



RFA 2021 - 007 APH Behavioral Health Issue Area

Request for Applications (RFA)

Pre-Bid Conference Call

November 18, 2021 at 1:30 pm – 3:00 pm CST
& December 2, 2021 at 10:00 am-11:30 am
CST

RFA Authorized Contact Person:
Angela Baucom
APHCompetitions@austintexas.gov

Welcome & Introductions

- Introductions and Attendance Information
- Housekeeping
- Everyone is muted for the call until the Q&A.
- Materials for meeting located on the website and in PartnerGrants and on the [Competition Website](#).
- Questions during the presentation can be typed in the Chat OR sent to APHCompetitions@austintexas.gov. Questions emailed may not be answered during the presentation.
- After the presentation: Comments and questions need to be submitted via email to APHCompetitions@austintexas.gov



AGENDA

Overview and Funding Information

Scope of Work

Application Submission Instructions

Application

Important Dates

Question and Answer Process

RFA Overview

- The City of Austin (City) seeks applications in response to this Request for Applications (RFA) from qualified social service providers (Applicants) to provide high quality Behavioral Health services to benefit individuals, children and households.
- Awarded agencies will provide funded services using best and emerging practices while striving for excellence in achieving cultural competency and providing language access to Austin/Travis County residents.
- Services provided will be person-centered and trauma-informed.
- Agencies will employ behavioral health care professionals and paraprofessionals to provide quality services in accordance with the licensure requirements outlined in appropriate Texas Administrative Code Title 22 Examining Boards

Important Due Dates

- Threshold Review Form due on or before: **Thursday, December 8, 2021, by 3 PM CST**
- RFA Applications due on or before: **Thursday, January 20, 2022, by 3 PM CST**
- Questions regarding the RFA due on or before: **Thursday, January 13, 2022, 3:00 PM CST**
- Technical Assistance questions regarding submission of the RFA in PartnerGrants due on or before: **Thursday, January 19, 2022, 3PM CST**
- Anticipated contract start date: **October 1, 2022**

Funding and Timeline

- **Available Funding:** \$1,490,895 in total funding is available for FY2022 from October 1, 2022-September 30, 2023
 - Applicants may apply for a minimum of \$65,000 per 12-month contract term
- **Anticipated Number of Awarded Agreements:** Austin Public Health anticipates awarding up to 20 Agreements.
- **Contract Term:** Contract Term: It is anticipated that the Agreements will have an effective start date of October 1, 2022, for an initial 12-month period, and four 12-month extension options. All extension options are conditional upon City Council approval of the City Council Budget. If additional funding is available, start dates and contract terms may vary.

RFA Scope of Work

RFA Scope of Work: Applicant Minimum Qualifications

- Agencies, board of directors or leadership staff submitting an Application must:**
 - have a minimum of two (2) years established, successful experience providing behavioral health services.
 - Be a non-profit organization able to conduct business in the State of Texas and legally contract with Austin Public Health.
 - Have submitted all applicable tax returns to the IRS and the State of Texas (e.g. Form 990 or 990-EZ and state and federal payroll tax filings)
 - Be eligible to contract and not debarred from contracting, according to SAM.gov and City Debarment information

RFA Scope of Work: Applicant Minimum Qualifications (continued)

- All agencies applying for funding must:**

- Be current in payment of Federal and State payroll taxes
 - Not owe past due taxes to the City
 - Have the ability to meet Austin Public Health's Social Services Insurance Requirements
 - Have an active Board of Directors that meets regularly and reviews program performance, financial performance, and annually approves the agency budget. The Board of Directors shall have a strong commitment to fundraising to ensure well-funded, sustainable programs and operations.

