NYC

HHS Accelerator

Provider Guide to Submitting
the HHS Accelerator Application

Table of Contents

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 fillings 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:

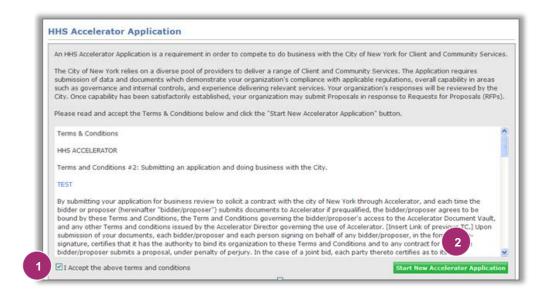| a.	The tab is highlighted to show that Applications is being accessed.
b.	The four sections of the Business Application and the Business Application Summary tab. As each section is completed, the progress tracker squares will turn blue.
c.	The Services Summary section. As this section of the application 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/. 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.

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

4. 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 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.

Application

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

| Questions | Documents | Specialization | Service Setting |

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.

Academic Counseling

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. ☐

Academic Engagement

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. ☐ **(13)**

Continuing Education/Lifelong Learning

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. ☐

Educational Neglect Prevention

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. ☐

Homework Help

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. ☐

Post-Secondary/College Awareness

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. ☐

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

Project Based Learning

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. ☐

Truancy Prevention

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. ☐

Tutoring

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. ☐

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

<< Back   Save   Save & Next **(14)**

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.

![NYC HHS Accelerator logo]

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.

HHS Accelerator Application Submission Terms and Conditions ⑦

☑ I have read the 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: | | ③ |
| Password: | | |

④ **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.
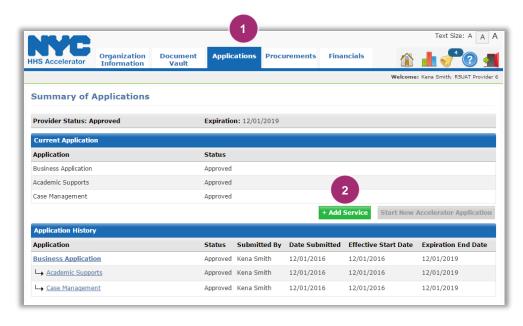
Adding Additional Service Applications

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:

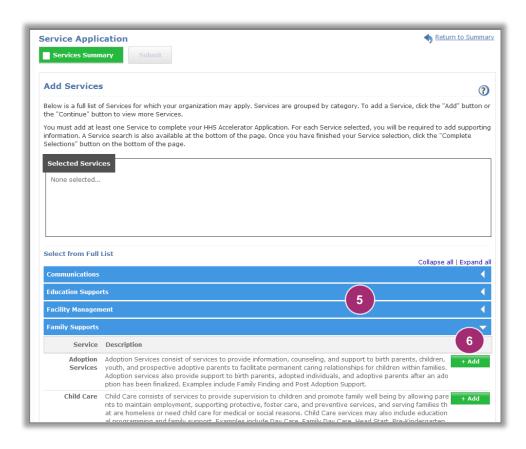1. Click on the **"Applications"** button.

2. Click **"Add Service."**

⚠️ In order to submit a Service Application, you must be a Level 2 User within the HHS Accelerator System.

HHS Accelerator Application Terms and Conditions

(3) ☑ I have read the terms and conditions

(4) Continue

3. Agree to the Terms and Conditions.

4. Click **"Continue."**

Service Application

◄ Return to Summary

■ Services Summary | Submit

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 ◄ (5)

Family Supports ▼ (6)

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.	+ 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.	+ Add

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.
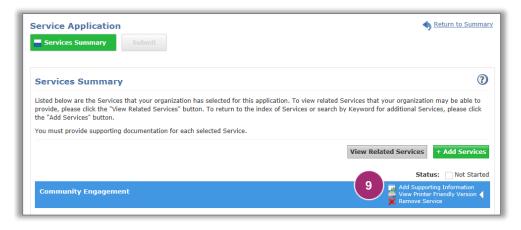
NYC HHS Accelerator

