



**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 RPFs, 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:

Not Started	Partially Complete	Complete
		

- 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 front page of a new HHS Accelerator Application appears as below:

The screenshot shows the HHS Accelerator application interface. At the top left is the NYC HHS Accelerator logo. A navigation bar contains tabs for Organization Information, Document Vault, Applications (highlighted with callout 'a'), Procurements, and Financials. On the right of the navigation bar are icons for home, mail, help, user profile, and a red alert icon. Below the navigation bar, a welcome message reads 'Welcome: Mister Tiberius, Community Organization'. The main content area is titled 'Application' and features a sub-navigation bar with tabs: Basics (highlighted with callout 'b'), Filings, Board, Policies, Business Application Summary, and Services Summary (highlighted with callout 'c'). Below this is another set of tabs: Questions, Documents, Geography, Languages, and Populations (callout 'e'). The 'Basics' section is active and contains a form with the following fields:

- Employer Identification Number/Tax Identification Number (EIN/TIN): 00-9876543
- Organization Legal Name: Community Organization
- Corporate Structure: Non Profit
- Dun and Bradstreet Number (DUNS#):
- Accounting Period From: Jan * To Dec
- Mission Statement: Mission Statement.

 Below the Basics section is the 'Executive Office Contact Information' section with fields for Address Line 1 (25 BROAD STREET) and Address Line 2. A 'Submit' button is located at the bottom right of the form area, highlighted with callout 'd'. A 'Return to Summary' link is also present. A text size selector (A A A) is in the top right corner.

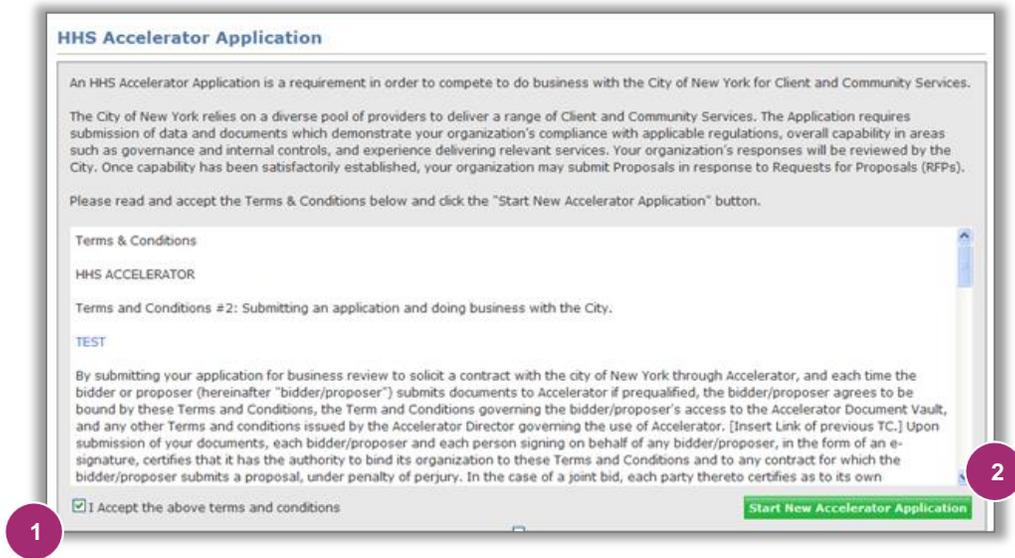
a.	The button is highlighted to show that the Application is being accessed.
b.	The major sections of the Business Application.
c.	The Services Summary tracker. As this section of the application is completed, the white button will fill with blue.
d.	The submit button. It will be “grayed out” until the application is complete. Once the application is complete, Level 2 users will have access to the button for application submission.
e.	Application tabs. 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:



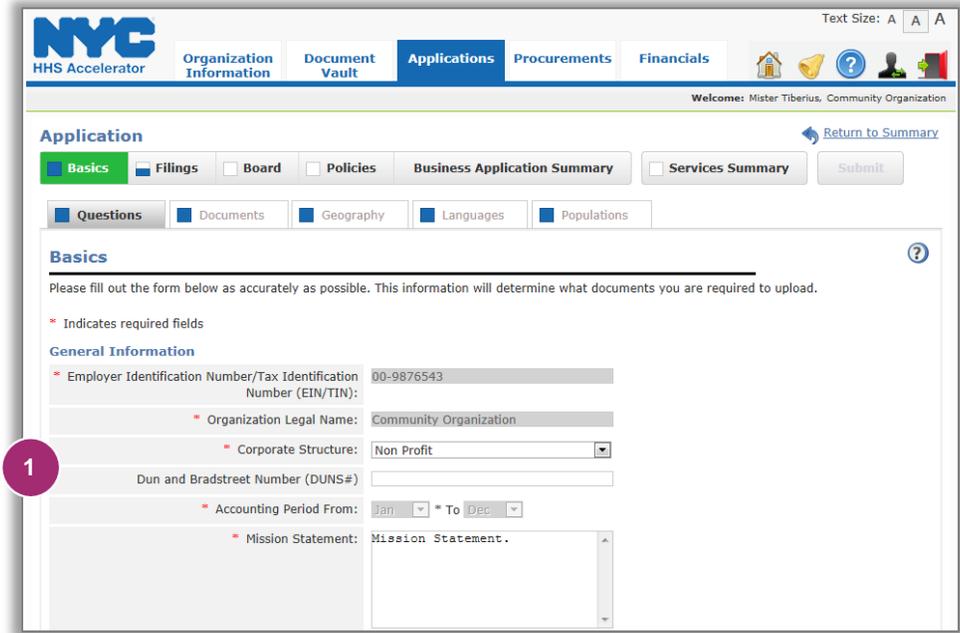
1. Click the “**I accept the above terms and conditions**” check box to accept the terms and conditions.
2. Click the “**Start New Accelerator Application**” button to begin a new application.

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.



Application

Organization Information | Document Vault | **Applications** | Procurements | Financials

Welcome: Mister Tiberius, Community Organization

Basics | Filings | Board | Policies | Business Application Summary | Services Summary | Submit

Questions | Documents | Geography | Languages | Populations

Basics

Please fill out the form below as accurately as possible. This information will determine what documents you are required to upload.

* Indicates required fields

General Information

* Employer Identification Number/Tax Identification Number (EIN/TIN): 00-9876543

* Organization Legal Name: Community Organization

* Corporate Structure: Non Profit

Dun and Bradstreet Number (DUNS#):

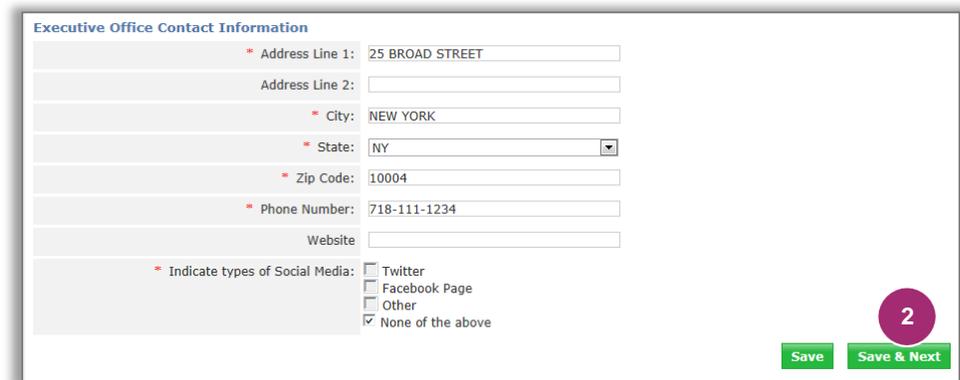
* Accounting Period From: Jan To Dec

* Mission Statement: Mission Statement.

1. 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.



