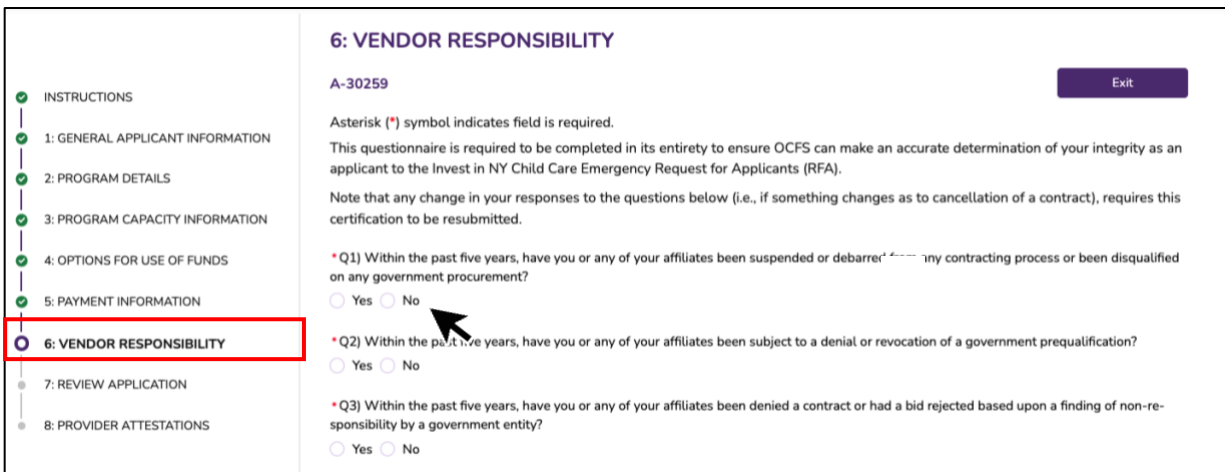# Step 6: Vendor Responsibility

This user guide shows how to complete *Step 6: Vendor Responsibility* in the child care deserts grant application. Step 6 is a questionnaire required to be completed in its entirety to ensure OCFS can make an accurate determination of your integrity as an applicant to the *Invest in NY Child Care Emergency Request for Applicants (RFA)*.
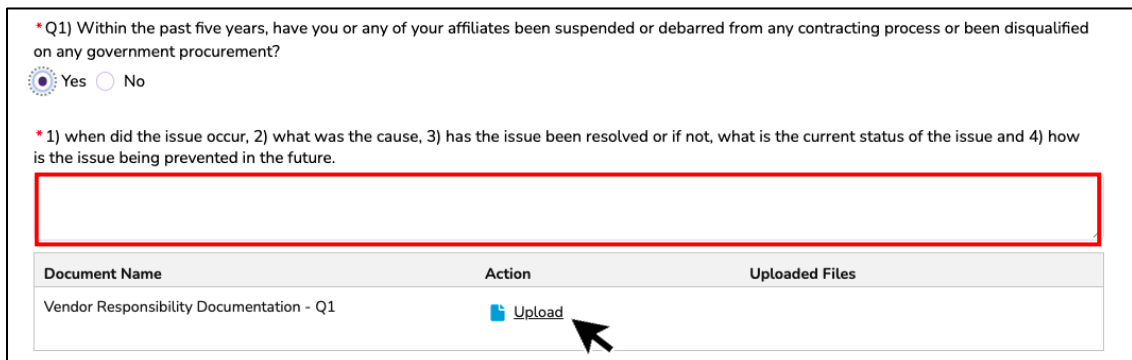
[Complete Yes or No Questions](#)
[Review Definition of Terms](#)
[Mandatory Certification](#)
[Open and Operating Selection](#)

**Complete Yes or No questions**

1. **Read each of the questions and Select Yes or No** to each of the thirteen questions on the questionnaire.

- If **Yes** is selected for any of these questions, additional information and possibly documentation is required to continue. **Type in responses** to each of the four follow up questions into the provided text box. To add documentation through file attachments, **click on the Upload** button.
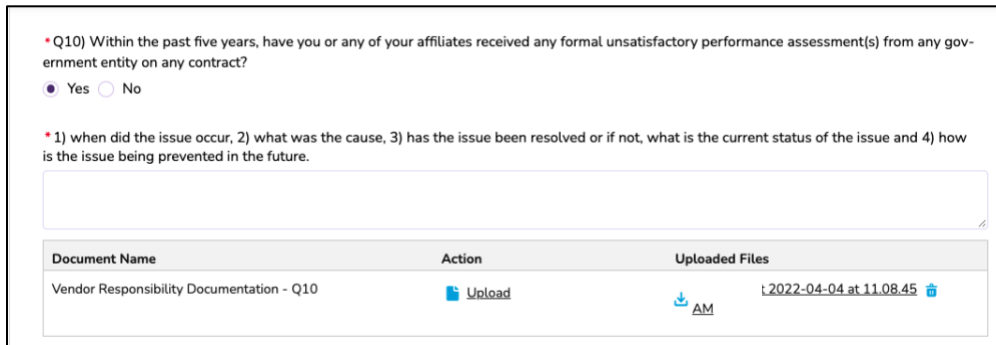
- To upload a document, **click on the Upload Files** button or drag/drop files into the pop-up window. Once the green checkmark appears **click the Done** button.
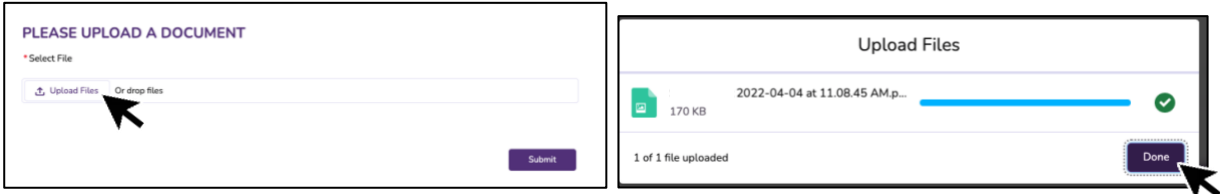
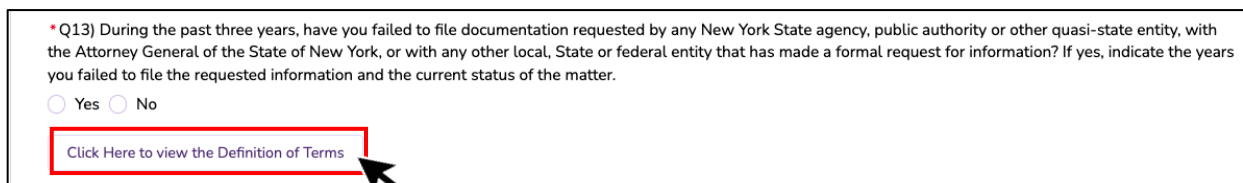- Once the upload is complete, **click on the Submit** button.

