

Exhibit C – Scope of Work

I. Introduction

The City of Austin (City) seeks proposals in response to this Request for Proposals (RFP) from qualified social service providers (Offerors) with demonstrated experience providing services that address the basic needs of residents of Austin/Travis County who are low income. The City will fund programs that support individuals and families to move from survival to self-sufficiency.

II. Background and Purpose of Funding

Basic Needs Services are provided to the general population (families and individuals) in Austin/Travis County that is low income. Through Basic Needs services, individuals and families have resources for the most fundamental aspects of daily living such as food, utilities, safety and personal care. Basic needs services are often emergency or short-term services provided during/after a crisis or following a prolonged period of extremely limited resources. The struggle to meet these needs may also be exacerbated by long-term structural and systemic inequities. Basic needs must be met before an individual or family has the capacity to transition out of poverty and into self-sufficiency.

Self-sufficiency relies on the ability of a household to meet their basic necessities without public or private assistance.¹ Census Bureau data indicates that an estimated 11.2% of Travis County residents live beneath the Federal Poverty Line, with more than 17% of households falling below 200% of the Federal Poverty Line, even after accounting for benefits received. Census data also estimates that 8.6% of residents currently lack health insurance coverage.² Feeding America estimates the 2020 food insecurity rate in Travis County to be 12.6%, with almost 50% of food insecure people living above the SNAP eligibility threshold.³ These data highlight crucial gaps in services and the ability of residents to maintain household stability, often regardless of employment status.

According to a 2022 Travis County Community Survey conducted by the Travis County Planning and Budget Office, residents identified several common service areas of high importance. Among those priority areas of concern, the community identified access to dependable water sources with a focus on the price of the utility, access to internet services, and access to food among the top four most important issues.⁴ Data collected on 2-1-1 calls for the region further highlighted that utility assistance, stable internet access, food and/or prepared meals, and health care access were among the topmost commonly expressed needs. When seeking assistance for these and other services, respondents also noted that they faced barriers in accessing existing services. Generally, barriers fell into the categories of service capacity, citizenship requirements, and physical access to services.⁵

Additionally, according to a community survey conducted by the Austin Public Health Community and Family Support Unit between December 2022 and February 2023, 67.8% of the more than 550 respondents identified financial assistance for housing and other household costs to be the most urgent

¹ [Overview - Self Sufficiency Standard](#)

² [U.S. Census Bureau QuickFacts: Travis County, Texas](#)

³ [Overall \(all ages\) Hunger & Poverty in the United States | Map the Meal Gap \(feedingamerica.org\)](#)

⁴ [Commissioners Court Voting Session • Travis County Clerk • CivicClerk: Agenda Packet, pp.417-450](#)

⁵ [Central Texas Check-In Survey Results Highlighting Needs in Travis County Among Priority Populations During the COVID-19 Pandemic](#)

area of need for additional support in the community. The second most urgent need was identified as groceries and food access, with 19.3% of respondents identifying it as the most urgent priority and 50.1% identifying it as the second most urgent priority. Additional areas of priority identified by the survey included transportation, assistance with signing up for healthcare benefits and insurance, and legal services.

Based on overlapping expressions of unmet needs expressed in these community feedback processes, Basic Needs service priorities included in this solicitation fall under four primary service categories: Household Stability, Food Access, Legal Services and Tenants' Rights, and Transportation.

Household Stability: All aspects of a household's total income and expenses contribute to the overall stability of the household. The ability to purchase essential goods and services, budget and manage existing finances, have stable internet access, complete household taxes effectively, maintain housing and access to utilities, and cover unexpected emergency expenses impact the household's overall wellness. Additionally, access to healthcare coverage or other public and non-public benefits are considered part of a household's financial stability. A wide range of services can contribute to the financial resilience and wellbeing of a household by supplementing knowledge, resources, and access to support systems that promote immediate and long-term stability.

Food Access: The four most common barriers to food access in the Austin area include low proximity to healthy food retail, low household income, few mobility options, and a lack of healthy food available nearby. An estimated 77,000 Austin residents already lived in areas facing all four barriers to healthy food access prior to 2020.⁶ Food access can also be improved through programs that increase the food purchasing power of households through access to and supplementing benefits such as the Supplemental Nutrition Assistance Program (SNAP) and the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC).

