PRE-BID MEETING AGENDA

January 9, 2019

3:00 PM – 4:30 PM

LRC Auditorium
5202 Ben White Blvd, Suite 500
Austin, Texas 78741

SUBJECT: RFGA 002 API QOL NPS

Request for Grant Application - Asian & Pacific Islanders Mental Health Services

Topics

AGENDA

03:00 pm – 04:00 pm

- Welcome and Introductions
- Summary of RFGA
- RFGA Submission Instructions
- Application Evaluation
- Important Dates
- Question and Answer Process

04:00 pm – 04:30 pm

- Optional Technical Assistance: Applying in PartnerGrants

Important Dates and Information

1. **THRESHOLD REVIEW FORMS DUE PRIOR TO:** 1/15/2020, 3 PM CST
   Only applicants that pass the Threshold Review requirements will be able to submit a complete application.

2. **APPLICATION CLOSING TIME AND DATE:** 2/6/2020, 3 PM CST

3. **FOR AGREEMENT AND TECHNICAL ISSUES CONTACT THE FOLLOWING AUTHORIZED CONTACT PERSON:**
   Natasha Ponczek Shoemake
   Contract Management Specialist III
   Phone: (512) 972-5027
   E-Mail: Natasha.Ponczek@austintexas.gov

4. All questions regarding the RFGA shall be sent via email to: **Natasha.Ponczek@austintexas.gov**
   DUE ON OR BEFORE 1/30/2019

5. Evaluation of Applications done by the end of February 2020

6. Contracts start April 1, 2020

7. Applicants needing additional technical assistance may RSVP for any one of the available sessions at the following location: Eventbrite Training Registration

NOTES

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Austin Public Health

Asian Pacific Islander Mental Health Services
RFGA Pre-Bid Meeting

Sign-in Sheet

Thursday, January 9, 2020
City of Austin, Learning Resource Center
Auditorium
5202 Ben White Blvd, Suite 500
Austin, TX 78741
3:00-4:30pm

	Name (please print)	Title	Organization
1	Varesse Sarric	Chief Prog. officer	CARDEA
2	Hailey Easley	ED	HACHT
3	Priscilla Hale	ED	allgo
4	Natasha P Shoemdu	Contract Mng Spec	COA APH
5	Calvin Mays.	Dir.	CTHA'
6	Sanjna Mahpan	ED + MD	NAMHC
7			
8			
9			
10			
11			
12			
13			

CITYOFAUSTIN, TEXAS
Austin Public Health
REQUEST FOR GRANT APPLICATION (RFGA) OFFER SHEET

SOLICITATION NO: RFGA-002-API-QoL-NPS
SOLICITATION NAME: Request for Grant Applications for Asian & Pacific Islander Mental Health Services

DATE ISSUED:	January 6, 2020
Questions regarding the RFGA are due on or before:	January 30, 2020 at 5pm CST
Questions must be submitted in writing to the Authorized Contact Person or through Partnergrants	**Authorized Contact Person:** Natasha Ponczek Shoemake <u>Contract Management Specialist III</u> E-Mail: <u>Natasha.Ponczek@austintexas.gov</u>
Optional Pre-Bid Meeting Date and Time:	Thursday, January 9, 2020 3:00 pm – 4:30 pm CST
Pre-Bid Meeting Location:	City of Austin - Human Resources 5202 Ben White Blvd, Suite 500 Auditorium Austin, Texas 78741
Threshold Review Forms Due: Only applicants that pass the Threshold Review requirements will be able to submit a complete application.	January 15, 2020, 3pm CST
RFGA Application Date Due:	February 6, 2020, 3pm CST

<u>**APH is only accepting applications through the Partnergrants database. No paper copies will be accepted.**</u>
The two requirements needed to successfully submit an application are:

1. <u>**Threshold Review**</u> due by 3pm on **January 15, 2020.**
   Applicants that meet the Threshold requirements will be able to submit a complete RFGA application.
2. <u>**RFGA Application**</u> due by 3pm on **February 6, 2020.**

All Applicants must:
1. 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 Partner Grants system (see #2 below).
     - To find the City of Austin Vendor Number please visit <u>Austin Finance Online</u>. and search for the organization's legal name.
   - To register to become a potential City of Austin vendor, go to <u>Austin Finance Online</u> to register.
2. 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.

