

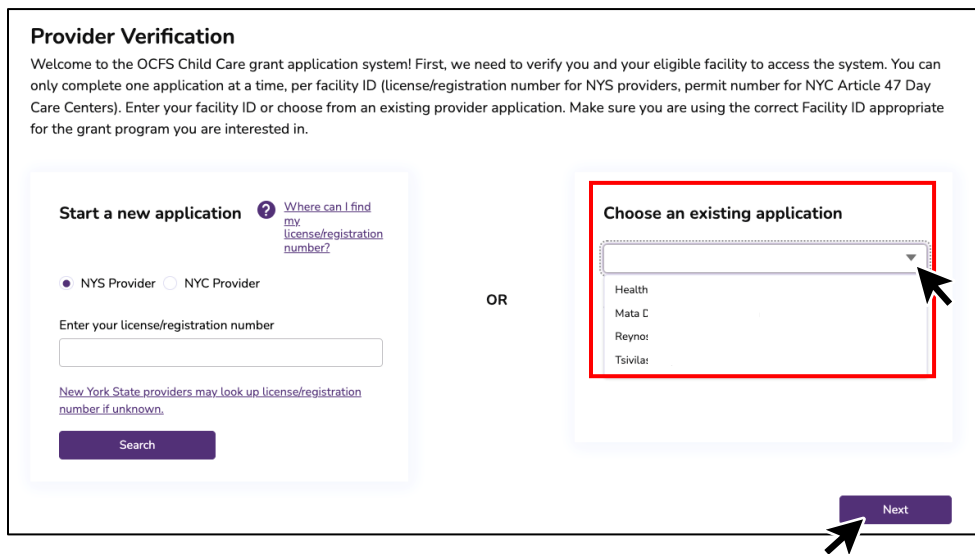
## How to submit additional documentation

This user guide shows how to access a submitted application in the child care deserts RFA #1 grant application portal and submit additional requested documentation.

- [Choose an existing application](#)
- [View a submitted application](#)
- [Submit a W-9 Form](#)
- [Update SFS Vendor ID](#)
- [Add Vendor Responsibility Information \(Comments/Documents\)](#)

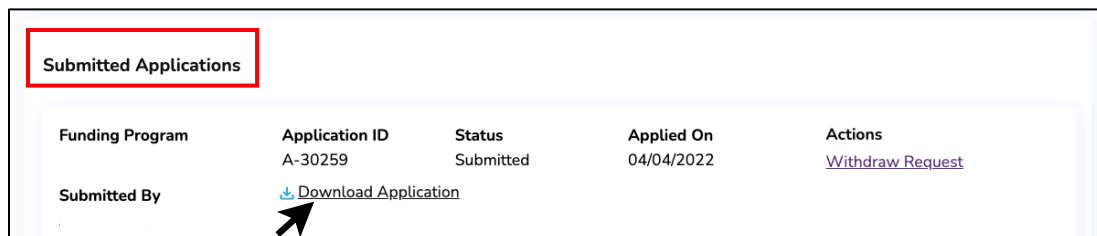
### Choose an Existing Application

1. On the child care deserts grant Home, **click on the drop down menu** for choose an existing application.
2. **Click on the application** in the list to select it and **click on the Next** button.



### View a submitted application

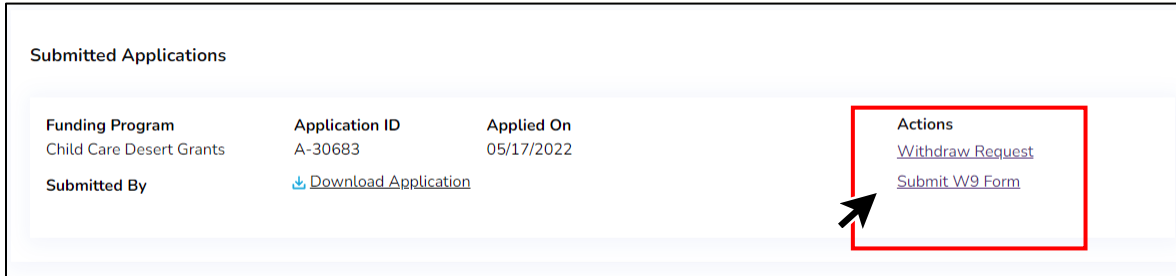
1. Locate the **Submitted Applications** area on the facility homepage.
  - **Click on the Download Application** link to open a PDF of the complete submitted application. From here you can save or print the application.



