



NonProfit
HelpDesk

2025-2026

Nonprofits:
We're Here To
Help YOU

Awarded NYC Discretionary Funding?
Here's What Happens Next

Monday, April 27, 2026 at 4:00pm | FACILITATOR: TAMARA KESHECKI

NONPROFIT HELPDESK

We're here for you!

- Free Live Workshops
- Archive of Past Workshops
- LinkedIn Community
- Free Expert Support

Find out more at www.nphd.org

These workshops are funded by generous allocations from NYC Council Members



WORKSHOPS FOR CAPACITY BUILDING & NYC DISCRETIONARY FUNDING



From Logo to Legacy: Building Your Brand Story

Today • 12:00 PM EDT

Free



You Ask, We Answer: NYC Council Discretionary Expense Funding

Tomorrow • 6:30 PM EDT

Free



Nonprofit Excellence - Top 10 Best Practices for Nonprofit Organizations

Tue, May 27 • 12:00 PM EDT

Free



NYC Council Discretionary Funding Q&A w/ NYC Dept of Youth & Community Dev.

Wed, May 28 • 6:30 PM EDT

Free



Submitting the HHS Prequalification (PQL) Application

Wed, Jun 4 • 6:30 PM EDT

Free



Getting Started with Grants

Tue, Jun 10 • 12:00 PM EDT

Free



Navigating NYC PASSPort for Nonprofits

Tue, Jun 10 • 6:30 PM EDT

Free



NYC Council Discretionary Expense Funding: Contracting & Reimbursement

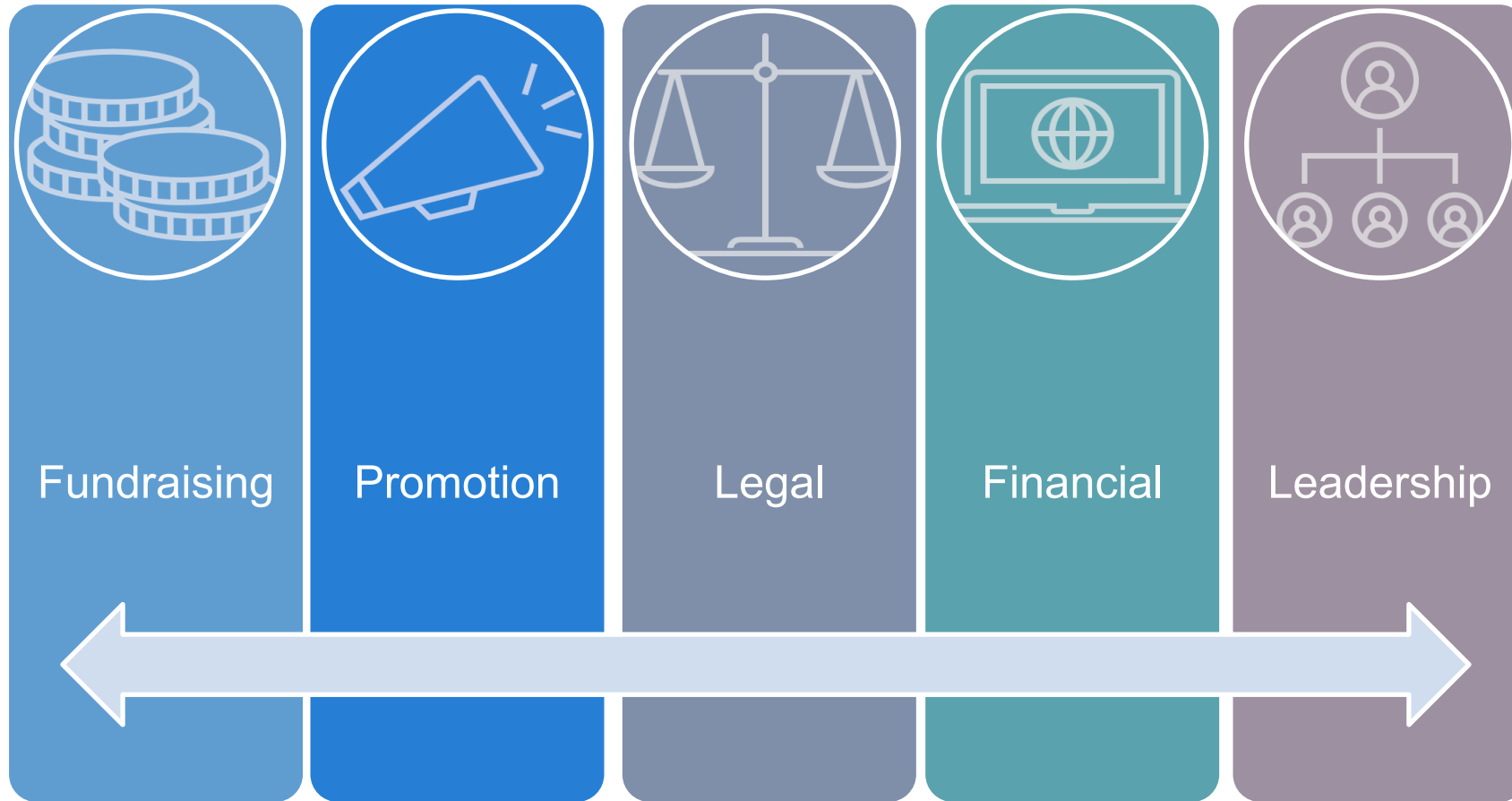
Tue, Jun 17 • 6:30 PM EDT

Free

sample list of workshops, please visit nphd.org for current schedule

HELPDESK FOR A VARIETY OF NEEDS

REQUEST SUPPORT BY COMPLETING A FORM AT WWW.NPHD.ORG!



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The NonProfit HelpDesk's 2025-26 presentation series and technical support is funded through generous allocations from New York City Council Members including:

Farah Louis

Inna Vernikov

Susan Zhuang

Former Speaker Adrienne E. Adams

Former Justin Brannan





Each year, Council Members allocate discretionary funds to not-for-profit organizations to meet local needs and fill gaps in City Agency services. Thus, discretionary spending is a critical tool in meeting the needs of our communities.

Duly appropriated sum of money in the City's expense budget allocated to **eligible not-for-profit** organizations by the Council or a Council Member.

Unlike competitively awarded Agency contracts, discretionary funding contracts are awarded for a single fiscal year.