RFA Scope of Work: Program Services

The City is intentionally leaving program strategies open beyond the criteria listed in this section, allowing Applicants to propose solutions to meet community needs effectively and successfully. APH will fund services which provide:

- Individual, group and family counseling and/or therapy
- Psychological assessment
- Community-based mental health programs
- Mobile, virtual, telehealth behavioral health services
- Assessing and addressing Adverse Childhood Experiences (ACE)
- Mental health and life skills training
- Behavioral health system, coordination of care and integration improvements
- Peer support services and mentorship
- Respite services for crisis service providers or caretakers
- Crisis support services
- Substance misuse services
- Mental health case management
- Adult mental health supported employment
- Prevention of substance use and mental disorders

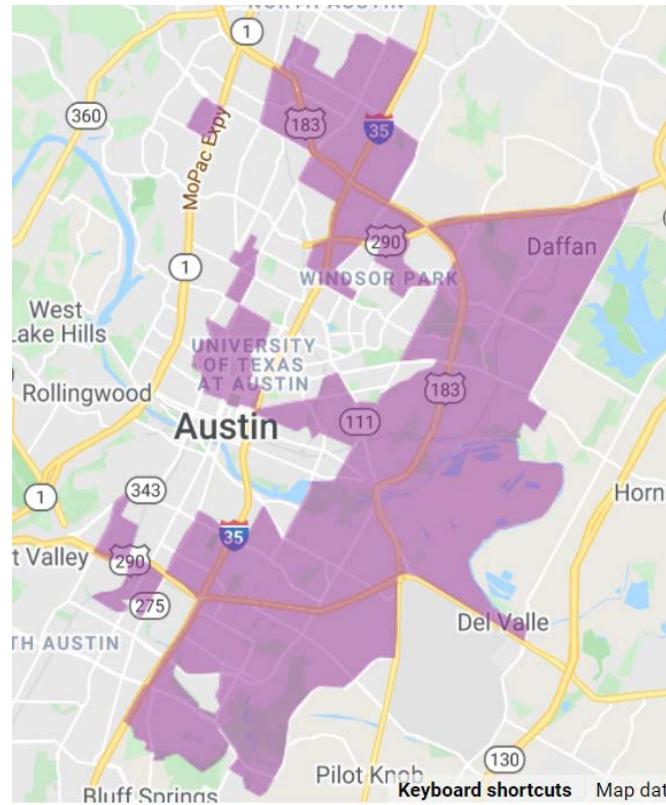
RFA Scope of Work: Population

Priority populations for this funding include:

- Adults, children and/or families
- Children in foster care
- Individuals with intellectual and/or developmental disabilities
- Individuals experiencing homelessness
- People who are deaf, hard of hearing, blind or visually impaired
- Veterans
- Hispanic/Latino, Black/African American, Multiracial, Asian
- Previously incarcerated individuals
- Lesbian, gay, bisexual, transgender, queer, intersex, ally, asexual, two-spirited, plus

RFA Scope of Work: Geographic areas for focused outreach activities

- 78701, 78702, 78704
- Eastern Crescent of Austin/Travis County



RFA Scope of Work: Program Objectives

- The objectives of the proposed program should be determined by:
 - the client population,
 - service delivery model and
 - evidence based and/or emerging practices.
- The outputs, outcomes and impact must be described in the application and supported by evidence based and/or emerging practices.
- Applicants must describe how the incorporation of evidence-based or emerging practices will be monitored to ensure fidelity to the model.
- Applicants must also provide evidence that supports how their services will ultimately impact Austin/Travis County and lead to improved behavioral health for clients.

RFA Scope of Work: Best and Emerging Practices

The Substance Abuse and Mental Health Services Administration (SAMHSA) is an agency within the U.S. Department of Health and Human Services which provides an expert level of knowledge and resources to improve individual, community, and public health. Below is a list of practices which are not exhaustive nor represent all the services or intentions of this solicitation.

- Trauma-Informed Treatment Principles
- Peer Support
- Crisis Care
- Telehealth
- Cultural Competency
- Prevention

RFA Scope of Work: Principles of Service Delivery

Projects will be required to fulfill the following requirements by stated timelines:

- The Applicants awarded must follow HIPAA guidelines to protect client confidentiality and security of healthcare information as well as follow relevant provisions of the Texas Administrative Code see, [26 Texas Admin Code 301 – 301.3 - Standards of Care](#).
- The City of Austin is dedicated to selecting behavioral health service providers who have a strong understanding of the needs of the individuals it seeks to serve, and a demonstrated history of services provided in a trauma-informed care framework. The environment established by the provider – which includes staffing, client engagement, and opportunities for feedback – must reflect a trauma-informed service model. Furthermore, the City of Austin seeks providers who are exhibiting expertise, continuing to improve, and/or striving to develop cultural competency and provide staffing that is reflective of the clients it proposes to serve.

