



Budget For Outcomes BFO 2021

Adding A Capital Offer
Pre-submission Phase

If you have completed your Registration and received confirmation that your User Account has been approved, you are ready to begin entering your Capital Project Offer.

If you have not yet completed the Registration process, please complete it at this time. You may use the “Registration” Tutorial for guidance.



Add New Project

List/Edit Capital Projects

Project Reviews by Current User

Select Capital Projects drop-down menu & select "Add New Offer"

This function will take you to the "add/edit" page where you will begin the process

A Budget Built on Collaboration

Budgeting for Outcomes is about focusing city resources on achieving results for our citizens. A successful offer:

- Reflects citizen priorities.
- Outlines tactic and resources to accomplish goals.
- Demonstrates collaboration between different departments, organizations, and agencies.
- Includes clear and measurable outcomes.

While not every offer will receive funding from the City of Chattanooga, the BFO process provides valuable feedback and peer discussion to help budget offer writers take a good idea and make it actionable.

Add New Offer



Add/Edit Capital Project

Reviewer Feedback for Previous Phase of this Project



Budget Year *

2021

This is the Budget Year of the offer.

Phase

Pre-Submission

Current entry phase.

Project Name *

Please enter a short descriptive name by which the offer can be referenced. This field is required.

Is this an existing capital project?

- No
- Yes

Please determine if this is an ongoing project.

Has Project Name changed since last phase?

- No
- Yes

If the current Project Name does not match the previous one, please indicate here.

Is this a recurring project? *

- No
- Yes

Indicate if this same project recurs each year.

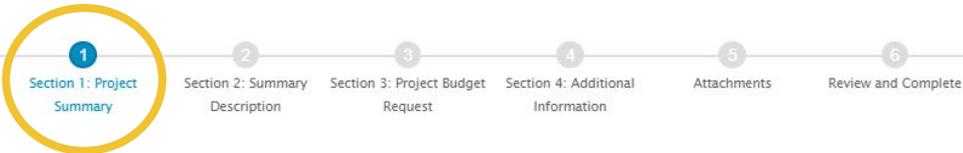


Add New Offer, Section 1: Project Summary



Add/Edit Capital Project

Reviewer Feedback for Previous Phase of this Project



Budget Year *

2021

This is the Budget Year of the offer.

Phase

Pre-Submission

Current entry phase.

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Indicate if this same project recurs each year.

Project name



Add New Offer, Section 1: Project Summary



Add/Edit Capital Project

Reviewer Feedback for Previous Phase of this Project



Budget Year *

2021

This is the Budget Year of the offer.

Phase

Pre-Submission

Current entry phase.

Project Name *

Please enter a short descriptive name by which the offer can be referenced. This field is required.

Is this an existing capital project?

- No
- Yes

Please determine if this is an ongoing project.

Has Project Name changed since last phase?

- No
- Yes

If the current Project Name does not match the previous one, please indicate here.

Is this a recurring project? *

- No
- Yes

Indicate if this same project recurs each year.

Project name
Existing Project?

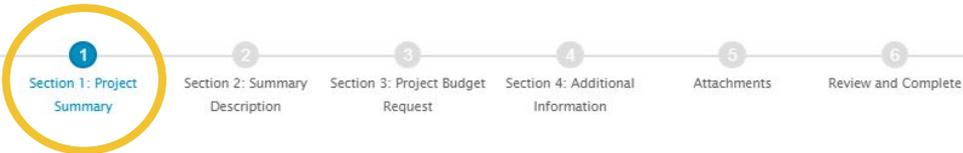


Add New Offer, Section 1: Project Summary



Add/Edit Capital Project

Reviewer Feedback for Previous Phase of this Project



Budget Year *

2021

This is the Budget Year of the offer.

Phase

Pre-Submission

Current entry phase.

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Is this an existing capital project?

- No
- Yes

Please determine if this is an ongoing project.

Has Project Name changed since last phase?

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- Yes

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Is this a recurring project? *

- No
- Yes

Indicate if this same project recurs each year.

Add New Offer, Section 1: Project Summary



Add/Edit Capital Project

Reviewer Feedback for Previous Phase of this Project



Budget Year *

2021

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Phase

Pre-Submission

Current entry phase.

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- No
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Please determine if this is an ongoing project.

Has Project Name changed since last phase?

- No
- Yes

If the current Project Name does not match the previous one, please indicate here.

Recurring Project?



Is this a recurring project? *

- No
- Yes

Indicate if this same project recurs each year.

