Provider Guide to Submitting the HHS Accelerator Application
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Introduction to the HHS Accelerator Application

Doing business with the City has never been easier. With a reengineered procurement process, increased transparency and more intuitive technology, the HHS Accelerator System simplifies how to do business with the City. The HHS Accelerator Application is straightforward and will not only save time and paperwork, but will help organizations to proactively manage their profiles with City agencies, other potential funders, and partners. An approved HHS Accelerator Application will also allow your organization to submit proposals in response to Requests for Proposals (RFPs) from the City.

To become eligible to conduct business with the City of New York, all Client and Community Services organizations must submit a completed HHS Accelerator Application, which is composed of a Business Application and at least one Service Application.

- **The Business Application** collects information to verify each organization’s ability to establish or maintain a business relationship with the City.
- **The Service Application** gathers documentation to establish an organization’s service experience and capabilities. For approved services, your organization becomes eligible to submit proposals in response to City RFPs.

**Becoming Eligible to Conduct Business with the City**

Information and documents collected as a part of the HHS Accelerator Application were previously required each time organizations submitted proposals, even to the same City Agency. The HHS Accelerator process only requires application information be entered initially and then be refreshed every three years--except for critical documents required for compliance with annual filing requirements. When you enroll in the new system, you are agreeing to update your organizational records as required for contract registration.

In order to become eligible to respond to RFPs, organizations must fully complete all five sections of the application, provide all required documentation, and be approved by the HHS Accelerator Team. Responses and documentation will be reviewed by the HHS Accelerator Team. As you complete your HHS Accelerator Application, remember:

- You don't have to finish the application in one sitting – once you register and set your username and password, you can save your work and return to complete it at a later time
- As your organization grows and changes, you can update basic information and add additional services at any time
- Online help is available on the HHS Accelerator website and you can also contact the HHS Accelerator Team through the system
- A progress meter indicates your organization’s completion status in a section:

<table>
<thead>
<tr>
<th>Not Started</th>
<th>Partially Complete</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="Not Started" /></td>
<td><img src="image2" alt="Partially Complete" /></td>
<td><img src="image3" alt="Complete" /></td>
</tr>
</tbody>
</table>

- Multiple users can complete different sections of the Business Application simultaneously. The Business Application isn’t necessarily linear; however, the answers to questions will dictate which documents are required to complete your application.
Your Homepage shows where your application is incomplete and/or missing information. Alerts will appear on your homepage and will be automatically sent when the Business Application is close to expiration.

**Submitting your HHS Accelerator Application**

We suggest that you complete the HHS Accelerator Application as soon as possible. Only organizations that have completed the HHS Accelerator Application will receive notification of RFP releases. In order to respond to RFPs, you need an approved business and service(s) application(s).

**Maintaining Eligibility**

Once an organization’s application has been approved, the organization is qualified for a period of three (3) years. Attached service applications expire with the business application—no matter how close to the expiration of the business application the service was added. For example, if a business application was filed two years ago and a service application was attached, both applications expire at the same time. Organizations are strongly encouraged to re-apply for the Business Application, as well as corresponding services, at least six (6) months before their Business Application expires. If substantive changes in the information provided in the Business Application changes before the first Business Application expires, the HHS Accelerator Team must be notified immediately. In addition, organizations must continue to complete all required annual filings to oversight agencies and update documentation in the HHS Accelerator System.

**Fulfilling the Business Application’s Document Requirements**

Before starting, we suggest that you assemble and scan an official digital copy of any of the following documents that apply to your organization. Based on how you respond to the Application questions, you will be prompted to attach a combination of the documents listed below:

- Certificate of Assumed Name
- Certificate of Incorporation or equivalent
- Chief Executive Officer (CEO) Resume
- Chief Financial Officer (CFO) Resume
- Organizational Chart
- A-133
- Annual Financial Statement
- CHAR500 (and relevant extension documents)
- Corrective Action Plan (for CPA Review Report, A133 or Independent Audit as appropriate)
- CPA Review Report
- Independent Audit documentation
- IRS Determination Letter [501(c)3]
- Board of Directors List or Equivalent
- Corporate By-Laws
- Capability Statement
- Previous/Existing Contract information
- Key Staff – Resumes.
Overview of the HHS Accelerator Application

The HHS Accelerator Application page view when clicking the “Applications” tab:

- **a.** The tab is highlighted to show that Applications is being accessed.
- **b.** The four sections of the Business Application and the Business Application Summary tab. As each section is completed, the progress tracker squares will turn blue.
- **c.** The Services Summary section. As this section of the application is completed, the small white square will turn blue.
- **d.** The Submit button will remain “grayed out” until the application is complete. Once the application is complete, Level 2 users can submit the Application.
- **e.** Sub-tabs of the Business Application section. Different tabs will appear as appropriate for Basics, Filings, Board and Policies.
Starting your Business Application

The Business Application has four sections. You can pause completion of the Business Application at any time by simply clicking “Save” instead of “Save and Next.” If you would like to progress your application, click “Save and Next.”