RFA Scope of Work: Staffing

- Applicants will employ behavioral health care professionals and paraprofessionals to provide quality services in accordance with the licensure requirements outlined in appropriate Texas Administrative Code [Title 22 Examining Boards Part 30, Part 34, and Part 35.](#)
- An Applicant should have all peer support specialists enrolled and active in a training program or certified by the [Texas Certification Board](#).
- For youth programs, all staff and volunteers must comply with [26 Texas Admin Code § 745.605](#), which details required background checks for individuals working with youth, if the proposed program serves youth.
- If care of a child, including programming during out-of-school time, is provided outside the presence of a legal guardian or parent, an awarded applicant will be required to provide insurance coverage for sexual abuse and molestation.

RFA Scope of Work: Client Eligibility Requirements

Client eligibility must be documented, and any proposed alternative requirements explained. See Section D – APH Client Eligibility Requirements for standard applicable policies related to:

- Identity
 - Clients must provide proof of identity in order to receive City-funded services
- Residency
 - City-funded clients must be a resident of the City of Austin (Full Purpose Jurisdiction) and/or Travis County
- Income
 - Family income must be 200% or less of current Federal Poverty Income Guidelines (FPIG) to be eligible for City-funded services

RFA Scope of Work: Application Evaluation

A total of 100 points may be awarded to the application. All applications will be evaluated as to how the proposed program aligns with the goals of this RFA and whether each question has been adequately addressed.

RFA 2021-007 Behavioral Health Issue Area Evaluation Rubric		
Form 1	Offer Sheet - Applicants must print, sign, scan and upload signed forms.	No points, but Applicant must submit signed form
Form 2: RFA Application		
Part I: Fiscal and Administrative Capacity		
Section 1	Threshold Review Form in Partnergrants (A in table above)	No points awarded, but Applicant must pass threshold defined in Applicant Minimum
		Qualifications to advance to submittal of their Final Application
	Agency Information (included in Form 2)	No points awarded. This is for informational purposes only.
Part II: Scored Application (Form 2)		
Section 1: Experience and Cultural Competence	Agency Experience & Performance Cultural Competence & Racial Equity CLAS Standards	10 points 10 points 10 points 30 points total
Section 2: Program Design	Program Services Principles of Service Delivery Performance Metrics	20 points 15 points 10 points 45 points total
Section 3: Data-Informed Program Management	Data Collection and Management	10 points total
Section 4: Cost Effectiveness Form 3	Program Staffing and Time Program Budget and Narrative	10 points 5 points 15 points total
		Total: 100 Points
Section VII: BONUS Healthy Service Delivery	Questions A-D	10 points
Total possible points: 110 points		
Form 4:	COA Certifications and Disclosures- Applicants must print, sign, scan and upload signed forms.	No points, but Applicant must submit signed form

10 Minute Break



APH is open to agencies applying with a subgrantee who may be especially skilled in an activity which the applicant could leverage. Interested parties are welcome to drop in the chat their name, contact, how they might add value and who to contact to discuss more.

Application Submission Instructions

Initial Steps

All Applicants must:

- Confirm that their organization is a registered vendor with the City of Austin
 - To confirm, enter the organization's City of Austin Vendor Number when registering as a user in the PartnerGrants system (see #2 below).
 - To find the City of Austin Vendor Number please visit [Austin Finance Online](#), and search for the organization's legal name.
 - To register to become a potential City of Austin vendor, go to [Austin Finance Online](#) to register.
- Be a registered user in the PartnerGrants system. The applications will be submitted through this web-based system. [To register, visit the PartnerGrants](#) site and click on "Register Here."
 - Note that the organization's City of Austin Vendor number is required to complete registration in PartnerGrants.

