

# Budgeting for Outcomes (BFO)

## Budget Application – FINAL Offer Instructions

**DUE DATE: March 10, 2017**

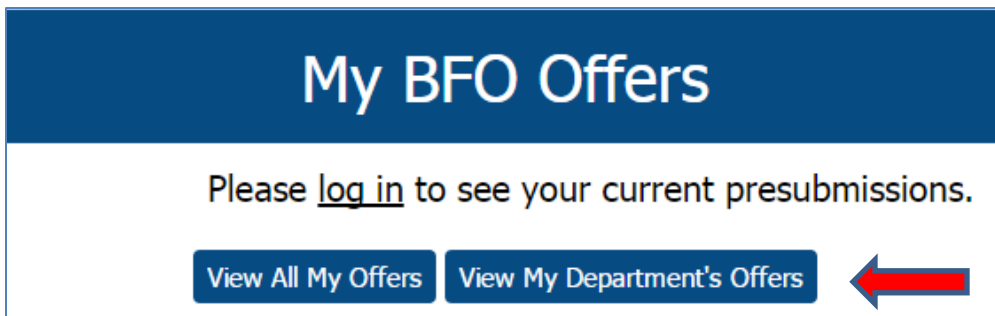
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1. Go to the BFO Application: <http://bfo.apps.mycha.co>
2. Sign into App

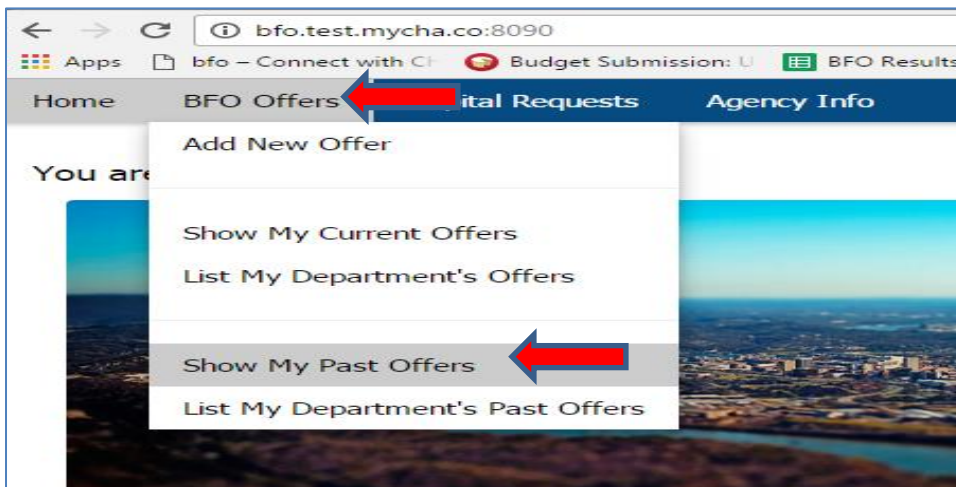
Note: the Current Phase is now “Final Initial Offer”



3. You will not see any prior offers in the section “MY BFO Offers” Box. You will only see the final offers once submitted.



4. To view prior submitted offers, click on BFO Offers in the title screen and either click “Show My Past Offers” or “List My Department’s Past Offers”.



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5. A List of prior offers will appear

Offers

Name	Budget Year	Department	User	Primary Results Area	Amount Requested	Submitted? (Y/N)	Phase	Modified	Actions
2018	DRD	Ana May	High Performing Government	\$8,398,051.00	N	Initial	1/19/17, 8:20 PM	<a href="#">View</a> <a href="#">Edit</a>	
2018	DRD		Growing Economy		N	Initial	1/19/17, 4:26 PM	<a href="#">View</a> <a href="#">Edit</a>	

6. To enter your final offer click on home screen and either (A) Click on “Add new Offer” from the dropdown menu or (B) Click “New BFO Offer” on the home page.

The screenshot shows a mobile application interface. On the left, a navigation menu is open with options: Home, BFO Offers, Capital Requests, and Agency Info. A red arrow points to the 'Add New Offer' option. On the right, the main screen displays 'Budget Department' and 'BFO and Capital Budget Submissions for fiscal years 2018 through 2022'. Below this, there are three buttons: 'New BFO Offer', 'Submit Capital Requests', and 'Help'. A red arrow points to the 'New BFO Offer' button. At the bottom, a dark blue button indicates 'Current Phase: Final Offer'.

