



NonProfit
HelpDesk

2025-2026

Nonprofits:
We're Here To
Help **YOU**

NYC Discretionary Funding Q&A

with Special Guests from

The Department of Youth and Community Development

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

NONPROFIT HELPDESK

We're here for you!

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

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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

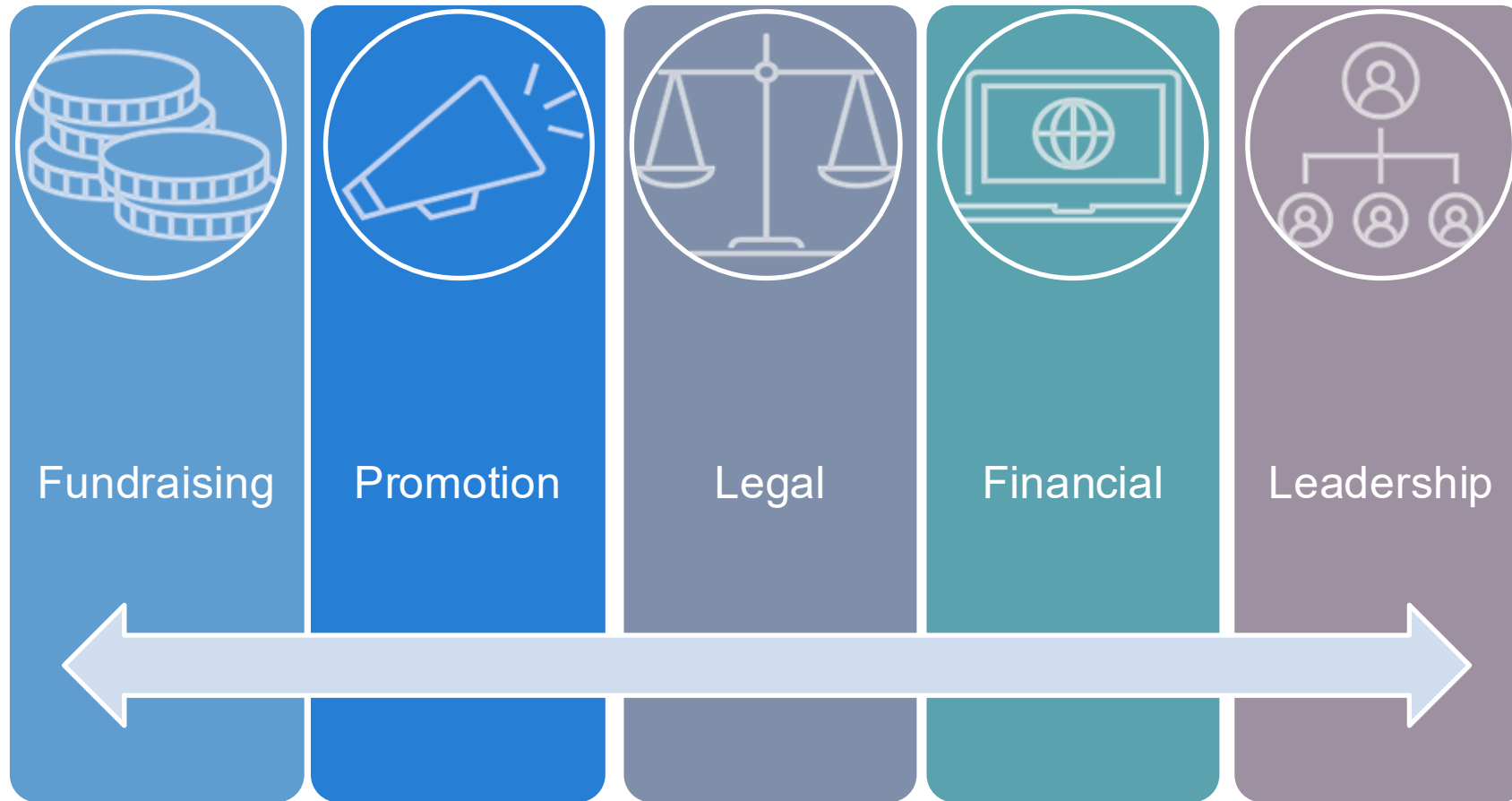
Tue, Jun 17 • 6:30 PM EDT

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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Nonprofits:
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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



Guest Speaker: Kathleen R. Almanzar, Senior Director, Discretionary Contract Review and Compliance



NYC™ Department of
Youth & Community
Development



NYC Department of Youth & Community Development Discretionary Award Programs Provider Meeting

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 provides opportunities for New Yorkers and communities to flourish.



