



# Budget For Outcomes BFO 2021

Adding A New 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 BFO Offer.**

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



# City of Chattanooga Budget for Outcomes

Add New Offer

List/Edit Offers

Reviews by Current

User

**Select BFO Offers 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.

# Add New Offer



Sections 4,5 & 6 will not be used in the Pre-submission phase

**Budget Year \***

2021

This is the Budget Year of the offer. This field is defaulted, and is not keyable.

**Phase**

Pre-Submission

This is the Phase of the offer. This field is defaulted, and is not keyable.

**Offer Name \***

[Empty text input field]

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

**Has Offer Name changed since last phase?**

- No
- Yes

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

**Is this a recurring offer? \***

- No
- Yes

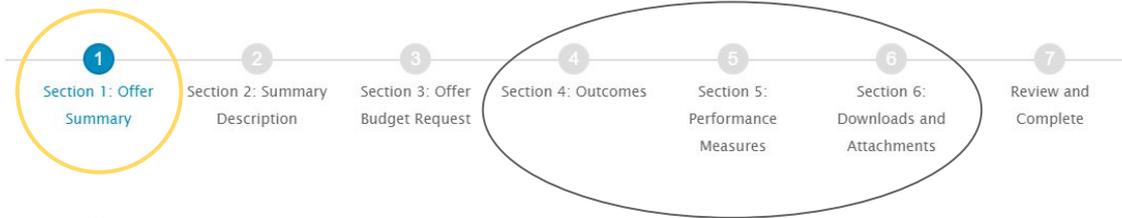
Indicate if this same offer recurs each year.

**Primary Results Area \***

[Empty dropdown menu]

Please choose a Primary Result Area. This option cannot be left blank.

# Add New Offer, Section 1: Offer Summary



**Budget Year \***

2021

This is the Budget Year of the offer. This field is defaulted, and is not keyable.

**Phase**

Pre-Submission

This is the Phase of the offer. This field is defaulted, and is not keyable.

**Offer Name \***

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

**Has Offer Name changed since last phase?**

- No  
 Yes

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

**Is this a recurring offer? \***

- No  
 Yes

Indicate if this same offer recurs each year.

**Primary Results Area \***

Please choose a Primary Result Area. This option cannot be left blank.



# Add New Offer, Section 1: Offer Summary



**Budget Year \***

2021

This is the Budget Year of the offer. This field is defaulted, and is not keyable.

**Phase**

Pre-Submission

This is the Phase of the offer. This field is defaulted, and is not keyable.

**Offer Name \***

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

**Has Offer Name changed since last phase?**

No

Yes

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

**Is this a recurring offer? \***

No

Yes

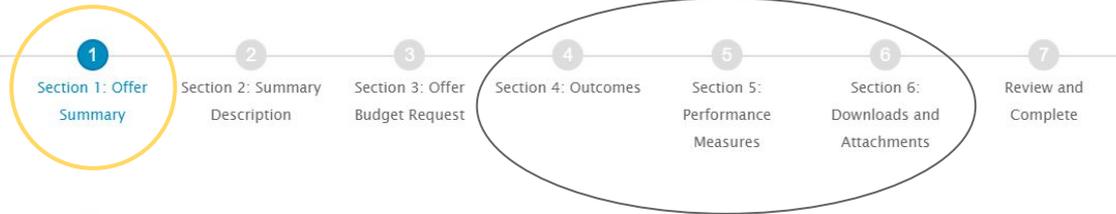
Indicate if this same offer recurs each year.

**Primary Results Area \***

Please choose a Primary Result Area. This option cannot be left blank.

Mandatory areas are marked with \* and must be completed.

# Add New Offer, Section 1: Offer Summary



**Budget Year \***

2021

This is the Budget Year of the offer. This field is defaulted, and is not keyable.

**Phase**

Pre-Submission

This is the Phase of the offer. This field is defaulted, and is not keyable.

**Offer Name \***

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



**Has Offer Name changed since last phase?**

- No
- Yes

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

**Is this a recurring offer? \***

- No
- Yes

Indicate if this same offer recurs each year.

**Primary Results Area \***

Please choose a Primary Result Area. This option cannot be left blank.

Type answers or use drop-down menus for requested fields & answer all questions.