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* This Offer Sheet must be signed and submitted in Partnergrants to be considered for award.

CITYOFAUSTIN, TEXAS
Austin Public Health
REQUEST FOR GRANT APPLICATION (RFGA) OFFER SHEET

This solicitation is comprised of the following required sections. Please carefully read each section including those incorporated by reference. By signing this document, you are agreeing to all the items contained herein and will be bound to all terms.

SECTION NO.	TITLE	Requires Applicant Response (X)
A	OFFER SHEET	X
B	STANDARD PURCHASE DEFINITIONS	*
C	STANDARD SOLICITATION INSTRUCTIONS	*
D	SUPPLEMENTAL PURCHASING PROVISIONS	*
E	GRANT APPLICATION SCOPE OF WORK AND INSTRUCTIONS	*
F	APPLICATION THRESHOLD CHECKLIST	X
G	CLIENT ELGIBILITY REQUIREMENTS	X
H	PROGRAM BUDGET AND FUNDING SUMMARY	*
I	STANDARD AGREEMENT BOILER	X
J	EQUAL EMPLOYMENT/FAIR HOUSING OFFICE NON-DISCRIMINATION CERTIFICATION	*
K	NON-SUSPENSION OR DEBARMENT CERTIFICATION	X
L	NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING CERTIFICATION	X
M	Applying for APH-Funded Opportunity – PartnerGrants Instructions	*

* Completed forms marked with an asterisk are not required for Application submission, but rather provided as reference for entities who may be awarded grant agreements.

INTERESTED PARTIES DISCLOSURE
In addition, Section 2252.908 of the Texas Government Code requires the successful Applicant to complete a Form 1295 "Certificate of Interested Parties" that is signed and includes an "unsworn declaration" for a grant agreement award requiring City Council authorization. The "Certificate of Interested Parties" form must be completed on the Texas Ethics Commission website, printed, signed and submitted to the City by the authorized agent of the Business Entity with acknowledgment that disclosure is made under oath and under penalty of perjury prior to final grant agreement execution.

Austin Public Health
PREVENT. PROMOTE. PROTECT.

Access to Asian & Pacific Islanders Mental Health Services
Request for Grant Applications (RFGA)
Pre-Bid Meeting

January 9, 2020 at 3:00 pm
Learning Resource Center
5202 East Ben White Suite 500 Auditorium
Austin, TX 78741

RFGA Authorized Contact Person:
Natasha Ponczek Shoemake
Natasha.Ponczek@austintexas.gov

AGENDA

03:00 pm – 04:00 pm
- Welcome and Introductions
- Summary of RFGA
- RFGA Submission Instructions
- Application Evaluation
- Important Dates
- Question and Answer Process

04:00 pm – 04:30 pm
- Optional Technical Assistance: Applying in Partnergrants

Welcome & Introductions

Introductions

Housekeeping
- Sign-in sheet
- Comment and questions cards
- Partnergrants technical assistance following presentation
- All information will be available on the Austin Public Health website: http://www.austintexas.gov/article/request-grant-applications-asian-pacific-islander-mental-health-services

AP-H Austin Public Health

Funding & Timeline Overview

$100,000 total funding available for initial 12-month period

- Four 12-month extension options are available for a total Agreement term of 60 months.
- Extensions contingent on Council approval of funding during future budget processes
- Anticipate awarding all funds to one applicant
- May provide services as one agency or through a collaboration (one agency must be designated as the lead applicant)
- Agreement start date of April 1, 2020

AP-H Austin Public Health

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.

AP. Austin Public Health

Initial Steps

All Applicants must:

1. 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.

2. 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.

AP. Austin Public Health

Submission Requirements

2-STEP APPLICATION PROCESS:

- **STEP 1:** Threshold Checklist Review & Required Documents (Section F)
  - Applicants must meet the Threshold requirements to submit Step 2 of the RFGA application.
  - Applicants will be notified whether they met the threshold or not.
  - Applicants that met the Threshold will be notified when they can begin Step 2 of the Application.
- **STEP 2:** RFGA Application & Optional Documents (Sections A, E and H)

Submission Documents

All required forms available for download on the solicitation page:

http://www.austintexas.gov/article/request-grant-applications-asian-pacific-islander-mental-health-services