Application Format and Submission Requirements

- See Section B. Standard Solicitation Provisions and Instructions for more information.
- The Application must be submitted in the [PartnerGrants database](#). No late submissions will be accepted. Note that where the application materials say “by or before,” this means that the PartnerGrants system will not allow you to submit or us to accept documents submitted at or after that time.
- All documents must be uploaded into PartnerGrants. No paper copies will be accepted.
 - Only name your uploaded documents with letters and numbers. To reduce possible submission and/or review delays, please ensure the title of any attached file from your local drive DOES NOT contain any special characters. Letters and numbers are acceptable.

Sections of the RFA

- Required RFA Application and attachments

FORM NO.	TITLE OF REQUIRED FORMS Note: Forms 1-4 must be scanned, signed or filled out and uploaded into PartnerGrants by the specified due date.	REQUIRES RESPONSES DUE
1	OFFER SHEET	Due: 1/20/2022 By 3PM CST
2	RFA APPLICATION	
3	PROGRAM BUDGET AND FUNDING SUMMARY	
4	COA CERTIFICATIONS AND DISCLOSURES	
SECTION NO.	TITLE	INFORMATION ONLY
A	THRESHOLD REVIEW FORM	Form completed in PartnerGrants Due: 12/8/2021 By 3PM CST
B	STANDARD SOLICITATION PROVISIONS AND INSTRUCTIONS	Information Only
C	RFA SCOPE OF WORK	
D	APH CLIENT ELIGIBILITY REQUIREMENTS	
E	STANDARD APH AGREEMENT BOILERPLATE	
F	APPLYING FOR APH-FUNDED OPPORTUNITY – PARTNERGRANTS INSTRUCTIONS	

Submission Documents

Required APH Documents:

The following must be completed and/or submitted in Partnergrants.

Form No.	Title	Required Applicant Response Due
1	OFFER SHEET	Due by January 20, 2022 By 3PM CST
2	RFA APPLICATION	
3	PROGRAM BUDGET AND FUNDING SUMMARY	
4	COA CERTIFICATIONS AND DISCLOSURES	
Section No.	Title	Form input in <u>Partnergrants</u> Due
A	THRESHOLD REVIEW FORM	Due by December 8, 2021 By 3PM CST

Note: Make sure that the COA Certifications has a signature block on the last page – p. 6.

The Offeror hereby certifies that they have reviewed all of the above disclosures and agrees to comply with the Conflict of Interest disclosure requirements.

CONTRACTOR NAME	
Authorized Signature	
Title	
Date	

Form 1: Offer Sheet

The Offer Sheet is required for your application to be valid and must be submitted in the second part of the process.

DATE ISSUED:	Wednesday, November 17, 2021
RFA APPLICATION DUE DATE:	Thursday, January 20, 2022, 3:00 PM CST
THRESHOLD FORM DUE DATE	Thursday, December 8, 2021, 3:00 PM CST
Anticipated Start date of contract:	October 1, 2022
Questions regarding the RFA are due on or before	Thursday, January 13, 2021 3:00 PM CST
Technical Assistance regarding submission of the RFA in PartnerGrants are due on or before	Thursday, January 19, 2022 3:00 PM CST
Questions must be submitted in writing to the Authorized Contact Person or through PartnerGrants	Authorized Contact Person: Angela Baucom <u>Social Service Funding Specialist</u> E-Mail: APHCompetitions@austintexas.gov
Questions and Answers will be available:	In PartnerGrants and on the solicitation website: APH Competition Website
Optional Pre-Bid Meeting- Date and Time: Note: Each meeting will cover the same material.	Thursday, November 18, 2021 1:30-3:00 PM CST Wednesday, December 2, 2021 10:00-11:30 AM CST
Pre-Bid Meeting Registration:	Registration Required with this link to get the Conference Call details: November 18th EVENTBRITE REGISTRATION LINK December 2nd EVENTBRITE REGISTRATION LINK

Section A: Offer Sheet

- On the Offer sheet the organization's representative states that they are authorized to submit this application for funding.
- It also states that the representative has received and read the entire RFA document packet and agrees to be bound by the terms therein.
- Signature by an authorized representative is required in order for the City of Austin to accept the application.