Sandra Escamilla-Davies, Commissioner

Empowering Individuals • Strengthening Families • Investing In Communities



www.nyc.gov/dycd



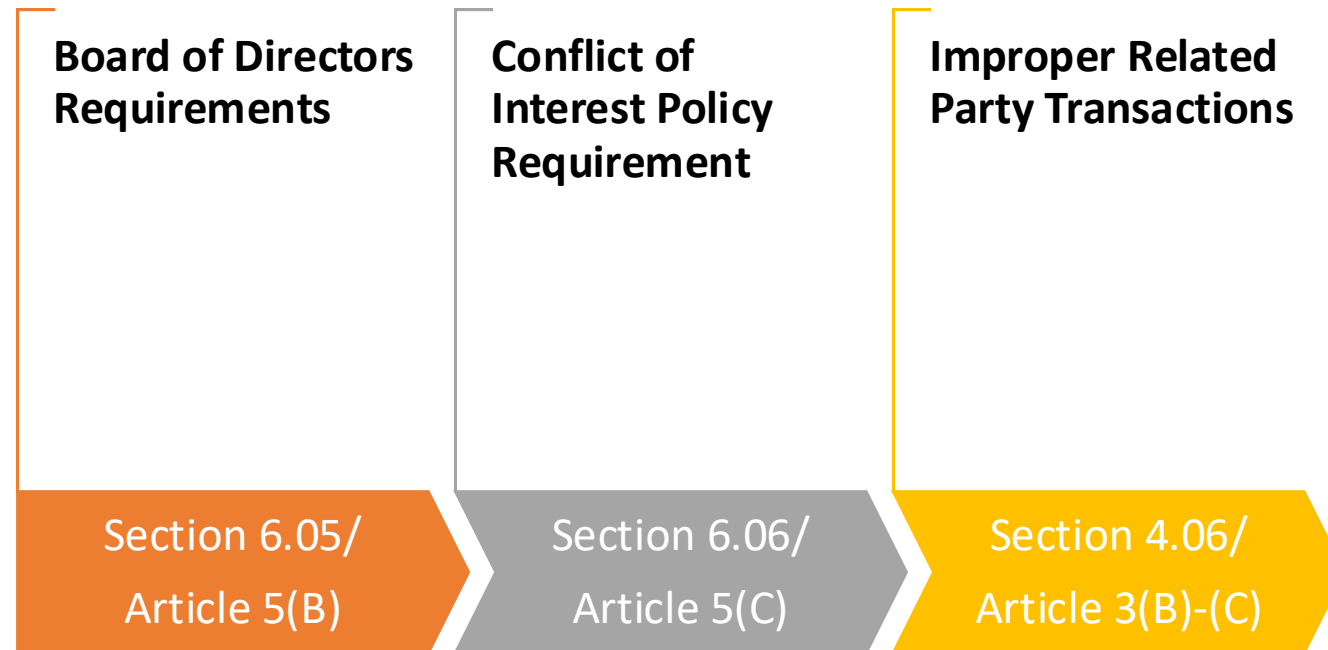
CONFLICTS OF INTEREST

Discretionary
Contract

Appendix A

NYC Charter Ch. 68

DISCRETIONARY CONTRACT



No Nepotism!

Board of Directors Requirements

Section 6.05(A)

Except as provided in Paragraph B of this Section 6.05,

Contractor's employees and members of their immediate families...may not serve on the Board or any committee with authority to order personnel actions affecting his or her job,

or which, either by rule or by practice, regularly nominates, recommends or screens candidates for employment in the program to be operated pursuant to this Agreement.



