



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

The screenshot shows the NYC HHS Accelerator Application interface. At the top, there's a navigation bar with tabs for 'Organization Information', 'Document Vault', 'Applications' (which is highlighted), 'Procurements', and 'Financials'. Below this, a welcome message reads 'Welcome: WK Provider Level Two, TRN Pass 3'. The main section is titled 'Application' and contains a sub-navigation bar with tabs for 'Basics' (highlighted), 'Filings', 'Board', 'Policies', 'Business Application Summary', 'Services Summary', and a 'Submit' button. Below the sub-navigation bar, there are tabs for 'Questions', 'Documents', 'Geography', 'Languages', and 'Populations'. The 'Basics Questions' section is the primary focus, containing a form with various fields: 'Employer Identification Number/Tax Identification Number (EIN/TIN):' with the value '11-1111111', 'Organization Legal Name:' with 'TRN Pass 3', 'Corporate Structure:' with a dropdown menu showing 'Non Profit', 'Dun and Bradstreet Number (DUNS#):' with an empty field, 'Doing Business As (DBA) or Alternate Name:' with a note 'Only complete this field if a Certificate of Assumed Name or equivalent document has been filed.' and an empty field, 'Accounting Period From:' with a dropdown menu showing 'Jan' and 'To' with a dropdown menu showing 'Dec', and 'Mission Statement:' with the text 'mission'. A 'Return to Summary' link is located in the top right corner of the main content area. There are also icons for home, mail, help, and user profile 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.

NYC HHS Accelerator Organization Information Document Vault **Applications** Procurements Financials

Text Size: A A A

Welcome: WK Provider Level Two, TRN Pass 3

Application [Return to Summary](#)

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

Questions Documents Geography Languages Populations

Basics Questions ?

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): 11-1111111

* Organization Legal Name: TRN Pass 3

* Corporate Structure: Non Profit

Dun and Bradstreet Number (DUNS#):

Doing Business As (DBA) or Alternate Name:
Only complete this field if a Certificate of Assumed Name or equivalent document has been filed.

* Accounting Period From: Jan To Dec

* Mission Statement: mission

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

* Indicates a required field.

Enter your organization’s legal name and the Main Office address used on your CHAR 500.

You will be asked for a Certificate of Assumed Name, if you complete the Doing Business as Field.

Executive Office Contact Information

* Address Line 1: 121 Main St

Address Line 2:

* City: New York

* State: NY

* Zip Code: 10031

* Phone Number: 212-555-1212

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.

Application

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

Welcome: WK Provider Level Two, TRN Pass 3

Basics Documents

Please upload most recent versions of the following required documents or select a document already uploaded from your Document Vault.

| Document Name | Document Type | Status | Modified | Last Modified By | Actions |
|------------------|--|-------------|----------|------------------|--------------|
| | Certificate of Incorporation or equivalent | Not Started | | | I need to... |
| Sakshi LTtwo | Chief Executive Officer (CEO) Resume or Equivalent | Not Started | | | I need to... |
| Aarushi LevelOne | Chief Financial Officer (CFO) Resume or Equivalent | Not Started | | | I need to... |
| | Organizational Chart | Not Started | | | I need to... |

<< Back **Next**

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."**

Application

Organization Information | Document Vault | Applications | Procurements | Financials

Welcome: WK Provider Level Two, TRN Pass 3

Geography

Which geographic areas of New York City does your organization serve?

Click on any of the New York boroughs below to expand a list of all community districts and their associated neighborhoods that are in that borough. Once complete, click the "Save and Next" button.

Collapse all | Expand all

- ☒ Bronx
- ☒ Brooklyn
- ☒ Manhattan
- ☒ Queens
- ☒ Staten Island

☐ My organization is not geographically based.