Executive Office Contact Information

* Address Line 1: 25 BROAD STREET

Address Line 2:

* City: NEW YORK

* State: NY

* Zip Code: 10004

* Phone Number: 718-111-1234

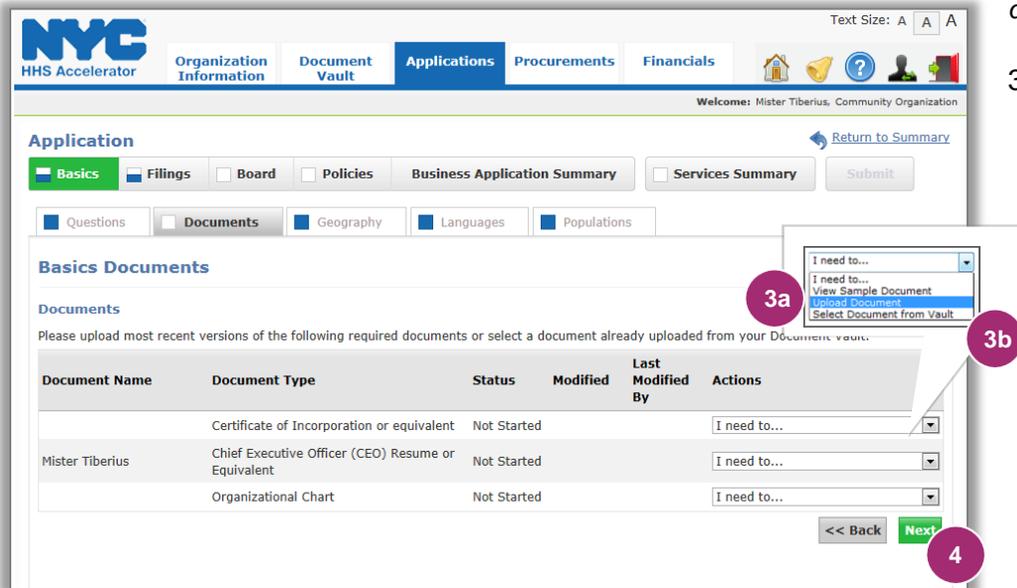
Website:

* Indicate types of Social Media: Twitter Facebook Page Other None of the above

Save Save & Next

2. Click “**Save & Next.**”

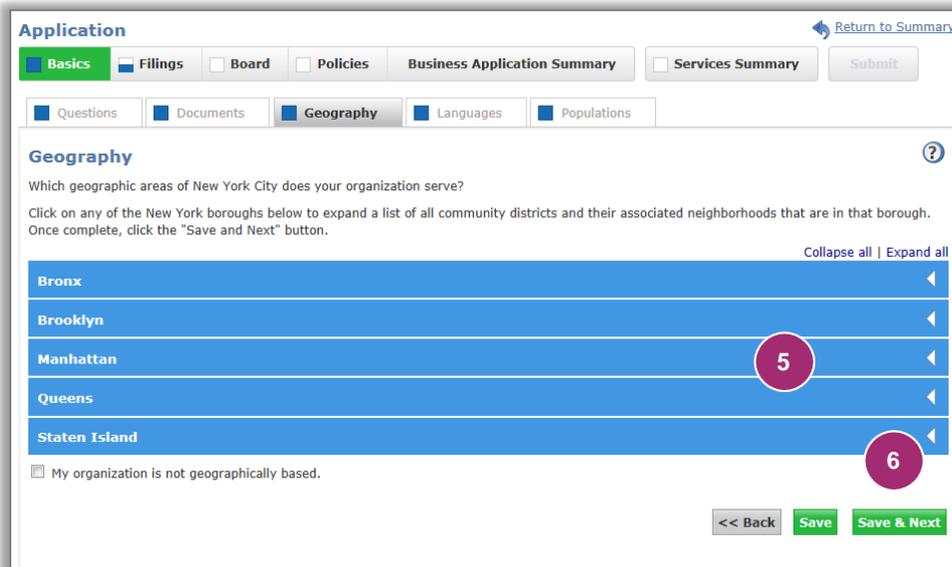
You will then be directed to the “Documents” tab to upload your organization’s required documentation or to link documents from your Document Vault.



Review the list of required documents.

3. 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.**”

4. Click “**Next.**”



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

6. Click “**Save & Next.**”

Application [Return to Summary](#)

Basics
 Filings
 Board
 Policies
 Business Application Summary
 Services Summary

Questions
 Documents
 Geography
 Languages
 Populations

Languages

In which languages can your organization communicate and provide services?

Please check all that apply. If your organization is able to accommodate other languages as well, select "Other," and use the add/remove feature. Once complete, click the "Save and Next" button

Languages

- American Sign Language
- Chinese
- English
- Haitian Creole
- Interpreter Services
- Italian
- Korean
- Russian
- Spanish
- Other

In addition to the languages selected above, my organization has access to language interpretation services.

7. Select the languages your organization provides services in.

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

8. Click **“Save & Next”** to continue.

Application [Return to Summary](#)

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Questions
 Documents
 Geography
 Languages
 Populations

Populations

Does your organization offer specialized programs for any of the following populations?

Please check all that apply. If your organization provides specialized programs for other populations, please select "Other," and specify those populations. Once complete, click the "Save and Next" button.

- Aging
- Alzheimer's Disease
- Assisted Living
- Blind or Visually Impaired
- Caregivers
- Children (Age Range from to)
- Court Appointed Advocate Required/Assigned
- Court Involved
- Criminal Justice Involved
- Deaf or Hearing Impaired
- Developmental Disabilities
- English Learners
- HIV/AIDS
- Homeless
- Immigrants
- Juvenile Justice Involved
- LGBTQ
- Other (please specify)
- My organization does not service a specific population
- Mental Illness
- NORC
- Nursing Home
- NYCHA
- Parents
- Physical Disabilities
- Pregnant Male
- Range
- Range
- Range
- Range
- Runaways
- Substance Abuse
- Veterans
- Victims/Survivors
- Young Adults

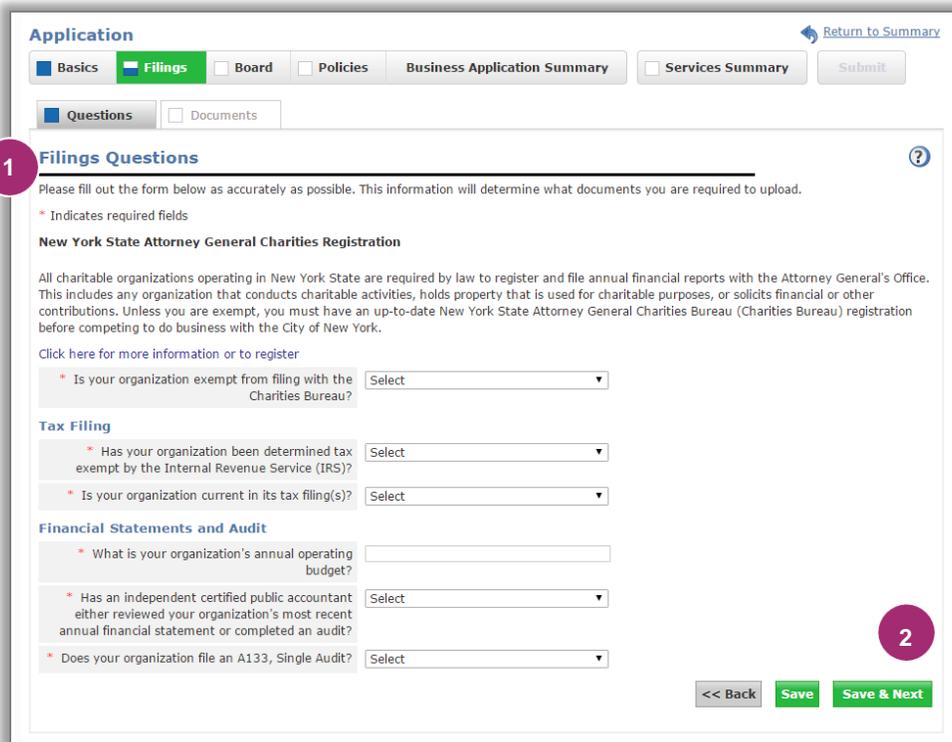
9. Select all the populations that your organization serves.

10. Click **“Save & Next”** to continue.

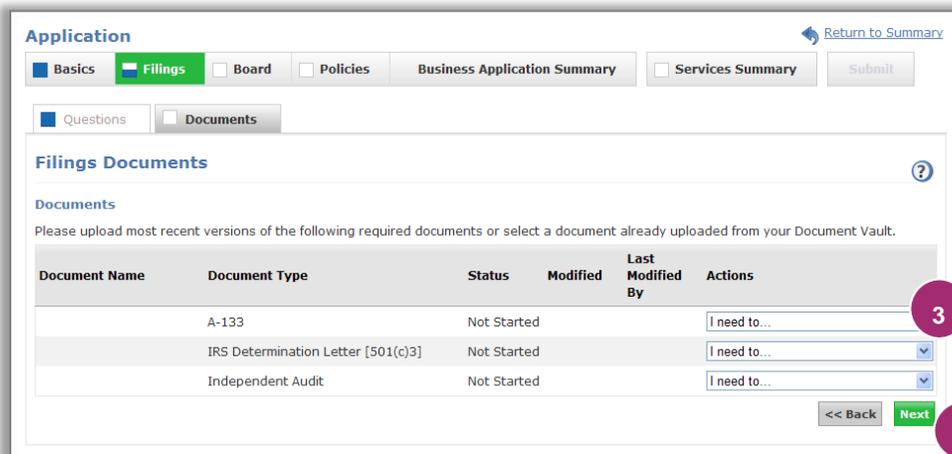
You have completed the **“Basics”** section and should now continue to the **“Filings”** section.