Search

Clear   Search

(7)

Cancel   Complete Selections

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

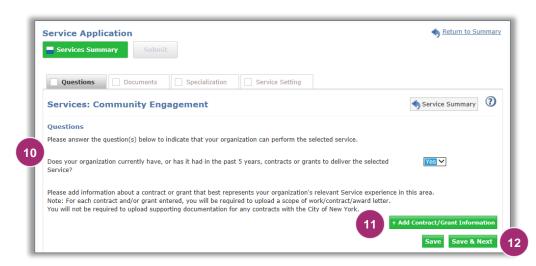| Service	Description	
Family Supports > Adoption Services	Adoption Services consist of services to provide information, counseling, and support to birth parents, children, youth, and prospective adoptive parents to facilitate permanent caring relationships for children within families. Adoption services 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 (8)

Cancel   Complete Additions

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

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: [ ] Not Started

Community Engagement (9)   Add Supporting Information   View Printer Friendly Version   Remove Service
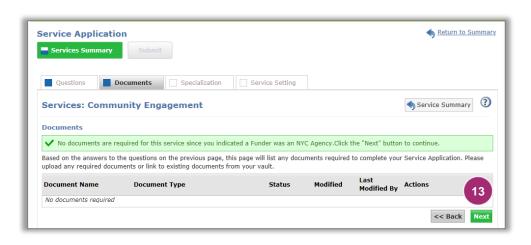
9. The services summary screen will open. For each service that you have selected, additional information is required. Click the **"Add Supporting Information"** link for each service.
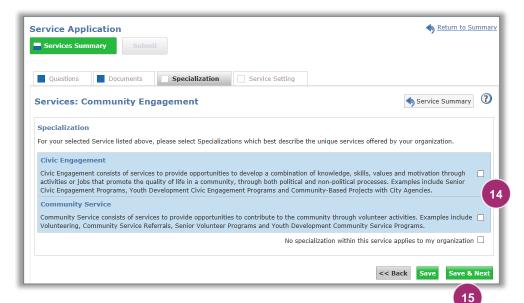
10. When the **Questions** tab opens, answer the question(s).

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.
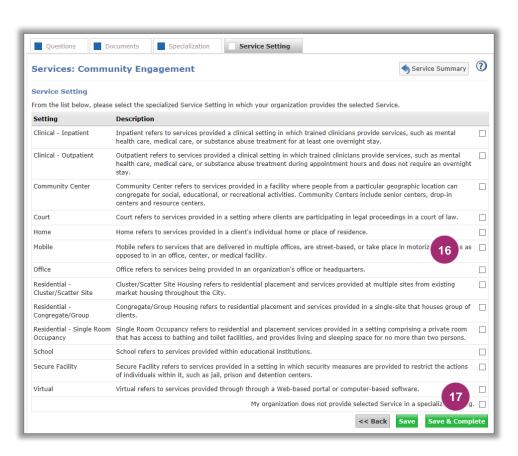
14. Next, the Specialization tab will open.
    For your selected service, select the specialization(s) which apply.

    Specialization may not apply in your case, if so; select the "No specialization..." checkbox.
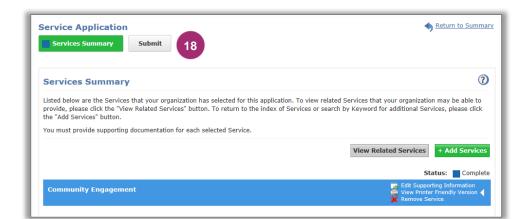
15. Click **"Save & Next."**

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.*
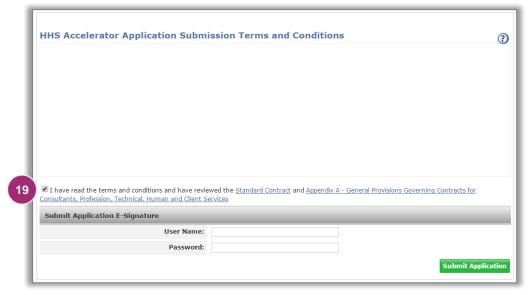
17. Click **"Save & Complete."**

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.