Exceptions to Board of Directors Reqs. Section 6.05(B)

Contractor's employees and immediate family members may serve on the board or any committee with authority to order personnel actions when:

If the Board has more than five (5) members

Employees and immediate family members do not serve in the capacity of Chairperson or Treasurer (or equivalent titles).

Employees and immediate family members do not make up more than one-third of the board or committee.

Employees and immediate family members are prohibited from deliberating and/or voting and being present during deliberations and/or voting on such personnel matters

Conflicts of Interest within the Workplace

Section 6.05(C)

“Without the prior written consent of the Commissioner, **no person may hold a job or position with Contractor over which a member of his or her immediate family exercises any supervisory, managerial or other authority** whatsoever whether such authority is reflected in a job title or otherwise, unless such job or position is wholly voluntary and unpaid.”

An employee cannot supervise or manage an immediate family member, unless the family member holds a volunteer/unpaid position.

Who is an **immediate family member**?

- Husband, wife, domestic partner, father, father-in-law, mother, mother-in-law, brother, brother-in-law, sister, sister-in-law, son, son-in-law, daughter, daughter-in-law, niece, nephew, aunt, uncle, first cousin, and separated spouse.
- Relatives of a domestic partner are considered immediate family members in the same way that in-laws are.

Note: A member of the Board is deemed to exercise authority over all employees of Contractor.



Providers' Internal Conflict of Interest Policy

Section 6.06

Policy must include, at a minimum, the following provisions:

- **Definition** of conflict of interest;
- **Procedures** for disclosing a conflict of interest;
- Requirement that person with conflict **not be present** at or participate in Board or committee deliberation/voting on the matter giving rise to the conflict;
- **Prohibition** against any attempt by the person with the conflict to improperly influence the deliberation/voting on the matter giving rise to the conflict;
- Existence and resolution of the conflict must be **documented**, including minutes of meeting(s) at which the conflict was discussed/voted upon;
- **Procedures** for disclosing, addressing, and documenting Related Party Transactions;
- Requirement that each director annually submit to the Board Secretary or designated compliance officer a **written statement** regarding potential conflicts of interest.

Appendix A, Section 2.02

COMPETING INTERESTS

- (A) Directors, officers, members, partners, or employees may not have or acquire any interest that conflicts with the performance of this Agreement. No person having such an interest shall be employed by or connected with Contractor in the performance of this Agreement.

CONFLICTS WITH CITY EMPLOYEES/OFFICIALS

- (B) No elected official or other officer or employee of the City, nor any person whose salary is payable, in whole or in part, from the City Treasury, shall participate in any decision relating to this Agreement which affects his or her personal interest or the interest of any corporation, partnership or other entity in which he or she is, directly or indirectly, interested; nor shall any such official, officer, employee, or person have any such interest in, or in the proceeds of, this Agreement.
- (C) Providers may not employ a person or permit a person to serve as a member of the Board of Directors as an officer if such employment or service would violate Chapter 68 of the Charter.



Improper Related Party Transactions

- Contract Section 4.06 (C): Any cost found by the Department, the City or any auditing authority ... to be improperly incurred, including but not limited to Improper Related Party Transactions, shall be subject to reimbursement to the City.”
- “**Related party transaction**” means any transaction with the corporation or affiliate in which a related party has a financial interest (New York Not-For-Profit Corporation Law (“NPCL”) 102(24)).
- A **related party** is a person specially associated with Contractor, such as a director, officer or key person of the corporation or affiliate or certain family members thereof (NYPCL 102(23)).

Exclusions/Exceptions to Improper Related Party Transactions

An **Improper** Related Party Transaction violates the NPCL § 715.

Exceptions:

1. The transaction is of trivial value;
2. The related party's financial interest in the transaction is of trivial value;
3. The corporation's board determined that the transaction is fair, reasonable and in the corporation's best interest at the time of the determination.

Note: No related party may participate in deliberations or voting relating to a related party transaction in which he or she has an interest.

**Have a question about the conflict of interest
provisions in your contract?**

Please contact dycdlegal@dycd.nyc.gov.