Add New Offer, Section 1: Project Summary



Department/Agency *

This is the Department associated with your user account. It will be used as the Department associated with this project, as well.
This field is defaulted, and is not keyable.

Dept/Agency Type

This is the type field associated with the selected department or agency. It is not keyable, and will be filled in automatically.

Infrastructure Categorization *

Please choose the appropriate categorization.

Capital Project Type *

Select the type that best fits this project. See examples below:

- Internal City Operations - Paving, Facilities Maintenance, Fleet, Operational Improvement Plans, Software Upgrades, and Public Safety Apparatus
- External Operations - Facilities Maintenance, Operational Improvement Plans, and Software Upgrades
- Infrastructure - Sidewalks, Roads, Streetscape, Parks, Greenways, and Facility Expansions
- Programmatic - Master Plans, Directed Funds

Primary Results Area *

Please indicate the primary result area for this project.

Contact Name *

Please enter the name of the primary contact for this project. This field is required.

Contact Email *

Please enter the email address of the primary contact for this offer. This field is required.

Note: Changes will NOT be saved until the Submit button on the Review-and-Complete page.

[Next](#)



Fields are set based on registration information. Changes cannot be made here.

Add New Offer, Section 1: Project Summary



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[Next](#)

Use drop-down menus to select.

- > Infrastructure
- > Capital Project Type
- > Primary Results Area



Add New Offer, Section 1: Project Summary



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Contact Name
Contact Email



Add New Offer, Section 1: Project Summary

Department/Agency *

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Contact Email *

Please enter the email address of the primary contact for this offer. This field is required.

Note: Changes will NOT be saved until the Submit button on the Review-and-Complete page.

When all required information has been completed, proceed to the next page

Add New Offer, Section 1: Project Summary



Add/Edit Capital Project

Reviewer Feedback for Previous Phase of this Project

1 Section 1: Project Summary 2 Section 2: Summary Description 3 Section 3: Project Budget Request 4 Review and Complete

Summary *

Please enter a paragraph summary of the offer. Limit to 200 words. This field is required.

What is the importance of the project and why? *

Please describe the importance of the project and the reasoning behind the request.

Note: Changes will NOT be saved until the Submit button on the Review-and-Complete page.

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Reviewer Feedback may be expanded to see reviews from previous phases.

No feedback will appear until after the pre-submission phase.

Add New Offer, Section 2: Summary Description



Add/Edit Capital Project

Reviewer Feedback for Previous Phase of this Project



Enter the Summary Description of your offer.

There is a 200 word limit.



Summary *

Please enter a paragraph summary of the offer. Limit to 200 words. This field is required.

What is the importance of the project and why? *

Please describe the importance of the project and the reasoning behind the request.

Note: Changes will NOT be saved until the Submit button on the Review-and-Complete page.

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Add New Offer, Section 2: Summary Description



Add/Edit Capital Project

Reviewer Feedback for Previous Phase of this Project



Summary *

Please enter a paragraph summary of the offer. Limit to 200 words. This field is required.

What is the importance of the project and why? *

Please describe the importance of the project and the reasoning behind the request.

Note: Changes will NOT be saved until the Submit button on the Review-and-Complete page.

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What is the importance and why?



Add New Offer, Section 2: Summary Description



Add/Edit Capital Project

Reviewer Feedback for Previous Phase of this Project



Summary *

Please enter a paragraph summary of the offer. Limit to 200 words. This field is required.

What is the importance of the project and why? *

Please describe the importance of the project and the reasoning behind the request.

Note: Changes will NOT be saved until the Submit button on the Review-and-Complete page.

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Continue the process or return to the previous page to make changes.

Add New Offer, Section 2: Summary Description



Add/Edit Capital Project

Reviewer Feedback for Previous Phase of this Project

Note: The review results are one of several factors taken into consideration when recommending funding amounts for projects. A positive review is not a guarantee that the project will be recommended for funding.

There are no reviews available to be shown at this time.



Dollar Amount requested from the City for FY21



City Funding Request *

Please enter the amount of funding requested in FY20 Capital Budget (\$). This field is required.

External funds *

Please enter total amount of external funds. This field is required.

Total FY 2020 Request

This field automatically calculates the requested funding for this fiscal year.

Outyear Funding?

Yes

No

Outyear funding can extend up to five years ahead. If this is already an ongoing project, please enter what you expect to request in future years.

Add New Offer, Section 3: Project Budget Request



Add/Edit Capital Project

Reviewer Feedback for Previous Phase of this Project

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There are no reviews available to be shown at this time.