Legal Services and Tenants' Rights: Legal Services are often difficult and intimidating to access and navigate, as well as prohibitively expensive, making them inaccessible to individuals and families who are low income or face other barriers, such as primary languages spoken and citizenship status. Residents may lack information on their legal rights and services available to assist them in maintaining housing, public benefits, and other necessities that promote household stability and self-sufficiency. While this category may include public benefits and tenants' rights legal services for any resident, regardless of citizenship status, this service category is not intended for immigration or citizenship legal services. Tenants' Rights services provide outreach for the purpose of educating and advising tenants about their rights relating to substandard building conditions that imperil the health and safety of residents.

Transportation: Barriers to accessing both reliable public and private transportation methods remain a concern for Austin/Travis County residents. Lack of affordability, poor geographic distribution and availability, barriers to physical accessibility, and other concerns can all play a role in residents' ability to reach employment, public services, medical appointments, healthy food options, spaces to maintain wellness, etc. As a key component in the [Social Determinants of Health](#), improved access to both public transportation solutions and support for transportation autonomy can positively impact community outcomes.

III. **Solicitation Objectives**

⁶ [Food Access in Austin \(arcgis.com\)](#)

The objectives of this funding are to ensure individuals and families have resources for the most fundamental aspects of daily living for household stability and progress towards or maintenance of self-sufficiency. Services that meet these objectives may fall under a range of categories, which for this solicitation have been divided under the following eligible service categories which include adequate Household Stability, Fiscal Agent for APH Neighborhood Centers, Food Access, Legal Services and Tenants' Rights, and Transportation.

Funding for housing and homelessness services is included in other APH funding opportunities and is not eligible for funding under this solicitation.

The eligible service categories and objectives of those services are further defined below and include, but are not limited to:

1. **Household Stability:** Support individuals and families who are low income to achieve and maintain greater self-sufficiency, including but not limited to access to financial services such as tax preparation, financial literacy skills and coaching, access to stable internet, access to healthcare coverage, and access to short term rental and utility payments.
2. **Fiscal Agent for APH Neighborhood Centers:** As a specific service type within the overarching category of Household Stability, act as a Fiscal Agent to increase the capacity of APH Neighborhood Centers to provide Direct Financial Assistance for basic needs, including but not limited to short term rental and utility payments.
3. **Food Access:** Increase the number of individuals and families who have access to enough healthy, affordable, and culturally appropriate food by addressing at least one of the most common barriers to food access in the Austin area, including, but not limited to low proximity to healthy food retail, low household income, few mobility options, and a lack of healthy food availability nearby.
4. **Legal Services and Tenants' Rights:** Increase the number of individuals and families who are low income who have access to constitutionally guaranteed legal rights through legal services that help them maintain housing, public benefits, and/or achieve stability and self-sufficiency. Provide outreach, education and advocacy to tenants about their rights relating to substandard building conditions that impact health and safety.
5. **Transportation:** Increase the number of individuals and families with access to reliable transportation that supports them in obtaining or maintaining access to employment, education, food, medical care, and other life stabilizing opportunities and services.

IV. Funding and Timeline

Department: Austin Public Health

Total Funding: Approximately \$2,890,929 in City of Austin General Funds, which is allocated as follows:

Household Stability: At least \$207,034 annually. Offerors may apply for an annual minimum total of \$70,000. APH anticipates awarding up to 3 agreements.

Fiscal Agent for Direct Financial Assistance through Austin Public Health’s Neighborhood Centers: At least \$698,351 annually. Offerors must apply for the full amount of \$698,351. APH anticipates awarding up to 1 agreement.

Food Access: At least \$618,873 annually. Offerors may apply for an annual minimum total of \$70,000. APH anticipates awarding up to 5 agreements.

Legal Services and Tenants Rights: At least \$477,474 annually, of which:

- \$158,873 for other legal services programs. APH anticipates awarding up to 2 agreements with this funding for a total of 4 agreements in the legal services program category.
- \$460,000 in collaboration with the City of Austin Code Department for tenants’ advocacy services. APH anticipates awarding 1 agreement for the collaboration with the Austin Code Department.

Other Basic Needs Services: At least \$394,196 in other programs that meet the criteria of Basic Needs Services. Offers may apply for an annual minimum total of \$70,000. APH anticipates awarding up to 6 agreements in this service category.