Funding Program	Application ID	Status	Applied On	Actions
Submitted By	A-30259	Submitted	04/04/2022	<a href="#">Withdraw Request</a>
	<a href="#">Download Application</a>			

## Submit additional documentation (W-9)

1. If you received a notification to submit additional documentation such as a W-9 form, look for the link under the Actions section under Submitted Applications. **Click on the Submit W-9 Form link.**



Submitted Applications		
Funding Program	Application ID	Applied On
Child Care Desert Grants	A-30683	05/17/2022
Submitted By	<a href="#">Download Application</a>	
		Actions
		<a href="#">Withdraw Request</a>
		<a href="#">Submit W9 Form</a>

2. A pop-up window will open with a form you must **fill out and submit.**



NEW YORK STATE OFFICE OF THE STATE COMPTROLLER  
SUBSTITUTE FORM W-9:  
REQUEST FOR TAXPAYER IDENTIFICATION NUMBER & CERTIFICATION

*TYPE OR PRINT INFORMATION NEATLY. PLEASE REFER TO INSTRUCTIONS FOR MORE INFORMATION.*

**Part I: Vendor Information**  
Please Fill all the information asked in the form to submit.

1. Legal Business Name: (Required)

2. Business name/disregarded entity name, if different from legal Business Name: (Optional)

3. Entity Type (Check one only): (Required)

Individual Sole Proprietor     Partnership     Limited Liability Co.  
 Corporation     Not For Profit     Trusts/Estates  
 Federal, State, or Local Government     Public Authority     Disregarded Entity  
 Other

Sign Here:

Signature (Required)  Title: (Required)  Date

Print Preparer's Name (Required)  Facility Phone Number (Required)  Email Address (Required)

DO NOT SUBMIT FORM TO IRS

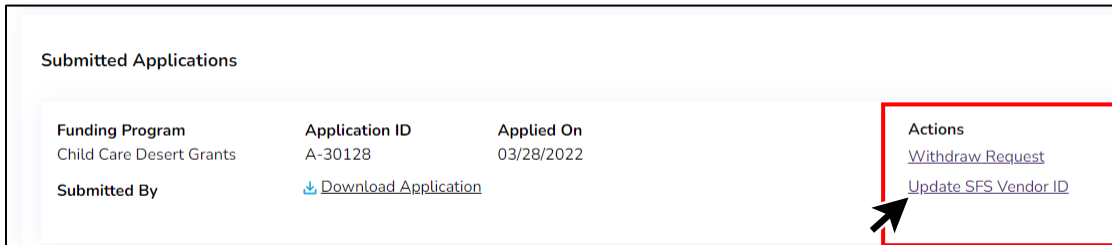
3. The Submit W9 form link will disappear from the Actions section once submitted.



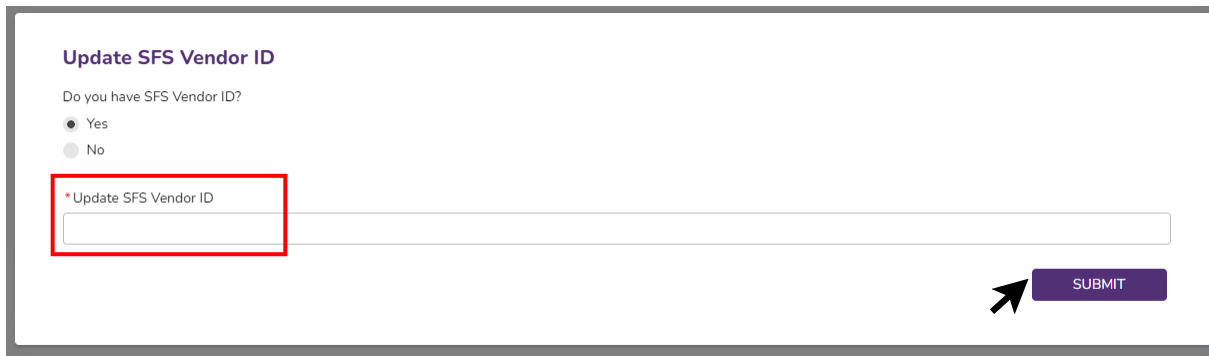
Actions
<a href="#">Withdraw Request</a>