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.



1. Complete the **“Filings Questions.”**
2. Click **“Save & Next”** to continue.



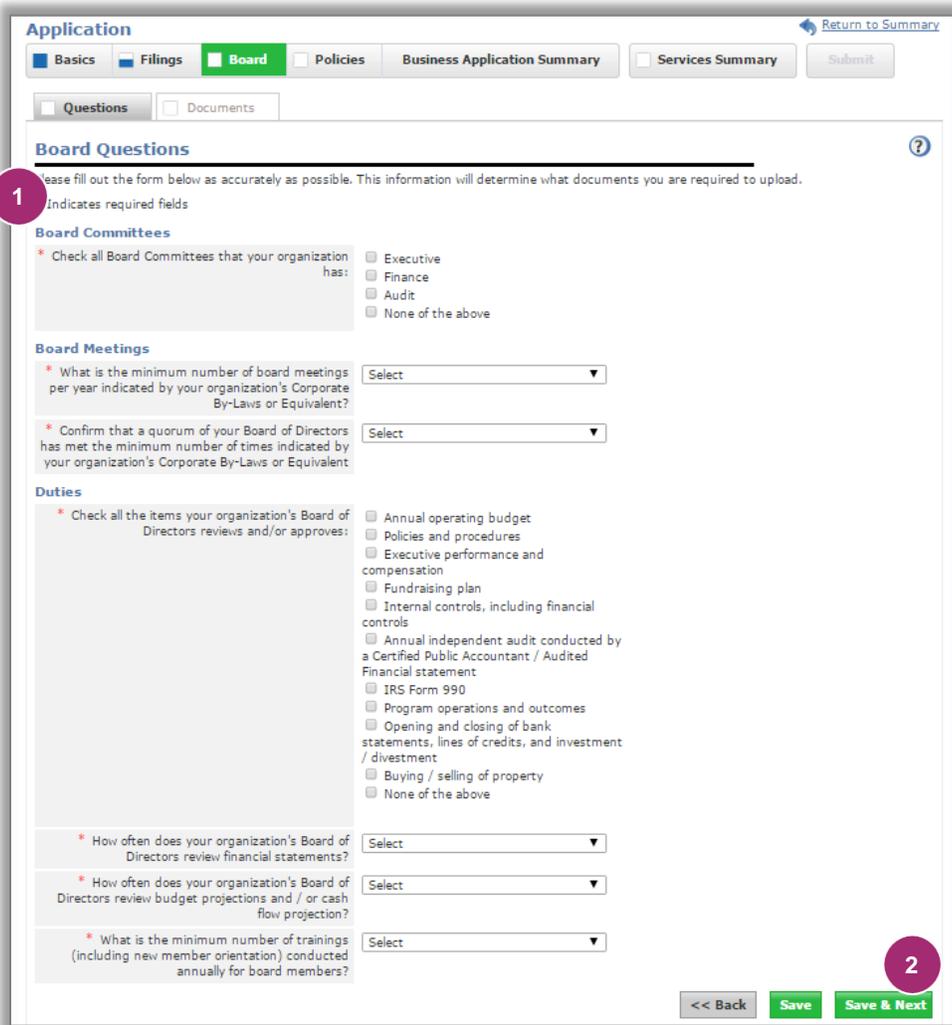
Document Name	Document Type	Status	Modified	Last Modified By	Actions
A-133		Not Started			I need to...
IRS Determination Letter [501(c)3]		Not Started			I need to...
Independent Audit		Not Started			I need to...

3. 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.
4. After you’ve uploaded all required documents, click **“Next.”**

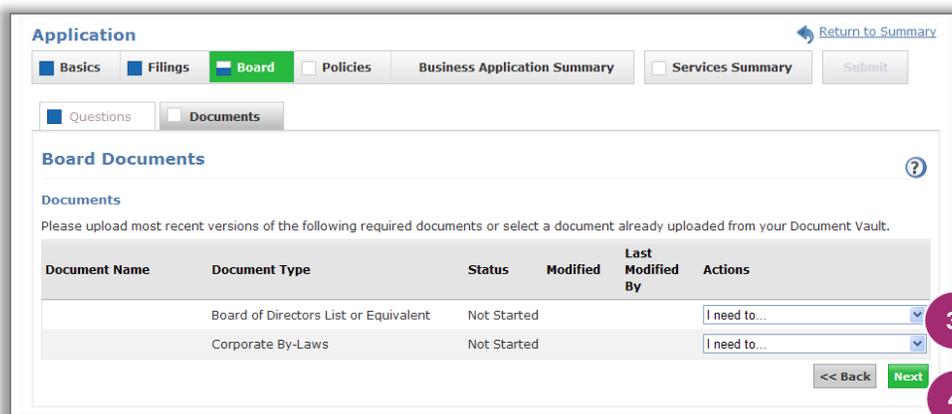
You have completed the **“Filings”** section of the application and should continue to the **“Board”** section.

Board

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



1. Complete the “**Board Questions.**”
2. Click “**Save & Next**” to continue.



All listed documents are required for your organization to upload.

3. Upload the required documents.
4. 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.

Application [Return to Summary](#)

Basics Filings Board **Policies** Business Application Summary Services Summary Submit

Questions **1**

Policies Questions

Please fill out the form below as accurately as possible
* Indicates required fields

Financial Controls

- * Does your organization require two individuals to sign each check?
- * Are different staff members responsible for authorizing and recording financial transactions?
- * How often are bank accounts reconciled?
- * Does your organization utilize an electronic system for accounting?
- * Does your organization use an outsourced payroll system?

Human Resources and Performance Management

* Which of the following policies and procedures does your organization have in place?(Please check all that apply)

- CEO Compensation Policy
- Employee Loan Policy
- Anti-Nepotism Policy
- Staff Code of Conduct
- Document Retention Policy
- Board of Directors Conflict of Interest Policy
- Conflict of Interest Policy
- Continuity of Operations plan

1. Complete the “Policies Questions.”

* Please confirm that your organization has a written equal employment opportunity (EEO) policy:

* How often does your organization create professional development plans for staff?

* What is the minimum number of times a staff member is required to participate in training annually?

* How often does your organization conduct performance evaluations for staff?

* How often does your organization's senior management team formally review your organization's overall performance data?

<< Back Save Save & Next **2**

2. 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.

1. Review each section.
2. 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.

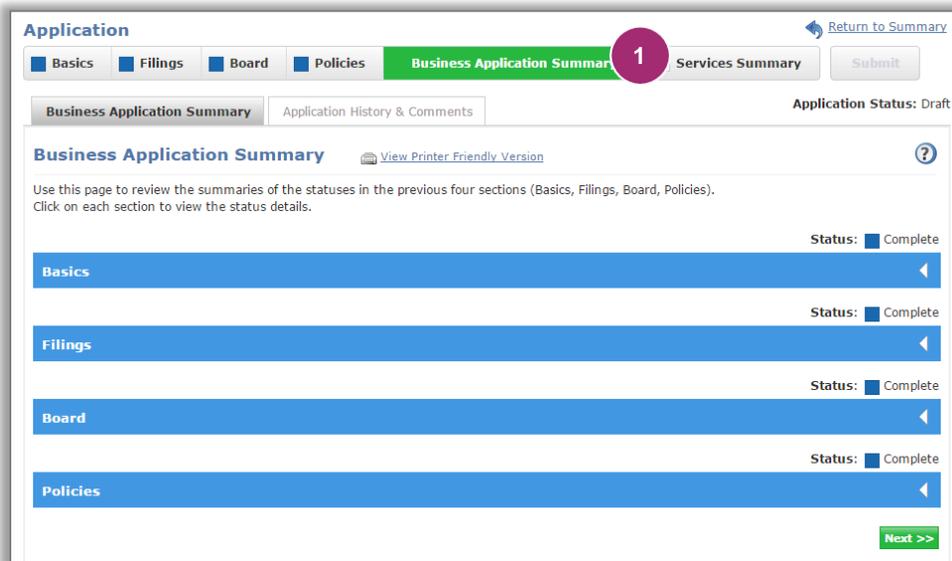
There are three forms of acceptable supporting information that you can select from to establish your organization’s service capability. Only one form of documentation is required, and the application questions will guide you to select the most appropriate form. The three types of information are as 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/>. 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
 - To obtain your State Contract ID, visit the NYS Comptroller website <http://www.openbooknewyork.com/index.htm> or the NYS AG Open Government website: <http://www.nyopengovernment.com/NYOG/index.jsp>
 - To obtain your Federal Contract ID, visit <http://www.usaspending.gov/> or <http://www.fedspending.org/>
2. Resume of staff member key to the program’s execution.
3. A written statement of organizational capabilities.