7. To copy your prior offer, click the Blue Button that states “Start a New Offer from the Selected Offer Above” to prefill some information. If this is a new offer, skip this step

The screenshot shows a text box with the instruction: 'You should pre-load your new offer with information from your offer(s) from the prior phase. Select from the list below:'. Below this is a dropdown menu labeled 'Offer' with the selected item: '{ "id": 16, "name": "Teresa's Test #1" }'. A red arrow points to a blue button at the bottom that says 'Start a New Offer from the Selected Offer Above'.

8. The Initial Offer Template will open and pre-load some initial Offer Data and provide a new Offer Identifier Number.


Note: The Pre-submission “Amount Requested” section has been removed on this 1<sup>st</sup> page.

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The offer has been saved as new offer 625. 

**Offer Basics**

Edit Offer

Name of Offer  
Ken's Test Offer - Final

Primary Results Area  
Growing Economy

Primary Contact Name  
Ken Kitchen

Primary Contact Email  
Please enter a valid email address.

Department  
DRD

Submitter  
Teresa Didonato

9. **Edit Offer Name to remove “Copy of” if within the Offer name. Note: all Final Offers will have “Final” as a suffix to your offer name.**
10. You can also edit / change any data as necessary (Name, Results Area, Contact)
11. Once this page is completed, Click “Next” button.

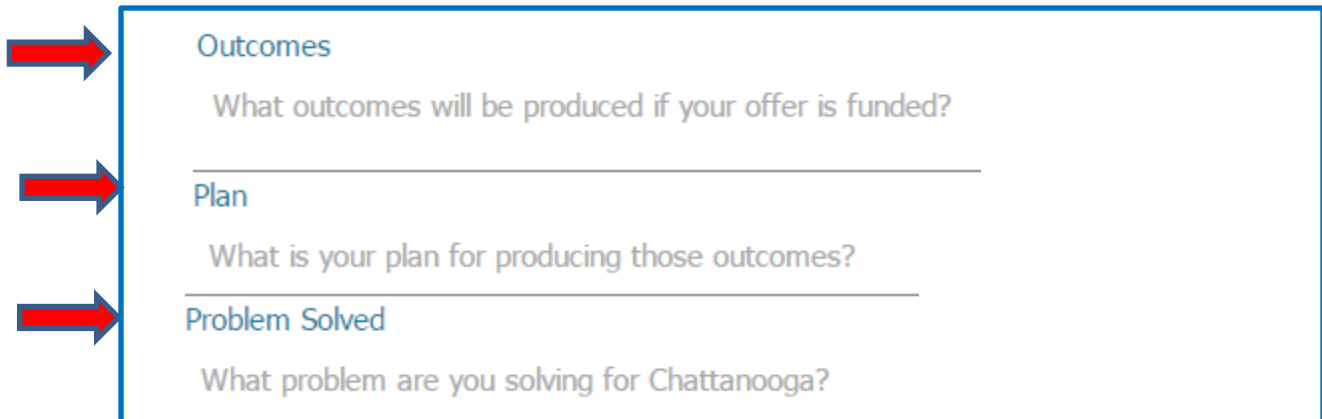
*Note: This application will auto save periodically (approx. every 90 seconds) while you are working on the template. If you time-out of the program or it closes, the template will re-open with the latest auto-saved data. However, if you plan on closing the app or stepping away, please “save” your changes. Also note there is not an “undo” button or an ability to pull your last saved data. So it might be beneficial to copy any current information into a word document prior to editing or print a copy of the data.*

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12. On the next screen, if you copied prior offer, these sections will be Pre-populated with prior offer's data. You can change these sections if necessary. If you are adding new offer, you will need to enter from scratch. Click in each section and provide responses.



**Outcomes**  
What outcomes will be produced if your offer is funded?

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**Plan**  
What is your plan for producing those outcomes?