Step 1: Threshold Review Required Documents-HANDOUT

Section F: Application Threshold Checklist
- Current Board of Directors bylaws
- List of Board Members and their positions
- Copy of the most recently filed 990 or 990 EZ (no older than 2017), if applicable
- Proof of agency non-profit status
- Approved Board of Directors Minutes which reflect Board review of:
  - Program performance bi-annually
  - Approve budgets annually
  - Review financial performance bi-annually
  - Meet at least 4 times annually
  - Supports the board composition in the by-laws

Submission Documents

○ Step 2: RFGA Application and attachments

Section No.	Item/Document	Instructions	How to Submit
A	Offer Sheet	Review, sign and scan signed document	Upload into Partnergrants
E	RFGA Questions and Answers	Complete within the Word document, save as a PDF	Upload into Partnergrants
H	Program Budget and Funding Summary	Complete within Word document, save as PDF	Upload into Partnergrants
J	Equal Employment/ Fair Housing Office Non-Discrimination Certification	Review, sign and scan signed document	Upload into Partnergrants
K	Non-Suspension or Debarment Certification	Review, sign and scan signed document	Upload into Partnergrants
Other Attachments	• Staff resumes and/or job descriptions for Question 23 • Approved and signed Healthy Service Environment policy/policies for Bonus Question 1	Agency supplies these documents	Upload into Partnergrants

AP.H Austin Public Health

Section E – Application, Scope of Work and Instructions

Response Instructions:

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

○ For Section E. Responses should be included for each question. Applicants may fill in the responses directly on this form or compile responses in a separate document.

○ If compiling responses in a separate document, clearly label each question and number, use size 11 Calibri font, double-space the document, use 1" margins, and print double sided on 8 ½ x 11" white paper without page scaling.

○ Total word limit is 5000 words.

○ 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.

○ It is preferable to be repetitive rather than to leave sections incomplete

○ Write N/A when an answer will not be provided

AP.H Austin Public Health

Section E – Application, Scope of Work and Instructions

Program Description
- Demonstrate 2 years of service delivery to individuals who identify as Asian and Pacific Islander (API) and their community in a culturally appropriate manner.
- Interventions designed with the target population's needs at the outset, with the goal to increase access to mental health resources for API residents.
- Applicants must propose to provide at least one or a combination of the following program services:
  1. Expand culturally appropriate mental health services to the API community.
  2. Expand mental health service providers capacity to better respond to the mental health needs of the API population.
  3. Increase the API population's access to mental health services.

Section E – Application, Scope of Work and Instructions

Target Population

- Residents of the City of Austin and/or Travis County
- Household income at or below 200% of the Federal Poverty Level OR
- Identify as Asian or Pacific Islander (API)
- Client eligibility must be documented, and any proposed alternative requirements explained. See Section G - Client Eligibility Requirements.
- Any Austin/Travis County resident meeting the eligibility requirements can receive services funded by this opportunity including those who do not identify as members of the API community; however, it is expected that services provided through this funding will be designed for and directed to members of the API community.

Section E – Application, Scope of Work and Instructions

Program Performance

Applications must include the following outputs:
- *Number of unduplicated clients served per 12-month program period*

Applications must include at least one of the following standard Social Services outcome measures:
- *3A. Percent of individuals whose mental health status as measured on a standardized assessment improves*
- *3B. Percent of individuals making progress toward their treatment plan goals*
- *6A – Percent of clients served through City's Health Equity contracts who achieve intended healthy outcomes*

Optional Outcome: If applicable, provide an additional outcome measure and proposed numeric goals.

Section E – Application, Scope of Work and Instructions

Program Performance

Outputs:
- ANNUAL goal for the number of unduplicated clients served by the total program.
- The annual goal should be based on past performance experience, budgeted program costs, and best estimates.
- The annual goal for unduplicated clients served should be for the total program including City funding and all other funding sources.

Outcomes:
- Must be put in a format of Numerator over Denominator.
- There is a table in the form that you can choose one of the 3 standard outcomes.
- There is a second table where you can propose one of your own measures.

Section E – Application, Scope of Work and Instructions

Alignment with City of Austin and APH Priorities

- Strategic Direction 2023: City of Austin uses SD23 to prioritize and classify our investments and initiatives in the next three to five years. You will be asked to align your program to at least one of the SD2023 outcome.