Contract Term: The Agreements will have an effective start date of October 1, 2023, for an initial 12-month period, and up to four 12-month extension options.

Awarded programs may be structured as a reimbursable-based agreement or a deliverables-based agreement, as defined below:

- Reimbursable Agreement- An Agreement where an agency is reimbursed for expenses incurred and paid through the provision of adequate supporting documentation that verifies the expenses.
- Deliverable Agreement- An Agreement where an agency is reimbursed for a report or product that must be delivered to the City by the grantee (or by the Subgrantee to the Grantee) to satisfy contractual requirements. It can include goods or finished works, documentation of services provided or activities undertaken, and/or other related documentation.

V. Services Solicited

Program Services

APH will fund services across several service categories for the priority population. The City is intentionally leaving program strategies open beyond the criteria listed in this section, allowing Offerors to propose solutions to meet community needs effectively.

Services categories considered for award may include, but are not limited to:

Service Category 1: Household Stability

1. Financial Education: may take place in classroom and/or individual settings related to topics such as budgeting, financial management and planning, credit, debt, educational financial assistance, etc.
2. Financial Assistance: one-time payments or multiple payments related to long-term intensive case management, intended to temporarily supplement household income and allow the financial status of the household to stabilize. Eligible expenses include, but are not limited to:
 - a. Rental, furniture, and household supply assistance

- b. Utility assistance
 - c. Phone or internet assistance
 - d. Transportation assistance, such as bus passes or gas cards
 - e. Gift cards for food or groceries
3. Financial Advising: financial and accounting assistance, such as review of financial status, planning, and/or coaching services that increase an individual's or household's knowledge of and ability to manage household finances over time.
4. Tax Preparation: assistance in preparing and filing taxes, and maximizing returns and credits, such as the Earned Income Tax Credit (EITC) intended to assist low- to moderate-income individuals and families.
5. Training: training and train-the-trainer opportunities for providers of financial education and/or direct financial services, such as information for benefits navigators and supplemental education for other direct service providers to ensure effective services for the priority population.
6. Case Management/Wraparound Services: comprehensive support services that assess an individual's and/or family's needs, goals, challenges, and strengths on an ongoing basis throughout services in order to collaborate with the client(s) to meet needs and achieve goals. The process should include planning, implementing, monitoring, and amending services provided directly or through referral to take a holistic approach to addressing needs and goals.
7. Public Benefits Enrollment and Retention: outreach and education about public benefits and/or referral to other community resources that might assist individuals in maintaining benefits. May include assistance obtaining necessary documentation, system navigation assistance, application assistance, and ongoing assistance with reapplication or maintaining updated records that will assist an individual or family in applying for, receiving, or maintaining access to public benefits such as SNAP, WIC, Temporary Assistance for Needy Families (TANF), Supplemental Security Income Program (SSI), Social Security Disability Insurance (SSDI), and Housing Choice Voucher Programs, Austin's Medical Access Program (MAP), Medicaid/Medicare, Veterans Benefits, etc.
8. Health Insurance Access: outreach, education, application assistance, and enrollment assistance to assist individuals and families in identifying the best sources and options for them, including but not limited to help navigating and securing insurance through the online ACA Health Insurance Marketplace.
9. Community Outreach: culturally and linguistically appropriate communication strategies that raise awareness of promote access to any of the above services or mainstream benefits available to the priority population.

Service Category 2: Fiscal Agent for APH Neighborhood Centers:

The Fiscal Agent shall be responsible for the management and distribution of the direct financial assistance funds. Fiscal Agent Responsibilities include the following:

1. Receive Payment Requests: Payment requests will be made by Neighborhood Center case managers to the awardee.
2. Verify Documentation: Ensure appropriate payments with vendors and designated City staff by following documentation guidelines and maintaining verification of client eligibility and services rendered.
3. Make Timely Payments: The awarded Agent shall make payments to vendors, such as landlords and utility service providers, on behalf of Neighborhood Center clients, after the assistance is approved by Neighborhood Services staff. The awardee will check for and manage pay requests from the City daily during the work week. Once a pay request is received, staff of the awardee

will create a check request with the awardee's accounting department and the check will be issued and mailed in order for the recipient to receive payment with five (5) days.