Discretionary Funding Policies and Procedures

New York City Council

Discretionary Expense Funding Timeline



How do agencies know if they have been awarded a NYC Council Discretionary Grant?

During each year's budget process, the Council and its Members assign discretionary funds to not-for-profit organizations and agency initiatives to meet needs and fill gaps in City Agency services and local projects.

- 1) Your organization may have received an email or letter from the City Council Member's office(s) awarding the grant.
- 2) Listed in the NYC Expense Budget, Schedule C, released on or about July 1st
- 3) You may have received a letter from a NYC agency, i.e., DYCD, telling you that your organization was awarded a grant.





Schedule C

During each year's budget process, the Council and its Members assign discretionary funds to not-for-profit organizations and agency initiatives to meet needs and fill gaps in City Agency services and local projects. This funding is also called "Schedule C."

Download funding lists

- [Funded Disclosure FY2017 \(Excel\)](#)
- [Funded Disclosure FY2016 \(Excel\)](#)
- [Funded Disclosure FY2015 \(Excel\)](#)
- [Funded Disclosure FY2014 \(Excel\)](#)
- [Funded Disclosure FY2013 \(Excel\)](#)

Dashboards

[View Budget Dashboards](#)

Fiscal 2026 City-Wide Initiative Reporting

[Initiative Reporting Forms](#)

Discretionary funds database

[Search Expense Funding](#)[Search Capital Funding](#)[Download Data \(NYC OpenData\)](#)

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Expense Funding Requests

Year

Select Year... ▾

Select Year...

2026

2025

2024

2023

2022

at the Council

located at [New York City Hall](#). Council Members each
at 250 Broadway, as well as offices in each of their dis

tion

Press & News

ative

Submit a "Freedom of Information



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Expense Funding Requests

Year

2026

(Last Updated: 3/20/2026, 4:59:14 PM)

[Download 2026 Excel File](#)

Organization Name or Source

Search Table By Organization Name Or Source...

Council Member or Delegation

Search Table By Council Member Or Delegation...