# Add New Offer, Section 1: Offer Summary

**NEW  
for  
2021**

## You will need to select “Offer Type”

- Core (No Change)
- Core (Substantial Change)
- New/Innovative

Is this a recurring offer? \*

No

Yes

Indicate if this same offer recurs each year.

**Offer Type \***

✓ Core (No Change)

Core (Substantial Change)

New/Innovative

**Add New Offer, Section 1: Offer Summary**

Preset based  
on  
Registration  
information

**Department/Agency \***

Department of Information Technology

This is the Department associated with your user account. It will be used as the Department associated with this offer, as well.

This field is defaulted, and is not keyable.

**Dept/Agency Type**

Department

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

**Contact Name \***

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

**Contact Email \***

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

Note that all email communications will be sent to this address.

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

Next

# Add New Offer, Section 1, continued

Preset based on Registration information

**Department/Agency \***

Department of Information Technology

This is the Department associated with your user account. It will be used as the Department associated with this offer, as well.

This field is defaulted, and is not keyable.

**Dept/Agency Type**

Department

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

**Contact Name \***

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

**Contact Email \***

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

Note that all email communications will be sent to this address.

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

Next

# Add New Offer, Section 1, continued

**Department/Agency \***

This is the Department associated with your user account. It will be used as the Department associated with this offer, 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.

**Contact Name \***

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

**Contact Email \***

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

Note that all email communications will be sent to this address.

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

Next



Continue the process

# Add New Offer, Section 1, continued



## Add/Edit Offer

Reviewer Feedback for Previous Phase of this Offer

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

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



### Summary \*

Please enter a paragraph summary of the offer. Limit is 250 words. This field is required.

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 Offer

Reviewer Feedback for Previous Phase of this Offer

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

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



Enter the 250 word Summary Description of your offer.

Summary \*

Please enter a paragraph summary of the offer. Limit is 250 words. This field is required.

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 Offer

Reviewer Feedback for Previous Phase of this Offer

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

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



### Summary \*

Please enter a paragraph summary of the offer. Limit is 250 words. This field is required.

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 Offer

Reviewer Feedback for Previous Phase of this Offer

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Section 1: Offer Summary

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**Section 3: Offer Budget Request**

4

Review and Complete

Enter the dollar amount of funds you are requesting from the City.



**Amount Requested \***

Please enter the amount of funding requested. This field is required.

**Total Cost \***

Please enter the total cost of the project, including other funding in addition to this offer. This field is required.

**New Positions**

Please enter the number of new positions planned as part of this offer. This field is optional.

**Personnel Changes vs Last Year (\$)**

Please enter the cost of personnel changes since this same offer last budget year. This field is optional.

**Operational Budget Changes vs Last Year (\$)**

Please enter the cost of operational changes since this same offer last budget year. This field is optional.

**Is this a collaborative BFO offer?**

Yes

No

If you are collaborating with another department/agency, please give their 5-amount below

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: Offer Budget Request



### Add/Edit Offer

Reviewer Feedback for Previous Phase of this Offer



**Total Cost** of the project, including other funding such as Federal, State, outside Agencies, etc.



**Amount Requested \***  
  
Please enter the amount of funding requested. This field is required.

**Total Cost \***  
  
Please enter the total cost of the project, including other funding in addition to this offer. This field is required.

**New Positions**  
  
Please enter the number of new positions planned as part of this offer. This field is optional.

**Personnel Changes vs Last Year (\$)**  
  
Please enter the cost of personnel changes since this same offer last budget year. This field is optional.

**Operational Budget Changes vs Last Year (\$)**  
  
Please enter the cost of operational changes since this same offer last budget year. This field is optional.

**Is this a collaborative BFO offer?**  
 Yes  
 No  
If you are collaborating with another department/agency, please give their 5-amount below

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: Offer Budget Request



## Add/Edit Offer

Reviewer Feedback for Previous Phase of this Offer



**Amount Requested \***  
  
Please enter the amount of funding requested. This field is required.

**Total Cost \***  
  
Please enter the total cost of the project, including other funding in addition to this offer. This field is required.

**New Positions**  
  
Please enter the number of new positions planned as part of this offer. This field is optional.