<< Back **Save** **Save & 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 [Submit](#)

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 | Other Languages |
|---|-----------------|
| <input type="checkbox"/> American Sign Language | Indonesian |
| <input checked="" type="checkbox"/> Chinese | Inuktitut |
| <input checked="" type="checkbox"/> English | Jakartanese |
| <input type="checkbox"/> Haitian Creole | Japanese |
| <input type="checkbox"/> Italian | Javanese |
| <input type="checkbox"/> Korean | Kanjobal |
| <input type="checkbox"/> Russian | |
| <input type="checkbox"/> Spanish | |
| <input checked="" type="checkbox"/> Other | |

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

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

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](#)

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

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.

| | |
|---|--|
| <input type="checkbox"/> Adults | <input type="checkbox"/> Individuals with HIV/AIDS |
| <input type="checkbox"/> Aging | <input type="checkbox"/> Individuals with Mental Illness |
| <input type="checkbox"/> Caregivers | <input type="checkbox"/> Individuals with Physical Disabilities |
| <input type="checkbox"/> Children | <input type="checkbox"/> Individuals with Substance Abuse Issues |
| <input type="checkbox"/> Criminal Justice Involved | <input type="checkbox"/> Juvenile Justice Involved |
| <input type="checkbox"/> English Learners | <input type="checkbox"/> LGBTQ Individuals |
| <input type="checkbox"/> Homeless | <input type="checkbox"/> Parents |
| <input type="checkbox"/> Immigrants | <input type="checkbox"/> Runaways |
| <input type="checkbox"/> Individuals with Alzheimer's Disease | <input type="checkbox"/> Veterans |
| <input type="checkbox"/> Individuals with Blindness or Visual Impairment | <input type="checkbox"/> Victims/Survivors |
| <input type="checkbox"/> Individuals with Deafness or Hearing Impairments | <input type="checkbox"/> Young Adults |
| <input type="checkbox"/> Individuals with Developmental Disabilities | |
| <input type="checkbox"/> Other (please specify) | |
| <input type="checkbox"/> My organization does not service a specific population | |

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

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. We strongly encourage you to keep your documents current, because they will be required to contract with the City

Application [Return to Summary](#)

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

Questions Documents

1 Filings Questions ?

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

New York State Attorney General Charities Registration

All charitable organizations operating in New York State are required by law to register and file annual financial reports with the Attorney General's Office. This includes any organization that conducts charitable activities, holds property that is used for charitable purposes, or solicits financial or other contributions. Unless you are exempt, you must have an up-to-date New York State Attorney General Charities Bureau (Charities Bureau) registration before competing to do business with the City of New York.
[Click here for more information or to register](#)

* Is your organization exempt from filing with the Charities Bureau?

Tax Filing

* Has your organization been determined tax exempt by the Internal Revenue Service (IRS)?

* Is your organization current in its tax filing(s)?

Financial Statements and Audit

* Has an independent certified public accountant either reviewed your organization's most recent annual financial statement or completed an audit?

* Does your organization file an A133, Single Audit?

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

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

Application [Return to Summary](#)

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

Questions Documents

Filings Documents ?

Documents

Please upload most recent versions of the following required documents or select a document already uploaded from your Document Vault.

| Document Name | Document Type | Status | Modified | Last Modified By | Actions |
|------------------------------------|---------------|-------------|----------|------------------|---|
| A-133 | | Not Started | | | <input type="text" value="I need to..."/> |
| IRS Determination Letter [501(c)3] | | Not Started | | | <input type="text" value="I need to..."/> |
| Independent Audit | | Not Started | | | <input type="text" value="I need to..."/> |

<< Back Next **4**

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.

Application [Return to Summary](#)

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

Questions Documents

1 Board Questions ?

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

Board Committees

* Check all Board Committees that your organization has:

☐ Executive
☐ Finance
☐ Audit

Board Meetings

* What is the minimum number of board meetings per year indicated by your organization's Corporate By-Laws?

Select

* Confirm that a quorum of your Board of Directors has met the minimum number of times indicated by your organization's Corporate By-Laws

Select

Duties

* Check all the items your organization's Board of Directors reviews and/or approves:

☐ Annual operating budget
☐ Policies and procedures
☐ Executive performance and compensation
☐ Fundraising plan
☐ Internal controls, including financial controls

1. Complete the “**Board Questions.**”

* What is the minimum number of trainings (including new member orientation) conducted annually for board members?:

Save & Next

2

<< Back Save Save & Next

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

Application [Return to Summary](#)

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

Questions Documents

Board Documents ?