Application Terms and Conditions
To initiate the HHS Accelerator Application, your Account Administrator will open the Business Application by clicking on the “Applications” button at the top of any screen. Then, the Account Administrator must agree to HHS Accelerator’s terms and conditions:

1. Click the “I accept the above terms and conditions” check box to accept the terms and conditions.
2. Click the “Start New Accelerator Application” button to begin a new application.

Basics
The first section of the Business Application consists of basic information on your organization and the completion of the following five categories:

- Questions
- Documents
- Geography
- Languages
- Populations.
To complete the Basics section, you must first complete the Questions tab.

3. Complete the “General Information” and “Executive Office Contact Information” fields.

* Indicates a required field.

Navigate to the Organization Information tab to edit your Legal Name or Accounting Period. Your organization’s legal name must match your Certificate of Incorporation (or equivalent) exactly.

4. Click “Save & Next.”

You will then be directed to the “Documents” tab to upload your organization’s required documentation or to link documents from your Document Vault.
Review the list of required documents.

5. To upload a required document, either:
   a. Open the “Actions” drop down list and select “Upload Document.”
   b. Open the “Actions” drop down list and select “Select Document from Vault.”

6. Click “Next.”

7. Choose the location(s) that your organization serves OR select the checkbox “My organization is not geographically based.”

8. Click “Save & Next.”
9. Select the languages your organization provides services in.

If your organization has access to interpretation services, click the checkbox at the bottom.

10. Click “Save & Next” to continue.

11. Select all the populations that your organization serves.

12. Click “Save & Next” to continue.

You have completed the “Basics” section and should now continue to the “Filings” section.
Filings

The Filings section has two tabs: Questions and Documents. Please use this guide for reference purposes only, the questions and documents on your application may look different than what appears below. For nonprofit organizations that file a Char 500 with the Charities Bureau, you will be asked to update that document in your Document Vault annually.

13. Complete the “Filings Questions.”

14. Click “Save & Next” to continue.

15. All listed documents are required for your organization to upload. To upload the listed documents, select “Upload Document” from the drop down menu in the “Actions” column.

16. After you’ve uploaded all required documents, click “Next.”

You have completed the “Filings” section of the application and should continue to the “Board” section.
Board

Complete this section by providing information on your organization’s board.

17. Complete the “Board Questions.”

18. Click “Save & Next” to continue.

All listed documents are required for your organization to upload.

19. Upload the required documents.

20. Click “Save & Next.”

You have now completed the “Board” section and should continue to the “Policies” section.
Policies

Complete this section by providing information on your organization’s policies.

21. Complete the "Policies Questions." 

22. Click “Save & Next” to continue.

You have now completed the “Policies” section of the application and are almost finished with your Business Application.
Business Application Summary

The Business Application Summary will allow you to review your progress before moving on to the Service Application.

23. Review each section.

24. Once you are satisfied with your submission, you can move on to add services to your application. Click the “Services Summary” button at the top of the page to add Services to your Business Application.

Fulfilling the Service Application’s Supporting Information Requirements

You will need to submit information to establish your organization’s service capabilities with each Service Application.

There are three forms of acceptable supporting information that you can select from to establish your organization’s service capability. Only one form of documentation is required, and the application questions will guide you to select the most appropriate form. The three types of information are as follows:

1. Contract or Grant ID.
   - To obtain your City Contract ID, visit the City’s Comptroller’s ClearView NYC website [http://www.comptroller.nyc.gov/mymoneynyc/clearview/](http://www.comptroller.nyc.gov/mymoneynyc/clearview/). Click the “Checkbook NYC 2.0” tab and then the “Advanced Search” link. Click the “Contracts” tab, enter your organization’s information, choose the appropriate City Agency to narrow your search and locate your 11 digit Contract Number.

2. Resume of staff member key to the program’s execution.
3. A written statement of organizational capabilities.
Services Summary

Your HHS Accelerator Application is not complete without the submission of at least one Service Application. Service Applications must be completed in order to submit your Business Application. You can always add additional services later.

To add a service:

1. Click the “Services Summary” button at the top of the page to add Services to your Business Application.

2. Click the “Add Services” button.

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![Image of the Services Summary section of the application form]
To expand the menu and see all available service options, click on the relevant service.

From the expanded list, choose the service(s) that your organization provides by clicking the “+Add” button.

Once you’ve added the service and it appears under the “Selected Services” field, the “+Add” button will turn into a “–Remove” button.
5. When you are done selecting services, scroll to the bottom of the screen and click the “Complete Selections” button.

Next, the Related Services page will open. This page identifies services that are related to those you selected in the previous steps. Please review each one to see if your organization has the ability and resources to provide the related services. This is optional; you are not required to select additional services.

6. Click the “+Add” button to add relevant services that your organization can provide. Once you’ve made your selections, scroll down and click the “Complete Additions” button.
7. The services summary screen will open. For each service that you have selected, additional information is required. Click the “Add Supporting Information” link for each service.