The undersigned, by their signature, represents that they are submitting a binding offer and is authorized to bind the Applicant to fully comply with the solicitation document contained herein. The Applicant, by submitting and signing below, acknowledges that they have received and read the entire document packet sections defined above including all documents incorporated by reference, and agrees to be bound by the terms therein.

Company Name:	
Company Address:	
City, State, Zip:	
Federal Tax ID No.:	
Printed Name of Officer or Authorized Representative:	
Title:	
Email Address:	
Phone Number:	

Signature of Officer or Authorized Representative:

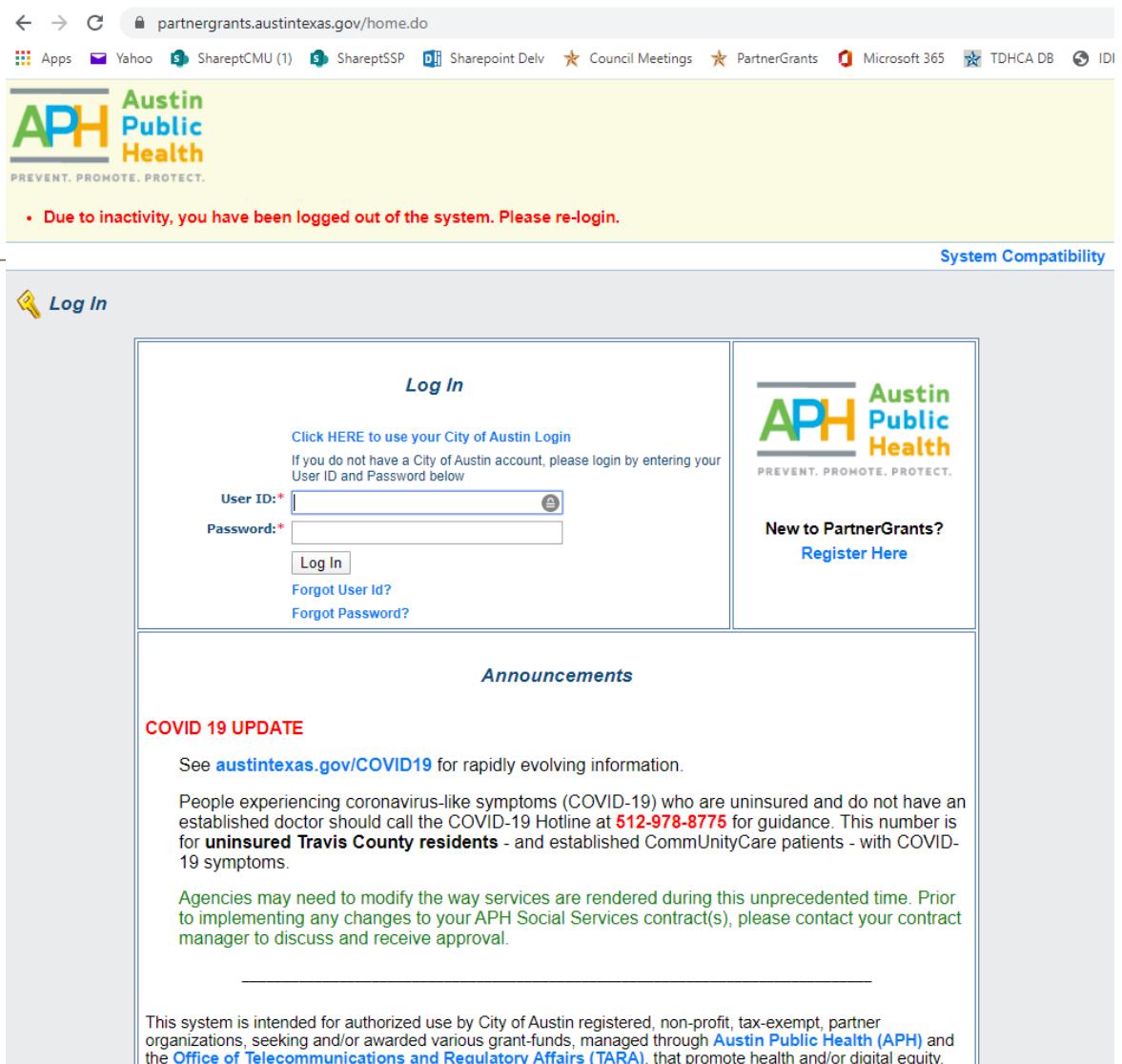
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Date: _____

* This Offer Sheet must be signed and submitted in ~~handwritten~~ to be considered for award.
Electronic Signature is acceptable.