- The attached document will appear in the *Uploaded Files* area with an option to download or delete the file from this question response.
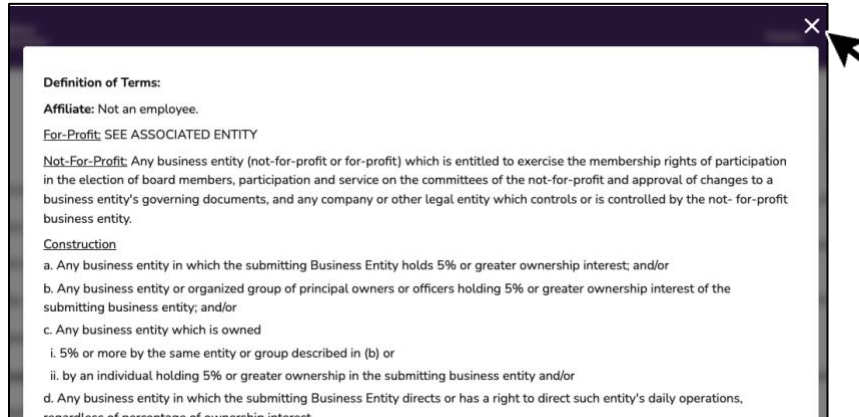

Review Definition of Terms

1. To review definitions used on this page, select the **click here to view the Definition of Terms** button.

2. Scroll down in the pop-up window to review the definition of terms and **click on the Close "X"** to return to Step 6.

Mandatory Certification

1. **Read** through each of the certification statements.

2. **Complete all of the required fields**.

NEW YORK STATE | Office of Children and Family Services
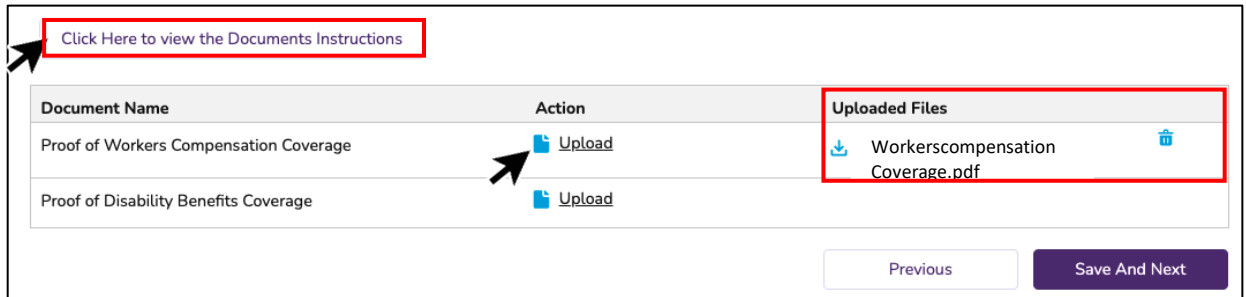
Open and Operating Selection

1. **Select Yes or No** for the question, "are you currently operating a licensed/ registered program with at least one employee?"
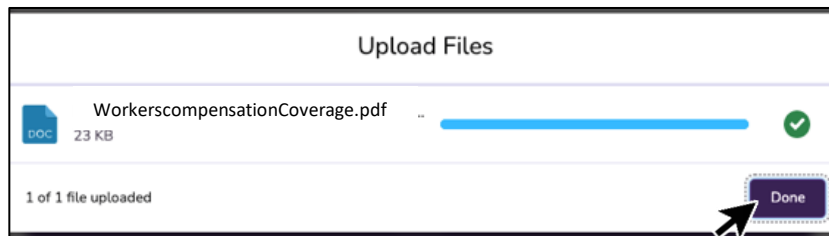
   - If **No**, review the notice of proof upon licensure.

   - If **Yes**, **click to view** the *Documentation Instructions* which contains correct documents to upload for proof of workers compensation coverage and proof of disability benefits coverage.
   - **Click on the Upload** link under the Action area to upload documentation.

   - **Follow the prompts to upload the files** and add to this section. The files will appear under the Uploaded Files area to view, download or delete.

2. **Click on the Save and Next** button to continue.