

## Procedure: Completing the Application Budget and Goals

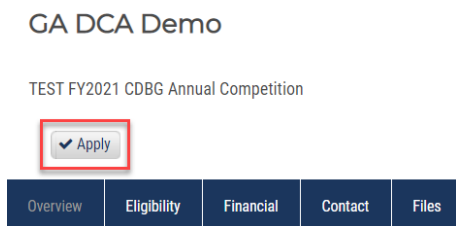
### Purpose

The purpose of this job aid is to inform DCA's grant applicants on how to complete the budget and goal sections of their program applications. These two sections are required for the applications for *some* programs, and this j aid is intended to be used as a guide by applicants to ensure the budget and goal application sections are completed correctly.

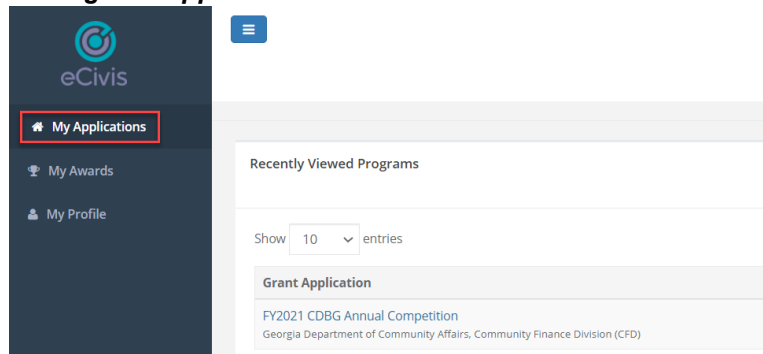
### Key Instructions

1. First, navigate to your application home page in the GrAAM Portal. If completing a new application, select "*Apply*" on the solicitation. For in progress applications, select "My Applications" on the menu bar and choose your desired application.

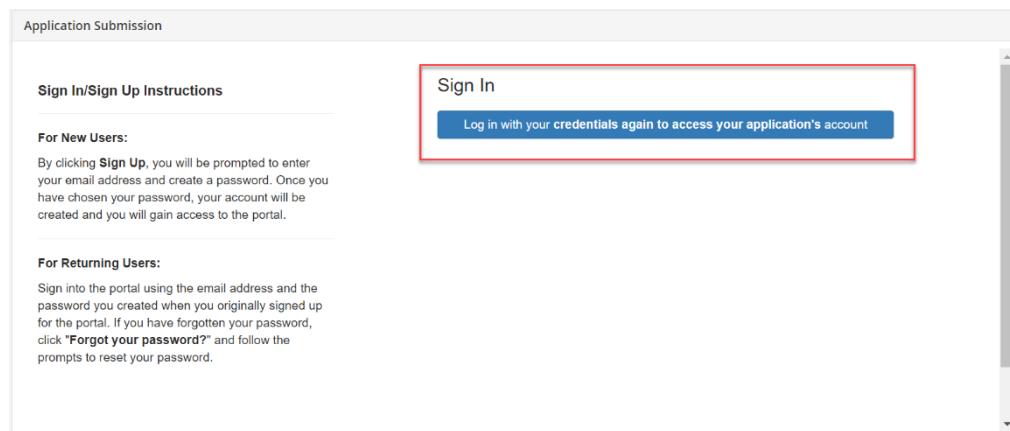
#### ***New Applications:***



#### ***In Progress Applications:***



2. On the application home page, you will be prompted to sign in again. Using your GrAAM portal credentials, log in to complete the application.



- After completing your profile, use the scroll bar of the “*Application Submission*” section to access the Application. Select, “*Application Process*” to open and complete the application.

Application Submission

To begin, click the “Application Process” button below. When you return to this Homepage, you can see the status submission card.

- If the status bar is gray, your submission is under review, and no action needs to be taken.
- If the status bar is blue, there is an action required. Click on the Submission Card to complete.
- If the status bar is red, there is an error. Please reach out to the Administrator of this program.