4. **Make Expedited Payments:** Make payments to vendors as needed to avoid eviction or disconnect of services. The awardee's Housing Program Specialist will work with the accounting department to handle expedited client requests and process payments within 24 hours when needed.
5. **Track Payments Made:** Fiscal Agent shall track payments using a general ledger that includes information on amount of each payment made, description of the payment, name of the payee, name of the City staff requesting payment and date authorized, and date request were received by the Fiscal Agent and payment made. The awardee will use its database to log all pay requests and payments made to ensure that all necessary information is being logged and updated. The awardee will have the check requests reviewed and signed off by the assigned executive staff.
6. **Provide Expenditure Reports:** Reports, including general ledgers, will be provided on a monthly basis.
7. **Provide Overall Accounting:** The Fiscal Agent will provide overall accounting for the entire direct client assistance fund which reflects all expenses charged to the City as Fiscal Agent.
8. **Ensure Confidentiality:** The Fiscal Agent will ensure an appropriate standardized database and secure processes are maintained for storage of all client data collected.

Service Category 3: Food Access

1. **Emergency Food and Groceries:** free food distribution, including shelf-stable foods, fresh foods and produce, frozen foods, and prepared meals.
2. **Public Benefits Enrollment and Retention:** outreach and education about public benefits and/or referral to other community resources that might assist individuals in maintaining benefits. May include assistance obtaining necessary documentation, system navigation assistance, application assistance, and ongoing assistance with reapplication or maintaining updated records that will assist an individual or family in applying for, receiving, or maintaining access to public benefits primarily including SNAP and WIC, but also including other benefits that will increase the amount of resources available to a household for food purchasing such as Temporary Assistance for Needy Families (TANF), Austin's Medical Access Program (MAP), Medicaid/Medicare, Veterans Benefits, etc.
3. **Low- or No-Cost Groceries:** establishing or supporting operations of affordable choice-based food retail available in underserved areas and/or individuals and families who are low income.
4. **Urban Agricultural Support:** education and resources for community members and/or organizations related to urban agricultural projects to support increased local food production and increased community member access to fresh local produce.
5. **Home Food Delivery:** food and groceries delivered to individuals and families who are low income and face mobility and/or transportation barriers, including but not limited to older adults and people with disabilities.
6. **Mobile Food Access:** providing free food distribution and/or low- or no-cost food retail using a non-permanent mobile distribution model in underserved areas and/or to communities that predominantly include residents who are low income.
7. **Supplements for Purchasing Power:** incentives or supplemental financial support that increases the purchasing power of households facing barriers to food access, such as vouchers for additional free food and the point of purchase when purchasing food personal funds and/or SNAP or WIC benefits.

8. Community Outreach: culturally and linguistically appropriate communication strategies that raise awareness of promote access to any of the above services or mainstream benefits available to the priority population.

Service Category 4: Legal Services and Tenants' Rights

1. Direct Legal Assistance: services provided by a qualified party to ensure an individual or family is able to pursue appropriate legal steps to maintain housing, public benefits, and/or achieved stability and self-sufficiency, including legal representation in court and administrative processes, pro se legal assistance, legal advice and counsel, etc.
2. Reduce Barriers to Legal Services: establish or maintain systems and services that reduce barriers to accessing legal services, such as systems that provide culturally and linguistically appropriate services for people with low English proficiency and/or whose primary language is not English, systems that provide pro bono or low-cost services, systems that promote ease of communication and access to services, etc.
3. Emergency Legal Counseling and/or Mediation: services for immediate intervention in situations that require action to protect a client's safety and stability, such as disputes between tenants and landlords that involve eviction or pressing health and safety concerns.
4. Dispute Prevention and Resolution: assistance in legal situations between individuals, families, and outside parties that may threaten the stability and self-sufficiency of individuals and families now or in the future, such as housing or financial disputes.
5. Education: may take place in classroom and/or individual settings related to legal topics and actions individuals and families can use to protect and advocate for themselves or others, take appropriate legal action in situations they may encounter, complete documents and processes effectively, etc.
6. Community Outreach: culturally and linguistically appropriate communication strategies that raise awareness of promote access to any of the above services or other legal resources available to the priority population.
7. Tenants' Rights in Collaboration with Austin Code: Collaborate with Austin Code Department to ensure that tenants' rights including safe and stable housing conditions are maintained. Provide outreach for the purpose of educating and advising tenants about their rights relating to substandard building conditions that imperil the health and safety of residents.

