

# APPLYING FOR APH FUNDED OPPORTUNITY

## PART 1 - THRESHOLD REVIEW

### PARTNERGRANTS TRAINING

#### PURPOSE:

The purpose of this training is to assist a non-profit organization through the first of two application stages for available Austin Public Health funding within the PartnerGrants on-line contract management system.

The first step when applying for available APH managed funds is establishing an agency's organizational capacity to enter into a contract with Austin Public Health and the City of Austin.

If an organization demonstrates that essential non-profit organization standards will be met, the applicant will then be notified by email to return to the PartnerGrants system to complete the remainder of the application process. Should this occur, please review the instructions on Applying for an **APH-Funded Opportunity Part 2-RFGA Application** of this training.

#### REGISTERING AS A VENDOR:

All non-profit agencies need to be registered as a potential vendor with the City of Austin, if that has not already been done, the first step is to create a vendor account through the [City of Austin's Financial Online](#) system:

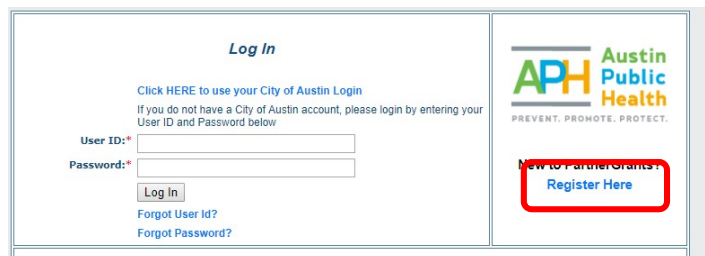
If you run into any challenges while completing the registration information for finance office, you can contact the City's Vendor Registration office at (512) 974 2018 for assistance. Once the process has been completed, please make note of your organization's assigned vendor code as this will be required once you return to register in the PartnerGrants system.

If you are unsure if your agency is already a registered vendor, you can search for the agency's legal name through the [Registered Vendor Search](#) website.

#### USING PARTNERGRANTS TO APPLY FOR A FUNDING OPPORTUNITY:

Log-in to the [PartnerGrants system website](#).

If you have not already registered in PartnerGrants, select the option to Register Here and complete the required steps.



The screenshot shows the PartnerGrants login interface. On the left, there is a 'Log In' section with a heading 'Log In' and a sub-heading 'Click HERE to use your City of Austin Login'. Below this, it says 'If you do not have a City of Austin account, please login by entering your User ID and Password below'. There are two input fields: 'User ID:\*' and 'Password:\*'. Below the password field is a 'Log In' button. At the bottom of this section are links for 'Forgot User Id?' and 'Forgot Password?'. On the right side of the page, there is the Austin Public Health logo and a red-bordered box containing the text 'New to PartnerGrants? Register Here'.

**LOCATING THE FUNDING OPPORTUNITY:**

Once logged-in, from the Main Menu, select Opportunity to bring up a listing of all available funding opportunities. From this listing you can select the posted Funded Opportunity title that you intend to apply for, if more than one posted opportunity is available, you are permitted to apply for each separately.



**NOTE: SINCE EACH FUNDED OPPORTUNITY CONTAINS DISTINCT DOCUMENTS, DEADLINES, OBJECTIVES, GOALS, ELIGIBILITY REQUIREMENTS, AND/OR EVALUATIVE CRITERIA, EACH IS TREATED INDEPENDANTLY FROM ANOTHER.**

Once you have selected the posted Funded Opportunity Title you intend to apply for , review and keep track of all Opportunity details, deadlines, attachments, and links. These will be necessary to help your agency prepare its application and manage its time wisely.

If you have a question during the Funded Opportunity’s question submission period, you can select the Ask A Question link to submit an inquiry and then select the Save button to forward it on for a response.



For the sake of fairness, once each question has been moderated, the question and response will be viewable for all other applicants to see.

**STARTING THE APPLICATION:**

If you are returning to complete an application you have already started, it will appear in the Current Application section. To continue editing, select your profile’s application title. Otherwise, select the Start a New Application button.



In the General Information Form, complete all fields, including a Project Title for your Application, select your organization, and then click on Save.