Insurance requirements for **Discretionary Funds Contracts**

TYPES AND AMOUNTS OF INSURANCE REQUIRED:

Commercial General Liability Insurance (“CGL”)

- \$1,000,000 per occurrence for bodily injury and property damage
 - \$1,000,000 for personal and advertising injury
- and**
- \$1,000,000 aggregate for Discretionary Funds contracts \$100,000 and less
 - \$2,000,000 aggregate for Discretionary Funds contracts over \$100,000

Commercial Automobile Liability Insurance (if vehicles used in contracted services delivery)

- \$1,000,000 per accident combined single limit

Professional Liability Insurance or Errors and Omissions Insurance (if applicable)

- \$1,000,000 per claim
- **Workers’ Compensation, Disability Benefits, and Employers’ Liability Insurance**
- Statutory amounts required under New York State Laws.

PROOF OF INSURANCE REQUIRED:

For CGL, Automobile Liability Insurance, and Professional Liability Insurance or Errors and Omissions Insurance:

- A Certificate of Insurance (“COI”);
- An Additional Insured Endorsement for CGL; and
- A completed Certification by Insurance Broker or Agent.

For Workers’ Compensation Insurance and Disability Benefits Insurance:

- Proof of insurance or proof of a legal exemption in a form acceptable to the NYS Workers’ Compensation Board.
- ACORD forms are not acceptable proof of such insurance.

COMMON PROBLEMS REGARDING INSURANCE THAT HOLD UP CONTRACT

PROCESSING:

- Gap in insurance coverage
- Missing an Additional Insured Endorsement
- Incorrect language in the COI’s Description of Operations/Locations/Vehicles box and Additional Insured Endorsements
- Missing NAIC # in COI
- Missing notarized Certification by Insurance Broker or Agent



**Have a question about Insurance
provisions for your contract?**

Please contact discretionary-insurance@dycd.nyc.gov



DYCD FISCAL ORIENTATION



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.

Budget Review 101



Department of
Youth & Community
Development



Learning Objectives

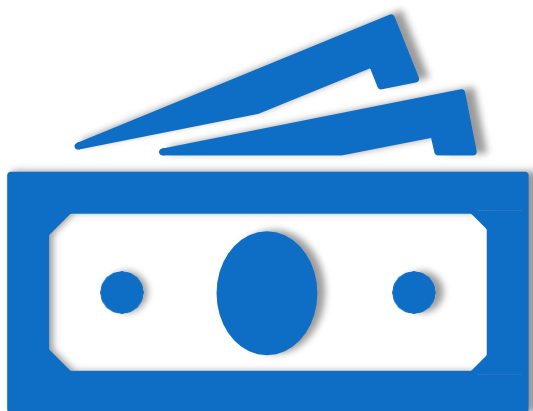
Increase your understanding of DYCD's budget review and approval processes in PASSPort.

Identify the supporting documentation required to ensure budget approval.