Search

Reset

Disclaimer

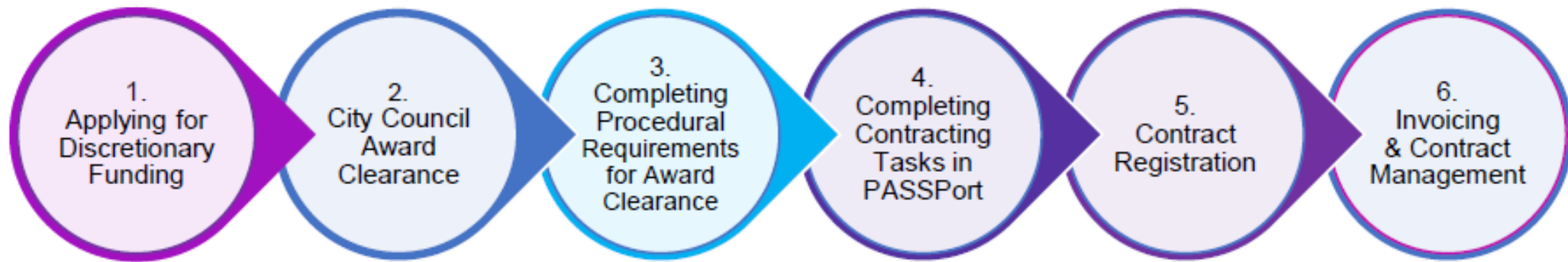
In order to be cleared to begin the contracting process, your organization must be cleared by the Council and the Mayor's Office of Contract Services (MOCS). You can view your MOCS clearance status by clicking [here](#)



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Discretionary Expense Funding Process

The Discretionary Award Contracting Process



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1) City Council Award Clearance

City Council vets your organization PRE-AWARD to assess integrity, compliance, and service delivery.



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2) Complete Procedural Requirements for Award Clearance

Check the MOCs=S Discretionary Award Tracker:

<https://www.nyc.gov/site/mocs/opportunities/discretionary-award-tracker.page>

- a) Request and get your PASSPort account approved.
- b) Complete (and / or maintain) HHS OR Discretionary Prequalification in PASSPort.
- c) Complete the MOCS Capacity Building Training.
- d) Receive City Council clearance.

DCLA Awardees: Must have an approved DCLA Cultural Development Fund Application, complete the Capacity Building Training, and receive City Council Clearance.



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Русский Translate

Home About PASSPort Opportunities Resources Regulations Search

Procurement Nonprofits M/WBE

Nonprofit Initiatives

Discretionary Award Process

Prequalification For Discretionary

Capacity Building Training

Discretionary Award Tracker

Returnable Grant Fund

Discretionary Award Tracker

The Discretionary Tracker is a digital tool to search the status of all City Council Discretionary Awards from the past three fiscal years. For a comprehensive overview of the Discretionary Award Process, including the Procedural Requirements outlined below, please refer to the [Guide: Understanding New York City Council Discretionary Funding](#) and [Discretionary Checklist](#).

Note: The tracker is **not** updated in real time. It is updated about every six weeks, after City Council votes on [transparency resolutions](#). Please check the "Data as of..." date near the search box: if your organization completed any of the requirements **after** the date listed below, the status of your award(s) will only change with the **next** update. Your organization should only contact MOCS if a requirement completed before the date listed still appears outstanding.



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Search Discretionary Awards Data as of April 2, 2026

Search by name (5 character minimum) OR by EIN (omit "-")

Search

[Reset](#)



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The following statuses are reflected in the Award Tracker

Cleared – Contact Contracting Agency

Award has moved from Council Designation to the Contract Registration Process. For awards cleared in or after Fiscal Year 2021, the Contract Registration Process is managed in PASSPort, the City's digital Procurement and Sourcing Solutions Portal. PASSPort will send your organization's Vendor Admin(s) a task notification email when it is time to start the contract document submission process. Providers can find helpful user guides, information sheets and videos on the [Learning to Use PASSPort webpage](#). Providers should refer to the Contract Documents section of the [Nonprofits Discretionary Funding page](#) for a list of documents that providers may be required to complete and upload to PASSPort. Need help or have a question? Submit an inquiry to the [MOCs Service Desk](#). Department of Cultural Affairs (DCLA) awards will not be processed through PASSPort; DCLA will contact their cleared awardees.