**General Information**

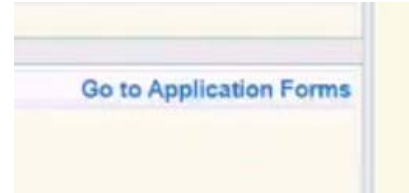
Primary Contact: \* - OTHER ▼

Project Title: (limited to 250 characters)\*

Authorized Official: \* - OTHER ▼

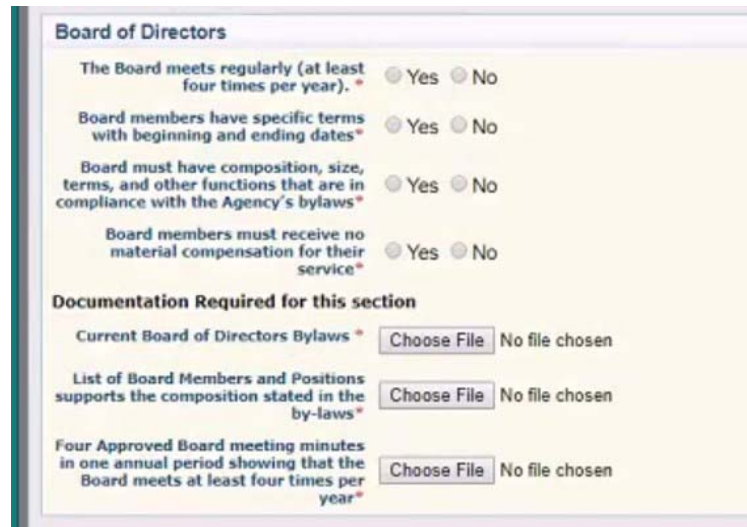
Organization: \* ▼

Select Go to Application Forms to open the Application Form page and then select the Pre-Application Threshold Checklist link and review the instructions for the form.



**COMPLETING THE PRE-APPLICATION THRESHOLD CHECKLIST:**

The first section to complete is for the Board of Directors, all information should be completed and the required documents uploaded via the Choose File buttons.



**Board of Directors**

The Board meets regularly (at least four times per year). \*  Yes  No

Board members have specific terms with beginning and ending dates\*  Yes  No

Board must have composition, size, terms, and other functions that are in compliance with the Agency's bylaws\*  Yes  No

Board members must receive no material compensation for their service\*  Yes  No

**Documentation Required for this section**

Current Board of Directors Bylaws \*  No file chosen

List of Board Members and Positions supports the composition stated in the by-laws\*  No file chosen

Four Approved Board meeting minutes in one annual period showing that the Board meets at least four times per year\*  No file chosen

Once all Board of Director information and required documents have been uploaded, scroll down to the Agency Administration section and complete the required information – including uploading the required documents again using the Choose File buttons.

The final portion is the Agency Certification form, carefully read through the options and select the appropriate answers, use the Choose File buttons to upload the required Board Meeting information and the Signed Application Threshold Checklist, scroll to the top of the screen and select the Save option, and then select Mark as Complete to return to the Application Forms window.



Make sure that all sections have now been marked as complete and then select the Submit button to finish. You will be shown an Application ID that should be written down for future reference.

Application Forms		Application Details   <a href="#">Submit</a>   <a href="#">Withdraw</a>	
	Form Name	Complete?	Last Edited
	General Information	✓	12/12/2019
	Pre-Application Threshold Checklist	✓	12/12/2019

**NEXT STEP:**

Once you have completed the above steps, you may log-out of the PartnerGrants system. Your submitted Pre-Application Threshold Checklist will be reviewed and, depending on the number of additional applicants and reviewer's availability, the process may take up to a week to complete. Your agency will be notified via email of the result. If approved, the email will advise you to log back into the PartnerGrants system to complete the application process. If this occurs, refer to Part II of the training, Applying for an APH Funded Opportunity part 2 – Final Application Training.



# APPLYING FOR APH FUNDED OPPORTUNITY-

## PART 2 - RFGA APPLICATION

### PARTNER GRANTS INSTRUCTIONS

#### PURPOSE:

To assist a non-profit organization through the final application stage for available APH funding within the PartnerGrants web system

Note: this is the second of a two-part series. If you have not reviewed or completed the first of the application phases, and the posted funded opportunity's pre-application deadline has not yet elapsed, stop now and see the **Applying for an APH Funded Opportunity Part 1 – Threshold – Training.**

#### QUICK INFORMATION:

- Only organizations that formally submit a threshold checklist, prior to the expiration of a posted funded opportunity's pre-application deadline, are eligible for consideration to continue the application process for that same opportunity.
- Following COA staff review of the submitted threshold checklist and its supporting documents, a determination will be made of an agency's organizational capacity to enter into a contract with Austin Public Health and the City of Austin.
- If your organization is among those notified to return to the PartnerGrants system to complete the final application phase, you may do so any time before the opportunity's standard application submission deadline elapses.