Dollar amount of external funds, "other Agency".
If none, enter 0.
If yes, complete the section for "Agency Attachments"



City Funding Request *

Please enter the amount of funding requested in FY20 Capital Budget (\$). This field is required.

External funds *

Please enter total amount of external funds. This field is required.

Total FY 2020 Request

This field automatically calculates the requested funding for this fiscal year.

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Add New Offer, Section 3: Project Budget Request



Add/Edit Capital Project

Reviewer Feedback for Previous Phase of this Project

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Outyear Funding?

- Yes
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Outyear funding can extend up to five years ahead. If this is already an ongoing project, please enter what you expect to request in future years.

Auto-fill field
Read only

Add New Offer, Section 3: Project Budget Request



Add/Edit Capital Project

Reviewer Feedback for Previous Phase of this Project

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There are no reviews available to be shown at this time.



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Please enter the amount of funding requested in FY20 Capital Budget (\$). This field is required.

External funds *

Please enter total amount of external funds. This field is required.

Total FY 2020 Request

This field automatically calculates the requested funding for this fiscal year.

Outyear Funding?

- Yes
 No

Outyear funding can extend up to five years ahead. If this is already an ongoing project, please enter what you expect to request in future years.

Outyear funding for ongoing project.

If yes, enter what you expect to request in future years, up to four years.
(Five years total)



Add New Offer, Section 3: Project Budget Request



Add/Edit Capital Project

Reviewer Feedback for Previous Phase of this Project



Auto-fill
Read only

Total Project Cost Estimate

25000.00

This is a read-only calculation of total funds requested.

Expected In-Service Date

When do you expect the project to begin?

Useful Life

How long do you expect the project to continue? i.e. "5 years" or "6 months"

Note: Changes will NOT be saved until the Submit button on the Review-and-Complete page.

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Add New Offer, Section 3: Project Budget Request



Add/Edit Capital Project

Reviewer Feedback for Previous Phase of this Project



Total Project Cost Estimate

25000.00

This is a read-only calculation of total funds requested.

Expected In-Service Date

When do you expect the project to begin?

Useful Life

How long do you expect the project to continue? i.e. "5 years" or "6 months"

Note: Changes will NOT be saved until the Submit button on the Review-and-Complete page.

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When do you expect the project to begin?



Add New Offer, Section 3: Project Budget Request



Add/Edit Capital Project

Reviewer Feedback for Previous Phase of this Project



Total Project Cost Estimate

25000.00

This is a read-only calculation of total funds requested.

Expected In-Service Date

When do you expect the project to begin?

Useful Life

How long do you expect the project to continue? i.e. "5 years" or "6 months"

Note: Changes will NOT be saved until the Submit button on the Review-and-Complete page.

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How long do you expect the project to continue?



Add New Offer, Section 3: Project Budget Request



Add/Edit Capital Project

Reviewer Feedback for Previous Phase of this Project



Total Project Cost Estimate

25000.00

This is a read-only calculation of total funds requested.

Expected In-Service Date

When do you expect the project to begin?

Useful Life

How long do you expect the project to continue? i.e. "5 years" or "6 months"

Note: Changes will NOT be saved until the Submit button on the Review-and-Complete page.

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Continue the process or return to the previous page to make changes.

Add New Offer, Section 3: Project Budget Request

Add/Edit Capital Project

Reviewer Feedback for Previous Phase of this Project



Please review the project below, and click the Submit button at the end.

Section 1 – Project Details
(Pre-Submission for Budget Year 2020)

Project Name		
Laptop Deployment		
Primary Results Area		Infrastructure Categorization
High Performing Government		Technology
Department/Agency		Type
Department of Information Technology		Department
Is this an existing capital project?	Project Name Changed Since Last Phase?	Is This a Recurring Project?
No	No	No
Project Name Changed From Last Year?	Last Year's Project Name?	Capital Project Type
		Infrastructure

Section 2 – Summary

Project Summary	
Summary of my project here	
Importance of the Project and Why	
Summary of my project here	

This is your opportunity to review your offer and go back to previous screens if corrections or changes are needed.

Add New Offer, Section 4: Review & Complete

Add/Edit Capital Project

Reviewer Feedback for Previous Phase of this Project



Please review the project below, and click the Submit button at the end.

Section 1 – Project Details
(Pre-Submission for Budget Year 2020)

Project Name		
Laptop Deployment		
Primary Results Area		Infrastructure Categorization
High Performing Government		Technology
Department/Agency		Type
Department of Information Technology		Department
Is this an existing capital project?	Project Name Changed Since Last Phase?	Is This a Recurring Project?
No	No	No
Project Name Changed From Last Year?	Last Year's Project Name?	Capital Project Type
		Infrastructure

Section 2 – Summary

Project Summary	
Summary of my project here	
Importance of the Project and Why	
Summary of my project here	

This is your opportunity to review your offer and go back to previous screens if corrections or changes are needed.