Consultant vs. Subcontractor vs. Vendor

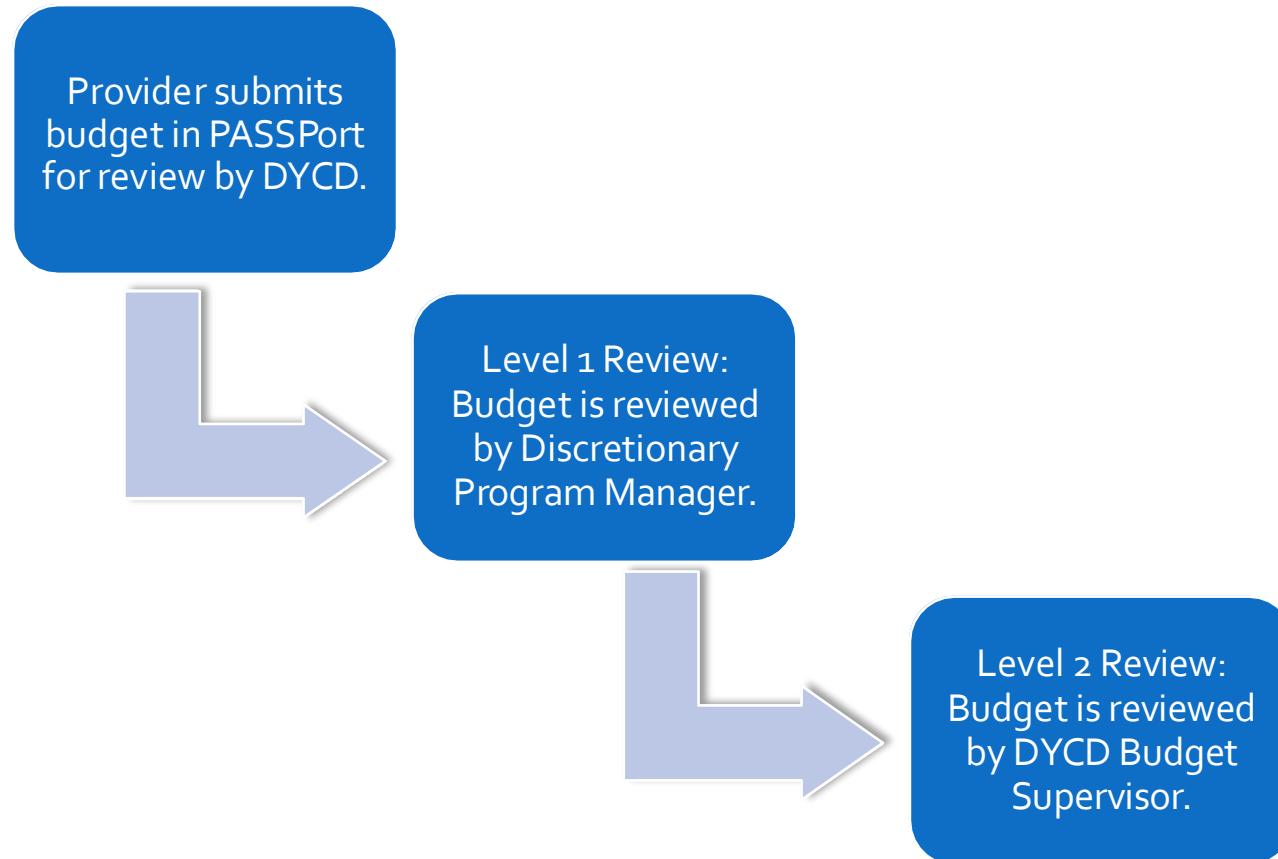
Consultant	Subcontractor	Vendor
Corporations, Non-Profit Orgs., Individuals	Corporations, Non-Profit Orgs., Individuals	Corporations, Non-Profit Orgs., Individuals
A subject matter expert <u>and does not perform or directly deliver</u> a part of the prime contractor's programmatic contractual obligations.	Hired to perform or directly deliver a part of the prime contractor's programmatic contractual obligations.	Provides non-programmatic services or goods.
Consultant's Resume or Board of Directors Listing	Subcontractor's Resume or Board of Director Listing	Vendor Agreements must be maintained by the Provider.



BUDGET SUBMISSION IN PASSPORT

BUDGET REVIEW 101:

DYCD BUDGET APPROVAL PROCESS FLOW IN PASSPORT



BUDGET REVIEW 101:

WHAT ARE THE BUDGET ITEM CATEGORIES IN PASSPORT?

PASSPort Budget Categories		
Accounting Costs	Legal Costs	Program Income*
Allowance	Milestone*	Rate*
Analysis*	Operations and Support	Remediation*
Audit Expense	Operations and Support: Client Stipend	Rent
Build*	Operations and Support: Client Transportation	Salaried Employees
Cost of Living Adjustment*	Operations and Support: Equipment	Scoping*
Construction*	Operations and Support: Incentive Payments/Bonus	Study*
Consultants	Other	Task Order*
Deliverable*	OTPS Contracted Services*	Transportation
Design*	OTPS Contracted Services: Sub-Contractors	Unallocated Funds
Equipment*	Personnel Service Fringe Benefits	Utilities
Hourly Employees	Personnel Service Salary*	Vendors
Indirect Costs	Phase*	Work Order*
Indirect*	Professional Services	
* CATEGORIES NOT UTILIZED BY DYCD		

ADDING BUDGET LINE INFORMATION

DYCD Contract #
Budget Code / Object
Code / U of A

Providers must enter
a brief description of
the cost.