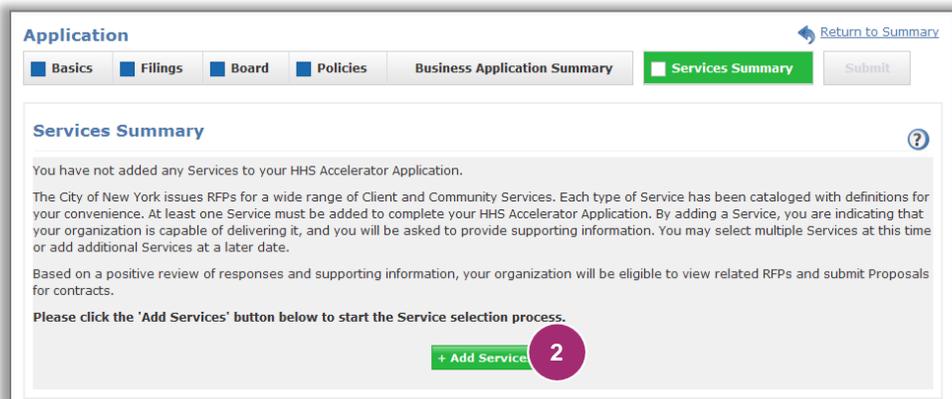
Services Summary

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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Add Services ?

Below is a full list of Services for which your organization may apply. Services are grouped by category. To add a Service, click the "Add" button or the "Continue" button to view more Services.

You must add at least one Service to complete your HHS Accelerator Application. For each Service selected, you will be required to add supporting information. A Service search is also available at the bottom of the page. Once you have finished your Service selection, click the "Complete Selections" button on the bottom of the page.

Selected Services

None selected...

Select from Full List Collapse all | Expand all

- Communications
- Education Supports
- Facility Management
- Family Supports
- Food Services
- Health Services
- Household Management and Care
- Housing and Shelter Services

- To expand the menu and see all available service options, click on the relevant service.

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Add Services ?

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You must add at least one Service to complete your HHS Accelerator Application. For each Service selected, you will be required to add supporting information. A Service search is also available at the bottom of the page. Once you have finished your Service selection, click the "Complete Selections" button on the bottom of the page.

Selected Services

Child Care

Select from Full List Collapse all | Expand all

- Communications
- Education Supports
- Facility Management Services
- Family Supports

Service	Description	
Adoption Services	Adoption Services consist of services to provide information, counseling, and support to birth parents, children, youth, and prospective adoptive parents to facilitate permanent caring relationships for children within families. Adoption services also provide support to birth parents, adopted individuals, and adoptive parents after an adoption has been finalized. Examples include Family Finding and Post Adoption Support.	<input type="button" value="+ Add"/>
Child Care	Child Care consists of services to provide supervision to children and promote family well being by allowing parents to maintain employment, supporting protective, foster care, and preventive services, and serving families that are homeless or need child care for medical or social reasons. Child Care services may also include educational programming and family support. Examples include Day Care, Family Day Care, Head Start, Pre-Kindergarten and Children's Room in a Service Location.	<input checked="" type="button" value="- Remove"/>

- 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.

Search

Clear Search

Cancel Complete Selections **5**

- When you are done selecting services, scroll to the bottom of the screen and click the **“Complete Selections”** button.

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Basics Filings Board Policies Business Application Summary **Services Summary** Submit

Related Services [Service Summary](#) ?

The list below displays Services related to those selected by your organization. Please review each one to see if your organization also has the ability and resources to provide that Service. Use the “Add” button to indicate your organization can provide that Service

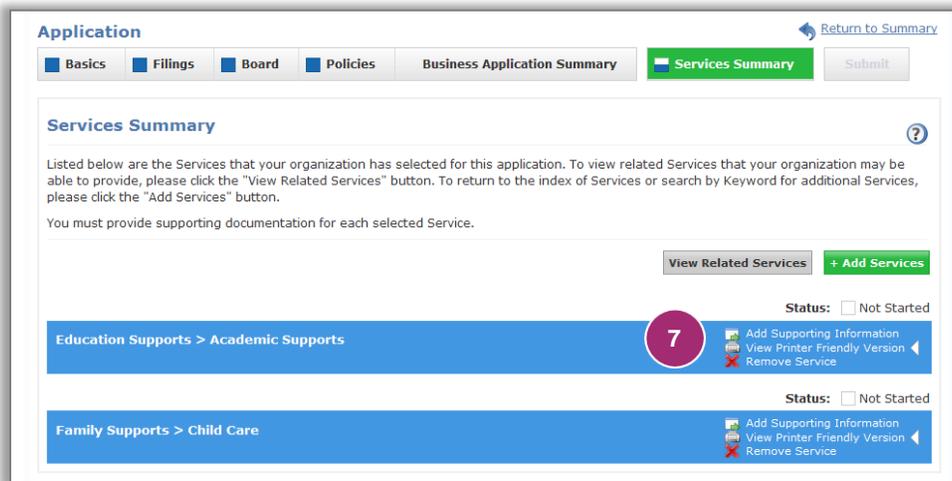
Selected Services

None selected...

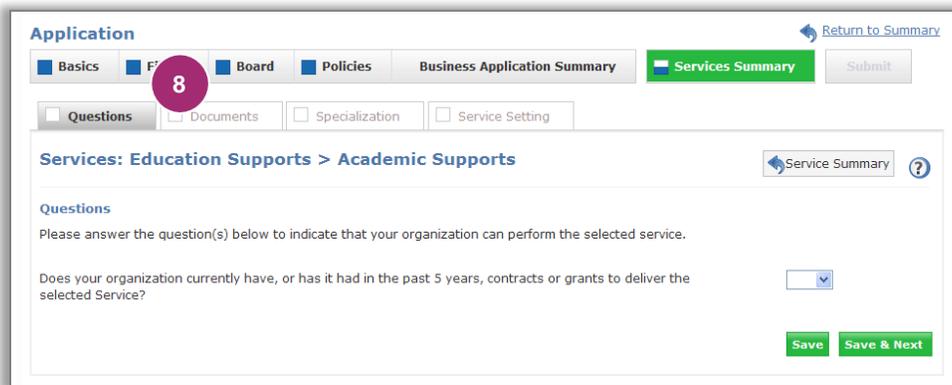
Service	Description	
Education Supports > Academic Supports	Academic Supports consist of education and enrichment to promote academic performance and advancement. Examples include Academic Counseling, Academic Engagement, Continuing Education, Homework Help, Post-Secondary/College Awareness, Project Based Learning, and Tutoring.	+ Add 6
Family Supports > Adoption Services	Adoption Services consist of services to provide information, counseling, and support to birth parents, children, youth, and prospective adoptive parents to facilitate permanent caring relationships for children within families. Adoption services also provide support to birth parents, adopted individuals, and adoptive parents after an adoption has been finalized. Examples include Family Finding and Post Adoption Support.	+ Add
Family Supports > Child Support Enforcement	Child Support Enforcement consists of services to provide oversight and communications to ensure that noncustodial parents provide financial support for their children. Examples include location of the noncustodial parent, summons service, assistance with establishment of paternity, child support and medical support orders, and collection and enforcement of those orders.	+ Add
Family Supports > Foster Care Services	Foster Care Services consist of services that provide placement and support to families and children in the foster care system. Foster Care Services providers often maintain regular contact with children, assess the quality of the relationship between parents and children, and monitor the child’s safety. Foster Care Services also include supportive services for youth transitioning out of foster care. Examples include Foster Care Placement, including Family-Based (General, Specialized, and Treatment) and Residential, Foster Family Recruitment, including General and Special Needs, and Transitional Living Skills.	+ Add

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 select additional services.

- 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.

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 Service Setting

Services: Education Supports > Academic Supports [Service Summary](#) ?

Questions

Please answer the question(s) below to indicate that your organization can perform the selected service.