**Personnel Changes vs Last Year (\$)**  
  
Please enter the cost of personnel changes since this same offer last budget year. This field is optional.

**Operational Budget Changes vs Last Year (\$)**  
  
Please enter the cost of operational changes since this same offer last budget year. This field is optional.

**Is this a collaborative BFO offer?**  
 Yes  
 No  
If you are collaborating with another department/agency, please give their 5-amount below

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

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Are there new positions planned as part of this offer? Enter here.  
*Optional field*



# Add New Offer, Section 3: Offer Budget Request



## Add/Edit Offer

Reviewer Feedback for Previous Phase of this Offer

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Section 1: Offer Summary

2

Section 2: Summary Description

3

Section 3: Offer Budget Request

4

Review and Complete

**Amount Requested \***

Please enter the amount of funding requested. This field is required.

**Total Cost \***

Please enter the total cost of the project, including other funding in addition to this offer. This field is required.

**New Positions**

Please enter the number of new positions planned as part of this offer. This field is optional.

**Personnel Changes vs Last Year (\$)**

Please enter the cost of personnel changes since this same offer last budget year. This field is optional.

**Operational Budget Changes vs Last Year (\$)**

Please enter the cost of operational changes since this same offer last budget year. This field is optional.

**Is this a collaborative BFO offer?**

Yes

No

If you are collaborating with another department/agency, please give their 5-amount below

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

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Personnel changes since this same offer last budget year? Enter here.

*Optional field*



# Add New Offer, Section 3: Offer Budget Request



### Add/Edit Offer

Reviewer Feedback for Previous Phase of this Offer



**Amount Requested \***

Please enter the amount of funding requested. This field is required.

**Total Cost \***

Please enter the total cost of the project, including other funding in addition to this offer. This field is required.

**New Positions**

Please enter the number of new positions planned as part of this offer. This field is optional.

**Personnel Changes vs Last Year (\$)**

Please enter the cost of personnel changes since this same offer last budget year. This field is optional.

**Operational Budget Changes vs Last Year (\$)**

Please enter the cost of operational changes since this same offer last budget year. This field is optional.

**Is this a collaborative BFO offer?**

Yes

No

If you are collaborating with another department/agency, please give their 5-amount below

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

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Operational Budget Changes vs. Last Year  
*Optional field*



# Add New Offer, Section 3: Offer Budget Request



### Add/Edit Offer

Reviewer Feedback for Previous Phase of this Offer



**Amount Requested \***  
  
Please enter the amount of funding requested. This field is required.

**Total Cost \***  
  
Please enter the total cost of the project, including other funding in addition to this offer. This field is required.

**New Positions**  
  
Please enter the number of new positions planned as part of this offer. This field is optional.

**Personnel Changes vs Last Year (\$)**  
  
Please enter the cost of personnel changes since this same offer last budget year. This field is optional.

**Operational Budget Changes vs Last Year (\$)**  
  
Please enter the cost of operational changes since this same offer last budget year. This field is optional.

**Is this a collaborative BFO offer?**  
 Yes  
 No  
If you are collaborating with another department/agency, please give their 5-amount below

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

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Are you collaborating with another Department or Agency?



# Add New Offer, Section 3: Offer Budget Request

### Add/Edit Offer

Reviewer Feedback for Previous Phase of this Offer



**Amount Requested \***  
  
Please enter the amount of funding requested. This field is required.

**Total Cost \***  
  
Please enter the total cost of the project, including other funding in addition to this offer. This field is required.

**New Positions**  
  
Please enter the number of new positions planned as part of this offer. This field is optional.

**Personnel Changes vs Last Year (\$)**  
  
Please enter the cost of personnel changes since this same offer last budget year. This field is optional.

**Operational Budget Changes vs Last Year (\$)**  
  
Please enter the cost of operational changes since this same offer last budget year. This field is optional.

**Is this a collaborative BFO offer?**  
 Yes  
 No  
If you are collaborating with another department/agency, please give their 5-amount below

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

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Are you collaborating with another Department or Agency?  
  
If yes, the other funding field will need completed with \$ amount of other funding.



# Add New Offer, Section 3: Offer Budget Request



## Add/Edit Offer

Reviewer Feedback for Previous Phase of this Offer



**Amount Requested \***

Please enter the amount of funding requested. This field is required.

