

# COMPLETING THE RFP PROPOSAL

## PARTNERGRANTS INSTRUCTIONS

### PURPOSE

To assist a non-profit organization through the application stage for an open solicitation within the PartnerGrants system: <https://partnergrants.austintexas.gov/index.do>.

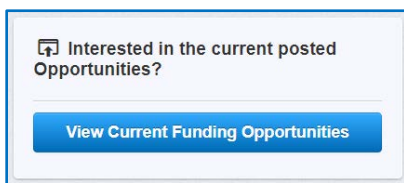
**Note:** If you have not reviewed or completed the Annual Agency Threshold Application, and the posted funded opportunity's Intent to Apply deadline has not yet elapsed, stop now and see the **Completing an Annual Agency Threshold Application Guide**.

### QUICK INFORMATION

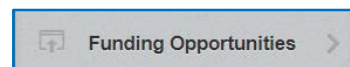
- Only organizations that complete the Annual Agency Threshold Application prior to the expiration of a posted funded opportunity's Intent to Apply deadline, are eligible for consideration to continue the application process. Your organization's Annual Agency Threshold Application status may be pending approval for you to be eligible to apply for an RFP Proposal.
- Following COA staff review of the submitted Annual Agency Threshold Application and its supporting documents, a determination will be made of an agency's capacity to enter into a contract with Austin Public Health, and the agency will be notified to move forward.
- If your organization is among those notified to return to the PartnerGrants system to complete the solicitation application, you may do so any time before the opportunity's standard application submission deadline elapses.

### LOCATING A FUNDING OPPORTUNITY

If the Agency has a completed Annual Agency Threshold Application on file, the Agency may submit Intent to Apply forms to open APH Social Services Opportunities.



If not logged-in, currently open Opportunities can be viewed by clicking the **View Current Funding Opportunities** link on the PartnerGrants login page.



Once logged-in, from the Dashboard Menu, select Funding Opportunities

to bring up a listing of all available funding opportunities. From this listing you can select the posted Opportunity title that you intend to apply for. If more than one posted Opportunity is available, you are permitted to apply for each separately. Opportunities may permit you to submit multiple Applications or Proposals to the same Opportunity unless otherwise specified by the guidelines of each Opportunity allows. Refer to the official Opportunity exhibits for specific guidelines.

**Tips:**

Since each funded opportunity contains distinct documents, deadlines, objectives, goals, eligibility requirements, and/or evaluate criteria, each is treated independently from another.

Once you have selected the posted Opportunity Title you intend to apply for, be sure you have reviewed all Opportunity Details, to include deadlines, descriptions, website links, moderated questions and answers, and download attachments. These will be necessary to help your agency prepare its application and manage its time wisely.

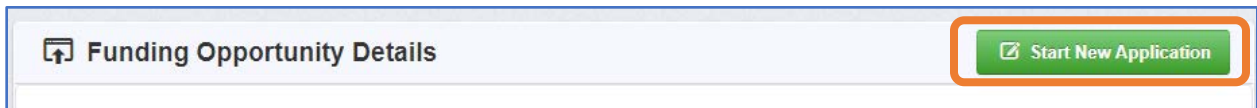


If you have a question during the Opportunity's question submission period, you can select the Ask A Question link to submit an inquiry and then select the Save button to forward it on for a response. This link is available on the Application Details page of an active Application or Proposal. You may also submit questions via email to the Opportunity Program Officer or Designated Contact for the Opportunity.

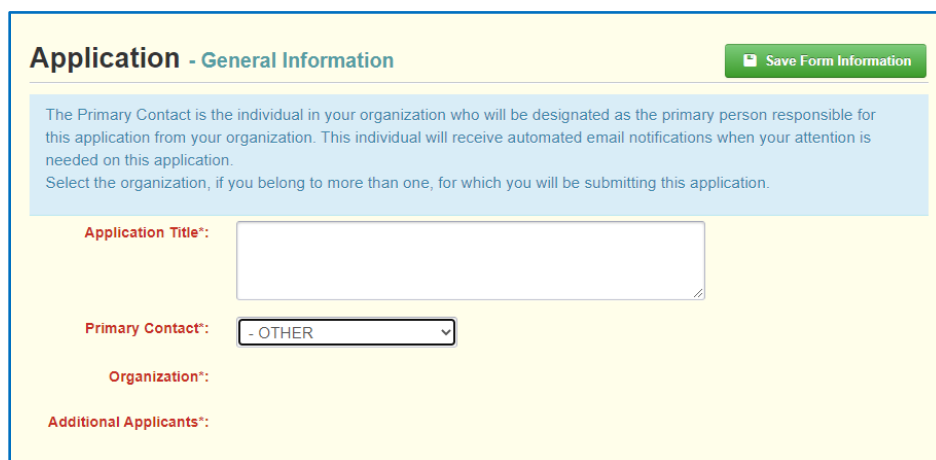
For the sake of transparency, once each question has been moderated, the question and response will be viewable for all other applicants to see. Questions asked through PartnerGrants will be answered and published on the Competition Website posted for each Opportunity. See [APH Social Services Competitions website](#) for upcoming, active and closed solicitations.