- One of the strategic anchors of the SD23 is **Racial Equity**. Austin Public Health has been a leader in this and we want to make sure that racial equity is a part of any program or strategy that we fund. You will ae asked how your program will advance racial equity.

- Community Health Improvement Plan (CHIP): The **Community Health Improvement Plan (CHIP)** describes health broadly to include clinical health, health behaviors, social and economic factors, and environmental factors that impact the health status of community residents. CHIP priority areas identified for this RFGA are **Priority Area 1: Access to and Affordability of Health Care** and **Priority Area 4: Stress, Mental Health, and Wellbeing**

- Cultural and Linguistically Appropriate Services (CLAS) Standards in health and health care to advance health equity and improve service delivery for diverse populations. There are fifteen clas standards, but only five standards are included in the application. All applicants will be asked to describe specific CLAS standards that will be met.

AP-H Austin Public Health

Section E – Application, Scope of Work and Instructions

Program Staffing and Time

- Provide the funding source of the staff, titles and the amount of FTE for each staff.

- Staff included need to be identified by funding source.

- Applicants may attach up to 5 additional pages that include staff resumes and/or job descriptions as supplemental documentation for this question.

- Example:

Funding Source	Title	FTE
APH Social Services	Program Director	0.25
APH Social Services	Executive Director	0.05
Travis County HHSD	Case Manager	1.00
Travis County HHSD	Case Manager	1.00
Foundation	Admin Specialist	0.45
	Total FTEs	2.75

AP-H Austin Public Health

Section H: Program Budget and Funding Summary

Completion of Section H is required as part of RFGA Application. It is a Word document to be uploaded.

Program Budget

○ Include full list of other funding sources in addition to City amount.

○ The dollar amount requested in your Application's Program Budget and Narrative must reflect amounts for ANNUAL FUNDING, a 12-month period.

○ For every budget line containing a requested amount of **City of Austin funding only**, enter a short description or list of items included in that budget line.

○ Do not enter narrative for budget lines that are blank or budgeted amounts from Other Funding.

Program Funding Summary

○ In this form, include other funding sources, grant/contract name and amount of funding.

○ The total funding in this table should match the total funding in the Program Budget form.

Application Evaluation

RFGA Application		
Preliminary Questions	Questions A - D	No points, answers required
Section I: Program Description	Questions 1 - 9	
Section II: Client Eligibility	Questions 10 -12	
Section III: Data Management	Questions 13 -16	
Section IV: Program Performance	Question 17	
Section V: Alignment with City of Austin and APH Priorities	Questions 18 - 21	100 points
Section VI: Program Staffing and Time	Questions 22 - 24	
Section VII: Program Budget and Funding Summary	Questions 25 -- 26 Budget and Funding FORM	
Section VIII: Cost Effectiveness	Questions 27 -- 32	
Section IX: Bonus Questions: Healthy Service Delivery	Bonus Questions A and B	10 Bonus Points
		Total: 110 Points

Section A: Offer Sheet

Completion of Section A is required as part of the application

- 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 RFGA document packet sections and agrees to be bound by the terms therein.
- Required signature by authorized representative in order for the City of Austin to accept the application.

AP-H Austin Public Health

Important Dates

- Deadline to Submit Questions to APH: **January 30, 2020 at 5pm**
- Threshold Review Applications DUE to APH: **January 15, 2020 at 3pm**
- **RFGA Applications DUE to APH: February 6, 2020 at 3pm**
- Agreement Start Date: **April 1, 2020**
- Evaluation of Applications done by the end of February 2020
- Applicants needing additional technical assistance may RSVP for any one of the available sessions at the following location: Eventbrite Training Registration: https://www.eventbrite.com/e/partnergrants-applying-for-aph-funding-training-tickets-87810919825

AP-H Austin Public Health

Partnergrants Training Opportunities

Training for applicants seeking available APH Funding within the PartnerGrants contract management database system.

This training will discuss the various steps necessary to start and submit an application in the PartnerGrants system.

Training sessions are as follows:
- Monday, January 13, 2020 from 9am to 10am
- Monday, January 13, 2020 from 3pm to 4pm
- Monday, January 27, 2020 from 9am to 10am
- Monday, January 27, 2020 from 3pm to 4pm

These trainings will be offered at the Betty Dunkereley APH Campus, Conference Rm, at 7201 Levander Loop, Bldg. H, Austin, TX 78702.