#### INSTRUCTIONS:

1. To begin, in the internet browser of your choice, in the URL, enter <https://partnergrants.austintexas.gov>
2. [Log in with your authorized user id and password.](#)
3. From Main Menu, Select Opportunity.



4. Select the funded Opportunity Title you are applying for.

- a. Be sure you have reviewed all Opportunity Details, to include deadlines, descriptions, website links, moderated questions and answers, and download attachments.

**Description**

Description  
This area will provide essential information regarding why the Opportunity Details, to include deadlines, descriptions, website links, moderated questions and answers, and download attachments.

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**Attachments**

Click on the File Name to open attachment

Description	File Name	File Size
Offer Sheet - Draft	A - Offer Sheet_RFA-001-LGBTQIA+QoL-NPS DRAFT.docx	49 KB
Standard Purchasing Definitions	B - Standard Purchase & Social Services Definitions.pdf	39 KB
Standard Solicitation Information - DRAFT	C - Standard_Solicitation_Information DRAFT.pdf	197 KB
Supplemental Purchase Provisions	D - Supplemental Purchase Provisions DRAFT.docx	37 KB
Application Scope of Work	E - Application Scope of Work 001-LGBT-QoL TPS.docx	49 KB
Application Threshold Checklist	F - RFA_-_Application_Threshold_Checklist - with Required Backup for PG.docx	24 KB
Client Eligibility Requirements	G_-_Client_Eligibility_Requirements.pdf	212 KB
Program Budget and Narrative	H - Program Budget and Narrative Form.xlsx	27 KB
Standard Agreement Boiler	I - Standard AGREEMENT Boiler Rev 4-5-2017.pdf	281 KB
Non-Discrimination and Non-Relational Certification	J - Equal Employment Fair Hsg NonDiscrimination Cert (rev 11-14-19).pdf	36 KB
Non-Suspension or Debarment Certification	K_-_Non-suspension_or_Debarment_Certification.pdf	42 KB
Non-Collusion, Non-Conflict of Interest, and Anti-Lobbying Certification	L_-_Non-Collusion_Non-Conflict_Anti-Lobbying.pdf	137 KB

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**Website Links**

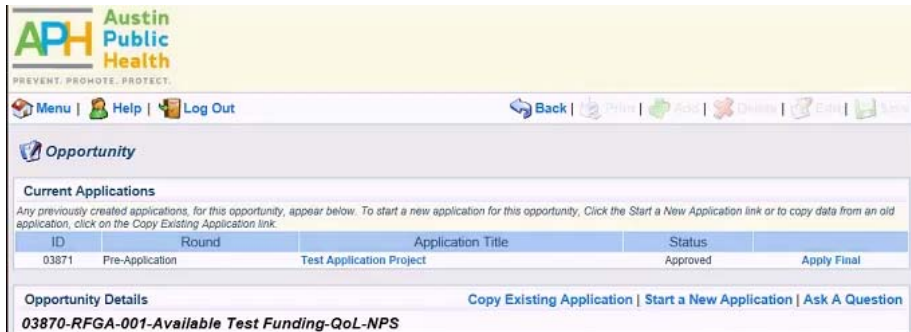
Click on the URL to go to website

URL	Description
<a href="https://www.austintexas.gov/department/social-services">https://www.austintexas.gov/department/social-services</a>	About APH Social Services
<a href="https://www.austintexas.gov/finance/financeinfo_content.cfm?m=73&amp;p=160">https://www.austintexas.gov/finance/financeinfo_content.cfm?m=73&amp;p=160</a>	Strategic Direction 2023 (SD23)
<a href="https://www.lgbthealtheducation.org/wp-content/uploads/Providing-Inclusive-Services-and-Care-for-LGBT-People.pdf">https://www.lgbthealtheducation.org/wp-content/uploads/Providing-Inclusive-Services-and-Care-for-LGBT-People.pdf</a>	Providing Inclusive Services and Care for LGBT People
<a href="https://www.austintexas.gov/sites/default/files/files/Health/CHA-CHIP/2019_Travis_County_CHIP_FINAL_9.12.19.pdf">https://www.austintexas.gov/sites/default/files/files/Health/CHA-CHIP/2019_Travis_County_CHIP_FINAL_9.12.19.pdf</a>	Community Health Improvement Plan (CHIP)
<a href="https://www.minorityhealth.hhs.gov/minorities.aspx?vi=2&amp;ivid=53">https://www.minorityhealth.hhs.gov/minorities.aspx?vi=2&amp;ivid=53</a>	Culturally and Linguistically Appropriate Services (CLAS) Standards
<a href="https://www.youtube.com/watch?v=vqjHKI235x0">https://www.youtube.com/watch?v=vqjHKI235x0</a>	Applying for an APH Funded Opportunity-Part I Threshold
<a href="https://www.youtube.com/watch?v=vqjHKI235x0">https://www.youtube.com/watch?v=vqjHKI235x0</a>	Applying for an APH Funded Opportunity-Part II Final Application
<a href="https://www.austinstrategicplan.bloomfire.com/series/3304505/posts/3302571-outcome-metrics-master-list">https://www.austinstrategicplan.bloomfire.com/series/3304505/posts/3302571-outcome-metrics-master-list</a>	Example SD23 Metrics
<a href="https://www.austintexas.gov/finance/financeinfo_content.cfm?m=73&amp;p=160">https://www.austintexas.gov/finance/financeinfo_content.cfm?m=73&amp;p=160</a>	