## STARTING THE APPLICATION

Click the title of the desired Funding Opportunity and select the **Start a New Application** button at the top of the Funding Opportunity Details page.



In the **General Information Form**, complete each available field, clicking Save Form Information after each item to advance to the next field.



Title the Application using a brief phrase that is specific and unique to your Agency and the program being proposed in this submission. Please do not use the solicitation title.

In **Additional Applicants**, be sure to include additional Agency users who will need access to the Application or Proposal throughout the process.

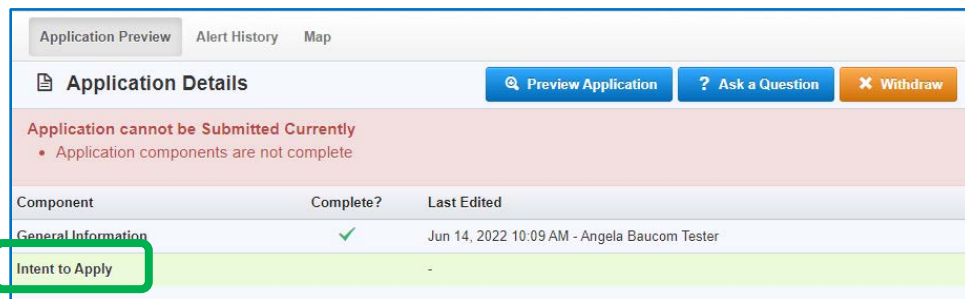
If you are returning to complete an application you have already started, it will appear in the Applications section of the PartnerGrants Menu. To continue editing, select your profile's application title.



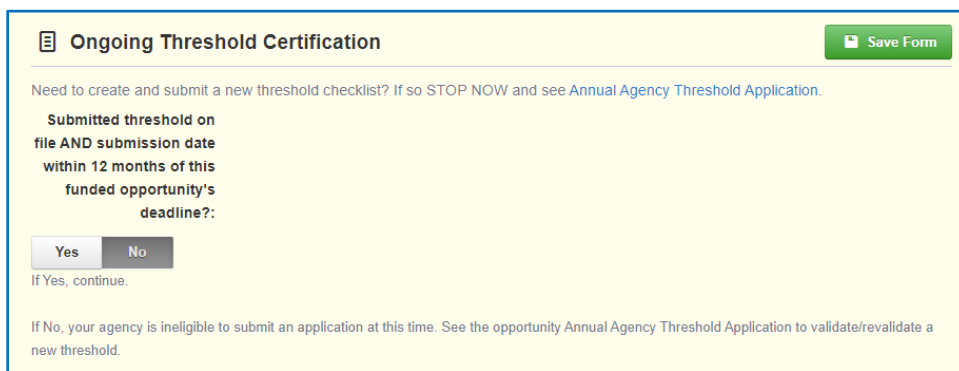
## INTENT TO APPLY

In order to complete a Final Application or Proposal for a Funding Opportunity (solicitation), you must first complete an Intent to Apply form by the Intent to Apply deadline outlined in the Opportunity guidelines.

After completing the General Information, click on Intent to Apply to complete the form.



Complete the **Ongoing Threshold Certification** module by verifying that you have submitted the Annual Agency Threshold Application and that the submission date is within 12 months of the close date of the current Opportunity. If you have NOT completed this step or your submission date is not within 12 months of the close date, you will be directed to complete the Annual Agency Threshold Application prior to advancing with this application.



If you have completed the Annual Agency Threshold Application as described above, enter the Threshold submission date (only month and year needs to be accurate), and notes if any.

Submitted threshold on file AND submission date within 12 months of this funded opportunity's deadline?:

Yes No

If Yes, continue.

If No, your agency is ineligible to submit an application at this time. See the opportunity Annual Agency Threshold Application to validate/revalidate a new threshold.

Threshold Submission Date:

Enter Most Recent Threshold Submission Date. If unavailable enter 01 for day of month.

