

# APPLYING FOR COVID RISE FUNDING OPPORTUNITY

## PARTNERGRANTS TRAINING

### PURPOSE:

The purpose of this training is to assist a non-profit organization through the 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.

### 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:

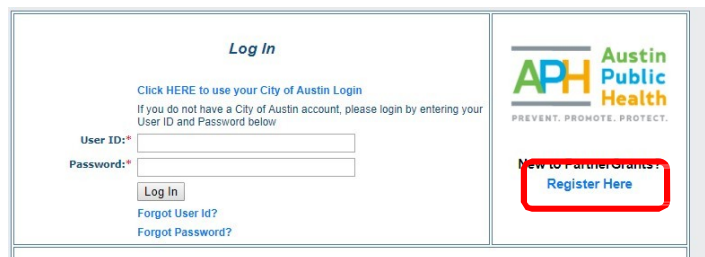
If you run into any challenges while completing the registration information for finance office, you can contact the City's Vendor Registration office at (512) 974 2018 for assistance. Once the process has been completed, please make note of your organization's assigned vendor code as this will be required 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.



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.

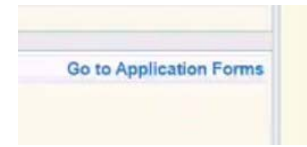
**STARTING THE APPLICATION:**

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.

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.



**FILLING OUT THE APPLICATION:**

- Select “Go to Application Forms”

**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  
 Select any additional contacts within your organization that will also manage this grant.  
 Organization: Test Grantee Organization

[Go to Application Forms](#)

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



- You will notice new application forms now appear.
- Since each funded opportunity contains its own set of application forms to 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.

**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”.

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## GO TO COVID APPLICATION

### CLICK EDIT

Fill out answers and make sure to be complete in your answers and explanation for all questions. When you are done filling in your answers, click SAVE.

### Budget Section

Categorical COVID Budget	
<b>Amounts</b>	
Administrative Amount	<input type="text" value="25000"/>
Direct Financial Assistance Amount	<input type="text" value="100000"/>
Direct Relief Services Amount	<input type="text" value="125000"/>

Explanations and definitions for each budget line item can be found in the Scope of Work and Application Document.

Administration is limited to 10% of the overall budget.

After you enter the form completely and save the form, it will auto-calculate and show the percentage of budget:

Categorical COVID Budget	
<b>Amounts</b>	
Administrative Amount	25000
Direct Financial Assistance Amount	100000
Direct Relief Services Amount	125000
<b>Total COVID Amount</b>	<b>250000</b>
<b>Percent of Total Funding</b>	
Administrative	10.0%
Direct Financial Assistance	40.0%
Direct Relief Services	50.0%

When finished with this form, please click “Mark as Complete.”

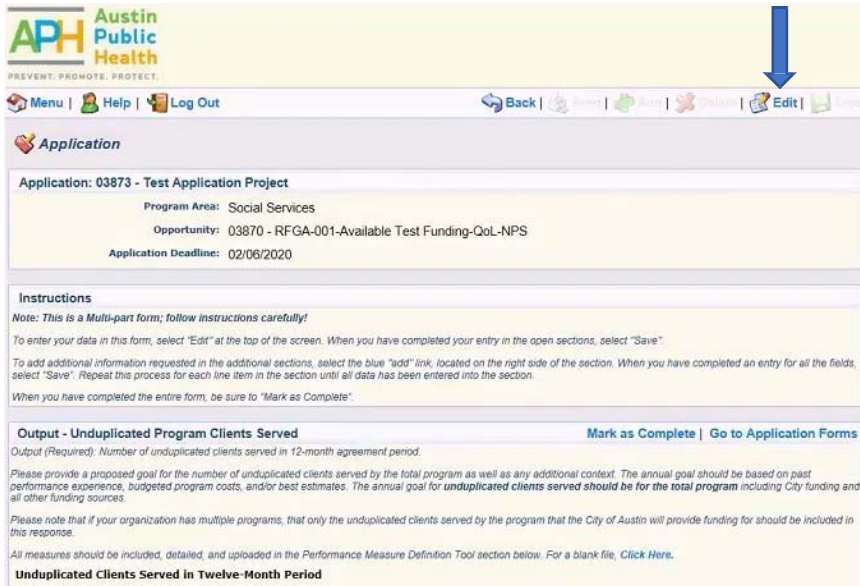
### FORM EDITING:

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.



**Application**

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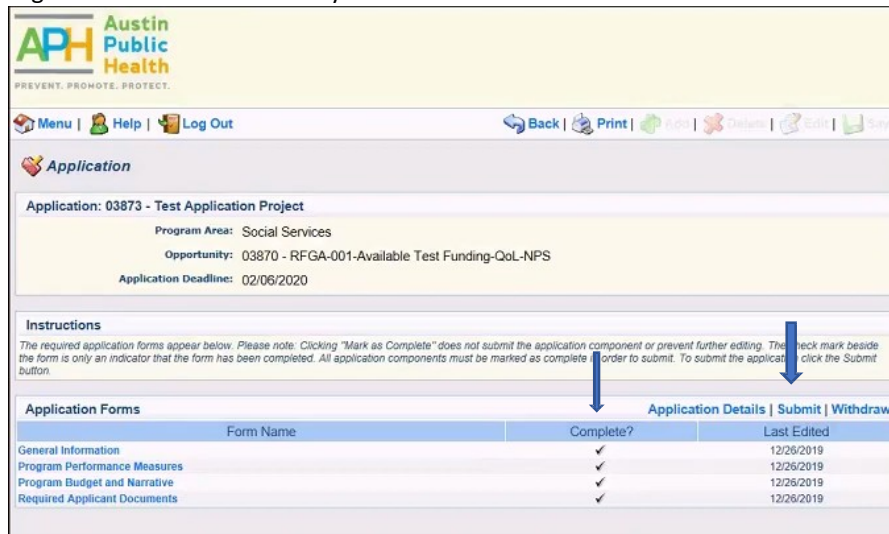
**Instructions**  
 Note: This is a Multi-part form; follow instructions carefully!  
 To enter your data in this form, select "Edit" at the top of the screen. When you have completed your entry in the open sections, select "Save".  
 To add additional information requested in the additional sections, select the blue "add" link, located on the right side of the section. When you have completed an entry for all the fields, select "Save". Repeat this process for each line item in the section until all data has been entered into the section.  
 When you have completed the entire form, be sure to "Mark as Complete".

**Output - Unduplicated Program Clients Served** Mark as Complete | Go to Application Forms  
 Output (Required): Number of unduplicated clients served in 12-month agreement period.  
 Please provide a proposed goal for the number of unduplicated clients served by the total program as well as any additional context. The annual goal should be based on past performance experience, budgeted program costs, and/or best estimates. The annual goal for **unduplicated clients served should be for the total program** including City funding and all other funding sources.  
 Please note that if your organization has multiple programs, that only the unduplicated clients served by the program that the City of Austin will provide funding for should be included in this response.  
 All measures should be included, detailed, and uploaded in the Performance Measure Definition Tool section below. For a blank file, [Click Here](#).

**Unduplicated Clients Served in Twelve-Month Period**

**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.



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