NYC HHS Accelerator

HHS Accelerator Application Checklist

Login to HHS Accelerator

☐ Visit www.nyc.gov/hhsaccelerator/login.

☐ Enter your NYC.ID (email) and password, click **"Login."**

Complete the Business Application (4 sections)

☐ **Enter Basics information.**
- Topics: general and executive office contact information; geography (where services are delivered); and populations (who does the organization serve?).
- Documentation: Upload necessary documentation.

☐ **Enter Filings information.**
- Topics: charities registration; tax filings; financial statements and audits.
- Documentation: Upload necessary documentation.

☐ **Enter Board information.**
- Topics: board committee details; meeting information; and duties.
- Documentation: Upload necessary documentation.

☐ **Enter Policies information.**
- Topics: financial controls; human resources and performance management.
- Documentation: None required.

Complete the Service Application

☐ Select the services that your organization provides/delivers. **You must complete at least 1 service to submit your Application for review.**

☐ Demonstrate service delivery capability by providing one of the following: (1) Information regarding a City, State or Federal contract, (2) A key staff member's resume detailing responsibilities relating to the service, or (3) A written capability statement.

☐ Add any specializations that may apply.

☐ Select the setting for the service.

Submit Application for Review

☐ Click the **"Submit"** button located in the upper right corner of the screen (note: after you have completed the Services Summary for all selected services, the **"Submit"** button will then become active).

☐ Click the checkbox to accept the terms and conditions.

☐ Enter your NYC.ID (email) and password and click **"Submit Application."**

For step-by-step instructions on completing the HHS Accelerator Application please review Submitting the HHS Accelerator Application guide.