Threshold Notes, If Any:

500 character(s) left  
This field limited to 500 characters.

In the **Proposal Description** section, enter a brief program title that is descriptive and specific to the program being proposed. Please do not use the full RFP title.

Enter a one or two sentence brief program description of the type of services included in the program.

If the Scope of Work for the Funding Opportunity (solicitation) includes multiple program types or service categories, identify that in the Brief Program Type section. This section may be left blank if no such categories exist within the Opportunity.

**PROPOSAL DESCRIPTION**

Proposed Program Title:

50 character(s) left  
You must submit this form for EACH project you intend to apply for.  
This field limited to 50 characters

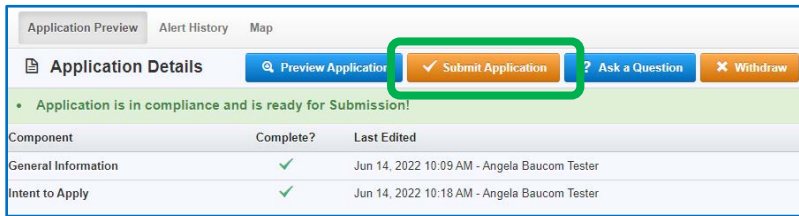
Brief Program Description:

200 character(s) left  
This field limited to 200 characters

Brief Program Type:

50 character(s) left  
Enter Type if Applicable  
This field limited to 50 characters

Click **Save Form** and review your response. If everything is complete and correct, click **Mark as Complete** at the top of the form and then click **Submit Application**.



Once submitted, the Opportunity Program Officer will verify that the information included is valid and notify Offerors via email of next steps. If approved, Offerors will move onto the Final Application stage. You may view your current Applications from the Applications section of PartnerGrants at any time.

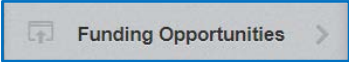
**Important:**

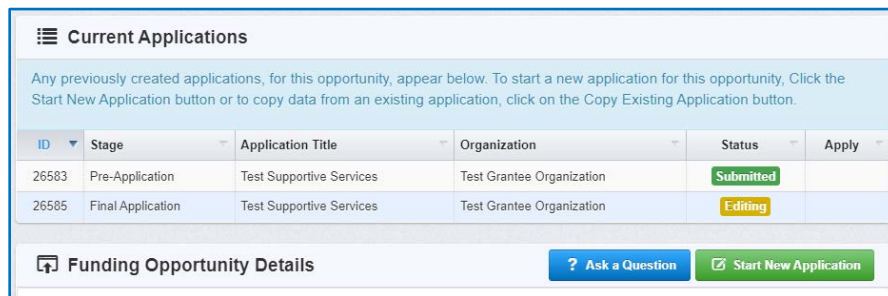
- You must complete one Intent to Apply form for each Application or Proposal you intend to submit.
- You may submit multiple Intent to Apply forms for a Funding Opportunity unless otherwise specified in the guidelines for that Opportunity.

**RFP APPLICATION**

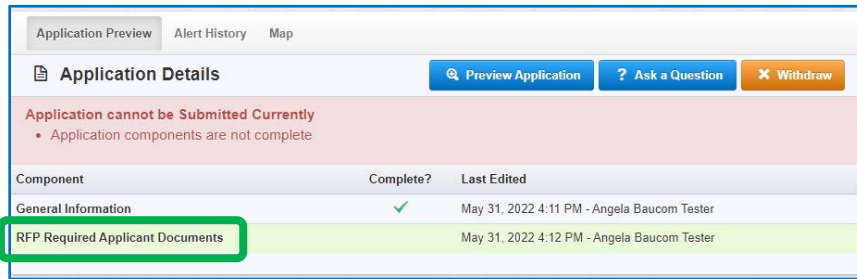
Once an Offeror is notified that an Intent to Apply has been approved, they may advance to the Final Application stage.

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.