Add Budget Line

Save Save and Close Close Delete Line

Fields marked by an asterisk * are mandatory
Expected date format: M/d/yyyy

Alert

Budget Line Information

Sub-Budget
12345 - 9562 / 650 / 312

Item Category*
Salaried Employees

Sub Item Category

Budget Line Item*
Program Director

Additional Information
1

Expected Delivery Date

Budget Financials Section

Quantity ⓘ*
60,000.00

Unit Price*
1.00

Budgeted Amount
60,000.00

Item Value

Invoiceable?

Providers must enter the
budgeted amount for each
item category here.

Unit Price must always be
1.00

BUDGET REVIEW 101:

WHICH BUDGET ITEM CATEGORIES REQUIRE SUPPORTING DOCUMENTATION?

- Consultants
- OTPS Contracted Services: Sub-Contractors
- Rent
 - A signed and completed DYCD Space Cost Allocation Details must be uploaded along with a supporting Rent or Lease agreement for any allocation to the Rent tab.



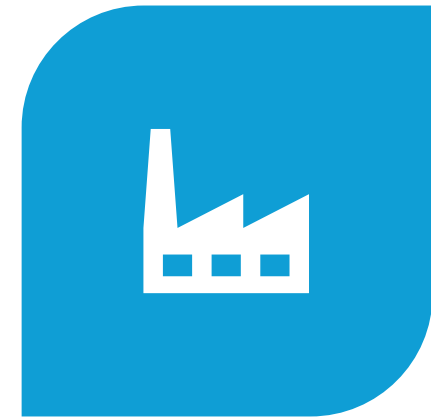
Consolidation of Budget Line -Items



SALARIED AND HOURLY
POSITIONS



OPERATIONS AND SUPPORT
LINE-ITEM ALLOCATIONS



UTILITIES ALLOCATIONS

SALARIED AND HOURLY ALLOCATIONS

Add Budget Line

Save

Save and Close

Close

Delete Line

Alert

Budget Line Information

Budget Financials Section

Sub-Budget

12345B - 3680/6950/312

Quantity ⓘ*

20000

Item Category*

Salaried Employees



Unit Price*

1

Sub Item Category

Budgeted Amount

Budget Line Item*

2 - Program Director

Item Value

Additional Information

60000

Invoiceable?

Good/Service*

OPERATIONS AND SUPPORT ALLOCATIONS

Add Budget Line

Save

Save and Close

Close

Delete Line

Alert

Budget Line Information

Budget Financials Section

Sub-Budget

12345B - 3680/6950/312

Quantity ⓘ*

25000

Item Category*

Operations and Support

Unit Price*

1

Sub Item Category

Budgeted Amount

Budget Line Item*

Uniforms, Raw Food, Admissi...

Item Value

Additional Information

Invoiceable?

Good/Service*

UTILITY EXPENSE ALLOCATION

Add Budget Line

Save

Save and Close

Close

Delete Line

Alert

Budget Line Information Budget Financials Section

Sub-Budget

12345B - 3680/6950/312

Quantity ⓘ*

6000.00

Item Category*

Utilities



Unit Price*

1

Sub Item Category

Budgeted Amount

Budget Line Item*

Utilities - water, phone, gas

Item Value

Additional Information

Invoiceable?

Good/Service*

Commodity Line #*

Expected Delivery Date



OPERATIONS AND SUPPORT: EQUIPMENT



This is the **only** Item Category that can be used for equipment purchases.



Due to the calculation of the indirect rate formula in PASSPort, allocation to this Item Category must include the number of items in the *Quantity* field and Cost Per Item in the *Unit Price* field.

Add Budget Line

Save Save and Close Close Delete Line

Alert

Budget Line Information

Sub-Budget
12345B - 3680/6950/312

Item Category*
Operations and Support: Equipment

Sub Item Category

Budget Line Item*
21 Laptops

Additional Information

Good/Service*

Commodity Line #*

Expected Delivery Date

Budget Financials Section

Quantity ⓘ*
21.00

Unit Price*
399.99

Budgeted Amount
8,399.79

Item Value

Invoiceable?