APH Austin Public Health

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 Funding Opportunity page in Partnergrants and the solicitation website at least once per week.
- Questions regarding the RFGA must be directed to the Authorized Contact Person: Tasha Ponczek Shoemake at Natasha.Ponczek@austintexas.gov
- Only the information provided by the Authorized Contact Person is valid.
- Deadline for questions: 5pm on January 30, 2020

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

APH Austin Public Health

Questions?

Contact: Natasha.Ponczek@austintexas.gov

Part 1. SCOPE OF WORK

I.   Introduction

The City of Austin (City) seeks applications in response to this Request for Grant Applications (RFGA) from qualified social service providers (Applicants) with demonstrated experience providing services to individuals who identify as Asian and Pacific Islander and their community (API population). Interventions must be designed with the target population's needs at the outset, with the goal to increase access to mental health resources for API residents.

II.   Background & Purpose of Funding

On May 3rd, 2019, the Joint Inclusion Committee made the following recommendation:

> "Support for requests made by Joint Committee member commissions to increase resources for mental health services, education and outreach and for counseling services." …

> "According to the National Alliance on Mental Illness (NAMI): " Mental Health: A Report of the Surgeon General" states: "Despite the existence of effective treatments, disparities lie in the availability, accessibility and quality of mental health services for racial and ethnic minorities," Some of the reasons cited are: A lack of availability, transportation issues, difficulty finding childcare/taking time off work, the belief that mental health treatment "doesn't work", the high level of mental health stigma in minority populations, a mental health system weighted heavily towards non-minority values and culture norms, racism, bias, and discrimination in treatment settings, language barriers and an insufficient number of providers who speak languages other than English, a lack of adequate health insurance coverage (and even for people with insurance, high deductibles and co-pays make it difficult to afford)."

On May 21st, 2019, The Asian American Quality of Life Advisory Commission described the issues facing the API community and existing data:

> "High levels of mental distress and serious mental illness is prevalent in Austin's API community. However, API persons experiencing these conditions are less likely to seek treatment due to social stigma, lack of awareness and language barriers."

> "Data from the City's Asian American Quality of Life Initiative (Quantitative Study) showed higher levels of mental distress and serious mental illness across all of Austin's largest Asian American ethnic groups when compared to the general U.S. population. In addition, these groups also exhibited low utilization levels of psychiatrists, psychologists, and other mental health professionals (counselors, marriage therapists, social workers)."

On September 10, 2019, the City Council passed the Fiscal Year 2020 Budget which included the following Budget Item:

Department: Austin Public Health
Mental Health Services: Expand access to affirming mental health therapy for the API community.
Commission: Asian American Quality of Life Advisory Commission
Funding Amount: $100,000

III.   Funding and Timeline

$100,000 total available funding. Austin Public Health anticipates awarding one Agreement for the full amount.

The Agreement will have an effective start date of April 1, 2020, for an initial 12-month period, and four 12-month extension options funded at $100,000 per extension option for a total potential Agreement amount of $500,000 over a 60-month period.

IV.   Services Solicited

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 for the target population(s) identified.

Target Population
Residents of the City of Austin or Travis County, living at or below 200% of the Federal Poverty Level, who identify as Asian or Pacific Islander and their community (API).

City of Austin Client Eligibility Requirements
Residents of the City of Austin or Travis County who are either living at or below 200% of the Federal Poverty Level or identify as a member of the target population. Client eligibility must be documented, and any proposed alternative requirements explained. See Section G - Client Eligibility Requirements.

Any Austin/Travis County resident meeting the eligibility requirements can receive services funded by this opportunity including those who do not identify as members of the API community; however, it is expected that services provided through this funding will be designed for and directed to members of the API community.

V.   Application Evaluation

A total of 100 points may be awarded to the application, with an additional ten bonus points available for a potential of 110 total evaluation points. All applications will be evaluated as to how the proposed program aligns with the goals of this RFGA and whether each question has been adequately addressed.