- b. Though most funding opportunities will require some combination therein, each attachment will necessitate one of the following:

1. Be for informational use only
2. Require your review, completion, signature, and reattachment in an upload field
3. Require field data-entry within an actual application form

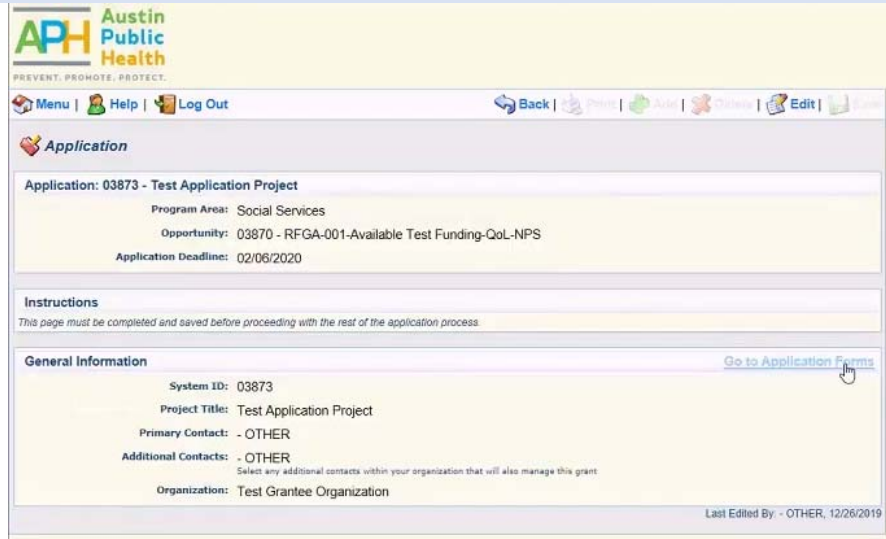
5. Select “Apply Final” link to the far right of the Application Title you are returning to complete.



6. Complete fields. Click “Save”

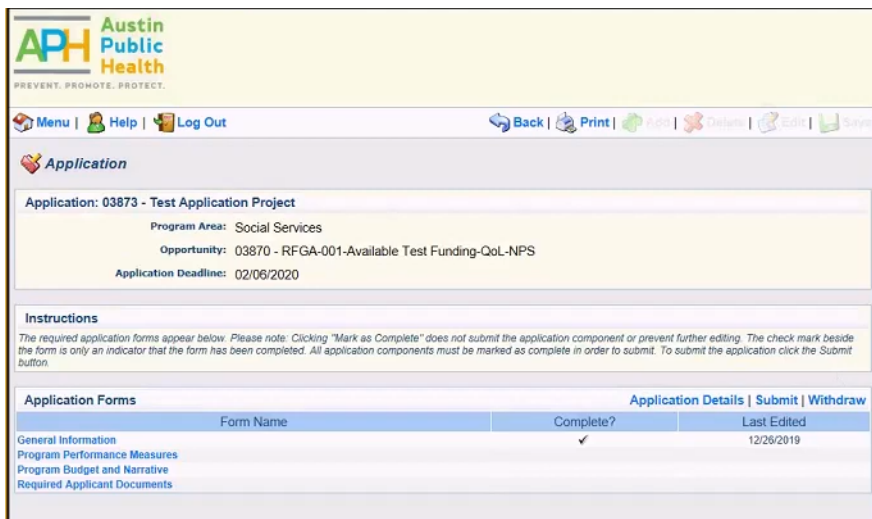
**FILLING OUT THE APPLICATION:**

- Select “Go to Application Forms”
  - You will notice new application forms now appear.
  - Since each funded opportunity contains its own set of application forms to m complete, the number and type of forms shown may vary greatly.