Consultant vs. Subcontractor vs. Vendor

Consultant	Subcontractor	Vendor
Corporations, Non-Profit Orgs., Individuals	Corporations, Non-Profit Orgs., Individuals	Corporations, Non-Profit Orgs., Individuals
A subject matter expert <u>and does not perform or directly deliver</u> a part of the prime contractor's programmatic contractual obligations.	Hired to perform or directly deliver a part of the prime contractor's programmatic contractual obligations.	Provides non-programmatic services or goods.
Consultant's Resume or Board of Directors Listing	Subcontractor's Resume or Board of Director Listing	Vendor Agreements must be maintained by the Provider.

TOP 10 REASONS FOR POOCR REJECTIONS

1. Incorrect operating period on the budget.
2. Sub-budget field does not adhere to DYCD Guidelines (DYCD ID – Budget Code/Object Code)
3. Funding mis-appropriated between budget codes.
4. Missing or incomplete equipment detail.
5. Supporting documentation missing or incomplete.
6. Fringe rate is not within the allowable range.
7. Missing description for budget line items.
8. Description missing for unallocated funds.
9. Allowance or *Uncleared* funding allocated to budget line items.
10. Indirect rate exceeds the de minimis 10% .

RESOURCE PAGE



- The [DYCD Fiscal Manual](#) can be accessed via the DYCD website.
- DYCD Budget Forms can be found [here](#)
- MOCS Training [PASSPort Vendor Financials by NYC Mayor's Office of Contract Services | Eventbrite](#)
- Email budget inquiries to BudgetandFinanceHelp@dycd.nyc.gov

What is Discretionary Funding?

City Council decides on awards

MOCS clears awards and releases them to DYCD

DYCD discretionary contracting process begins

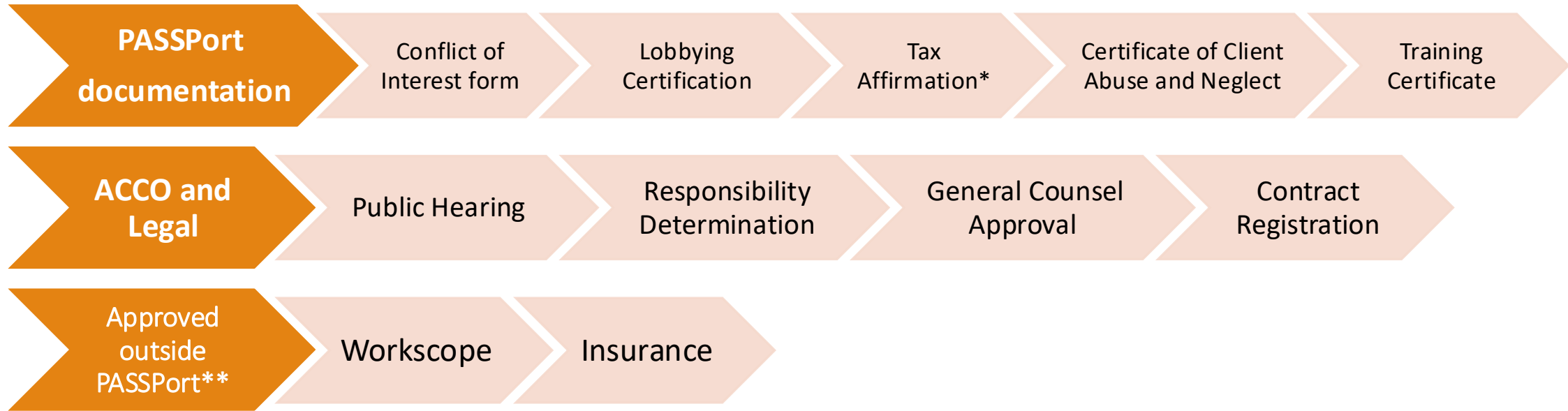
Who: City Council and Councilmembers allocate discretionary funds every Fiscal Year to Community-Based Organizations across NYC.

What: Discretionary funds are allocated to support specific services and programs, often tied to initiatives designated by the City Council.

Examples: “A Greener NYC”, “Food Pantry Initiative”

Past Services: Commonly funded programs include sports clubs, food pantries or one-day events.