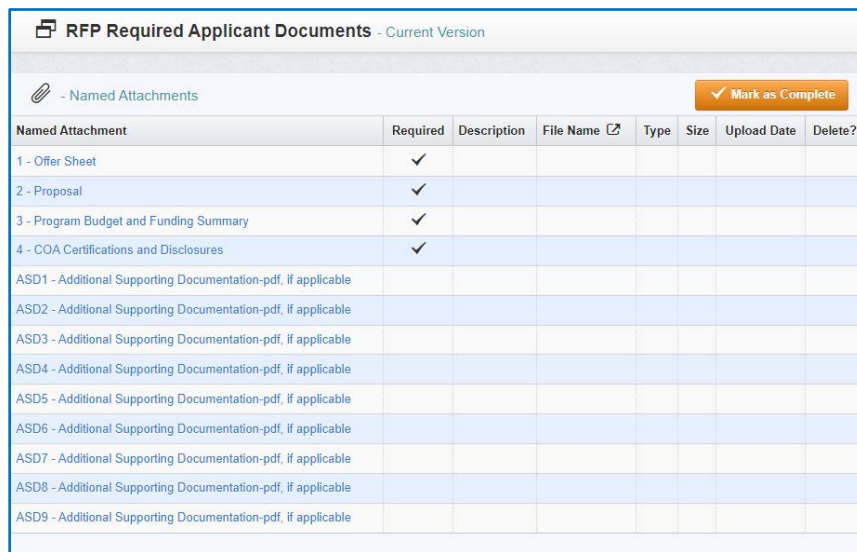
Once logged-in, from the Dashboard Menu, select Funding Opportunities  and select the title of the appropriate Funding Opportunity. Your Current Applications will appear at the top. From this section, you will see an option to Apply Final next to your Intent to Apply form. Select this option to begin a Final Application. Once started, the Final Application will appear in your Applications menu.



To complete the Final Application or Proposal, click the Application Title and then Edit Application at the top of the window. Click RFP Required Applicant Documents in the Application Details section.

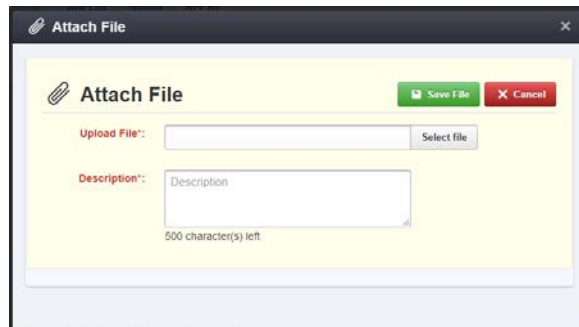


In the **RFP Required Applicant Documents**, click on the title of each Attachment to upload the appropriate file. Ensure that you upload all of the Required Attachments listed in the Opportunity exhibits prior to submission. Title documents clearly and consolidate files to accommodate one attachment per relevant question whenever possible. As appropriate, check that files have been uploaded in the correct format per Opportunity guidelines.



**Tips:**  
When uploading documents, title files using only letters and numbers to avoid uploading errors.

**Correct:** BoardBylaws2022.pdf  
**Incorrect:** Board&Bylaws(2022).pdf

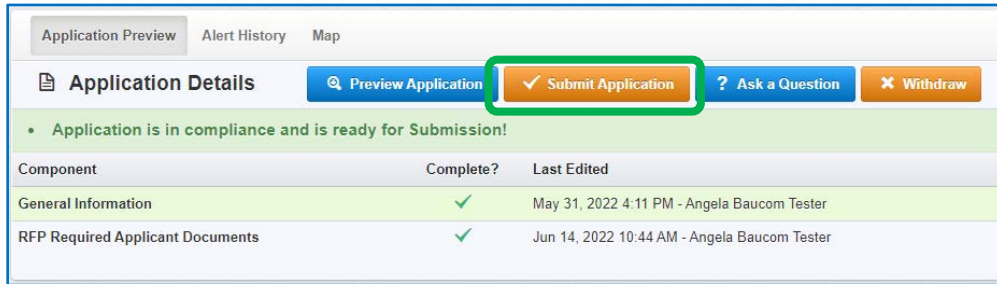


Once all files have been uploaded and checked, click Mark as Complete.

If required by the Funding Opportunity, complete any additional components within the PartnerGrants system by again clicking the title in the **Application Details** section of the Opportunity.

## SUBMITTING THE APPLICATION

When all required components are complete and you are ready to submit your Final Application or Proposal, click **Submit Application**. Once submitted, you will not be able to edit, so please be sure to check all files and information prior to submitting.



Once you have successfully submitted your application, you may log out. You will receive a confirmation email from the PartnerGrants system stating that your application has moved from Editing to Submitted Status. Please retain this email for your records. If you do not receive this email, you have not successfully submitted your Application or Proposal. Please go back to the PartnerGrants system and try again.

Your application will undergo additional review, which may take several weeks or months. Your organization will be notified by email of its result.

If you have questions about any part of this process, please email [APHCompetitions@austintexas.gov](mailto:APHCompetitions@austintexas.gov) for assistance.