Does your organization currently have, or has it had in the past 5 years, contracts or grants to deliver the selected Service? Yes

Please add information about a contract or grant that best represents your organization's relevant Service experience in this area.
 Note: For each contract and/or grant entered, you will be required to upload a scope of work/contract/award letter.
 You will not be required to upload supporting documentation for any contracts with the City of New York.

Add Contract/Grant Information Table

Funder Name	Funder Type	Reference Name	Contract Number	Start Date	End Date	Action
Department of Education (DOE)	NYC Government	DOE-98765	4321	09/01/2012	06/30/2013	I need to...

9. Answer any remaining questions (if applicable), then review contract information for accuracy.

10. Click **“Save & Next.”**

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Services: Education Supports > Academic Supports [Service Summary](#) ?

Documents

No documents are required for this service since you indicated a Funder was an NYC Agency. Click the "Next" button to continue.

Based on the answers to the questions on the previous page, this page will list any documents required to complete your Service Application. Please upload any required documents or link to existing documents from your vault.

Document Name	Document Type	Status	Modified	Last Modified By	Actions
No documents required					

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.

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Services: Education Supports > Academic Supports [Service Summary](#) ?

Specialization

The City would like to get a better understanding of the services organizations deliver. Your response will not affect your eligibility to view and submit Proposals RFPs.

For your selected Service listed below, please select Specializations which best describe the unique services offered by your organization.

<p>Academic Counseling</p> <p>Academic Counseling consists of services to provide support in a school setting for the purpose of guidance on choice of academic courses, requirements for advancing through school, and other aspects of education. Examples include School Counseling and Academic Advisement.</p>	<input type="checkbox"/>
<p>Academic Engagement</p> <p>Academic Engagement consists of services to address school performance issues by focusing on general skills, specific subjects, or participant motivation and relations with school personnel. Examples include Group Enrichment Projects and Interactive Assignments outside the classroom, such as off-site interviews or results-based projects.</p>	<input type="checkbox"/>
<p>Continuing Education/Lifelong Learning</p> <p>Continuing Education / Lifelong Learning consists of Educational Services to help participants to build new technical skills and expertise, often with a career advancement goal. Examples include Communications Courses and Academic Programming for Adults.</p>	<input type="checkbox"/>
<p>Educational Neglect Prevention</p> <p>Educational Neglect Prevention consists of supportive services that address the failure by the person responsible for the care, custody, and control of the child to provide an appropriate education and to promote school attendance as required by law. Examples include Educational Neglect Case Assistance and Parenting Support.</p>	<input type="checkbox"/>
<p>Homework Help</p> <p>Homework Help consists of services to provide assistance with school assignments during non-school hours. Examples include After-School Assignment Assistance and Individual Homework Assistance.</p>	<input type="checkbox"/>
<p>Post-Secondary/College Awareness</p> <p>Post-Secondary/College Awareness consists of services to promote tertiary education as a practical and attainable goal, and expose participants to colleges and activities which support college enrollment. Examples include College Preparation, College Application Assistance, Financial Aid Workshops, and College Tours.</p>	<input type="checkbox"/>

13

13. The Specialization tab will open and for your selected service, select the specialization(s) which apply.

<p>Project Based Learning</p> <p>Project Based Learning consists of services provided through a model for classroom activity that emphasizes learning activities that are long term, interdisciplinary, and student centered. Every project focuses on children having fun, learning skills and concepts that are connected to academic standards, and creating something that is meaningful to them and their community. These services may be provided in school or during out-of-school time activities. Examples include Experiential Learning Programs and Activity-Based Programs.</p>	<input type="checkbox"/>
<p>Truancy Prevention</p> <p>Truancy Prevention consists of supportive services that address the act or condition of being absent from school without permission. Examples include Counseling for Truant Children and Counseling for Parents of Truant Children.</p>	<input type="checkbox"/>
<p>Tutoring</p> <p>Tutoring consists of services to provide additional, special, or remedial academic instruction. Tutoring may be provided on an individual or group basis. Examples include After-School Program Tutoring and One-on-One Tutoring.</p>	<input type="checkbox"/>

My organization does not provide selected Service in a specialized setting.

14

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

14. Click "Save & Next."

Application [Return to Summary](#)

[Basics](#)
[Filings](#)
[Board](#)
[Policies](#)
[Business Application Summary](#)
[Services Summary](#)

[Questions](#)
[Documents](#)
[Specialization](#)
 Service Setting

Services: Education Supports > Academic Supports [Service Summary](#) ?

Service Setting

The City would like to get a better understanding of the services organizations deliver. Your response to the following question will not affect your eligibility to view and submit Proposals to RFPs.

Setting	Description	
Clinical - Outpatient	Outpatient refers to services provided a clinical setting in which trained clinicians provide services, such as mental health care, medical care, or substance abuse treatment during appointment hours and does not require an overnight stay.	<input type="checkbox"/>
Community Center	Community Center refers to services provided in a facility where people from a particular geographic location can congregate for social, educational, or recreational activities. Community Centers include senior centers, drop-in centers and resource centers.	<input type="checkbox"/>
Court	Court refers to services provided in a setting where clients are participating in legal proceedings in a court of law.	<input type="checkbox"/>
Home	Home refers to services provided in a client's individual home or place of residence.	<input type="checkbox"/>
Mobile	Mobile refers to services that are delivered in multiple offices, are street-based, or take place in motorized vehicles as opposed to in an office, center, or medical facility.	<input type="checkbox"/>
Residential - Cluster/Scatter Site	Cluster/Scatter Site Housing refers to residential placement and services provided at multiple sites from existing market housing throughout the City.	<input type="checkbox"/>
Residential - Congregate/Group	Congregate/Group Housing refers to residential placement and services provided in a single-site that houses group of clients.	<input type="checkbox"/>

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

Residential - Cluster/Scatter Site	Cluster/Scatter Site Housing refers to residential placement and services provided at multiple sites from existing market housing throughout the City.	<input type="checkbox"/>
Residential - Congregate/Group	Congregate/Group Housing refers to residential placement and services provided in a single-site that houses group of clients.	<input type="checkbox"/>
Residential - Single Room Occupancy	Single Room Occupancy refers to residential and placement services provided in a setting comprising a private room that has access to bathing and toilet facilities, and provides living and sleeping space for no more than two persons.	<input type="checkbox"/>
School	School refers to services provided within educational institutions.	<input type="checkbox"/>
Secure Facility	Secure Facility refers to services provided in a setting in which security measures are provided to restrict the actions of individuals within it, such as jail, prison and detention centers.	<input type="checkbox"/>
Virtual	Virtual refers to services provided through through a Web-based portal or computer-based software.	<input type="checkbox"/>
My organization does not provide selected Service in a specialized setting.		<input type="checkbox"/>

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.

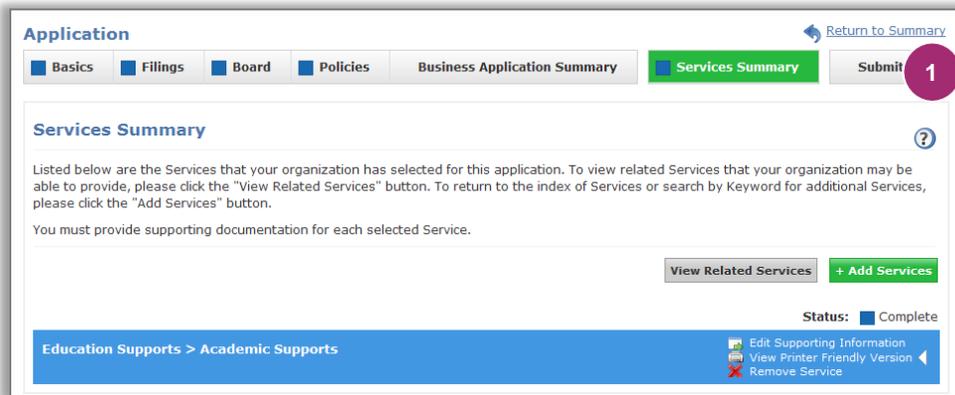
16. Click "Save & Complete."