The Discretionary Process



* Part of the Appendix A for contracts above \$100k

** Uploaded to PASSPort during initial submission and upon approval

Beginning in FY27 All contracting and budgeting are done via PASSport.

Contract Document Completion - Key Reminders

- The contracts are considered a **three-year term** however, the City Council needs to allocate the funds each year and MOCS must clear the allocations as well.
- Please ensure your **Capacity Building Training** and **Pre-Qualification** does not expire. Each requirement is for a 3-year period.
- Ensure you are current with your **Charities Bureau Filings** with the New York State Attorney General's Office.
- **All contracts require approved DYCD Insurance** which includes the accord policy, endorsement, and broker's certification.
- **All subcontractors** must have an active account in the Payee Information Portal and PASSPort.
- **You must complete all required documents** and submit them in PASSPort to have your contract processed. In addition, the LL34 tab, site tab as well.
- Every contract **over \$100,000** will require 2 site visits and those **under \$100,000** will require a desk review.

Procurement Process



@nycyouth



@dycdnyc

RESPONSIBILITY DETERMINATION

As per the Procurement Policy Board (PPB) Rules section 2-08 contracts shall be made to responsible contractors and a business integrity check should be completed in order to justify public tax dollars.

This check shall include but is not limited : financial resources, experience, technical qualifications, prior performance, & satisfactory record of business integrity.

Required Documents for Responsibility Determinations

Client Abuse and/or Neglect Certification Form (Good for 6 months from signature date)

Doing Business Data Form (LL 34)– Providers will now complete this certification in PASSPORT

NYS Charities Compliance (Char500 filings, 990 &/or Audit) – Please make sure these documents are **current** and have been **uploaded** under the *Documents* section of your PASSPORT Vendor Profile

Avoid Delays

Expired/Expiring NYS Charities filings (CHAR500/990/Audit)
Expired/Expiring Certificate of General Liability Insurance
Expired/Expiring PASSPort Disclosures (Questionnaires are valid for 3 years)
Outstanding liens or warrants
Adverse information (lawsuits, investigations, etc.)

Friendly Reminder

Awards over 100K require approval from our oversight agencies, which can be at minimum - 30 days & are subject to a Public Hearing.

Delays in submission of requested documents will further extend contract processing time.

Any additional questions regarding the Procurement Process, please
send an email to ACCO@DYCD.NYC.GOV



@nycyouth



@dycdnyc

AGENCY PAYMENT UNIT AND HELPDESK



INVOICE & PAYMENT:

WHAT DOCUMENTATION IS REQUIRED FOR INVOICE

- Provider must upload a completed Salaries and Wages Justification Detail excel workbook for any staff invoice claims.
- All staff allocations on the PASSPort invoice must match the staff titles on the Salaries & Wages Justification Detail excel workbook.
- Equipment claims on PASSPort invoices must be supported with a completed Equipment Purchase Inventory Report.
- All equipment listed on the PASSPort invoice must match the description provided on the Equipment Purchase Inventory Report.
- Equipment invoice claims \$500 or more require both serial and model number on the Equipment Purchase Inventory Report.
- Please state the DYCD ID number in the Invoice Ref. field within the Invoice Header Section.

AGENCY PAYMENT UNIT CONTACT INFORMATION

HELPDESK:

BudgetandFinanceHelp@dycd.nyc.gov

[Fiscal Manual](#)



Resources

For any questions about contract status or your program manager,
contact: discretionary@dycd.nyc.gov / 646-343-6060

Fiscal Year 2024+ contract documents:

<https://www.nyc.gov/site/dycd/involved/funding-and-support/discretionary-contracts-processing.page>

Link to CBO Financial Services:

<https://www.nyc.gov/site/dycd/involved/funding-and-support/cbo-financial-services.page>

Mayor's Office of Contract Services (PASSPort and other resources):

<https://www.nyc.gov/site/mocs/index.page>

Discretionary Award Tracker:

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

NYC Council:

<https://council.nyc.gov/>

Q & A

NEED MORE HELP?

VISIT WWW.NPHD.ORG AND
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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