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Create PASSPort Account

Every discretionary awardee must have an account in PASSPort, the City's digital Procurement and Sourcing Solutions Portal. Create a PASSPort Account [here](#). Organizations that are exclusively funded by DCLA are exempt.

Submit Prequalification Application

Every discretionary awardee must have an Approved HHS Accelerator Prequalification Application or Discretionary Prequalification Application. To determine which application may be more appropriate for your organization, or to become prequalified in PASSPort, please consult the [Learning to Use PASSPort Resource Library webpage](#) and search for 'prequalification guide'. Organizations that are exclusively funded by DCLA are exempt from prequalification in PASSPort.



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Complete Capacity Building Training

Awardees that receive **\$750,000 or more** in cumulative discretionary funding (per fiscal year) **are exempt** from completing City Council's Capacity Building Training.

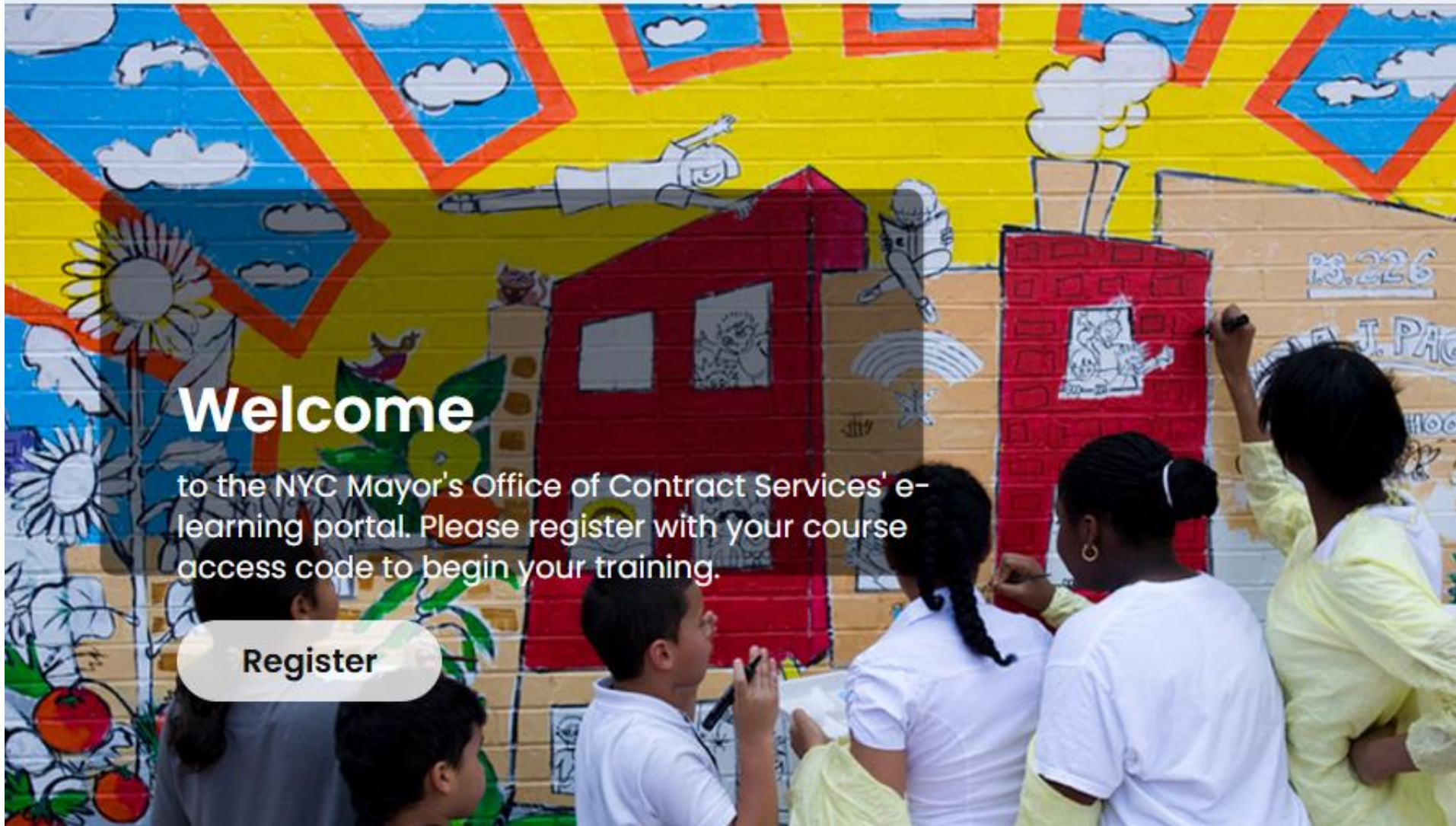
Awardees **are required** to complete City Council's Capacity Building Training and obtain certification if they receive cumulative discretionary funding (per fiscal year) that amounts to **less than \$750,000**.