This page includes a Summary for each section that you have completed.

The Summary page will expand after each Phase to include the items you are submitting during that Phase.

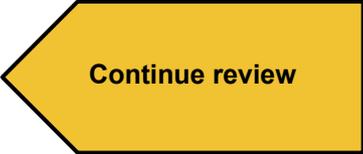
This is a good opportunity for you to scroll through the document to review the items that you will need to complete in the next phase.

Add New Offer, Section 4: Review & Complete



Section 3 - Project Budget Request

Amount Requested		External Funding	
650000.00		0	
Breakdown of External Funds		Total FY 2020 Request (Including External Funds)	
		650000	
Outyear Funding?			
No			
FY 2021	FY 2022	FY 2023	FY 2024
Total Project Cost Estimate (Including Outyear and External Funds)		Expected In-Service Date	
650000.00		01/02/2019	
Useful Life			
6 months			



Section 5 - Contact Information

Contact Name	Contact Email
New Offer	newoffer@chattanooga.gov

Abandon This Project? *

- No
- Yes

An "Abandoned" Project will NOT be reviewed and will NOT be carried forward to the next phase.

Previous Submit

Add New Offer, Section 4: Review & Complete



Abandon Offer Option

Section 3 - Project Budget Request

Amount Requested		External Funding	
650000.00		0	
Breakdown of External Funds		Total FY 2020 Request (Including External Funds)	
		650000	
Outyear Funding?			
No			
FY 2021	FY 2022	FY 2023	FY 2024
Total Project Cost Estimate (Including Outyear and External Funds)		Expected In-Service Date	
650000.00		01/02/2019	
Useful Life			
6 months			

Section 5 - Contact Information

Contact Name	Contact Email
New Offer	newoffer@chattanooga.gov

Abandon This Project? *

- No
- Yes

An "Abandoned" Project will NOT be reviewed and will NOT be carried forward to the next phase.

Previous Submit

You may Abandon now or at any Phase of the Project.



Add New Offer, Section 4: Review & Complete



Section 3 - Project Budget Request

Amount Requested		External Funding	
650000.00		0	
Breakdown of External Funds		Total FY 2020 Request (Including External Funds)	
		650000	
Outyear Funding?			
No			
FY 2021		FY 2024	
Total Project Cost Est.		Projected In-Service Date	
650000.00			
6 months			

You MUST click "Submit" or your offer will not be received by the Budget team.

Abandon This Project? *

- No
- Yes

An "Abandoned" Project will NOT be reviewed and will NOT be carried forward to the next phase.

Previous Submit



Submit your offer or return to make corrections/changes.

Add New Offer, Section 4: Review & Complete

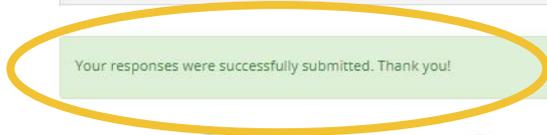


Add/Edit Capital Project

Reviewer Feedback for Previous Phase of this Project

Your responses were successfully submitted. Thank you!

Confirmation



1

Section 1: Project Summary

2

Section 2: Summary Description

3

Section 3: Project Budget Request

4

Review and Complete

Budget Year *

2020

This is the Budget Year of the offer.

Phase

Pre-Submission

Current entry phase.

Project Name *

Please enter a short descriptive name by which the offer can be referenced. This field is required.

Add New Capital Offer, Confirmation



Add/Edit Capital Project

Reviewer Feedback for Previous Phase of this Project

Confirmation



Your responses were successfully submitted. Thank you!

1

Section 1: Project Summary

2

Section 2: Summary Description

3

Section 3: Project Budget Request

4

Review and Complete

Budget Year *

2020

This is the Budget Year of the offer.

Phase

Pre-Submission

Current entry phase.

Project Name *

Please enter a short descriptive name by which the offer can be referenced. This field is required.

If you have multiple offers to enter, you may begin the next offer from this screen.



Add New Capital Offer, Confirmation

Thank you for participating in the City of Chattanooga
Budgeting for Outcomes Process!

If you have questions that you cannot find in the training
tutorials or FAQ's, please email: bfo@chattanooga.gov.

You can also find helpful information in
“Frequently Asked Questions”
Located on the Resources page



Additional Information