8. When the Questions tab opens, answer the question(s) based on the best form of supporting information available for your organization. Information should best reflect your organization’s capability to deliver the selected service.
9. Answer any remaining questions (if applicable), then review contract information for accuracy.

10. Click “Save & Next.”

11. If your service requires the upload of a document, the required document will be listed on this screen. Upload the required document, and then click the “Next” button.

12. If you are not required to upload documents, click the “Next” button.
13. The Specialization tab will open and for your selected service, select the specialization(s) which apply.

Specialization may not apply in your case, if so; select the “No specialization...” checkbox.

14. Click “Save & Next.”
15. From the list provided, select the appropriate Service Setting(s).

If your organization doesn’t provide service in a specialized setting, select the “My organization does not provide selected Service in a specialized setting” check box.

16. Click “Save & Complete.”

Once you have completed the Business and Service Applications, you can now submit your HHS Accelerator Application.
Application Submission

Only a Level 2 User can submit the HHS Accelerator Application (both Business and Service). Before the application is signed or submitted, it is important that your organization thoroughly reviews your application to ensure that it accurately reflects your organization and its services.

After you have completed the Services Summary for all selected services, the “Submit” button will become active.

1. Click the “Submit” button.

2. Click the check box to accept the terms and conditions.
Fields will appear inviting you to submit the application with an e-signature.

3. Enter your Username and Password as your signature.

4. Click “Submit Application” at the bottom of the screen.

The screen will display a message in a green box, congratulating you on the successful submission of your application. Just below that message you will see the current status of your open applications.

Once you have submitted your organization’s application, all documents attached to the application will be “frozen.” You will not be able to change or delete the documents because they will be attached to a pending application.
After submission, you will not receive a system generated email or confirmation message. However you will be able to view the status of your application(s) on your Homepage.

**Application Status**

Below is an overview of the most common application statuses to help you understand where in the review process your organization may be:

<table>
<thead>
<tr>
<th>Status</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td>All parts of the Business Application have been reviewed and verified.</td>
</tr>
<tr>
<td>Returned for Revision</td>
<td>Your application has been reviewed and has been returned to you. Please read the comments and make necessary changes and submit your Application again.</td>
</tr>
<tr>
<td>Not Applied</td>
<td>Your organization has not submitted a Business or Service Application.</td>
</tr>
<tr>
<td>In Review</td>
<td>An application has been submitted and is under review by the HHS Accelerator Team.</td>
</tr>
<tr>
<td>Withdrawn</td>
<td>Your organization has withdrawn a Business or Service Application.</td>
</tr>
</tbody>
</table>

If approved, your organization’s name will be visible to other organizations listed as eligible to respond to Agency RFPs.
Adding Additional Service Applications

Once you have completed the HHS Accelerator Application, you are encouraged to submit additional Service Applications as appropriate. Each service prequalification brings increased exposure to business opportunities with the City. The HHS Accelerator Team recommends that you thoroughly review the system’s service catalog, to become familiar with the potential service opportunities and compare them to your organizational capabilities.

Each organization’s HHS Accelerator Application remains active for three years; while each subsequently-approved Service Application expires at the end of the HHS Accelerator Application’s lifecycle. Organizations are strongly encouraged to re-qualify at least six (6) months before their application expires. An organization’s eligibility is dynamic and subject to review. Should future events result in substantive changes in the information provided in the HHS Accelerator Application, the HHS Accelerator Team must be notified by contacting the HHS Accelerator Team in the system.

Starting a New Service Application

To start a new Service Application:

1. Click on the “Applications” button.
2. Click “Add Service.”

In order to submit a Service Application, you must be a Level 2 User within the HHS Accelerator System.
3. Agree to the Terms and Conditions.

4. Click “Continue.”

5. To expand your options, click on the relevant service.

6. From the expanded list, choose the service(s) that your organization provides by clicking the “Add” button.
7. When you are done selecting services, scroll to the bottom of the screen and click the “Complete Selections” button.

8. If related services are applicable, add them, otherwise scroll down to click “Complete Additions.”

9. The services summary screen will open. For each service that you have selected, additional information is required. Click the “Add Supporting Information” link for each service.
10. When the Questions tab opens, answer the question(s).

11. If applicable, click the “Add Contract/Grant Information” button.

12. Click “Save & Next.”

13. If your service requires the upload of a document, upload the required document. If not, click the “Next” button.
14. Next, the Specialization tab will open. For your selected service, select the specialization(s) which apply.

Specialization may not apply in your case, if so; select the “No specialization...” checkbox.

15. Click “Save & Next.”

16. From the list provided, select the appropriate Service Setting(s).

If your organization doesn’t provide service in a specialized setting, select the “My organization does not provide selected Service in a specialized setting” check box.

17. Click “Save & Complete.”
After you have completed the Services Summary for all selected services, the “Submit” button will become active.

18. Click the “Submit” button.

19. Click the check box to accept the terms and conditions.

A field will appear inviting you to submit the application with an e-signature.

20. Enter your Username and Password as your signature.

21. Click “Submit Application” at the bottom of the screen.