

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:

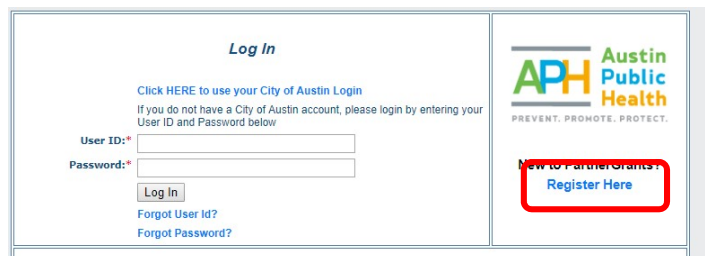
If you run into any challenges while completing the registration information for finance office, you can contact the City's Vendor Registration office at (512) 974 2018 for assistance. Once the process has been completed, please make note of your organization's assigned vendor code as this will be required 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 instructions: 'Click HERE to use your City of Austin Login' and 'If you do not have a City of Austin account, please login by entering your User ID and Password below'. Below this are input fields for 'User ID:*' and 'Password:*', a 'Log In' button, and links for 'Forgot User Id?' and 'Forgot Password?'. On the right, there is the Austin Public Health logo and a red-bordered box containing the text 'New to PartnerGrants?' and a blue 'Register Here' button.

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.





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.**

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.

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 |

Website Links

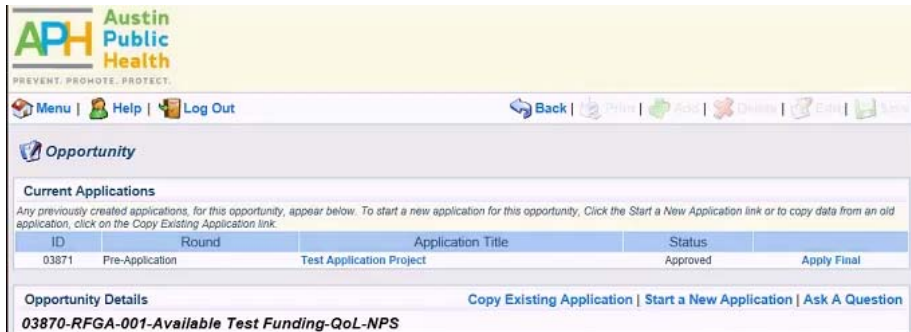
Click on the URL to go to website

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

- 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

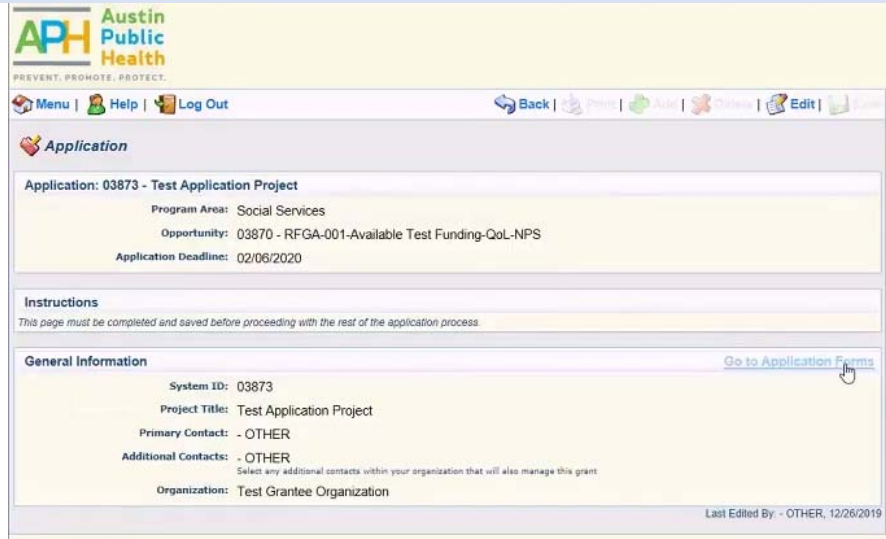
5. Select “Apply Final” link to the far right of the Application Title you are returning to complete.



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.