The Discretionary Award Tracker will automatically reflect when an organization meets exemption from the training requirement.

A Capacity Building Training Certificate is valid for three years and flows with the specific individual that completed the course. Enroll in the online Capacity Building Training at <http://mocs.matrixlms.com> using code **UDKE-BQAO**. Please [refer to these instructions](#) for step-by-step guidance.



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Welcome

to the NYC Mayor's Office of Contract Services' e-learning portal. Please register with your course access code to begin your training.

[Register](#)



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Pending City Council Clearance

Please contact the City Council Discretionary Unit at discretionary@council.nyc.gov. If your award is a Council Member item, you may also reach out to your Council Member's Office. For an outline of City Council's vetting process, please refer to [City Council's Discretionary Funding Policies and Procedures](#).

Not Approved by DCLA

Please contact the City Council Discretionary Unit at discretionary@council.nyc.gov. Only awardees that are determined to be eligible for the [Cultural Development Fund](#) may receive discretionary funding through DCLA.



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3) Complete Contracting Steps in PASSPort

Contract Registration can begin when you have a
“Cleared – Contact Contracting Agency” status.

Currently the below agencies contract OUTSIDE of PASSPort:

Dept. of Cultural Affairs

NYC Dept. of Sanitation

Office of Emergency Management

NYC Office of Technology and Innovation

Mayoral Agencies including CUNY and NYC Health + Hospitals

Programs administered by:

Dept. of Education,

Dept. of Health and Mental Hygiene, and

Mayor’s Office of Criminal Justice.



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3) Complete Contracting Steps in PASSPort

Vendor Document Submission Tasks:

1 – Sites Tab: add an address where the services will be delivered.

2 – Documents Tab

3 – LL34 Compliance Tab: a digitized version of NYC's Doing Business Data Form (to be completed by the Vendor Admin).



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3) Complete Contracting Steps in PASSPort

2 – Documents Tab may include:

Scope of Work

Budget

Insurance Broker's Certification

Disability Insurance Certificate

General Liability Insurance Certificate

Worker's Compensation Certificate

Certification of Client Abuse and Neglect

Lobbying Certification Form

Conflict of Interest Disclosure Form

Subcontractor – Conflict of Interest and Compliance Certification

Capacity Building Training Certificate

Tax Affirmation

Fee Waiver Request (DYCD only)



