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Austin Public Health*REQUEST FOR APPLICATION (RFA) OFFER SHEET**

**SOLICITATION NO**: **RFA 9100 FHU0002 Community Youth Development 2022**

**SOLICITATION NAME: Request for Applications for Community Youth Development (CYD)**

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| **DATE ISSUED**: | 7/18/2022 |
| **RFA APPLICATION DUE DATE:** | 8/17/2022 |
| **INTENT TO APPLY DUE DATE** | 8/1/2022 |
| **Anticipated Start date of contract:** | 10/1/2022 |
| **Questions regarding the RFA are due on or before** | 8/8/2022 by 12pm CDT (noon) |
| **Questions must be submitted in writing to the** **Authorized Contact Person or through Partnergrants** | **Authorized Contact Person:**  Cynthia Gamez  Public Health Program Manager  E-Mail**:**  [APHCYDInfo@austintexas.gov](mailto:APHCYDInfo@austintexas.gov) |
| **Questions and Answers will be available:** | In Partnergrants and on the solicitation website under Recent News: [CYD RFA](http://austintexas.gov/department/health) |
| **Optional Pre-Bid Meeting- Date and Time:** | **7/27/2022 2pm CDT** |
| **Pre-Bid Registration:** | This link is to get to the Pre-Bid Registration:  [Pre-Bid Registration Link](https://forms.office.com/g/NZKz8AKHDS) |

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| **APH is only accepting Applications through the Partnergrants database.** **No paper copies will be accepted.**  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.](https://www.austintexas.gov/financeonline/account_services/search/svname.cfm) And search for the organization’s legal name.    * To register to become a potential City of Austin vendor, go to [Austin Finance Online](https://www.austintexas.gov/financeonline/account_services/registration/registration_user.cfm) to register. 2. Be a registered user in the [**PartnerGrants database**.](https://partnergrants.austintexas.gov/) The proposals will be submitted through this web-based system. [To register, visit the PartnerGrants](https://partnergrants.austintexas.gov/index.do) website and click on “Register Here.” Note that the organization’s City of Austin Vendor number is required to complete registration in PartnerGrants site and click on “Register Here.” Note that the organization’s City of Austin Vendor number is required to complete registration in PartnerGrants. 3. Have completed an Annual Agency Threshold Application in the [PartnerGrants database.](https://partnergrants.austintexas.gov/)    * This form must be submitted once per 12 months and remains valid for all competitions closing within that time period. The threshold application will be reviewed by APH staff and the agency will be notified once approved.    * Once logged into PartnerGrants, click on “Opportunity” and then opportunity title “Annual Agency Threshold Application-Applicants for Funding Start Here” to complete a new threshold application. 4. Complete an Intent to Apply form for each proposal the offeror plans to submit by the due date identified above.    * Once logged into PartnerGrants, click on “Opportunity” and then opportunity title “RFA 9100 FHU0002 Community Youth Development 2022” and complete an Intent to Apply form including a Threshold Certification verifying completion of Step 3 above.    * Offerors may submit more than one Intent to Apply form and must submit a unique Intent to Apply form for each proposal per the guidelines of the RFA. 5. Register with SAM.gov    * In order to enter a contract with the City of Austin for this funding, you must be a registered vendor with the Federal Government by completing a registration in Sam.gov. The Federal Government estimates registration takes at least 14 hours. You must go through full registration, not just obtain an ID. Assistance can be provided by the Sam.gov team.    * On April 1, 2022, the entire Sam.gov system transitioned so get started now because it could be very difficult to obtain assistance during this transition time from the Sam.gov helpdesk.    * APH estimates from start to finish the registration process takes at least 4 weeks. Note that APH is NOT able to work with Sam.gov on your behalf or ask about the status of your registration. Your registration must be viewable to the public and not made private or restricted. |

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

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**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.**

**All the following items can be found on Austin Public Health Website under Recent News:** [**CYD RFA**](http://austintexas.gov/department/health)

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| **FORM NO.** | **TITLE OF REQUIRED FORMS**  Note: Forms 1-4 must be scanned, signed, or filled out and uploaded into Partnergrants. | **REQUIRES RESPONSES  DUE** |
| 0 | INTENT TO APPLY | Completed Annual Agency Threshold Application, and completed Intent to Apply for each Proposal in PartnerGrants  **due by August 1, 2022, by 12**  **PM (NOON) CDT** |
| 1 | OFFER SHEET | 8/17/2022 |
| 2 | RFA APPLICATION | 8/17/2022 |
| 3 | DFPS PROGRAM BUDGET – FORM 2030 | 8/17/2022 |
| 4 | COA CERTIFICATIONS AND DISCLOSURES | 8/17/2022 |
| **SECTION NO.** | **TITLE** | **INFORMATION ONLY** |
| A | ANNUAL AGENCY THRESHOLD CRITERIA | *Form input in Partnergrants Due*  8/1/2022 |
| B | STANDARD SOLICITATION PROVISIONS AND INSTRUCTIONS | Information Only |
| C | RFA SCOPE OF WORK |
| D | STANDARD APH AGREEMENT BOILERPLATE |
| E | APPLYING FOR APH-FUNDED OPPORTUNITY – PARTNERGRANTS INSTRUCTIONS |
| F | CYD ENROLLMENT FORM |  |
| G | CYD MONTHLY SERVICE TRACKING FORM |  |
| H | CYD SIGN IN SHEET |  |
| I | CYD FY23 PROJECT WORK PLAN TEMPLATE |  |

**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**](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)**, 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.**



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**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.**

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| Company Name: | Click or tap here to enter text. |
| Company Address: | Click or tap here to enter text. |
| City, State, Zip: | Click or tap here to enter text. |
| Federal Tax ID No.: | Click or tap here to enter text. |
| Printed Name of Officer or Authorized Representative: | Click or tap here to enter text. |
| Title: | Click or tap here to enter text. |
| Email Address: | Click or tap here to enter text. |
| Phone Number: | Click or tap here to enter text. |

**Signature of Officer or Authorized Representative: \_\_\_\_\_\_\_**

Date: Click or tap here to enter text.

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

Electronic Signature is acceptable.