Note that Legal Services specifically provided for immigration-related issues are included under a separate funding source that will be competed later in 2023. For the purpose of this solicitation, services that provide general support to all individuals and families in Austin and/or Travis County who are experiencing low income may be prioritized over programs that address immigration-related concerns exclusively.

Service Category 5: Transportation

1. Public Transportation Support: Provide support in learning about public transportation options, making arrangements for specialty services such as MetroAccess, subsidizing or arranging rideshare services, obtaining transportation passes, etc.
2. Private Transportation Support: Provide emergency support for maintenance, repair, or fuel costs crucial to maintaining access to private transportation.

3. Direct transportation services: Provide low- or no-cost safe and reliable transportation services directly to individuals and families for the purpose of reaching essential appointments and services.

Data Collection and Reporting

For all programs serving individuals, agencies will track and report the number of unduplicated clients served and document proof of the services provided where applicable. Client tracking should include methods for securely recording identity, zip code, income, and demographics of the people served without violating client confidentiality.

Organizations will be required to report the following performance measures to Austin Public Health on a quarterly basis:

Required Outputs:

1. Number of unduplicated individuals served in a 12-month period

For programs applying for the tenants' advocacy funds through Austin Code Department, the following outputs are also required:

2. Number of tenants at properties served
3. Number of education meetings and events provided to tenants about their rights

Outcomes (As appropriate according to program type):

1. Percent of households at risk of homelessness that maintain housing
Numerator: Number of households at risk of homelessness that maintain housing
Denominator: Number of households receiving assistance
2. Percent of individuals who obtain or maintain public benefits
Numerator: Number of individuals obtaining or maintaining public benefits
Denominator: Number of individuals in program

VI. Principles of Service Delivery

The following program implementation strategies are required for all Basic Needs programs.

1. **Trauma-Informed Practices:** Successful applicants will apply [the principles of trauma-informed practice](#) to program and service delivery: safety, choice, collaboration, trustworthiness, and empowerment. Examples of applied principles may include an expanded food choice that honors an individual's health preferences and needs, education, program co-creation with those directly impacted, resource referrals, and discreet delivery of services that avoid or eliminate stigma.
2. **Language Access Plan:** Applicants will be in development of or already have developed a [Language Access Plan](#). A language access plan is a document that guides the implementation of translation and

- interpretation services. Language access plans include a four-factor assessment that links service provision with the languages spoken in a grantee's geographic service area.
3. Equitable Service Delivery: Offerors must ensure that programs are providing services that meet the needs of diverse populations, considering systemic, institutional, and environmental barriers and inequities that exist and seeking to mitigate the effects on participant outcomes.
 4. Program Accessibility: Programs should actively seek to eliminate barriers to services such as providing services at locations and times most convenient to participants.

Best Practices

1. Evidence-based Practices: Evidence-based practices are those which have been developed from research, are found to produce meaningful outcomes, can be standardized and replicated, and often have existing tools to measure adherence to the model. The Offerors are encouraged to use evidence-based practices appropriate to their selected service models and program designs.
2. Livable Wage: The City of Austin recommends offerors follow Strategic Direction measure EOA.C.3 and pay at least a livable wage to all staff working on the program.⁷
3. No Wrong Door Systems: No Wrong Door systems involve public outreach and referral coordination, person-centered counseling, and streamlined access to public programs.⁸
4. Collaboration with Community: Successful applicants will engage with community stakeholders to collect, analyze, and implement improvements based on feedback and information collected from clients, community members, and other service providers. This may include participating in community working groups, working with advisory councils, collaborating with partner agencies on services, etc.

VII. Priority Populations

Primary focus should be on residents of Austin/Travis County living at or below 200% of the Federal Poverty Level.

City of Austin Client Eligibility Requirements

Clients must be Eligible to receive services as described in Exhibit A.3: City of Austin Client Eligibility Requirements (Exhibit D of this Solicitation Package).

Some eligibility criteria may be waived for specific program models. Changes to eligibility are subject to negotiation and approval by APH staff.