The screenshot shows the application form interface. At the top, it displays the APH logo and navigation links (Menu, Help, Log Out). The main content area shows application details for '03873 - Test Application Project' under the 'Social Services' program area. Below this, there are instructions and a 'General Information' section. A blue arrow points to the 'Go to Application Forms' link in the top right corner of the 'General Information' section.

- You must select and complete each form separately and repeat until all displayed forms are marked as complete.



This screenshot shows the 'Application Forms' section of the application. It includes a table with columns for 'Form Name', 'Complete?', and 'Last Edited'. The 'General Information' form is listed as complete with a checkmark and a last edited date of 12/26/2019. Other forms listed include 'Program Performance Measures', 'Program Budget and Narrative', and 'Required Applicant Documents'. There are also links for 'Application Details', 'Submit', and 'Withdraw'.

Form Name	Complete?	Last Edited
General Information	✓	12/26/2019
Program Performance Measures		
Program Budget and Narrative		
Required Applicant Documents		

- If you as Primary Contact would like to assign other people from your organization to assist in the preparation of the application, each must be registered within the system first, then assigned by you against the application’s workflow.
- To register additional agency users, return to the “Main Menu”, go to “My Profile,” scroll down and select your associated organization’s name, scroll down to “Register Users” and examine this list. Select “Add” to complete the form for each person needing access that is not yet listed. The system will send each their own user id and temporary password, once you select Save.
- Once registered, select the “General Information” form within the application itself and then “Edit”
- In the “Additional Contacts” field, press “Ctrl” key and mouse click to highlight up to three additional registered organizational users. Then click “Save”.

**FORM EDITING:**

There are a few things to consider when completing forms throughout the PartnerGrants system:

Be sure to review any instructions provided at the top of each form before completing a form, as it contains important information that can help complete the form.

Further, form editing is enabled at each section level:

For sections containing single response questions or upload fields, select “Edit” at top of page.

The screenshot shows the top navigation bar of the APH form. The 'Edit' button is highlighted with a blue arrow pointing to it. Below the navigation bar, the form content includes:

- Application:** 03873 - Test Application Project
- Program Area:** Social Services
- Opportunity:** 03870 - RFGA-001-Available Test Funding-QoL-NPS
- Application Deadline:** 02/06/2020
- Instructions:** Note: This is a Multi-part form; follow instructions carefully! To enter your data in this form, select "Edit" at the top of the screen. When you have completed your entry in the open sections, select "Save". To add additional information requested in the additional sections, select the blue "add" link, located on the right side of the section. When you have completed an entry for all the fields, select "Save". Repeat this process for each line item in the section until all data has been entered into the section. When you have completed the entire form, be sure to "Mark as Complete".
- Output - Unduplicated Program Clients Served** (Mark as Complete | Go to Application Forms)
- Unduplicated Clients Served in Twelve-Month Period**

To create a new item in a multi-response section, select “Add”

The screenshot shows a multi-response section of the form with four sub-sections. Each sub-section has an 'Add' button on the right side, which is pointed to by a blue arrow:

- Outputs - Supplemental** (Add)
- Productivity Outputs** (Add)
- Outcomes - City Business Plan** (Add)
- Outcomes - Supplemental** (Add)

Each sub-section also includes a table for data entry:

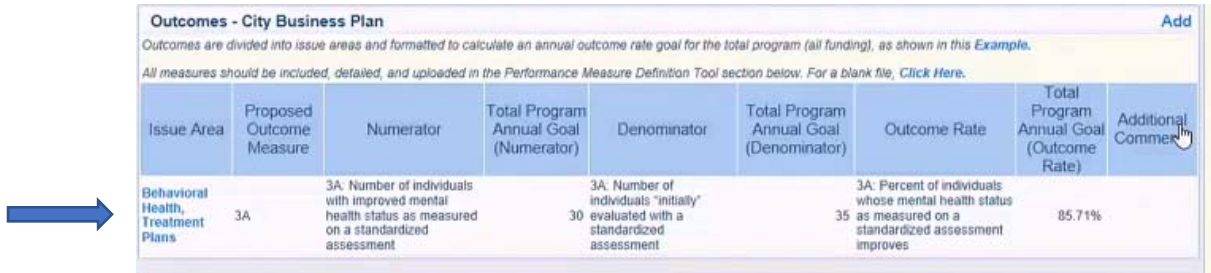
- Outputs - Supplemental Table:**

Output Description	City of Austin Goal	Other Funding Goal	Total Output Goal	City Percent of Output
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- Productivity Outputs Table:**