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

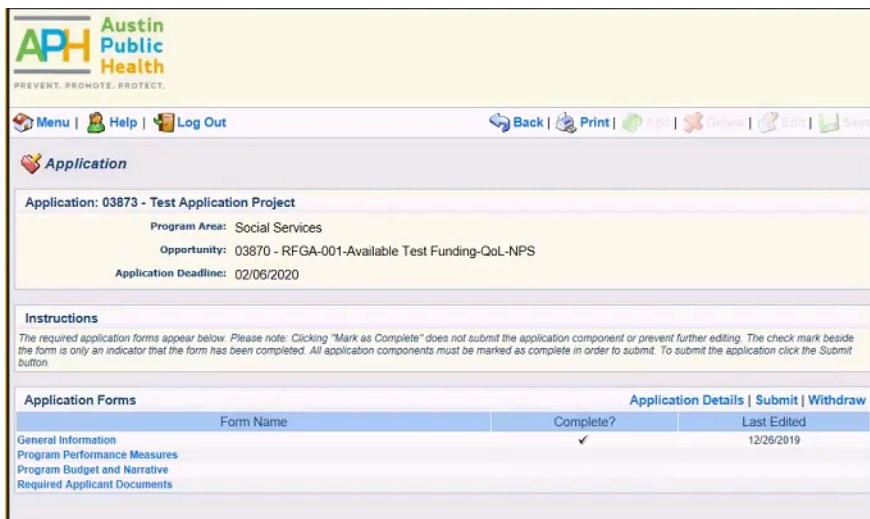
Instructions
This page must be completed and saved before proceeding with the rest of the application process.

General Information
System ID: 03873
Project Title: Test Application Project
Primary Contact: - OTHER
Additional Contacts: - OTHER
Organization: Test Grantee Organization

[Go to Application Forms](#)

Last Edited By: - OTHER, 12/26/2019

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



Application
Application: 03873 - Test Application Project
Program Area: Social Services
Opportunity: 03870 - RFGA-001-Available Test Funding-QoL-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.

| Application Forms | | Application Details Submit 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”.

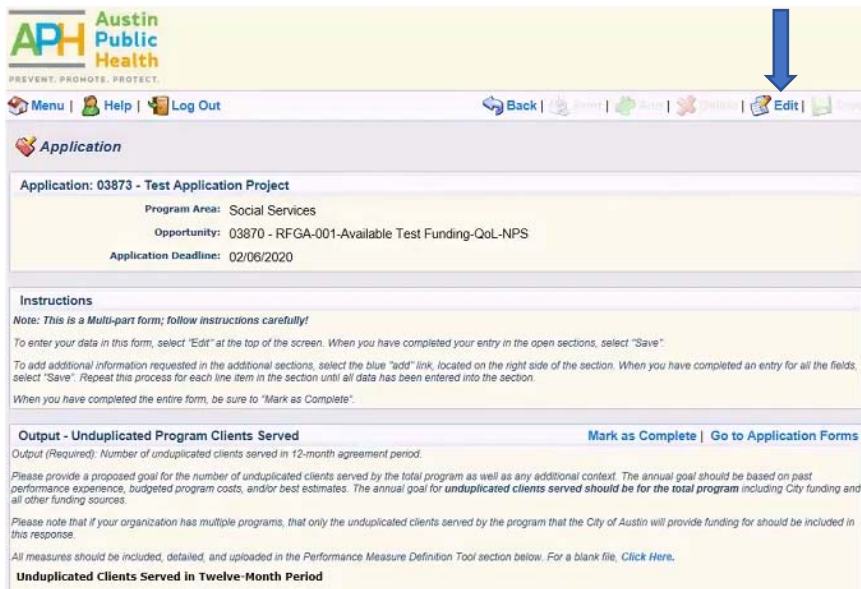
FORM EDITING:

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.

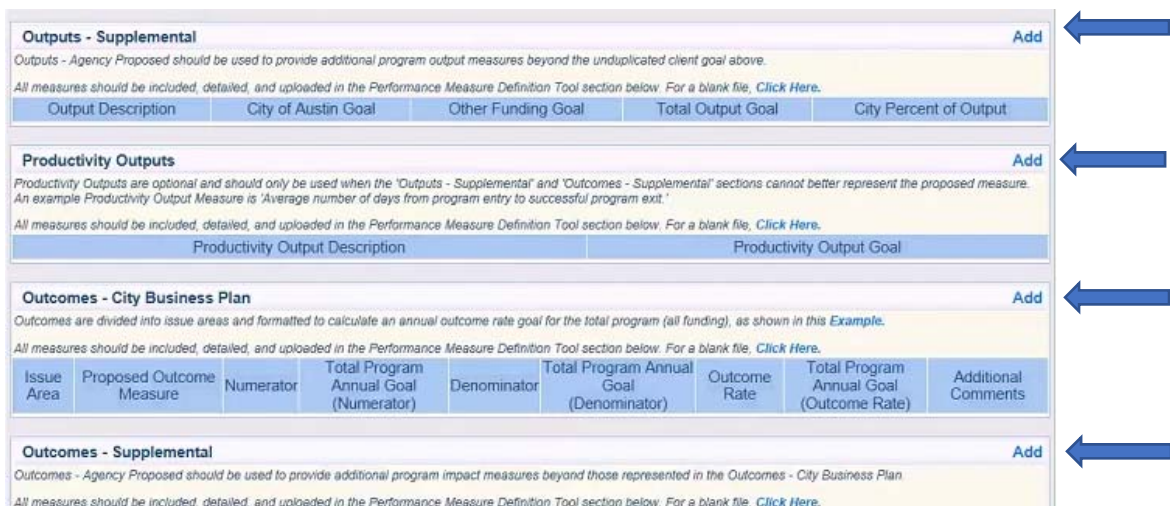
Further, form editing is enabled at each section level:

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 an 'Application' section with details for '03873 - Test Application Project', 'Program Area: Social Services', 'Opportunity: 03870 - RFGA-001-Available Test Funding-QoL-NPS', and 'Application Deadline: 02/06/2020'. An 'Instructions' section follows, providing guidance on how to use the form. The 'Output - Unduplicated Program Clients Served' section is also visible, with a 'Mark as Complete' button and a 'Go to Application Forms' link.

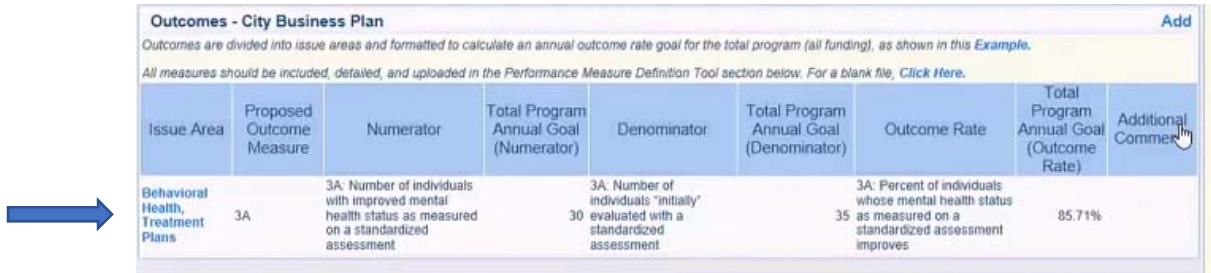
To create a new item in a multi-response section, select “Add”



The screenshot shows a multi-response section of the form with four sub-sections, each having an 'Add' button highlighted with a blue arrow pointing to it from the right:

- Outputs - Supplemental**: Includes a table with columns for Output Description, City of Austin Goal, Other Funding Goal, Total Output Goal, and City Percent of Output.
- Productivity Outputs**: Includes a table with columns for Productivity Output Description and Productivity Output Goal.
- Outcomes - City Business Plan**: Includes a table with columns for 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), and Additional Comments.
- Outcomes - Supplemental**: This section is currently empty.

To edit an existing item in a multi-response section, select the item's enabled blue field on left side of the screen.

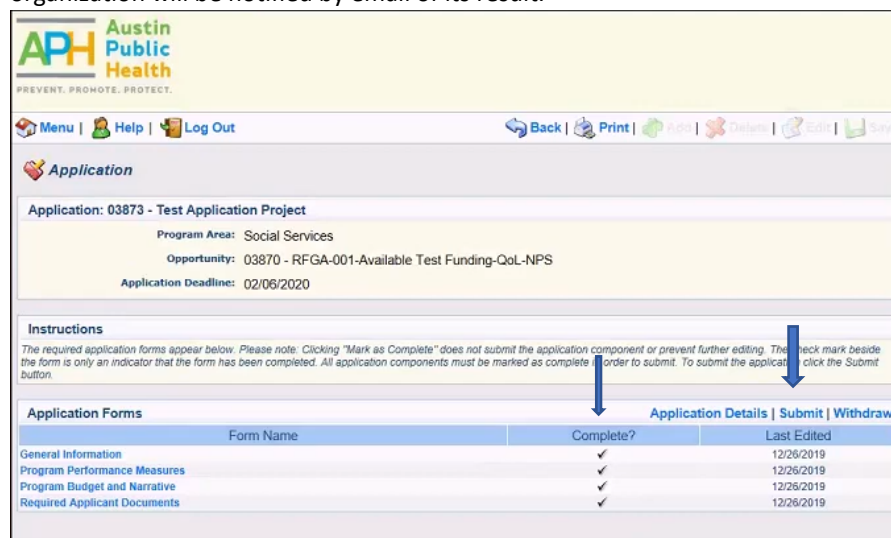


| Issue Area | Proposed Outcome Measure | Numerator | Total Program Annual Goal (Numerator) | Denominator | Total Program Annual Goal (Denominator) | Outcome Rate | Total Program Annual Goal (Outcome Rate) | Additional Comments |
|------------------------------------|--------------------------|-------------------------------------------------------------------------------------------------------|---------------------------------------|--------------------------------------------------------------------------------|-----------------------------------------|---------------------------------------------------------------------------------------------------------|------------------------------------------|---------------------|
| 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 |