PartnerGrants Database

- Website:
<https://PartnerGrants.austintexas.gov>
- PartnerGrants is an online/web-based database APH uses for contract management
- APPLICATIONS MUST BE SUBMITTED THROUGH THE PartnerGrants SYSTEM.
- PAPER APPLICATIONS WILL NOT BE ACCEPTED.



The screenshot shows the Austin Public Health (APH) PartnerGrants database login page. At the top, there is a banner with the APH logo and the text "PREVENT. PROMOTE. PROTECT.". Below the banner, a message states: "Due to inactivity, you have been logged out of the system. Please re-login." On the left, there is a "Log In" button with a key icon. The main area contains a "Log In" form with fields for "User ID:" and "Password:", both marked with asterisks. Below the form are links for "Forgot User Id?" and "Forgot Password?". To the right of the form, there is a "New to PartnerGrants? Register Here" link. Further down, there is an "Announcements" section titled "COVID 19 UPDATE" which includes a message about COVID-19 symptoms and guidance for uninsured residents. At the bottom, a footer note states: "This system is intended for authorized use by City of Austin registered, non-profit, tax-exempt, partner organizations, seeking and/or awarded various grant-funds, managed through Austin Public Health (APH) and the Office of Telecommunications and Regulatory Affairs (TARA), that promote health and/or digital equity."

RFA Application - Form 2



2 - RFA APPLICATION

APPLICATION INSTRUCTIONS: Fill out this document and upload the document into Partnergrants. All questions are highlighted in green. Click or tap on the sections below the Questions and type in your answers. Any required attachments are indicated by a symbol, and drop-down menus are indicated by a symbol.

Please note: If any document is uploaded, the name of the document must not include any characters other than letters and numbers, or the database will not allow it to be uploaded.

The total word count limit is 15,000 for the entire word document (including questions and your answers). The word count is indicated below left on your screen or if you go to the top of the screen to Search "word count".

Required APH Documents:

The following must be completed and/or submitted in Partnergrants.

Form No.	Title	Required Applicant Response Due
1	OFFER SHEET	Due by January 20, 2022 By 3PM CST
2	RFA APPLICATION	
3	PROGRAM BUDGET AND FUNDING SUMMARY	
4	COA CERTIFICATIONS AND DISCLOSURES	
Section No.	Title	Form input in Partnergrants Due
A	THRESHOLD REVIEW FORM	Due by December 8, 2021 By 3PM CST

PART I. Fiscal and Administrative Capacity

Minimum Threshold Review

The Form 1: Threshold Review Form must be completed in Partnergrants by Thursday, December 8, 2021, by 3:00 PM CST. This threshold will be reviewed by APH staff and then, if the agency's threshold is approved, the agency will move forward to submit this final application.

Please note: Only name uploaded documents with letters and numbers. To reduce possible submission and/or review delays, please ensure any attached file from your local drive DOES NOT contain any special characters. Letters and numbers are acceptable.

Application Format and Submission Requirements

ALL DOCUMENTS MUST BE UPLOADED INTO PartnerGrants. NO PAPER COPIES WILL BE ACCEPTED.