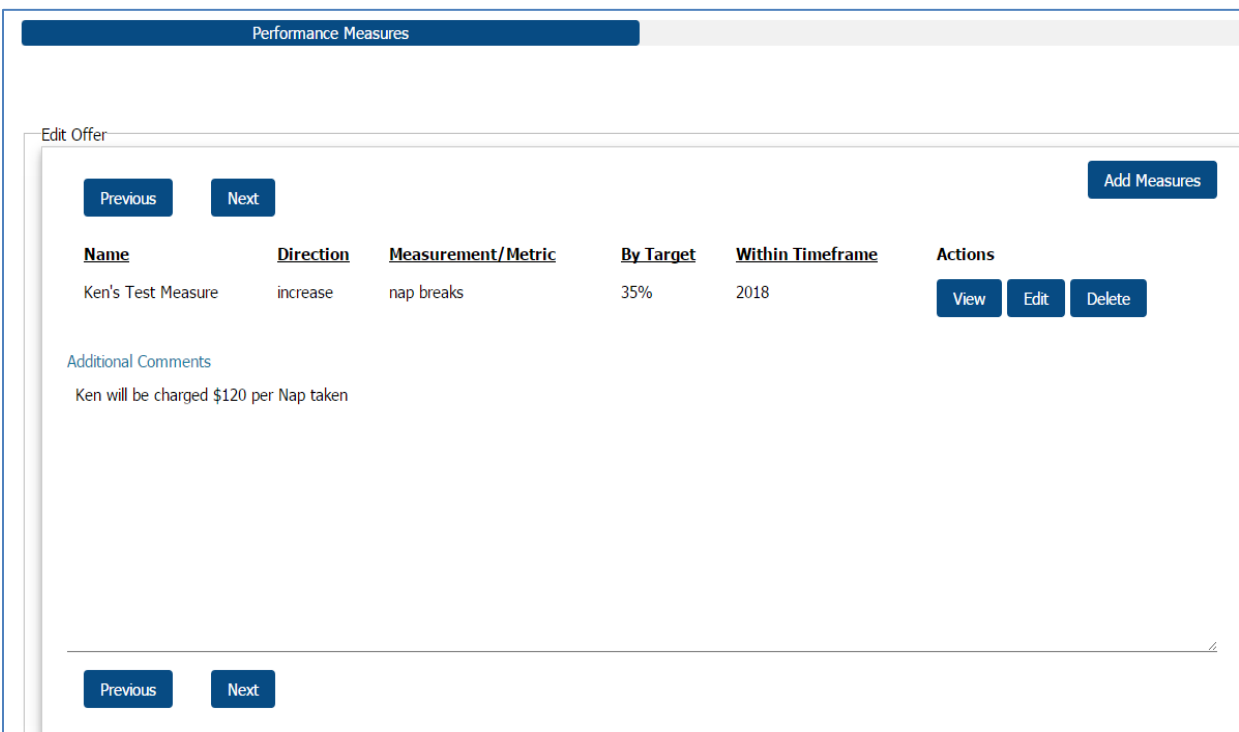
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**Problem Solved**  
What problem are you solving for Chattanooga?

13. Click the Next Button



14. The next page is the Performance Measures from your prior offer



Performance Measures

Edit Offer

Previous Next Add Measures

Name	Direction	Measurement/Metric	By Target	Within Timeframe	Actions
Ken's Test Measure	increase	nap breaks	35%	2018	View Edit Delete

Additional Comments  
Ken will be charged \$120 per Nap taken

Previous Next

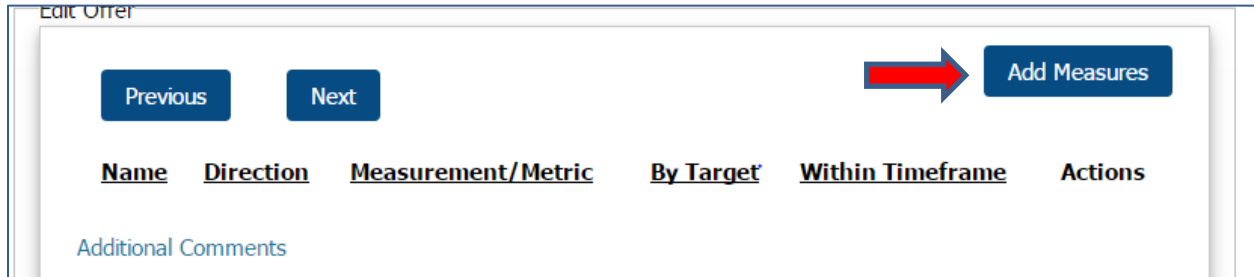
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15. You can view, Edit or Delete these prior measures. If needed you can also add new measures by clicking the “Add Measures” button. The bottom text box allows a section to provide additional information about your measures



The screenshot shows a web interface titled "Edit Offer". At the top, there are three buttons: "Previous", "Next", and "Add Measures". A red arrow points to the "Add Measures" button. Below the buttons is a table with the following headers: Name, Direction, Measurement/Metric, By Target, Within Timeframe, and Actions. Below the table header is a text input field labeled "Additional Comments".