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

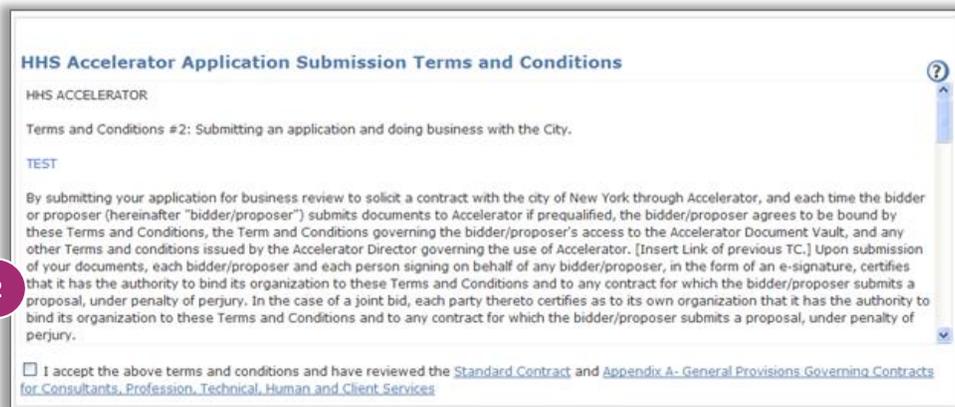
Application Submission

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 checkbox to accept the terms and conditions.

HHS Accelerator Application Submission Terms and Conditions

HHS ACCELERATOR

Terms and Conditions #2: Submitting an application and doing business with the City.

TEST

By submitting your application for business review to solicit a contract with the city of New York through Accelerator, and each time the bidder or proposer (hereinafter "bidder/proposer") submits documents to Accelerator if prequalified, the bidder/proposer agrees to be bound by these Terms and Conditions, the Term and Conditions governing the bidder/proposer's access to the Accelerator Document Vault, and any other Terms and conditions issued by the Accelerator Director governing the use of Accelerator. [Insert Link of previous TC.] Upon submission of your documents, each bidder/proposer and each person signing on behalf of any bidder/proposer, in the form of an e-signature, certifies that it has the authority to bind its organization to these Terms and Conditions and to any contract for which the bidder/proposer submits a proposal, under penalty of perjury. In the case of a joint bid, each party thereto certifies as to its own organization that it has the authority to bind its organization to these Terms and Conditions and to any contract for which the bidder/proposer submits a proposal, under penalty of perjury.

I accept the above terms and conditions and have reviewed the [Standard Contract](#) and [Appendix A- General Provisions Governing Contracts for Consultants, Profession, Technical, Human and Client Services](#)

Submit Application E-Signature

User Name:

Password:

Submit Application

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.

Summary of Applications

Provider Status: **In Review** Expiration:

Current Application

✓ Your application has been successfully submitted for review. The HHS Accelerator team will now review your application. You will receive a notification of their decision via email and within the HHS Accelerator system.

Application	Status
Business Application	In Review
Education Supports > Academic Supports	In Review

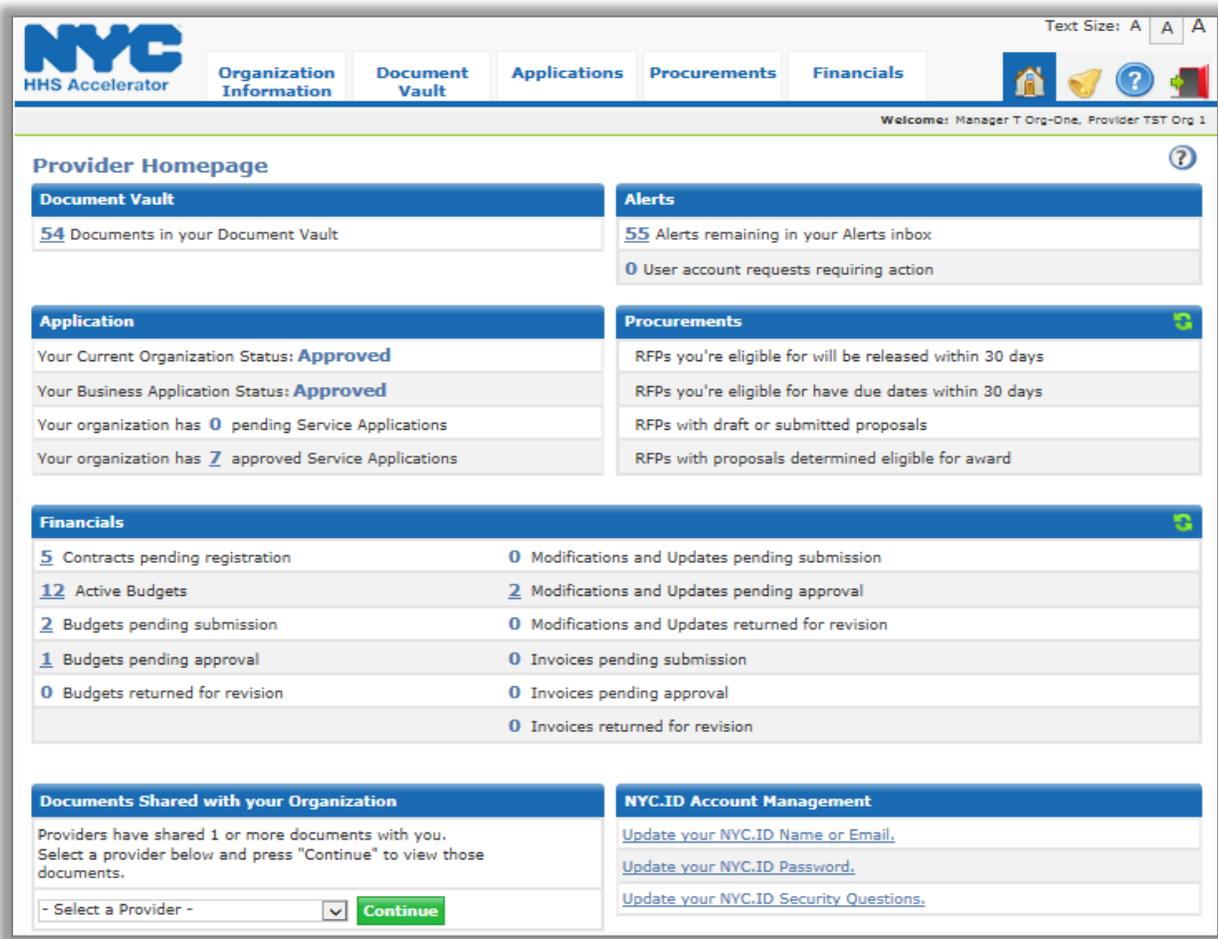
[+ Add Service](#) [Start New Accelerator Application](#)

Application History

Application	Status	Submitted By	Date Submitted	Effective Start Date	Expiration End Date
Business Application	In Review	Ann M Smith	12/13/2012		
Education Supports > Academic Supports	In Review	Ann M Smith	12/13/2012		

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:

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

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:

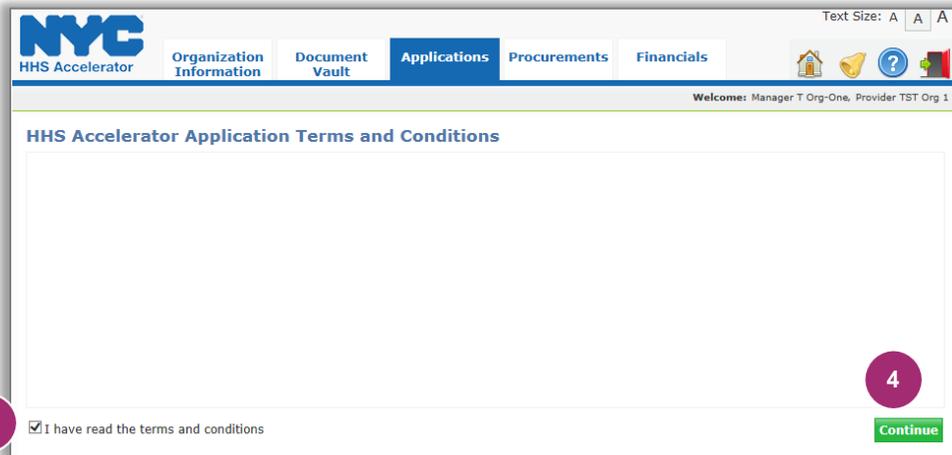
The screenshot shows the NYC HHS Accelerator web interface. The top navigation bar includes 'Organization Information', 'Document Vault', 'Applications', 'Procurements', and 'Financials'. The 'Applications' tab is active. Below the navigation, there is a 'Summary of Applications' section. It displays 'Provider Status: Approved' and 'Expiration: 09/09/2016'. A table titled 'Current Application' lists various services and their status. At the bottom of the table, there is a green '+ Add Service' button and a grey 'Start New Accelerator Application' button. A red circle with the number '1' is positioned above the 'Applications' menu item, and another red circle with the number '2' is positioned above the '+ Add Service' button.

