount calculated?

The value reflects the **maximum reimbursable amount (MRA)** under this contract. If your organization was an FY23 awardee at the time of initiative rollout, your contract MRA was your organization's cumulative FY23 funding *cleared* in FY23 projected out for three years (FY24-26). This amount includes a buffer should your organization receive additional funding through the contract term. Please see formulas below:

Initiative rollout in FY24 for FY23 awardees (contracts uploaded in August 2023):

$$\text{MRA} = \text{FY23 cleared \$ amount (per provider per agency)} * 3 \text{ (FYs)} * .75 \text{ (.25 buffer per FY)}$$

Example: FY23 cleared funding of \$100,000 → FY24-26 MRA of \$375,000

Moving forward, new awardees' contracts will be based on cumulative cleared funding in year 1 of award designation and uploaded to PASSPort at the time of award clearance:

$$\text{MRA} = \text{year 1 cleared \$ amount (per provider per agency)} * 3 \text{ (FYs)} * .75 \text{ (.25 buffer per FY)}$$

Example: FY24 cleared funding of \$100,000 → FY24-26 MRA of \$375,000

The MRA allows your contracting agency to register a multiyear contract without waiting for award bundles, or designations that routinely occur later in the fiscal year.

3. Is funding under the contract guaranteed?

No, City Council funding for any fiscal year is **not guaranteed**. Funding may be designated to your organization by Council Members and Citywide Initiatives through Schedule C and/or transparency resolution(s). A draft multiyear contract in PASSPort does not mean that your organization will receive awards. If the contract is processed and registered, your organization should not rely on being paid the contract MRA. Payments are dependent on City Council designations, procedural award clearance, and budget and invoice approval each year.

4. Does my organization still need to submit a City Council discretionary funding application?

Yes, organizations must continue to submit application(s) to City Council each year that they wish to receive funds. For questions related to the application process, or an existing award application, please contact the City Council Discretionary Unit at discretionary@council.nyc.gov.

5. Does my organization still need to fulfill discretionary award clearance requirements?

Yes, organizations are required to fulfill the procedural requirements for award clearance – City Council clearance, Prequalification in PASSPort, and Capacity Building Training – for each award designation in order to move forward in the contracting process and invoice for reimbursement. Please continue to check the [MOCS discretionary award tracker](#) for award status, information, and next steps.

6. What if my organization still needs to fulfill procedural requirements for prior fiscal year awards?

Organizations that did not fulfill requirements for prior fiscal year awards will have their multiyear contract MRA be based on year 1 cleared award amount(s). Please note that awards that are not cleared in the fiscal year of allocation may be subject to reallocation by the Council. Providers should aim to fulfill requirements as soon as possible.

7. What if my organization did not receive Council funding in prior years?

Organizations that did not receive FY23 awards at initiative rollout, i.e., new awardees, or fulfill procedural requirements in time, will have their new awards bundled and uploaded to the PASSPort at the time of initial clearance. The contract term and MRA will be based on this bundled total.

8. What if my organization had a contract uploaded to PASSPort for FY24 but did not receive Council funding?

Your contracting agency may leave the contract in draft status in PASSPort in case of award designation at a later date or cancel the contract.

9. What if my organization receives more Council funding than the contract allows?

On a case-by-case basis, MOCS may work with contracting agencies prior to contract registration to update MRAs – please reach out to your contracting agency for guidance. After registration, any funding above the contract MRA will require your contracting agency to process an amendment.

Contract Management

10. Are there new documentation requirements?

No, your contracting agency will utilize new contract language to reflect the MRA and three-year term. In year 1, contracting tasks in PASSPort – Vendor Document Submission and Final (Contract) Review – remain the same. For a list of standard contract documents and templates, please visit the [Discretionary Award Process webpage](#).

Effective FY24, providers no longer have to submit a Conflict-of-Interest Form to their contracting agencies, since that document has already been collected and reviewed by the City Council.

Effective FY25, providers no longer have to submit a Lobbying Certification Form as part of the contract registration process.

11. Will documentation be required for all three years?

Contract registration documents will be required for year 1, i.e., the registration year. In years 2 and 3, your organization should ensure continuation of insurance and provide any requested documents for budgeting and invoicing reviews.