## Update SFS Vendor ID

1. If you received a notification to submit additional documentation such as your SFS Vendor ID, look for the link under the Actions section under Submitted Applications. **Click on the Update SFS Vendor ID link.**



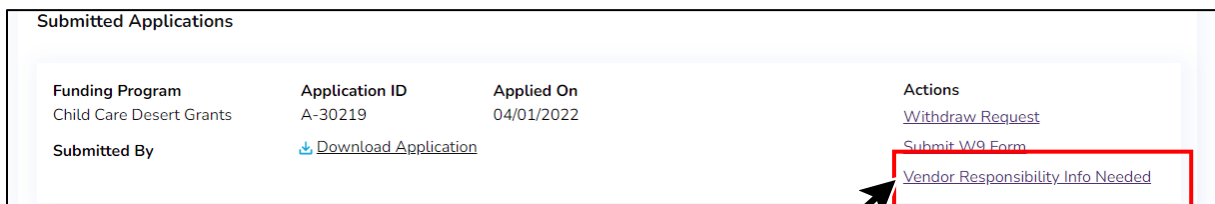
2. Click into the Update SFS Vendor ID field and **type your 10-digit SFS Vendor ID number.**
3. **Click on the Submit button.**



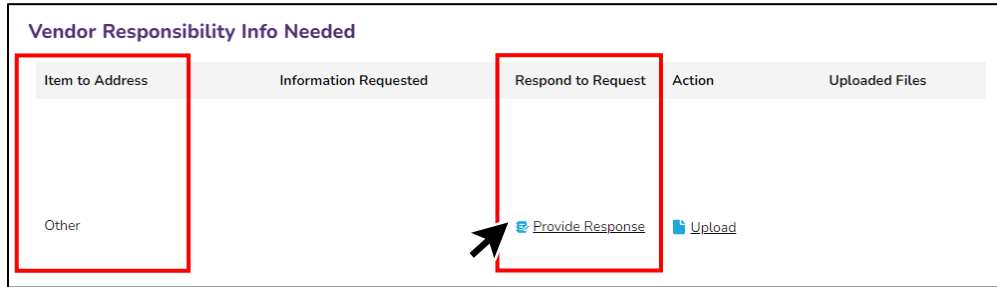
4. The Update SFS Vendor ID link will disappear from the Actions section once submitted.

## Add Vendor Responsibility Information (Comments/Documents)

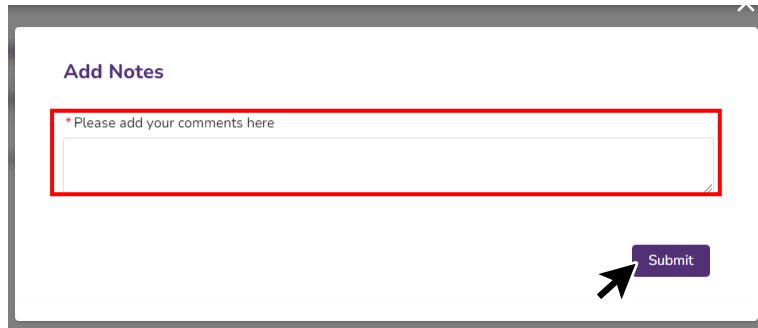
1. If you received a notification to submit additional vendor responsibility documentation such as proof of workers compensation and disability insurance, look for the link under the Actions section under Submitted Applications. Click on the **Vendor Responsibility Info Needed** link.



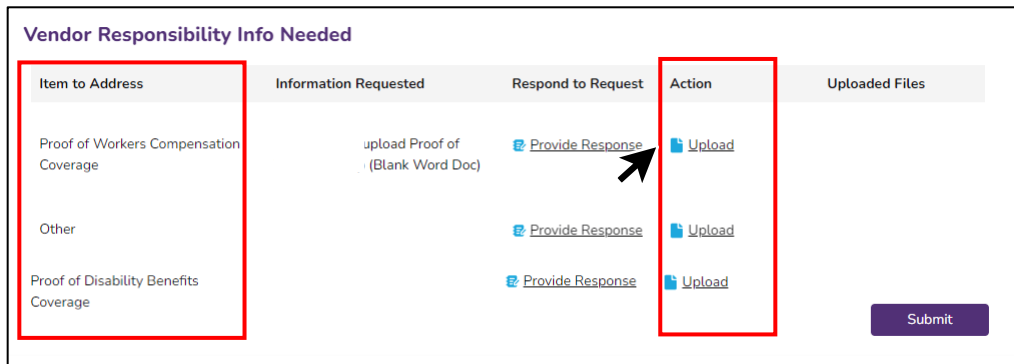
2. Under the **Item to Address** section will appear “Proof of Disability Benefits Coverage,” or “Proof of Workers Compensation Coverage,” or “Other” depending on what is being requested by the application reviewer. Note: Other is typically used if only comments/notes were requested and not additional documents.
3. To add comments/notes in response to the request, **click on the Provide Response link** under *Respond to Request* next to each Item.