16. Enter all Measurement Data. (Note: Each section outlines, in lighter font, what should be entered in these fields.)

**NOTE: Please tab thru these fields. If you hit <enter>, click “submit” during entry, or if no activity has been done within 90 seconds, you will be taken back to the 1<sup>st</sup> page of offer automatically. If you have not finished your measure(s), please click the next button to get back to measures and click edit to finish adding to measure you were entering. Also, after you have entered your measure and click save, it will take you back to the first page. To enter additional measurements, please click the next buttons until you reach the measurement screen again. Then click “Add Measures”.**

**Please note that the fields are number only. They will let you enter characters decimals, commas, % sign, or dollar signs) but when in final view, they will only show as whole numbers.**

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Add Measure

Measure Name  
Please supply a descriptive name for this measure.

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In order to  
Desired outcome e.g. reduce violent crime

---

the  
City/Department/Program

---

will  
Direction: increase/reduce

---

Measure/Metric: # of violent crimes

---

by  
Target: 5%

---

in  
Timeframe: 2017

---

Historic Baselines and Targets (per FY)

FY 14 Actual	FY 15 Actual	FY 16 Actual	FY 17 Target	FY 17 Projected	FY 18 Target
0	0	0	0	0	0

---

Frequency of Measurement  
How often will the things described above be measured? (choose an option) ▼

---

Measurement Plan  
What is your measurement plan? Who is responsible for this metric? Do you currently have a way to track the measure? If not, what is your plan to create a tracking system for this measure?


17. If responding to results teams questions, you can include your feedback response in the “Additional Comments” (also referred to as “What else should the Results Team know?”)

Performance Measures

Edit Offer

Previous Next

Name	Direction	Measurement/Metric	By Target	Within Timeframe
Additional Comments				



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18. Once all measures have been entered continue to the next page “Financial Info”.
  - a. **Amount Requested** – This is the Amount you are requesting from the City. Please adjust if necessary.
  - b. Total Cost – This is the Total Cost for this Offer
  - c. Other Funding – Funding to be received outside of the City Appropriation Request to support this offer.
  - d. Linked BFO Offers – If there are any offers related to this offer, please provide information regarding the collaborating Department/Entity. Provide any additional detail regarding the linked offer.
  - e. Linked Capital Projects – Note any Capital projects that are related to this offer. Please provide additional detail regarding how these two correlate.
  - f. Personnel Changes vs. Prior Year (\$) (including benefits) - Total personnel change in costs from this year’s offer to last year’s offer. If a new offer, then the total new requested amount would be entered here.
  - g. Operational Budget vs. Prior Year (\$) - Same instruction as above for just the operating costs.

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	<b>Amount Requested</b> \$45,000.00
	<b>Total Cost</b> \$10,000.00
	<b>Other Funding</b> \$35,000.00
	<b>Linked BFO Offers</b> No any to link up with
	<b>Linked Capital Projects</b> No related to any Capital
	<b>Personnel Changes vs. Prior Year (\$)</b> (including benefits) \$10,000.00
	<b>Operational Budget Changes vs. Prior Year (\$)</b> \$-40,000.00
	<a href="#">Previous</a> <a href="#">Next</a>