Documents

Please upload most recent versions of the following required documents or select a document already uploaded from your Document Vault.

| Document Name | Document Type | Status | Modified | Last Modified By | Actions |
|---------------------------------------|---------------|-------------|----------|------------------|--------------|
| Board of Directors List or Equivalent | | Not Started | | | I need to... |
| Corporate By-Laws | | Not Started | | | I need to... |

<< Back Next

3

4

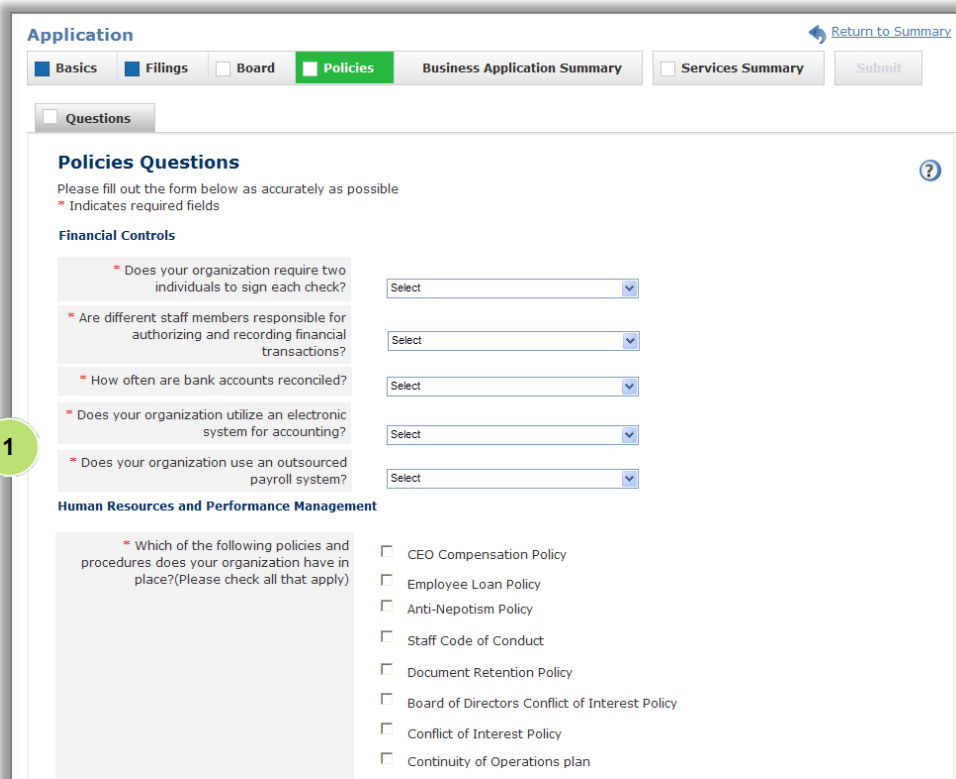
All listed documents are required for your organization to upload.

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**

☐ **Questions**

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

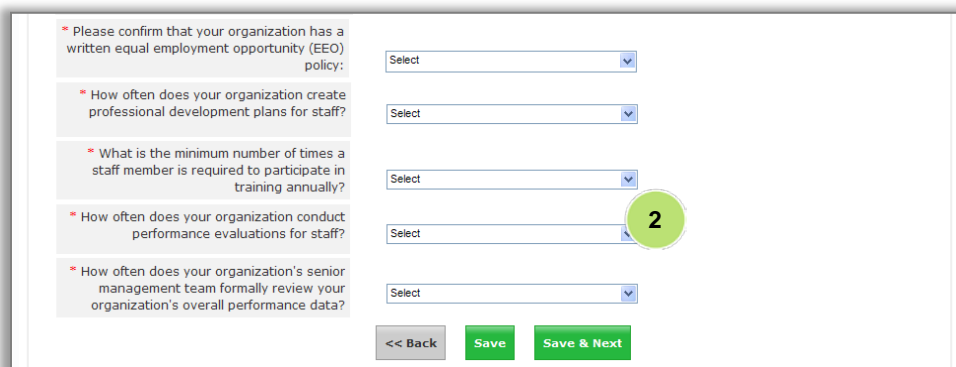
☐ Document Retention Policy

☐ 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?

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:

Application 1 [Exit Application](#)

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

Business Application Summary Application History & Comments **Application Status: Draft**

Business Application Summary [View Printer Friendly Version](#)

Use this page to review the summaries of the statuses in the previous four sections (Basics, Filings, Board, Policies). Click on each section to view the status details.