Step 1: Final Application Instructions

- Total word count in the Form 2-RFA Application document is 15,000 words which includes the questions. Applications that exceed 15,000 words will not be considered.**
- Word automatically counts the number of words in a document and displays it in the status bar at the bottom of the screen. There are about 5,645 words in Form 2-RFA Application, and this is included in the **15,000 word limit**.
- The following documents will not count towards the total word count:
 - The Program Work Statement form submitted in Partnergrants (Question 18)
 - Attachments submitted to answer a question like policies and procedures, staff positions, etc.
 - Attachments 1-Offer Sheet, 3-Program Budget and Funding Summary, 4-COA Certifications

Application Format and Submission Requirements

- ❑ Applicants must use this template for the Application and cannot submit an application that does not include the questions and narrative.
- ❑ All questions are boxed and highlighted in green in Part 2: Application Questions. Editing is restricted in the document except in the answer boxes. For each question, please provide a response or write N/A for not applicable in the boxes provided. It is preferable to be repetitive rather than to leave sections incomplete.
- ❑ If using this document, Applicants must type answers into the section that says “Click or tap here to enter text” after each question or in the required tables.
- ❑ If compiling responses in a separate document:
 - Applicants must include all questions and narrative before their answer, so the Application appears the same as the provided template.
 - **Make sure to include the exact wording of the drop-down menus.**

RFA Application: Program Work Statement

- Applicants must complete the Program Work Statement Form in PartnerGrants. This section should be concise and only describe concrete services and actions.
 - Each field must be completed.
 - Note the character limit for each field (shown below each text box). 
 - If a field does not apply, enter N/A.
 - If copying from another document into PartnerGrants, we recommend using plain text only to avoid formatting errors.
 - Be sure to Save and Mark Complete.

Program Work Statement

Clearly address the corresponding question concerning agency history, past performance, accolades and future goals.

What are the goals and objectives of the program?

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Path: This field is limited to 20000 characters.

RFA Application: Performance Metrics

- ❑ Performance Reporting: The City's fiscal year begins on October 1st and ends on September 30th. The awarded agency will provide quarterly and annual report data to coincide with this cycle.
 - ❑ Applicants must provide a 12-month Output goal for the number of unduplicated clients served by the total program. The goal should be based on past performance experience and budgeted program costs. The Output goal is the total program goal, including City and all other funding sources.
 - ❑ Applicants must also select at least one required key performance metric Outcome provided in the application.
- Performance measures shall align with:
- The City's Austin Strategic Direction 2023 indicators for Health and Environment, Accessibility to quality health care services, both physical and mental and the Community Health Improvement Plan (CHIP) Behavioral Health Action Plan Strategies

RFA Application: Racial Equity

- The City's definition of Equity is the condition when every member of the community has a fair opportunity to live a long, healthy, and meaningful life. Equity is embedded into Austin's values system and means changing hearts and minds, transforming local government from the inside out, eradicating disparities, and ensuring all Austin community members share in the benefits of community progress.
- Equity is one of six strategic anchors of the City of Austin's strategic direction, and a core value driving the implementation of City services. To advance equitable outcomes, the City of Austin is leading with a lens of racial equity and healing.

Racial Equity Self-Assessment Item	Choose from the  drop down menu that describes your stage of implementation: Planning; Implementation; or Fully Integrated Implementation	Describe what the agency's board, staff and programs are doing to implement these items.
We have access to data on racial/ethnic disparities to guide our work.	Click here for Drop Down Menu 	Click or tap here to enter text.
Our work includes performance measures to determine how well we are doing to address racial disparities.	Click here for Drop Down Menu 	Click or tap here to enter text.
Our board has developed and implemented a plan to address racial disparities in our programs and in our organization.	Click here for Drop Down Menu 	Click or tap here to enter text.
Agency staff at all levels participate in community workgroups/task groups aimed at addressing racial disparities	Click here for Drop Down Menu 	Click or tap here to enter text.
Our agency hosts or participates in training events dedicated to improving equitable outcomes.	Click here for Drop Down Menu 	Click or tap here to enter text.