Productivity Output Description	Productivity Output Goal
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- Outcomes - City Business Plan Table:**

Issue Area	Proposed Outcome Measure	Numerator	Total Program Annual Goal (Numerator)	Denominator	Total Program Annual Goal (Denominator)	Outcome Rate	Total Program Annual Goal (Outcome Rate)	Additional Comments
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To edit an existing item in a multi-response section, select the item's enabled blue field on left side of the screen.

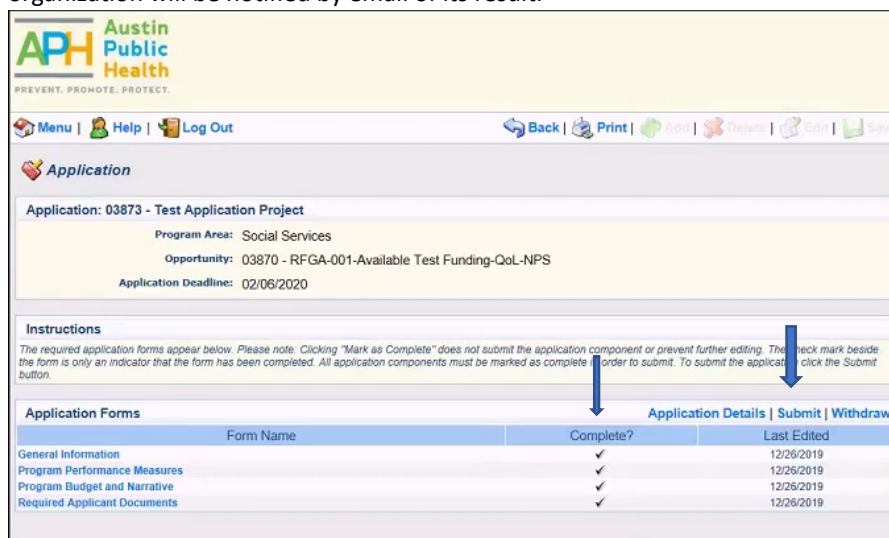


Issue Area	Proposed Outcome Measure	Numerator	Total Program Annual Goal (Numerator)	Denominator	Total Program Annual Goal (Denominator)	Outcome Rate	Total Program Annual Goal (Outcome Rate)	Additional Comments
Behavioral Health, Treatment Plans	3A	3A: Number of individuals with improved mental health status as measured on a standardized assessment	30	3A: Number of individuals "initially" evaluated with a standardized assessment	35	3A: Percent of individuals whose mental health status as measured on a standardized assessment improves	85.71%	

Also, calculations in PartnerGrants are performed each time a record is Saved, not before. Be sure to check and save your work as you go along. If values were entered incorrectly, return to that section and item's edit screen.

**SUBMITTING THE APPLICATION:**

- All forms will need to be "Marked as Complete" manually, once finalized.
- Repeat for each displayed form. If an Application Form does not apply, you must still select it, indicate it does not apply, Save, and mark it as complete. Doing so acknowledges that your organization considered every available form in its response and did not overlook something inadvertently.
- Only after all forms are Marked as complete, then select "Submit" to send the package on for review.
  - Plan your time wisely. Your application cannot be reviewed, if your organization does not Submit it. And the ability to submit is disabled once a deadline has elapsed.
- Once you have successfully submitted your application, you may log out.
  - Your application will undergo additional review, which may take several weeks or months. Your organization will be notified by email of its result.



**Application**  
 Application: 03873 - Test Application Project  
 Program Area: Social Services  
 Opportunity: 03870 - RFGA-001-Available Test Funding-CoL-NPS  
 Application Deadline: 02/06/2020

**Instructions**  
 The required application forms appear below. Please note: Clicking "Mark as Complete" does not submit the application component or prevent further editing. The check mark beside the form is only an indicator that the form has been completed. All application components must be marked as complete in order to submit. To submit the application, click the Submit button.

Form Name	Complete?	Last Edited
General Information	✓	12/26/2019
Program Performance Measures	✓	12/26/2019
Program Budget and Narrative	✓	12/26/2019
Required Applicant Documents	✓	12/26/2019