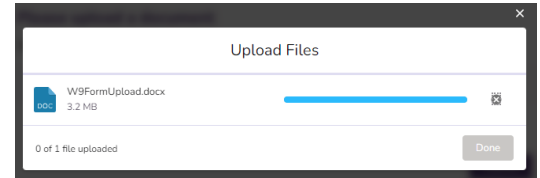
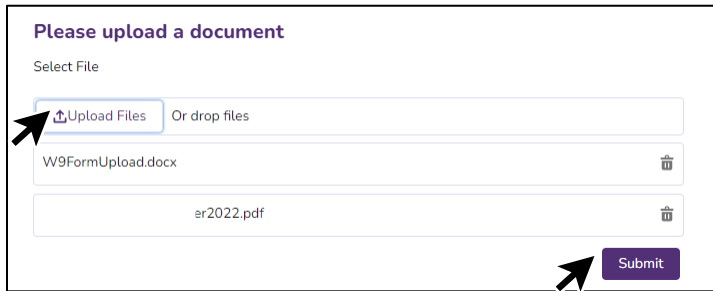
- You are required to **type in your reply and comments** into the *Add Notes* box and **click on Submit**. Note: Some providers will only need to add notes/comments and can skip over Upload.



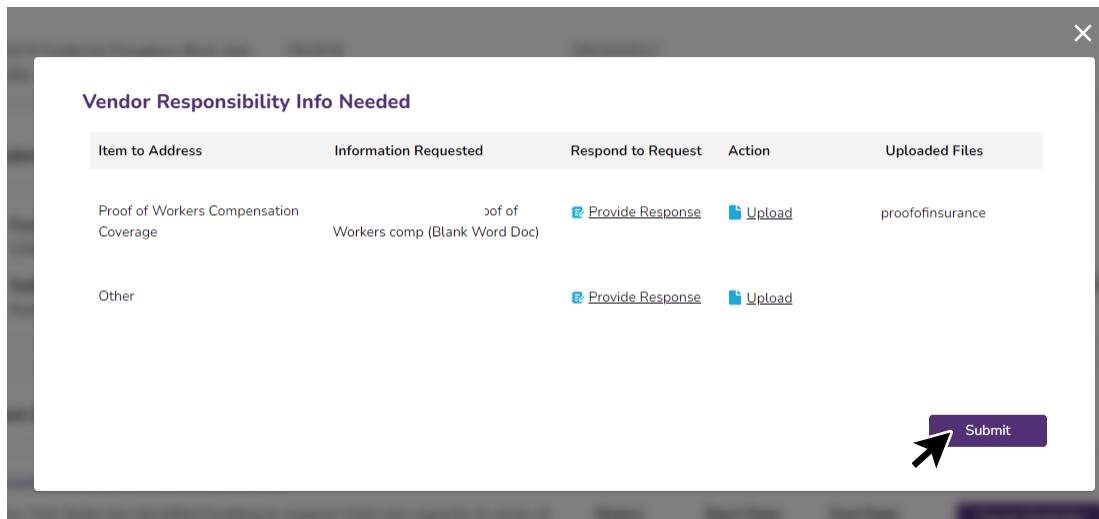
4. To upload additional documentation, **click on the Upload link** under the *Actions* section.



- **Click on the Upload Files button** or drag and drop files into the upload field. You can upload multiple files at once. **Click on the Submit button** when you are done uploading files. You will see under the *Uploaded Files* section a confirmation of the file names that you are submitting.



5. Once you have uploaded files and responded to request (added comments) for each item requested, **click on the Submit button**.



6. The *Vendor Responsibility Info Needed* link will disappear from your submitted applications view.