Application	Status
Business Application	Approved
Case Management	Approved
Discharge/Re-Entry	Approved
Housing	Approved
Mental Health Services	Approved
Work Readiness	Approved
Academic Supports	Approved
Literacy	Approved

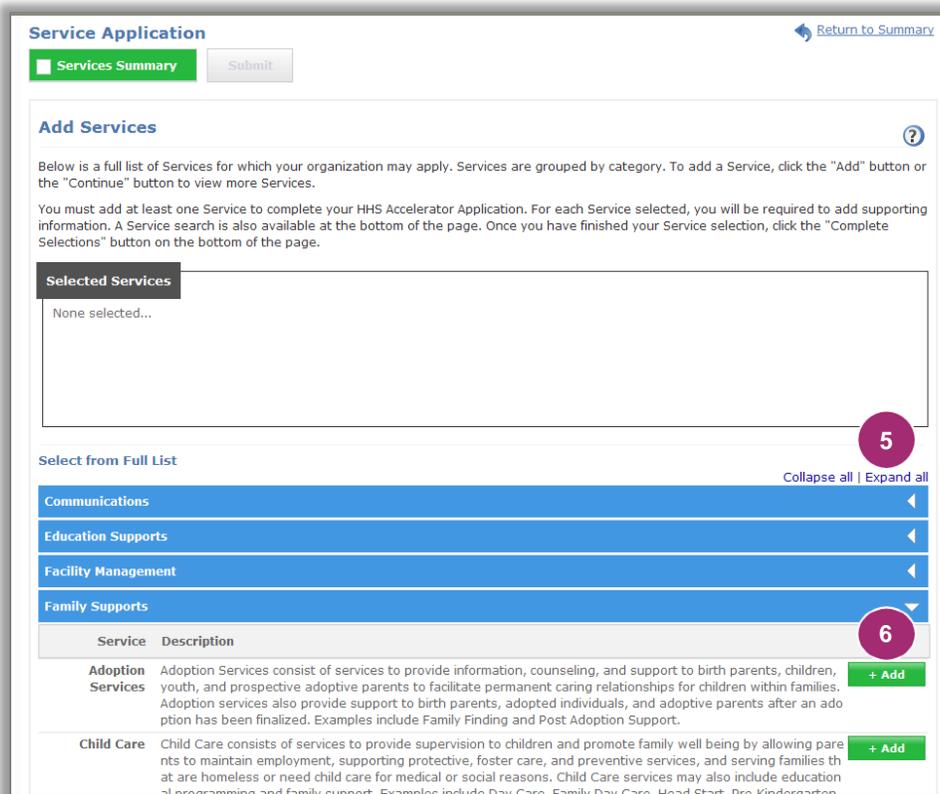
1. Click on the **“Applications”** button.
2. Click **“Add Service.”**



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.

Search

Clear Search

Cancel **Complete Selections**

7

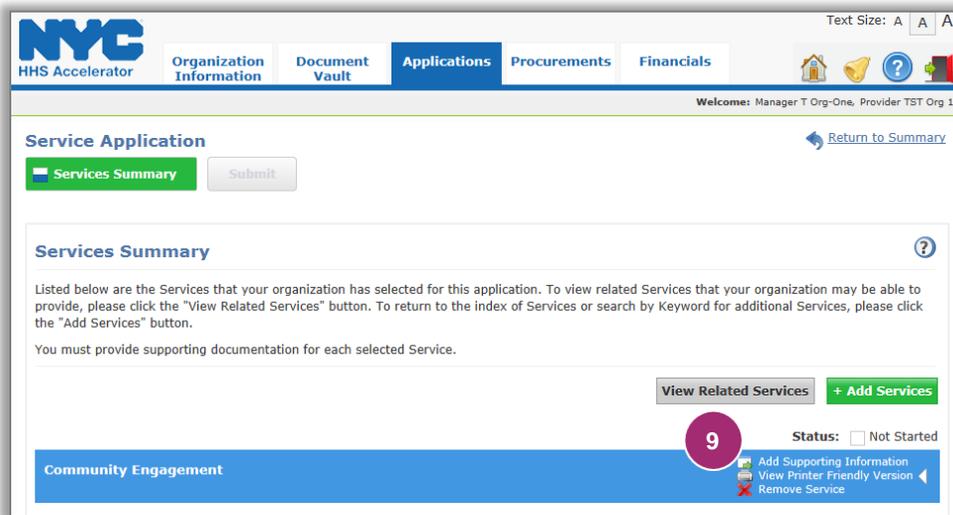
7. When you are done selecting services, scroll to the bottom of the screen and click the **“Complete Selections”** button.

Service	Description	
Family Supports > Adoption Services	Adoption Services consist of services to provide information, counseling, and support to birth parents, children, youth, and prospective adoptive parents to facilitate permanent caring relationships for children within families. Adoption services also provide support to birth parents, adopted individuals, and adoptive parents after an adoption has been finalized. Examples include Family Finding and Post Adoption Support.	+ Add
Family Supports > Child Support Enforcement	Child Support Enforcement consists of services to provide oversight and communications to ensure that noncustodial parents provide financial support for their children. Examples include location of the noncustodial parent, summons service, assistance with establishment of paternity, child support and medical support orders, and collection and enforcement of those orders.	+ Add
Family Supports > Foster Care Services	Foster Care Services consist of services that provide placement and support to families and children in the foster care system. Foster Care Services providers often maintain regular contact with children, assess the quality of the relationship between parents and children, and monitor the child's safety. Foster Care Services also include supportive services for youth transitioning out of foster care. Examples include Foster Care Placement, including Family-Based (General, Specialized, and Treatment) and Residential, Foster Family Recruitment, including General and Special Needs, and Transitional Living Skills.	+ Add
Family Supports > Parenting Services	Parenting Services consist of services that provide specialized support for individuals caring for dependents. Parenting Services often include counseling, home-based assessments and support, and guidance on parent-child relationships. Examples include Home Visiting and Parental Counseling.	+ Add
Health Services > Medical > Family Planning	Family Planning consists of medical services in areas of contraception, healthy pregnancy, pregnancy options, and making choices about having children to promote development of healthy families. Examples include Reproductive Health Services and Emergency Contraception.	+ Add
Household Management and Care > Homemaking Services	Homemaking Services consist of services to provide parents and guardians with teaching and training in appropriate childcare, parenting, and household management responsibilities. Examples include Home-based Assessment and Household Management Training.	+ Add
Supportive Services > Preventive Services	Preventive Services consist of support to alleviate issues in the home which would otherwise result in abuse, neglect, or other harmful outcomes. Preventive Services provide support necessary to avoid the displacement of a child, including child's removal from the home or involvement in the criminal justice system. Preventive Services may include crisis intervention, family mediation, community-based wrap-around and other services aimed at allowing young people to remain healthy and safe. Examples include Educational Neglect Prevention, Truancy Prevention, Foster Care Prevention, Emergency Response, and Safety and Risk Assessment.	+ Add

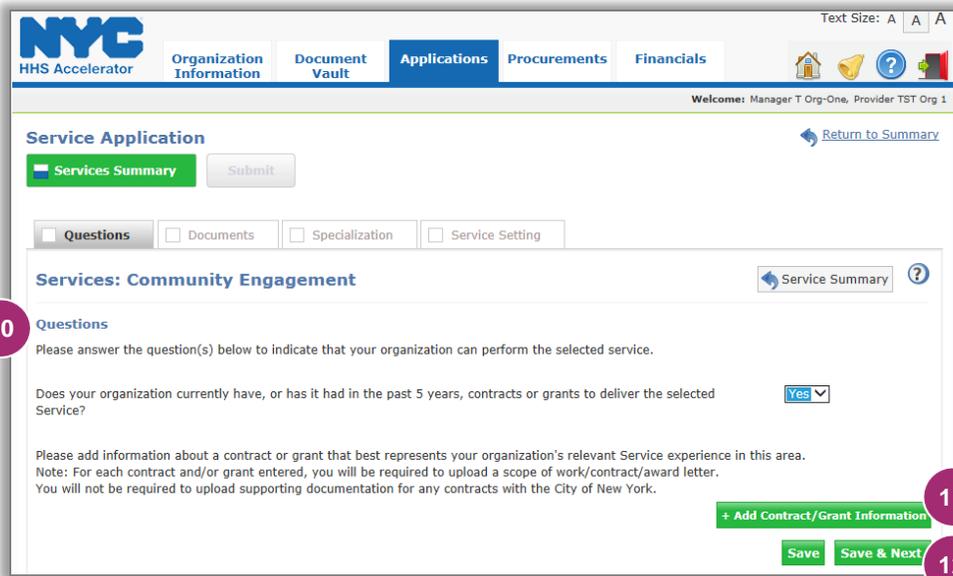
Cancel **Complete Additions**

8

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



- 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.