19. Click Next button

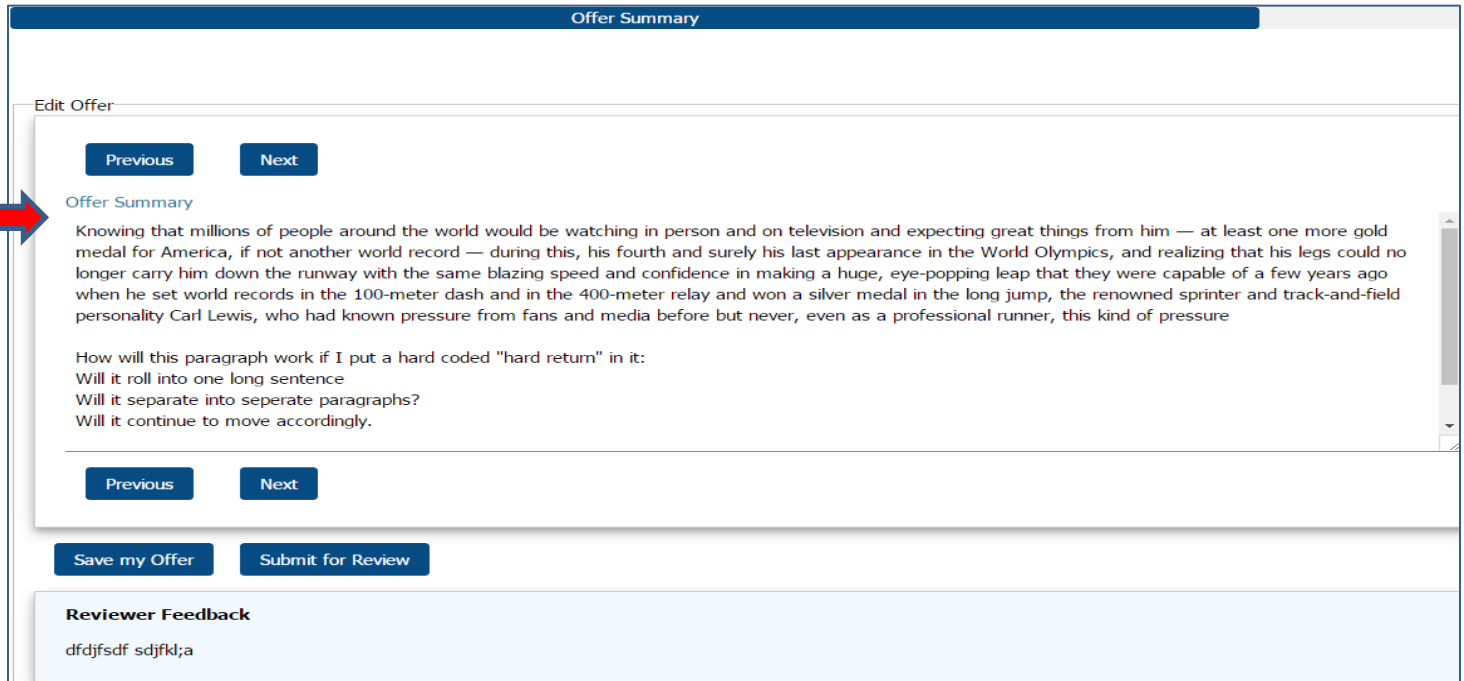


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20. Offer Summary- The initial offer summary will automatically populate to this field if you copied. Update your Offer Summary if necessary. Once your Offer Summary is finished, click Next



Offer Summary

Edit Offer

Previous Next

Offer Summary

Knowing that millions of people around the world would be watching in person and on television and expecting great things from him — at least one more gold medal for America, if not another world record — during this, his fourth and surely his last appearance in the World Olympics, and realizing that his legs could no longer carry him down the runway with the same blazing speed and confidence in making a huge, eye-popping leap that they were capable of a few years ago when he set world records in the 100-meter dash and in the 400-meter relay and won a silver medal in the long jump, the renowned sprinter and track-and-field personality Carl Lewis, who had known pressure from fans and media before but never, even as a professional runner, this kind of pressure

How will this paragraph work if I put a hard coded "hard return" in it:  
Will it roll into one long sentence  
Will it separate into separate paragraphs?  
Will it continue to move accordingly.

Previous Next

Save my Offer Submit for Review

Reviewer Feedback

dfdjfsdf sdjfkla


### **Attachments – Change for Final**

21. **City Department Attachments**- There **are no documents required** to attach in the BFO App during final phase. The Budget Team will move all documents within the Budget folders on Fileserv1 to the Google Drive for the Results Team. Please note that your Total Request Amount **MUST match your Offer's Name & Total**  
Skip to step #23
22. **Non-Profit Agencies** - No **Agency Wide** Required Documents need to be re-attached. Any missing documents should be submitted to Chelsea Sadler at [csadler@chattanooga.gov](mailto:csadler@chattanooga.gov). **Only** updated Templates (if necessary due to change in offer) should be attached.
- If your offer **changes** that would require any updates to the Offer Templates, A3, B1, B2, B3, please attach **ONLY** the updated templates. If you do not need to change any attachments, please skip this and the next step.