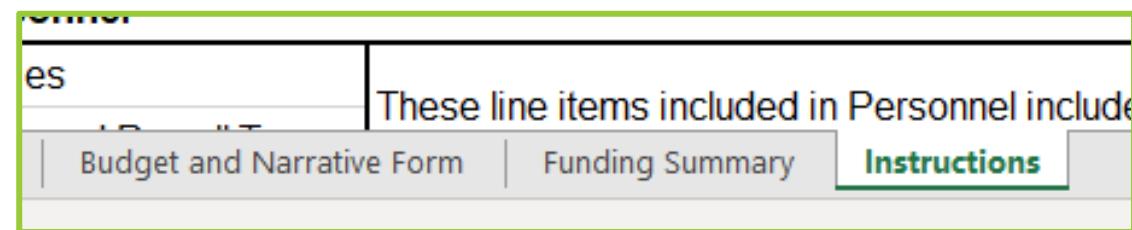
RFA Application: Personnel and Cost Effectiveness

- Upload resumes and/or professional experience and education for executive leadership listed on the organizational chart, including any professional trainings, degrees and/or certifications held
- Provide the average retention rate of staff having direct interaction with and service provision to clients
- Provide details of what experience, if any, staff assigned to the contract has with:
 - Evidence and/or emerging practices for serving the populations outlined in the RFA Scope of Work
 - Coordinating with and presenting to planning groups, schools, health providers, mental/behavioral health systems, and/or other providers
 - Communications with media, City of Austin, and/or implementing broad communication messages to the community as a demonstration of leadership in the behavioral health system

RFA Application: Program Budget and Funding Summary

- ❑ Complete Form 3: Program Budget and Funding Summary (Excel Spreadsheet) and upload completed document into PartnerGrants.
- ❑ There are three tabs in the spreadsheet: Program Budget and Narrative, Funding Summary, and Instructions.

Funding Sources	Grant/Contract Name	Funding Period Start Date	Funding Period End	Funding Amount
City of Austin	Social Service Contract (City of Austin prgm. budget)	11/22/2021	11/30/2022	0
City of Austin				0
City of Austin				0
				0
Travis County				0
Travis County				0
				0
Federal				0
Federal				0
				0
State				0
State				0



➤ Funding Summary:

- ❑ Include the funding source, grant/contract name (if applicable), and ANNUAL amount of all funding including the requested City of Austin funding in the table. Use totals for the 12-month period October 1, 2022-September 30, 2023.

Communication with the City

❑ Question and Answer Process

- All questions submitted via email and through public meetings will be answered in writing and posted to the [APH Competitions Page](#) at least once per week.
- Questions regarding the RFA must be directed to the Authorized Contact Person: Angela Baucom at APHCompetitions@austintexas.gov.
- Only the information provided by the Authorized Contact Person is valid.

❑ Anti-lobbying ordinance

- Request for Grant Application process: Anti-lobbying ordinance does not apply.

Important Dates

- ❑ RFA Threshold Review DUE to APH: **Wednesday, December 8, 2021** by no later than 2:59 PM CST
- ❑ RFA Applications DUE to APH: **Thursday, January 20, 2022, by no later than 2:59 PM CST**
 - The system will not allow submissions starting at 3 PM exactly
- ❑ Deadline to submit questions regarding the RFA are due to APH on or before: **Thursday, January 13, 2022, by 3 PM CST**
- ❑ Deadline to submit Technical Assistance regarding submission of the RFA in PartnerGrants to APH on or before: **Thursday, January 19, 2022 by 3 PM CST**

*****Please make sure to get your application ready *early* so you don't miss the deadlines*****

- ❑ Anticipated Contract Start Date: **October 1, 2022**
- ❑ Technical assistance in how to submit an application in PG is available on YouTube: [APH PartnerGrants - YouTube](#)
- ❑ Also, you may contact Allan McCracken – Allan.McCracken@Austintexas.gov or John Sanchez – John.Sanchez2@austintexas.gov.

Important Tips

- To submit your application you must first MARK AS COMPLETE AND **THEN HIT SUBMIT**
- Check that you receive a confirmation email from the Partnergrants system indicating the status of your application is “Submitted”
- Mark as Complete is NOT the same thing as Submit.
- We are unable to make exceptions for internet outages or other technical difficulties in submitting the application by the deadline. Please plan accordingly.
- Watch for emails from APHCompetitions in the days prior to the deadline in case of reminders or notes about the status of your application.



**That was a lot of information.
We can help clear it up.**

Questions?

Contact: APHCompetitions@austintexas.gov



Thank You for Your Participation