- When the **Questions** tab opens, answer the question(s).
- If applicable, click the **“Add Contract/Grant Information”** button.
- Click **“Save & Next.”**

Service Application

Services Summary Submit

Questions Documents Specialization Service Setting

Services: Community Engagement Service Summary ?

Documents

✓ No documents are required for this service since you indicated a Funder was an NYC Agency. Click the "Next" button to continue.

Based on the answers to the questions on the previous page, this page will list any documents required to complete your Service Application. Please upload any required documents or link to existing documents from your vault.

Document Name	Document Type	Status	Modified	Last Modified By	Actions
No documents required					

<< Back Next

13. If your service requires the upload of a document, upload the required document. If not, click the **"Next"** button.

Service Application

Services Summary Submit

Questions Documents Specialization Service Setting

Services: Community Engagement Service Summary ?

Specialization

For your selected Service listed above, please select Specializations which best describe the unique services offered by your organization.

Civic Engagement

Civic Engagement consists of services to provide opportunities to develop a combination of knowledge, skills, values and motivation through activities or jobs that promote the quality of life in a community, through both political and non-political processes. Examples include Senior Civic Engagement Programs, Youth Development Civic Engagement Programs and Community-Based Projects with City Agencies.

Community Service

Community Service consists of services to provide opportunities to contribute to the community through volunteer activities. Examples include Volunteering, Community Service Referrals, Senior Volunteer Programs and Youth Development Community Service Programs.

No specialization within this service applies to my organization

<< Back Save Save & Next

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."**

[Questions](#)
[Documents](#)
[Specialization](#)
[Service Setting](#)

Services: Community Engagement
[Service Summary](#)

Service Setting
 From the list below, please select the specialized Service Setting in which your organization provides the selected Service.

Setting	Description	
Clinical - Inpatient	Inpatient refers to services provided a clinical setting in which trained clinicians provide services, such as mental health care, medical care, or substance abuse treatment for at least one overnight stay.	<input type="checkbox"/>
Clinical - Outpatient	Outpatient refers to services provided a clinical setting in which trained clinicians provide services, such as mental health care, medical care, or substance abuse treatment during appointment hours and does not require an overnight stay.	<input type="checkbox"/>
Community Center	Community Center refers to services provided in a facility where people from a particular geographic location can congregate for social, educational, or recreational activities. Community Centers include senior centers, drop-in centers and resource centers.	<input type="checkbox"/>
Court	Court refers to services provided in a setting where clients are participating in legal proceedings in a court of law.	<input type="checkbox"/>
Home	Home refers to services provided in a client's individual home or place of residence.	<input type="checkbox"/>
Mobile	Mobile refers to services that are delivered in multiple offices, are street-based, or take place in motorized vehicles as opposed to in an office, center, or medical facility.	<input type="checkbox"/>
Office	Office refers to services being provided in an organization's office or headquarters.	<input type="checkbox"/>
Residential - Cluster/Scatter Site	Cluster/Scatter Site Housing refers to residential placement and services provided at multiple sites from existing market housing throughout the City.	<input type="checkbox"/>
Residential - Congregate/Group	Congregate/Group Housing refers to residential placement and services provided in a single-site that houses group of clients.	<input type="checkbox"/>
Residential - Single Room Occupancy	Single Room Occupancy refers to residential and placement services provided in a setting comprising a private room that has access to bathing and toilet facilities, and provides living and sleeping space for no more than two persons.	<input type="checkbox"/>
School	School refers to services provided within educational institutions.	<input type="checkbox"/>
Secure Facility	Secure Facility refers to services provided in a setting in which security measures are provided to restrict the actions of individuals within it, such as jail, prison and detention centers.	<input type="checkbox"/>
Virtual	Virtual refers to services provided through through a Web-based portal or computer-based software.	<input type="checkbox"/>
My organization does not provide selected Service in a specialized setting.		<input type="checkbox"/>

[<< Back](#)
[Save](#)
[Save & Complete](#)

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

16

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."

17

[Organization Information](#)
[Document Vault](#)
[Applications](#)
[Procurements](#)
[Financials](#)

Text Size: A A A
 Welcome: Manager T Org-One, Provider TST Org 1

Service Application
[Return to Summary](#)

[Services Summary](#)
[Submit](#)

Services Summary

Listed below are the Services that your organization has selected for this application. To view related Services that your organization may be able to provide, please click the "View Related Services" button. To return to the index of Services or search by Keyword for additional Services, please click the "Add Services" button.

You must provide supporting documentation for each selected Service.

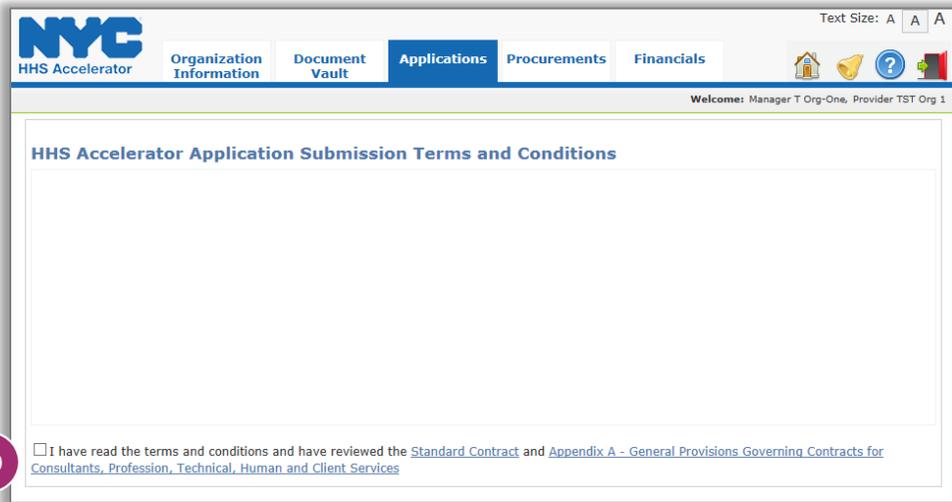
[View Related Services](#)
[+ Add Services](#)

Status: Complete

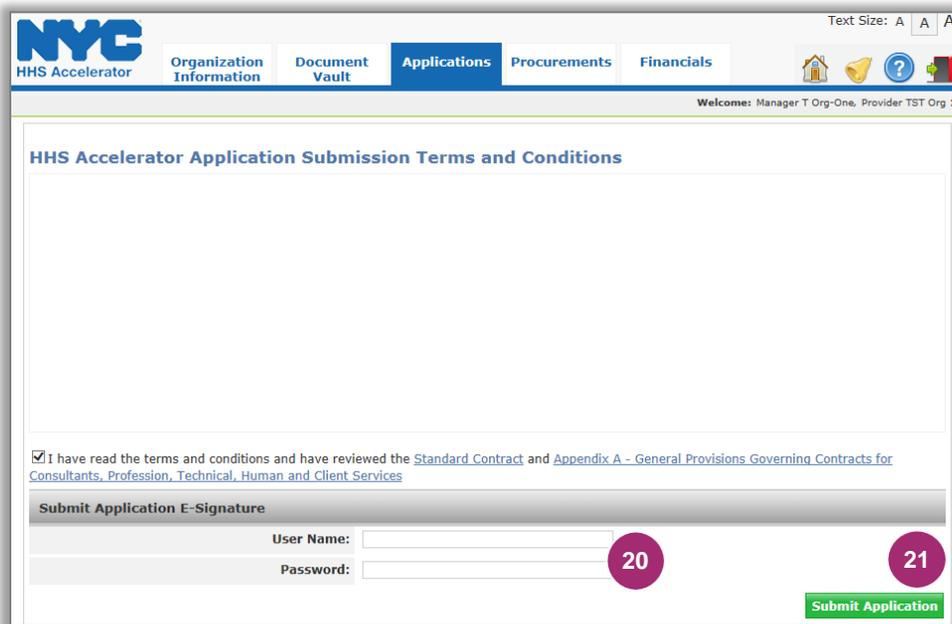
Community Engagement
[Edit Supporting Information](#)
[View Printer Friendly Version](#)
[Remove Service](#)

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 checkbox 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.