Part 1 Section F: Threshold Review	Form in Partnergrants with required uploads	No points, but Applicant must pass threshold in order to submit RFGA Application
Part 2 Section E: RFGA Application		
Preliminary Questions	Questions A - D	No points, answers required
Section I: Program Description	Questions 1 - 9	100 points
Section II: Client Eligibility	Questions 10 -12	
Section III: Data Management	Questions 13 -16	
Section IV: Program Performance	Question 17	
Section V: Alignment with City of Austin and APH Priorities	Questions 18 - 21	
Section VI: Program Staffing and Time	Questions 22 - 24	
Section VII: Program Budget and Funding Summary	Questions 25 – 26 Budget and Funding FORM	
Section VIII: Cost Effectiveness	Questions 27 – 32	
Section IX: Bonus Questions: Healthy Service Delivery	Bonus Questions A and B	10 Bonus Points
		Total: 110 Points
Section A: Offer Sheet Required	Applicant must print, sign, scan and upload signed form.	No points, but Applicant must submit Offer Sheet in order to submit RFGA Application

VI. Application Format and Submission Requirements

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

Responses should be included for each question. Applicants may fill in the responses directly on this form or compile responses in a separate document.

If compiling responses in a separate document, clearly label each question and number, use size 11 Calibri font, double-space the document, use 1" margins, and print double-sided on 8 ½ x 11" white paper without page scaling. Total word limit is 5000 words.

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.

The following documents must be submitted in this RFGA:

For the Threshold Review, the following information must be submitted by 3 pm on January 15, 2020:

Section No.	Item/Document	Instructions	How to Submit
F	Application Threshold Checklist	Complete checklist and upload the required documents.	Filled out in Partnergrants with items uploaded into form.

For the RFGA Application, the following information must be submitted by 3pm on February 6, 2020:

Section No.	Item/Document	Instructions	How to Submit
A	Offer Sheet	Review, sign and scan signed document	Upload into Partnergrants
E	RFGA Questions and Answers	Complete within the Word document, save as a PDF	Upload into Partnergrants
H	Program Budget and Funding Summary	Complete within Excel document, save as PDF	Upload into Partnergrants
J	Equal Employment/ Fair Housing Office Non-Discrimination Certification	Review, sign and scan signed document	Upload into Partnergrants
K	Non-Suspension or Debarment Certification	Review, sign and scan signed document	Upload into Partnergrants

VII. Additional Information

Proposal Acceptance Period: All applications shall remain valid until award, negotiation, and execution of contracts as directed by the Austin City Council.

Proprietary Information: All materials submitted to the City become public property and are subject to the Texas Open Records Act upon receipt. If an Applicant does not desire proprietary information in the proposal to be disclosed, each page must be identified and marked proprietary at time of submittal. The City will, to the extent allowed by law, endeavor to protect such information from disclosure. The final decision as to what information must be disclosed, however, lies with the Texas Attorney General. Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary and available upon public request.

Exceptions: Be advised that exceptions to any portion of the Solicitation may jeopardize acceptance of

the application.

Application Preparation Costs: All costs directly or indirectly related to the preparation of a response to the RFA or any oral presentation required to supplement or clarify an application that may be required by the City shall be the sole responsibility of the Applicant.

Agreement Adjustments: The City of Austin reserves the right to adjust the Agreement amount or scope of work over the contract period based on community needs, Applicant's ability to expend funds in a timely manner or any other factor. When the City determines adjustments need to be made, the City will provide at least a 90-day notice to the Grantee.

Section F
Application Threshold Checklist

Instructions: This form and required attachments must be submitted in Partnergrants by January 15, 2020 prior to 3:00 PM CST. This is provided as reference only.

I. BOARD OF DIRECTORS

☐ Yes ☐ No 1. The Board meets regularly (at least four times per year)

☐ Yes ☐ No 2. Board members have specific terms with beginning and ending dates

☐ Yes ☐ No 3. The Board's composition, size, terms, and other functions are in compliance with the Agency's bylaws

☐ Yes ☐ No 4. Board members receive no material compensation for their service

Documentation Required for this section:
- ✓ Current Board of Directors Bylaws
- ✓ List of Board Members and their positions to support the composition stated in the by-laws
- ✓ Four Approved Board meeting minutes in one annual period showing that the Board meets at least four times per year

II. AGENCY ADMINISTRATION

☐ Yes ☐ No 1. Agency has submitted all applicable tax returns to the IRS and the State of Texas (e.g. Form 990 or 900-EZ and state and federal payroll tax filings)

☐ Yes ☐ No 2. Agency is eligible to contract and not debarred from contracting, according to SAM.gov and City Debarment information

