Provider Guide to
Renewing the HHS Accelerator Application
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The HHS Accelerator Application Renewal Process

To maintain eligibility to conduct business with the City of New York, all Client and Community Services organizations must have an HHS Accelerator Application approved every three years. The Application 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.

As the expiration date for your HHS Accelerator Application approaches, HHS Accelerator account users will be notified of the approaching expiration date by email notifications and alerts. The ability for your organization to renew the HHS Accelerator Application will be available six months prior to the expiration of the current Approved Application.

Complete the HHS Accelerator Application Renewal

⚠️ When you renew your HHS Accelerator Application, your organization will be required to re-enter all information. This provides your organization with the opportunity to let the City know about the changes to your business and services you provide.

As you complete the New HHS Accelerator Application, we recommend you have your previous HHS Accelerator Application printed for you to reference.
Print Previous HHS Accelerator Applications

We highly recommend that you print your HHS Accelerator Applications to use as a reference.

To print your Business Application follow these steps:

1. Click on the “Applications” tab.

2. Under “Application History” click the “Business Application” hyperlink to access your Business Application.

3. Click “Print.”

Follow your browser’s prompts to print the Business Application.
To print one or more of your **Service Applications** follow these steps:

1. Click on the “Applications” tab.

2. Under “Application History” click the “Service Application” hyperlink to access your Business Application.

3. Click “Print.”

Follow your browser’s prompts to print a Service Application. Repeat these steps to print all service applications.
Start the New HHS Accelerator Application

Your organization will remain eligible to receive RFPs through the HHS Accelerator System until your current HHS Accelerator Application expires. To maintain eligibility, complete the steps below before your Application expires.

Please only have one HHS Accelerator window open at one time. Having multiple sessions open will result in an error. If you would like to reference a previously approved Application, please print it using the instructions from the previous section (pages 4 and 5).

To start a new HHS Accelerator Application:

1. Click the “Applications” tab.
2. Click “Start New Accelerator Application” to begin a new Business Application.

3. Agree to the terms and conditions.

4. Click “Continue.”
Basics

To complete the Basics section, you must first complete the Questions tab.

5. 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.

6. Click “Save & Next.”

   You will then be directed to the “Documents” tab to attach your organization’s required documentation.
Review the list of required documents. When appropriate, select documents from your Document Vault. If documents have been updated please upload the most current version.

7. To upload a required document, either “Upload Document.” or “Select Document from Vault”

8. Click “Next.”

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

10. Click “Save & Next.”
11. Select the languages your organization provides services in.

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

12. Click “Save & Next” to continue.

13. Select all the populations that your organization serves.

14. 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 Char500 with the Charities Bureau, you will be asked to update that document in your Document Vault annually.

15. Complete the “Filings Questions.”

16. Click “Save & Next” to continue.

17. To upload a required document, either “Select Document from Vault” or “Upload Document.”

18. 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.

19. Complete the “Board Questions.”

20. Click “Save & Next” to continue.

All listed documents are required for your organization to upload.

21. Upload the required documents.

22. Click “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.

23. Complete the “Policies Questions.”

24. 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.

25. Review each section (Basics, Filings, Board and Policies)

26. Once you are satisfied with your application, 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.
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, note that 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. If you would like to add additional services click the “+Add” button to add relevant services that your organization can provide. Otherwise, proceed to the next step.

7. Scroll down and click the “Complete Additions” button to move to the next section.
8. 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.

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

11. Click “Save & Next.”

12. 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.

13. If you are not required to upload documents, click the “Next” button.
14. The Specialization tab will open and for your service selected, you now can **add any specialization(s)** that may apply.

   *This is optional you are not required to select specializations.*

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

15. Click **“Save & Next.”**
16. From the list provided, select all 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.”

Once you have completed the Business and Service Applications, the Submit button becomes active and a Level 2 system user can now submit your HHS Accelerator Application by clicking the Submit button. The Submit button is located to the right of the Services Summary tab.