Basics Status: Complete

Filings Status: Complete

Board Status: Complete

Policies Status: Complete

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

Application [Return to Summary](#)

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

Services Summary

You have not added any Services to your HHS Accelerator Application.

The City of New York issues RFPs for a wide range of Client and Community Services. Each type of Service has been cataloged with definitions for your convenience. At least one Service must be added to complete your HHS Accelerator Application. By adding a Service, you are indicating that your organization is capable of delivering it, and you will be asked to provide supporting information. You may select multiple Services at this time or add additional Services at a later date.

Based on a positive review of responses and supporting information, your organization will be eligible to view related RFPs and submit Proposals for contracts.

Please click the 'Add Services' button below to start the Service selection process.

+ Add Services 2

2. Click the **“Add Services”** button.

Application [Return to Summary](#)

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

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.

Select from Full List Collapse all | Expand all

- Communications
- Education Supports
- Facility Management
- 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 type="button" value="+ Add"/> |
| 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. | <input type="button" value="+ Add"/> |
| 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. | <input type="button" value="+ Add"/> |
| 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. | <input type="button" value="+ Add"/> |

- Food Services
- Health Services
- Household Management and Care
- Housing and Shelter Services

- From the expanded list, choose the service(s) that your organization provides by clicking the "Add" button.

Search

Clear Search

5

Cancel Complete Selections

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

Application [Return to Summary](#)

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 |
| 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 |

6

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.

- 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.

Application

Basics Filings Board Policies Business Application 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

Education Supports > Academic Supports 7 Add Supporting Information View Printer Friendly Version Remove Service

Status: ☐ Not Started

Family Supports > Child Care Add Supporting Information View Printer Friendly Version Remove Service

- 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.

Application

Basics Filings Board Policies Business Application Summary Services Summary Submit

Questions Documents Specialization 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? [Dropdown]

Save Save & Next

- 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.

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](#) ?

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?

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](#)

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-987654321 | 09/01/2012 | 06/30/2013 | <input type="button" value="I need to..."/> |

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

10. 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](#) ?

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.

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](#) ?

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. | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> |

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. | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> |

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

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

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"/> |

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.

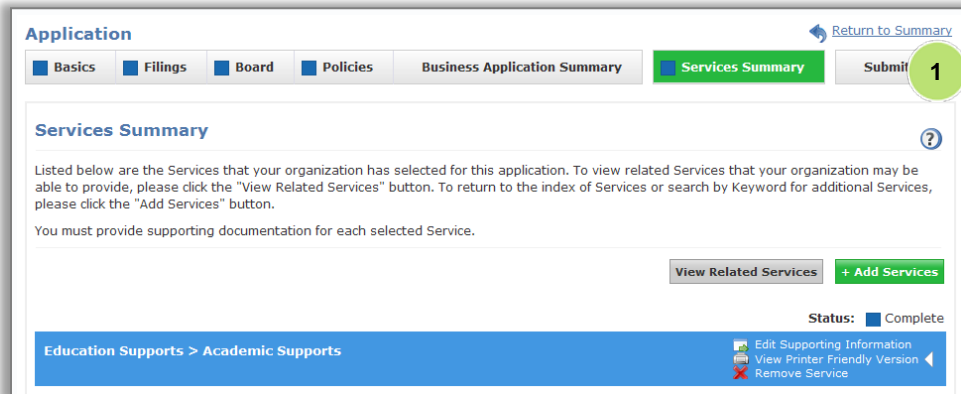
16. Click "Save & Complete."