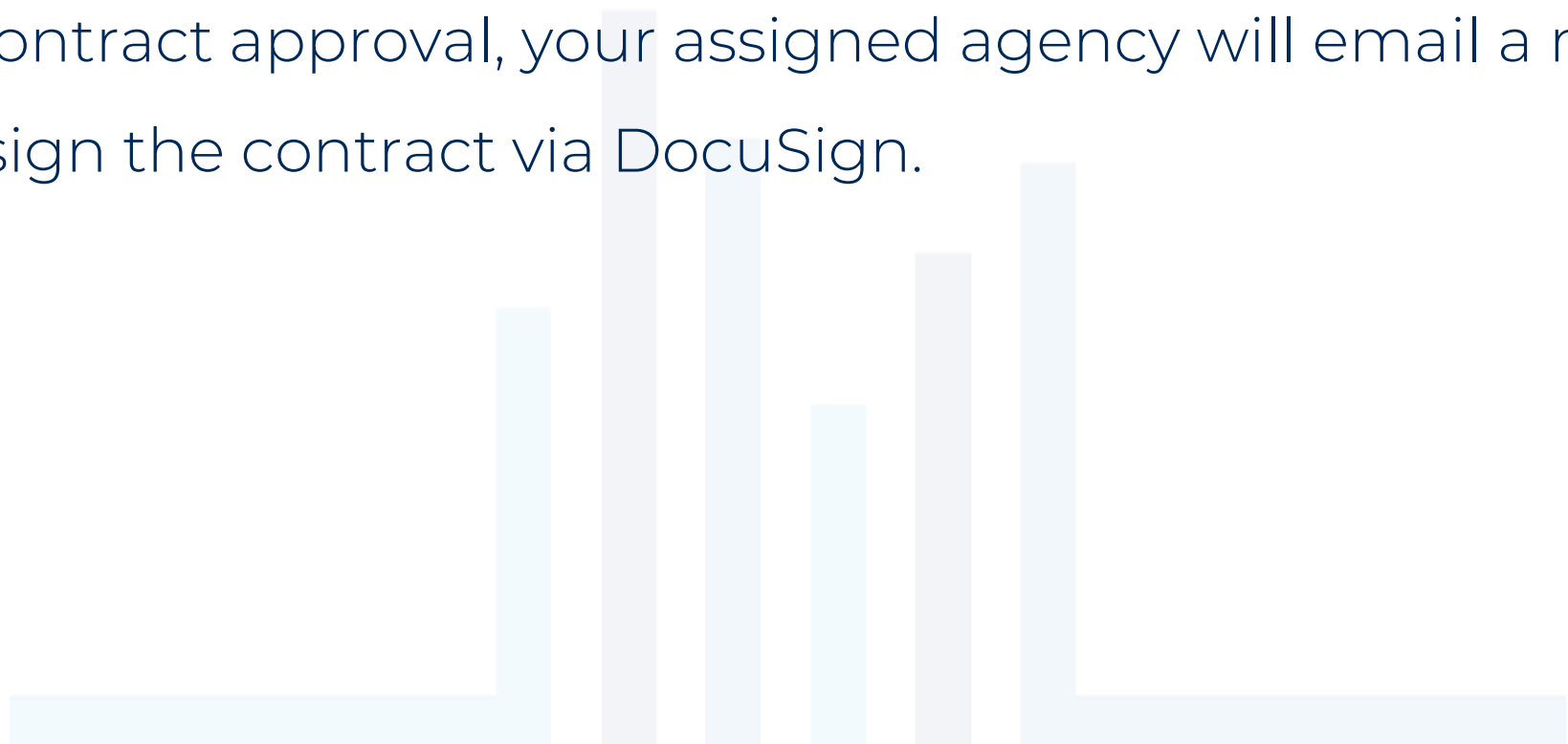
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4) View and Sign the Discretionary Contract

After your assigned agency completes its review, you will need to:

1 - Complete your final contract review and assign a Vendor Contract Signatory for e-signature.

2 – Upon contract approval, your assigned agency will email a notification for you to sign the contract via DocuSign.