Atlanta Outreach Program

Created on 03/15/2021

Application Process

- Once your application is complete, save and scroll down to the “Application Budget” section. Using the “*Actions*” button, release the drop-down that allows you to edit both the budget and goals. *Note: Selecting edit will open-up a new window in your browser.*

Application Budget and Goals

Show 10 entries

Search:

Project Title	Create Date	Status	Total Requested	Actions
N/A	03/15/2021	Draft	\$0.00	<div> Edit Budget &gt; Edit Goals &gt; </div>

Showing 1 to 1 of 1 entries

1 Next

Reload

- When editing your budget, click on the budget categories to expand the table. You will only need to utilize the column labeled “Cost” to input the estimated amount for a given line item. To add a row, click “*Add Row*”.

Budget Items

1. Engagement Personnel

	Ext Cost	Direct Cost	Ind Cost	Cost Share
Engagement Personnel Totals:	\$0.00	\$0.00	\$0.00	\$0.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
ESG Street Outreach	Engagement Personnel	0.00	\$0.00	\$0.00	\$0.00		Direct Cost

Add Row

6. To remove a row, right-click on the desired row and select “*Remove Row*”. **Be careful to NOT select the gears** as this will allow you to delete the entire table – eliminating your ability to add costs to the budget category.

				Ext Cost	Direct Cost	Ind Cost	Cost Share
Engagement Personnel Totals:				\$0.00	\$0.00	\$0.00	\$0.00
Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
ESG Street Outreach	Engagement Personnel	0.00	\$0.00	\$0.00	\$0.00		Direct Cost
		0.00	\$0.00	\$0.00	\$0.00		

[Add Row](#)

Insert row above  
Insert row below  
**Remove row**

7. Once you have completed inputting the budgetary figures, select “Save Changes”.



8. Following, complete the budget narrative. This narrative should explain or justify the estimated costs by line item or category in the budget. Proper budget narratives should explain how the costs associated with each line item or category relate to the implementation of the project as outlined in the proposal being submitted. Be sure to save your narrative.

Budget Narrative

Enter your budget narrative below.

<> H1 H2 H3 B I U

Save Narrative

8000 characters remaining

9. When done, scroll back to the stop of the screen and select “Return to Application.” This will navigate you back to the Application Home Page.

## Application Budget for Atlanta Housing Organization

Program: TEST - ESG Street Outreach FY 2021  
Project name: Atlanta Outreach Program

**Return to Application**

10. Similar to Step 4, locate the “Application Budget and Goals” section again. Select actions, then “Edit Goals”.

Application Budget and Goals

Show 10 entries

Search:

Project Title	Create Date	Status	Total Requested	Actions
N/A	03/15/2021	Draft	\$0.00	<a href="#">Edit Budget</a> <a href="#">Edit Goals</a>

Showing 1 to 1 of 1 entries

1 Next

Reload

11. This will open a new browser where you will be able to edit the target amount for the goal(s) listed. When done select “Save Goals” then “Return to Application”.

Application Goals for Atlanta Housing Organization

Program: TEST - ESG Street Outreach FY 2021  
Project name: Atlanta Outreach Program

Street Outreach Assisted Persons: 100.00

Return to Application Save Goals

12. Now you are ready to submit your application. On the following screen, select “Application Process”.

Application Submission

To begin, click the “Application Process” button below. When you return to this Homepage, you can see the status submission card.

- If the status bar is gray, your submission is under review, and no action needs to be taken.
- If the status bar is blue, there is an action required. Click on the Submission Card to complete.
- If the status bar is red, there is an error. Please reach out to the Administrator of this program.

Atlanta Outreach Program

Created on 03/15/2021

Application Process

13. At the top of the next screen, you will find a green button that says “Submit”. Select this option to submit your application.



## Atlanta Outreach Program

Order by: Newest to Oldest ▾

### Application Process

When every step in this submission is complete, the "Submit" button to the right will become green and clickable.

The submission is not fully submitted until you click the green "Submit" button. Once you click "Submit" the submission will no longer be editable.

**To create a budget for this application, please go to the *Application Budget and Goals* section below.**

Submit