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.*



Application [Return to Summary](#)

Basics Filings Board Policies Business Application Summary **Services Summary** **Submit** 1

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](#)

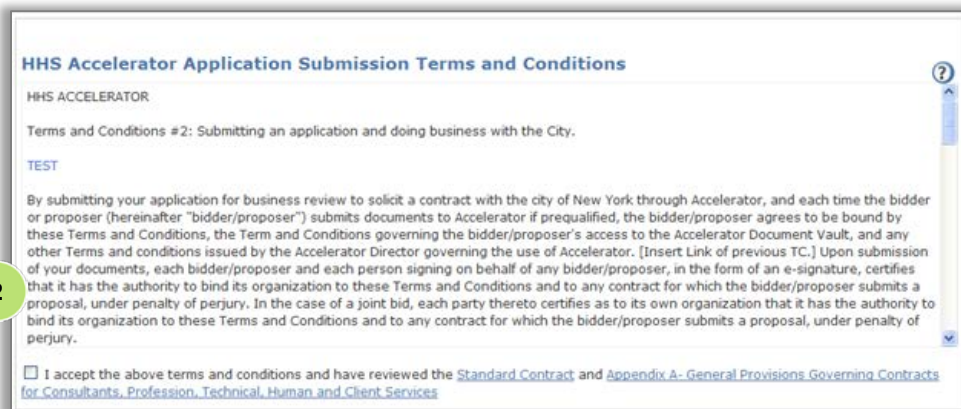
Status: ☒ Complete

Education Supports > Academic Supports

[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.

1. Click the **"Submit"** button.



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](#)

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:

3

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 |

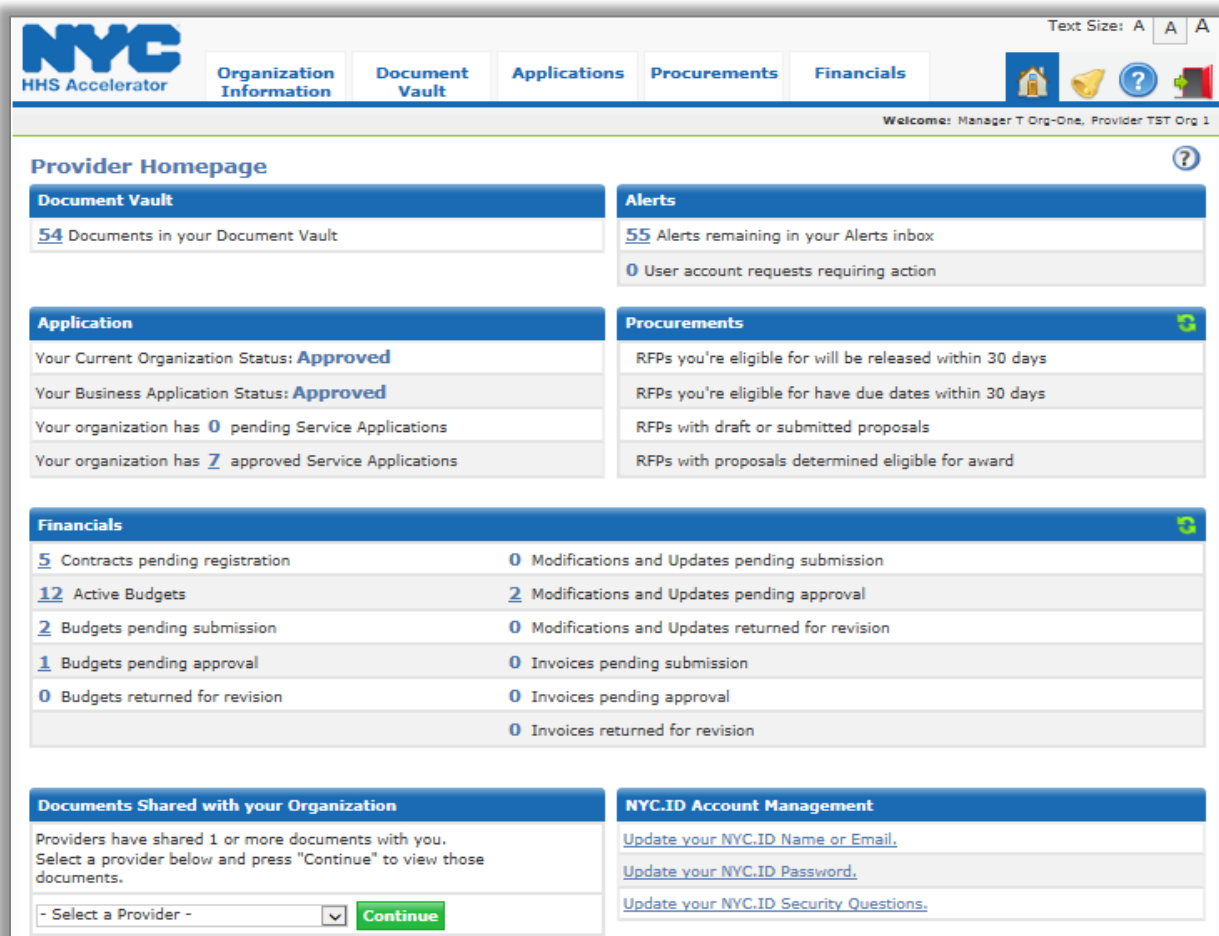
[+ Add Service](#) [Start New Accelerator Application](#)