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[Previous](#) [Next](#)  [Add Files](#)

The following attachments are required for **Agencies** only:

- A3 Template - Budget Specific for each BFO Offer
- B1 Template - Local Government Funding and Statistics specific to each BFO Offer
- B2 Template - Beneficiary Statistics specific to each BFO Offer
- B3 Template - Schedule of Positions and Wages specific to each BFO Offer

Name	File Name	File Type	Created	Actions
Program Beneficiaries	Template B2 - Program Beneficiary Statistics.docx	application/vnd.openxmlformats-officedocument.wordprocessingml.document	12/16/16, 8:02 AM	<a href="#">View</a> <a href="#">Delete</a>

[Previous](#) [Next](#)


- b. If it is necessary to update your template and resubmit, please note in the file name “FINAL” prior to name.

Home **BFO Offers** Capital Requests Agency Info

Add File

File Name

Description

 [Choose File](#) No file chosen

[Upload File](#)

- c. Provide a File Name which states “FINAL”, Agency, Document, Example: FINAL - Orange Grove - B2 Template - Beneficiary Statistics

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The screenshot shows a web interface with a navigation bar containing 'Home', 'BFO Offers', 'Capital Requests', and 'Agency Info'. Below the navigation bar is a form titled 'Add File'. The form has two main sections: 'File Name' and 'Description'. The 'File Name' field contains the text 'FINAL - Orange Grove - B2 Template - Beneficiary Statistics'. Below the 'File Name' field is a 'Choose File' button with the text 'No file chosen'. At the bottom of the form is an 'Upload File' button. A red arrow points to the 'File Name' field, and another red arrow points to the 'Choose File' button.

- d. Description is optional and not necessary for required documents
  - e. Once File and Name completed, click “Upload File” button.  
Note: The current app will take you back to Home page.
  - f. To enter additional required offer documents, click edit on your offer and click the next buttons until you are back on the attachments page. Click on “Add Files” button and follow the same steps above. Continue until all required files are uploaded.
  - g. Optional – For anyone wanting to attach documents/PDF’s to go along with their offer, you can also attach here. In these situations, you might want to add a description of the file.
23. Once all Offer information has been entered and all offer attachments have been uploaded you can save your Offer or officially submit offer.
- h. To Submit Click “Submit for Review” button at bottom (you can do this on any screen)

The screenshot shows two buttons at the bottom of the form: 'Save my Offer' and 'Submit for Review'. A red arrow points to the 'Submit for Review' button.

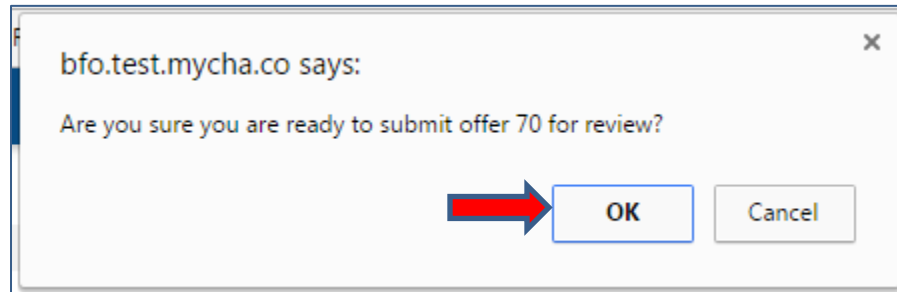
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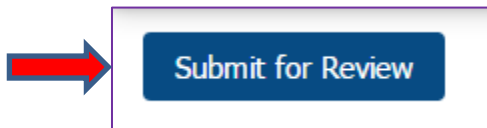
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- i. A popup box will appear , click okay



- j. The screen will bring up the finalized Offer in a slightly different format to review. If offer looks okay, scroll to bottom and click “Submit for Review” again.



- k. The app will take you back to your list of offers. The Submitted (Y/N) will change to a “Y”. You must hit the second “Submit for Review” in step J for the Indicator to change to a “Y”.

Note: At any time, you can still edit and the submission indicator will change back to “N” until you resubmit again.

<u>Name</u>	<u>Budget Year</u>	<u>Department</u>	<u>User</u>	<u>Primary Results Area</u>	<u>Amount Requested</u>	<u>Submitted? (Y/N)</u>	<u>Phase</u>	<u>Modified</u>	<u>Actions</u>
New Offer not in Initial Phase	2018	<u>DRD</u>	<u>Teresa Didonato</u>	Growing Economy	\$45,000.00	Y	Final	2/16/17, 3:17 PM	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

approx. 49 words

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If you have any issues with the BFO Application or submission process, please email [bfo@chattanooga.gov](mailto:bfo@chattanooga.gov) or call Chelsea Sadler at 423-643-7818.