VIII. Austin Public Health Emergency Response

⁷ [EOA.C.3 - Dollars-per-hour wage that an individual must earn to support a family in Austin | Open Data | City of Austin Texas](#)

⁸ [Administration for Community Living: No Wrong Door Systems](#)

All agencies which are awarded funding through Austin Public Health Requests for Proposals are expected to provide emergency services in the event of a public health emergency (see Sections 8.6 and 8.6.1 of Exhibit E: Standard Boilerplate). Should agencies be called upon to engage in response activities, contract resources may be shifted or new uses of resources approved within an awarded program budget at the discretion of the City.

IX. Additional Resources

- [Your Texas Benefits - Learn](#)
- [2021 Travis County Community Impact Report](#)
- [Austin/Travis County 2022 Community Health Assessment](#)

X. Application Evaluation

A total of 100 points may be awarded to the application. All applications will be evaluated as to how the proposed program aligns with the goals of this RFP and whether each question has been adequately addressed.

| RFP # 2023-002 Basic Needs Issue Area | | |
|--|--|---|
| Evaluation Rubric | | |
| Form 1: Offer Sheet | Offerors must print, sign, scan and upload signed forms. | No points, but Offeror must submit signed form. |
| Form 2: RFP Proposal | | |
| Part I: Fiscal and Administrative Capacity | Agency Information | No points awarded, but Offeror must pass threshold defined in Offeror Minimum Qualifications below. |
| Part II: Scored Proposal Section 1: Experience and Cultural Competence | Agency Experience & Performance | 5 points |
| | Principles of Service Delivery | 5 points |
| | Cultural Competence & Racial Equity | 10 points |
| | | points total 20 |
| Section 2: Program Design | Program Work Statement | |
| | Program Goals and Objectives | 5 points |
| | Program Clients Served & Outreach | 10 points |
| | Program Services Delivery & Evidence-based Practices | 20 points |
| | | points total 35 |

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|---|--|---|
| Section 3: Data Informed Program Management | Data Management | 10 points |
| | Performance Measures | 10 points |
| | | points total 20 |
| Section 4: Cost Effectiveness Form 3 – Program Budget and Funding Summary | Program Staffing and Time | 5 points |
| | Program Budget and Funding Summary | 10 points |
| | | |
| Cost Effectiveness and Number of individuals served/ total budget = Cost Analysis | | points total 10 |
| | | Total: 100 points |
| Form 4 – COA Certifications and Disclosures | Offerors must print, sign, scan and upload signed forms. | No points, but Offeror must submit signed form. |

XI. Applicant Minimum Qualifications

- Agencies, board of directors, or leadership staff submitting a proposal must have a minimum of two years established, successful experience providing services.
- Be a non-profit organization or quasi-governmental entity able to conduct business in the State of Texas, and legally contract with Austin Public Health.
- Have submitted all applicable tax returns to the IRS and the State of Texas (e.g., Form 990 or 990-EZ and state and federal payroll tax filings).
- Be eligible to contract and are not debarred from contracting with the City of Austin, State of Texas and Federal government, according to SAM.gov, and State and City Debarment information.
- Be current in its payment of Federal and State payroll taxes.
- Not owe past due taxes to the City.
- Have the ability to meet Austin Public Health’s standard agreement terms and conditions, which includes Social Services Insurance Requirements.
- Have an active Board of Directors that meets regularly and reviews program performance, financial performance, and annually approves the agency budget.

XII. Application Format and Submission Requirements

See **Exhibit B: Solicitation Provisions, and Instructions** for all requirements.

The Application must be submitted in the [Partnergrants database](#). No late submissions will be accepted. Responses should be included for each question.

Please note: Only name your uploaded documents with letters and numbers. To reduce possible submission and/or review delays, please ensure any attached file from your local drive DOES NOT contain any special characters. Letters and numbers are acceptable.

Offerors Initial Steps Partnergrants

Since APH is only accepting proposals in Partnergrants, all Offeror must do the following to get registered in Partnergrants:

1. Confirm that their organization is a registered vendor with the City of Austin.
 - 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 proposals will be submitted through this web-based system.
 - To register, visit [Partnergrants](#) 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.
 - 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.
 - Submit one per agency per 12-months and note the submission date for future use.
 -
4. Complete an **Intent to Apply form** for each proposal the offeror plans to submit by the due date identified in Form 1 – Offer Sheet.
 - Once logged into PartnerGrants, click on "Opportunity" and then opportunity title "RFP 2023-002 Basic Needs Issue Area" 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 RFP.