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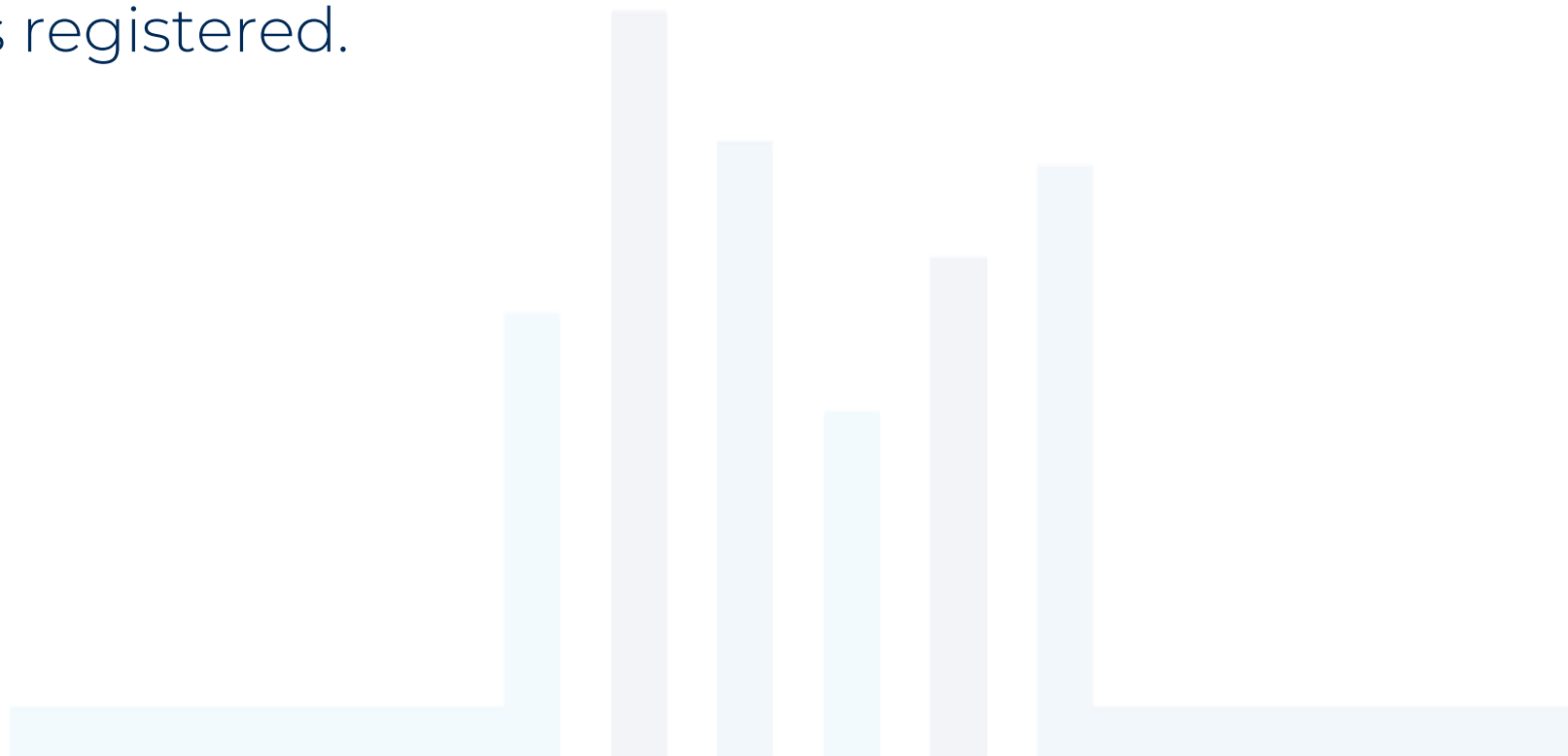
5) Complete and Submit a Contract Budget

Your assigned agency will notify you when it is time to complete and submit a contract budget, also referred to as the Purchase Order (PO).



The contracting agency will submit your contract for registration.
The Office of the City Comptroller has 30 days to review and register.

You will receive an automatic email notification from PASSPort when your contract is registered.



CONTRACTS USE A REIMBURSEMENT MODEL

To be reimbursed, you must submit an invoice and required supporting documents. If your agency is using PASSPort you will:

- 1 – Locate the Purchase Order in PASSPort
- 2 – Create an Invoice
- 3 – Upload Supporting Documents
- 4 – Add invoiceable items
- 5 – Enter information for each invoice line
- 6 – Submit and certify invoice



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FOR THOSE USING FISCAL AGENT YMS:

To be reimbursed, you must submit an invoice and required supporting documents. If your agency is using the required Fiscal Agent:

- 1 – Direct reimbursement is payable to the Provider
- 2 – Each transaction must be documented as paid by the Provider
- 3 – Acceptable proof of payment includes:
 - Copy of a cancelled check
 - Copy of the bank statement
 - Copy of the bank statement for direct debits
 - In the use of cash, the invoice should be confirmed as “paid in cash” by the merchant.



Q & A

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CLICK 'REQUEST HELPDESK SUPPORT'
TO COMPLETE FORM



YOUR FEEDBACK
MATTERS!

**SCAN HERE
FOR A
SURVEY!**

THANKS FOR JOINING US!

- Tamara Keshecki
- Owner, AINOK Consulting LLC
- <https://www.ainokconsulting.com/>
- <https://www.linkedin.com/in/tamara-keshecki/>

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