12. Are there changes to the public hearing requirement?

Effective May 2025, public notice and comment requirements replaced public hearings for proposed contract awards. All contracts over \$100,000 will require public notice and comment to be registered. Public notice and comment will only need to be conducted in year 1 of the contract. For more information, visit the [Public Hearing section](#) of the MOCS website.

Contract Budgeting and Invoicing

13. Are we doing budgets in PASSPort?

If your contracting agency previously processed budgets in HHS Accelerator, the City's legacy digital system, your organization will now budget and invoice in PASSPort. For guidance, watch the webinar [PASSPort Financials for Discretionary Providers](#).

Organizations whose award reimbursement is processed by a fiscal or program administrator should follow up directly with their contracting agency to confirm next steps.

14. How does my organization budget for an MRA?

Your organization should only budget for the **total value of *cleared* awards**. Your contracting agency will utilize an unallocated sub-budget or un-invoiceable line to manage the remaining funding. If your organization has awards with outstanding procedural requirements for clearance, complete these outstanding requirements as soon as possible to prevent budget delays.

15. What if my organization receives additional awards after budget approval?

Providers should work with their contracting agencies to update the budget. Your organization may submit a budget modification to request access to additional *cleared* funds. Once the revised budget is approved by the agency, your organization may then continue submitting invoices.

16. Not all of my organization's awards have cleared. May I invoice for them?

No, agencies will only review budgets and invoices for *cleared* awards. To ensure timely processing, your organization should complete all procedural requirements for award clearance prior to July 1 and maintain compliance throughout the year.

17. My organization expects to receive the same award in year 2. May we get our funding before July 1?

No, City Council must first designate the award in Schedule C or subsequent transparency resolution(s), *and* the award must clear in order for your contracting agency to process a budget.

Council funding for three fiscal years is **not guaranteed**.

Additional Questions

18. My organization's calculation of the MRA does not match what I see in PASSPort. Why is it different?

Please refer to question 2 for the calculation and question 9 for special considerations. If you have questions, please follow up with your contracting agency. Contracts through the NYC Department of Health and Mental Hygiene may additionally include New York State Article 6 funding.

19. Do multiyear discretionary award contracts contain an allowance clause?

All multiyear discretionary contracts contain a funding *buffer*. While similar to the standard human services allowance clause, the buffer is calculated per year and is informed by contract language distinct from the allowance clause.

20. My organization does not have a contract shell visible in PASSPort. When will it become available?

If an organization is new to City Council discretionary funding and did not fulfill award procedural requirements for clearance, a multiyear contract will be uploaded to PASSPort at the time of award clearance. Providers do not need to reach out to MOCS to confirm award clearance or contract upload(s).

21. My organization is new to City Council funding and does not have a multiyear contract in place. What will be my contract start date?

For new awardees, the multiyear contract term will start the first fiscal year of Council funding. For example, if a provider's first year of Council funding is FY26, the contract term will be FY26-FY28, i.e., July 1, 2025 - June 30, 2027.

22. What resources are available to assist with multiyear financials actions?

Providers may visit the [MOCS PASSPort Financials](#) webpage for learning resources and to register for financials training opportunities. Discretionary-specific materials are available on the [MOCS Discretionary Award Process](#) webpage, including this FAQ and the webinar [PASSPort Financials for Discretionary Providers](#).

23. My organization's multiyear contract is registered. When can I start invoicing?

Providers can start invoicing for their cleared discretionary awards upon registration when the Purchase Order (PO) associated with the contract is in Active status, and there are invoiceable line items. Invoiceable line items are marked with a check in the "Invoiceable?" column in the PO.

Please note that your organization will first need to create a budget by initiating a purchase order change request, then adding new budget lines. Step-by-step instructions are available on the MOCS PASSPort Financials webpage.

24. Can underutilized award funds be rolled over to the next fiscal year?

Award amounts do not roll over to the next fiscal year and must be expensed within the fiscal year of designation.

25. What is the Discretionary Prequalification Application?

The Discretionary Prequalification Application is a new, simplified version of the HHS Prequalification Application for providers that exclusively receive discretionary awards. Please visit the [Discretionary Prequalification webpage](#) for more information.

26. How can I verify my organization's prequalification status?

In PASSPort, providers can navigate to the RFx tab on the top of the screen, click 'Browse Prequalified Lists', then search for "prequalification" and select either 'HHS Accelerator Prequalification' or 'Discretionary Prequalification' depending on their needs. A provider will have fulfilled their prequalification requirement if the Current Status of either application reads "Approved."