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.



The screenshot shows the 'Provider Homepage' of the NYC HHS Accelerator. The page has a top navigation bar with links for Organization Information, Document Vault, Applications, Procurements, and Financials. Below the navigation bar, the page is divided into several sections:

- Document Vault:** Shows 54 documents in the vault.
- Alerts:** Shows 55 alerts remaining in the inbox, including 0 user account requests requiring action.
- Application:** Displays the current organization status as 'Approved'. It also shows that the business application status is 'Approved', with 0 pending service applications and 7 approved service applications.
- Procurements:** Lists RFPs eligible for release within 30 days, RFPs with due dates within 30 days, RFPs with draft or submitted proposals, and RFPs with proposals determined eligible for award.
- Financials:** A detailed section showing various financial metrics:
 - Contracts pending registration: 5
 - Active Budgets: 12
 - Budgets pending submission: 2
 - Budgets pending approval: 1
 - Budgets returned for revision: 0
 - Modifications and Updates pending submission: 0
 - Modifications and Updates pending approval: 2
 - Modifications and Updates returned for revision: 0
 - Invoices pending submission: 0
 - Invoices pending approval: 0
 - Invoices returned for revision: 0
- Documents Shared with your Organization:** A section where providers can select a provider to view shared documents. It shows 1 or more documents shared and a 'Continue' button.
- NYC.ID Account Management:** A section with links to update the NYC.ID Name or Email, Password, and Security Questions.

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. |
| 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

NYC HHS Accelerator

Organization Information Document Vault Applications Procurements Financials

Welcome: Manager T Org-One, Provider TST Org 1

Summary of Applications

Provider Status: Approved Expiration: 09/09/2016

| Current Application | |
|------------------------|----------|
| 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 |

2

+ Add Service Start New Accelerator 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.

NYC HHS Accelerator

Organization Information Document Vault Applications Procurements Financials

Welcome: Manager T Org-One, Provider TST Org 1

HHS Accelerator Application Terms and Conditions

☒ I have read the terms and conditions

Continue

3. Agree to the Terms and Conditions.

4. Click **“Continue.”**

Service Application

[Return to Summary](#)

Services Summary

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](#)

| 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.

Search

Clear

Search

7

Cancel

Complete Selections

- 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

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

NYC HHS Accelerator

Organization Information Document Vault Applications Procurements Financials

Welcome: Manager T Org-One, Provider TST Org 1

Service Application

Services Summary Submit

Return to Summary

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

9

Status: ☐ Not Started

Community Engagement

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.

NYC HHS Accelerator

Organization Information Document Vault Applications Procurements Financials

Welcome: Manager T Org-One, Provider TST Org 1

Service Application

Services Summary Submit

Return to Summary

Questions Documents Specialization Service Setting

Services: Community Engagement

Service Summary

10

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

11

Save Save & Next

12

10. When the **Questions** tab opens, answer the question(s).

11. If applicable, click the **"Add Contract/Grant Information"** button.

12. Click **"Save & Next."**

NYC HHS Accelerator | 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

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

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

NYC HHS Accelerator | 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

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

15

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 in 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 in 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 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).

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."

NYC HHS Accelerator 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.

NYC HHS Accelerator

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

Text Size: A A A

Welcome: Manager T Org-One, Provider TST Org 1

HHS Accelerator Application Submission Terms and Conditions

☐ 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](#)

19. Click the checkbox to accept the terms and conditions.

NYC HHS Accelerator

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

Text Size: A A A

Welcome: Manager T Org-One, Provider TST Org 1

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Submit Application E-Signature

User Name:

Password:

Submit Application

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.