☐ Yes ☐ No 3. Agency is a non-profit organization or governmental entity able to conduct business in the state of Texas

Documentation Required for this section:
- ✓ Copy of the most recently filed IRS Form 990 or 990 EZ (no older than 2017), if applicable
- ✓ Proof of agency non-profit status (ex. By-laws, Articles of Incorporation, IRS Tax Exempt Designation, Texas Department of State letter)

III. AGENCY CERTIFICATION

☐ Yes ☐ No 1. Agency is current in its payment of Federal and State payroll taxes

☐ Yes ☐ No 2. Agency does not owe past due taxes to the City

☐ Yes ☐ No 3. Within the last 5 years, Agency has a minimum of 2 years' experience successfully working with the target population and/or providing proposed services to clients

☐ Yes ☐ No 4. Board minutes reflect the Board reviews program performance and financial performance at least twice annually

☐ Yes ☐ No 5. Board minutes reflect the Board annually approves the budget

Documentation Required (can duplicate the items required in previous sections):
- ✓ Two Board meetings' minutes in one annual period showing that the Board reviews performance and financial information
- ✓ Board meeting minutes showing that the Board approved the budget

Confirmation in Partnergrants: By selecting Confirm, applicant certifies that board chair and executive director approves all responses and attachments provided.

Austin Public Health

PREVENT. PROMOTE. PROTECT.

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.

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 premitted to apply for each seperately.

🗂 Opportunity

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.

Opportunity Details

Copy Existing Application | Start a New Application | Ask A Question

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.

Opportunity Details

Copy Existing Application | Start a New Application | Ask A Question

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.

Go to Application Forms

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.

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

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 *	Choose File No file chosen
List of Board Members and Positions supports the composition stated in the by-laws*	Choose File No file chosen
Four Approved Board meeting minutes in one annual period showing that the Board meets at least four times per year*	Choose File No file chosen

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.

Mark as Complete | Go to Application Forms

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	Submit	Withdraw
Form Name	**Complete?**	**Last Edited**
General Information	✓	10/12/2019
Pre-Application Threshold Checklist	✓	10/12/2019

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.
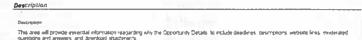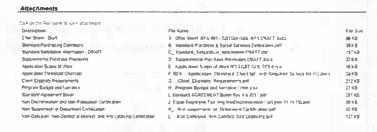
INSTRUCTIONS:

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.

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

      1. Be for informational use only

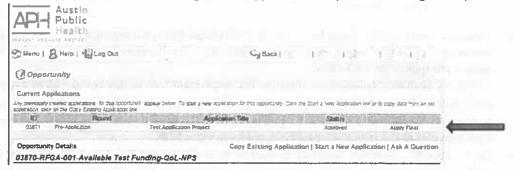   2. Require your review, completion, signature, and reattachment in an upload field

      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"

Austin
Public
Health
PREVENT. PROMOTE. PROTECT.

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.

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

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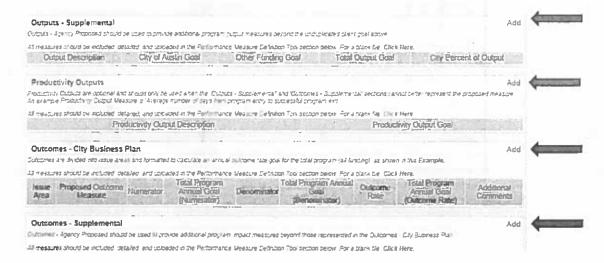
Be sure to review any instructions provided at the top of each form before completing a form, as it contains important information that can help complete the form.

Further, form editing is enabled at each section level:

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

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

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

Outcomes - City Business Plan   Add

Outcomes are divided into issue areas and formatted to calculate an annual outcome rate goal for the total program (all funding), as shown in this Example.

All measures should be included, detailed, and uploaded in the Performance Measure Definition Tool section below. For a blank file, Click Here.

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	1A	1A. Number of individuals with improved mental health status as measured on a standardized assessment	1A. Number of individuals entity 30 evaluated with a standardized assessment	1A. Percent of individuals whose mental health status 35 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.
  - o 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.
  - o Your application will undergo additional review, which may take several weeks or months. Your organization will be notified by email of its result.