**Total Cost \***

Please enter the total cost of the project, including other funding in addition to this offer. This field is required.

**New Positions**

Please enter the number of new positions planned as part of this offer. This field is optional.

**Personnel Changes vs Last Year (\$)**

Please enter the cost of personnel changes since this same offer last budget year. This field is optional.

**Operational Budget Changes vs Last Year (\$)**

Please enter the cost of operational changes since this same offer last budget year. This field is optional.

**Is this a collaborative BFO offer?**

- Yes  
 No

If you are collaborating with another department/agency, please give their 5-amount below

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: Offer Budget Request



## Add/Edit Offer

Reviewer Feedback for Previous Phase of this Offer

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

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

### Section 1 – Offer Summary (Pre-Submission for Budget Year 2020) Abandoned? No

Offer Name		
My New Offer    Recurring? No    Last Year Name (if changed):		
Primary Results Area	Department/Agency	Type
Smart Students, Stronger Families	Department of Information Technology	Department

### Section 2 – Summary

This is the summary description for my project.

### Section 3 – Offer Budget Request

Amount Requested	Total Cost	New Positions	Personnel Changes vs Last Year (\$)	Operational Budget Changes vs Last Year (\$)	Other Funding
500.00	500.00				

### Section 4 – Outcomes (not needed for Pre-Submission)

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



Add/Edit Offer

Reviewer Feedback for Previous Phase of this Offer

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

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

**Section 1 - Offer Summary**  
(Pre-Submission for Budget Year 2020) Abandoned? No

Offer Name

My New Offer Recurring? No Last Year Name (if changed):

Primary Results Area	Department/Agency	Type
Smart Students, Stronger Families	Department of Information Technology	Department

**Section 2 - Summary**

This is the summary description for my project.

**Section 3 - Offer Budget Request**

Amount Requested	Total Cost	New Positions	Personnel Changes vs Last Year (\$)	Operational Budget Changes vs Last Year (\$)	Other Funding
500.00	500.00				

**Section 4 - Outcomes (not needed for Pre-Submission)**

You may Abandon a Project now or at any Phase



**Contact Information**

Contact Name	Contact Email
Kim Bridges	kbridges@chattanooga.gov

**Abandon this Offer? \***

No  
 Yes

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

[Previous](#) [Submit](#)

# Add New Offer, Section 4: Review & Complete

Add/Edit Offer



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

**Section 1 – Offer Summary**  
(Pre-Submission for Budget Year 2020) Abandoned? No

Offer Name		
My New Offer Recurring? No Last Year Name (if changed):		
Primary Results Area	Department/Agency	Type
Smart Students, Stronger Families	Department of Information Technology	Department

**Section 2 – Summary**

This is the summary description for my project.

**Section 3 – Offer Budget Request**

Amount Requested	Total Cost	New Positions	Personnel Changes vs Last Year (\$)	Operational Budget Changes vs Last Year (\$)	Other Funding
500.00	500.00				

**Section 4 – Outcomes (not needed for Pre-Submission)**

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

**Contact Information**

Contact Name	Contact Email
Kim Bridges	kbridges@chattanooga.gov

**Abandon this Offer? \***

No  
 Yes

An “Abandoned” offer will NOT be reviewed and will NOT be carried forward to the next phase.

Submit your offer or return to make corrections/changes.

# Add New Offer, Section 4: Review & Complete



## Add/Edit Offer

Reviewer Feedback for Previous Phase of this Offer

Confirmation



Your BFO offer was successfully submitted. Thank you!

1

Section 1: Offer Summary

2

Section 2: Summary Description

3

Section 3: Offer Budget Request

4

Review and Complete

**Budget Year \***

2021

This is the Budget Year of the offer. This field is defaulted, and is not keyable.

**Phase**

Pre-Submission

This is the Phase of the offer. This field is defaulted, and is not keyable.

**Offer Name \***

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

**Has Offer Name changed since last phase?**

No

Yes

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

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



# Add New Offer, Confirmation

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

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

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**You can also find helpful information in  
"Frequently Asked Questions"  
Located on the Resources page**



**Additional Information**