

Finalizing Applications

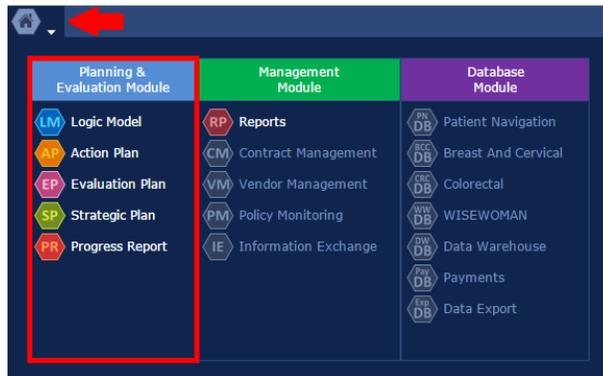
This help guide provides step-by-step instructions on how to finalize your applications.

Finalizing Your Applications

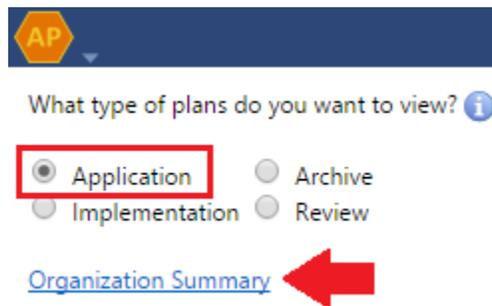
Once ALL of the applications your program plans to apply for have been submitted, the Vendor Administrator for your organization can finalize your applications.

Note: Applications should not be finalized until ALL applications have been submitted. Finalizing is only done once and applies to all applications as a group and is not done individually.

- Log into Catalyst (www.catalystserver.com) with your username and password.
- Select the Home button found on the Function Bar then select the Planning and Evaluation Module from the drop-down menu.



- Change the type of plan you want to view to Application then select Organization Summary



- You will be directed to the Organization Summary page.

Preparing the Signature Page

In order to finalize your applications, a signature page MUST be submitted.

- From the Applications section on the Organization Summary page, select the Summary button. This will generate a PDF document that lists each grant and provides details for each one. Use this document to verify the amount that is being requested for each grant is correct and that an application has been submitted for every grant that is being applied for.

Applications

Plan Name	Description	Guide
Aid To Local		Summary Signature Finalize

- After reviewing the Grant Summary document and verifying its accuracy, return to the Organization Summary page and select the Signature button. This will generate a PDF document signature page.

Plan Name	Description	Guide
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- Complete the information on the signature page.
- Use the information found in the Requested Amount column on the Grant Summary page to fill in the blank column on the Signature Page.

GRANT	ADDED TO APPLICATION	SUBMITTED	REQUESTED AMOUNT
Community-based Primary Care Clinic Grant 2016-2017			\$0.00
Disease Intervention Application-SFY2017			\$0.00
State Formula 2016-2017	✓		\$0.00

Applicant: (Name of Agency) _____

Street Address/PO Box _____

City _____ Zip Code _____

Child Care Licensing Program	
Chronic Disease Risk Reduction	
Community-Based Primary Care Clinic Grant	
Disease Intervention	
Family Planning	
Healthy Family Services	
HIV Prevention Program – Community	
HIV Prevention Program – Opt Out	
Immunization Action Plan	

- After the Signature Page is completed, print it out and gather all necessary signatures.

Finalizing the Applications

Note: Once applications are finalized, they can no longer be modified.

- Ensure that all applications your organization is applying for have been submitted BEFORE proceeding any further.
- On the Organization Summary page, select the Finalize button. This will cause a pop-up window to generate.

Plan Name	Description	Guide
Aid To Local		Summary Signature Finalize

- When the Finalize Applications window opens, the following actions should be completed:
 - Upload the completed and signed Signature Page by clicking the **Select** button and attaching the scanned signature page.
 - Complete the OMB Circular A-133 question.

Finalize Applications

Instructions

This is the final step of submitting your Aid To Local applications.

Once you complete this step, you will no longer be able to modify any of these applications. Please verify that you have completed and submitted all of your applications before proceeding.

Please fill in the form below and then click the "Finalize Applications" button.

This step will be stamped with the following information:

Your Name:
Today's Date: 01/28/2016

Upload the signature page

Attach completed and signed Signature Page here.

Was your agency required to have an OMB Circular A-133 single audit completed in the prior calendar year? ⓘ

Select Yes or No

- After completing both steps, click the **Finalize Applications** button to complete the process.