United Way of Allegheny County



United Way of Allegheny County Vulnerable Seniors & Adults with Disabilities

2009 On-Line Proposal Instructions

e-CIMPACT User's Manual

All Funding Applications Must Be Submitted On-Line By 5:00 PM on Monday, August 3, 2009

United Way of Allegheny County e-Cimpact Site User's Manual

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Introduction

This User's Manual is intended to provide guidance as you complete the online submission of your United Way proposal. The following pages contain examples of the various screens that you will view as you work on the United Way of Allegheny County's On-line Agency Site. The examples presented here are intended to provide a general introduction to the main sections of the agency forms, along with examples of the navigational features available.

United Way is reflecting a national and local trend by offering online submission of your proposal as well as subsequent grant reporting. This system will allow United Way to be more efficient as it collects information and analyzes the impact of its funding for reporting to donors and the community.

E-CImpact is a web-based system so you can enter and update information at any time until you submit the proposal. This system also allows several users at your agency to enter and edit the proposal information. Note that the screens are examples—and once you enter your own information the screens will reflect your own information. Each agency will have its own website, which is seen as your Home Page when you log-on.

Also note that the sample screens in this manual, may include references to 2008-2009 Seniors RFP—we have updated that and on the website the references will be to the 2009 Seniors and Adults with Disabilities. IN any case, there is only one Seniors and Adults with Disabilities RFP on the site.

We suggest that you consult the online checklist before you begin and use it as a guide through the process.

Please keep in mind that e-CIMPACT is a new online software application for the United Way community impact fund processes. Your patience and input is greatly appreciated.

Please communicate any and all feedback regarding this new e-CIMPACT application to Mary Phan-Gruber at 412-456-6866 or <u>mary.phan-gruber@uwac.org</u>

or

Tracey Reed Armant at 412-456-6782 or tracey.armant@uwac.org

Online Submission Deadline: August 3, 2009, 5:00 p.m.

F	RFP Timeline – Vulnerable Seniors & Adults with Disabilities - 2009			
July & August	Recruitment of RFP Review Team Members – Position Description & Timeline Sent to Current Volunteers, ECM's, & AAA Management			
July 1	RFP Materials Posted On United Way Website Notice Sent to Post-Gazette & Tribune Review; Emails Sent to Partner Agencies, Agencies on List of Those Interested and HelpConnections Agencies			
	Training for Applicants - RFP Background, Process, Proposal Form, Logic Model, OET			
July 8, 1:30-4:30 July 10, 8:30 – 11:30	United Way Offices-Strip District Eat-n-Park Training Center-Homestead			
August 3	Step 1 Applicants Submit Forms by 5 P.M. – Proposal Summary, OET, Logic Model and Supporting Documentation			
August 3 - 6	UW Staff Review - Proposal Summaries			
August 21	Selection Committee Meeting– Propose 8-10 Proposals for Step 2			
Sept 1 Sept 2-4	Impact Cabinet Meeting – Review Selection Committee Recommendations Executive Committee Review of Impact Cabinet Recommendations via Email			
Sept 8	Invite 8-10 Providers to Submit Step 2 Proposals – Staff Invites Agencies and Notifies Partner Agencies That Are Not Invited Via Phone Calls			
Sept 14, 16	Step 2 Training for Agencies – Evaluation Plans & Data Gathering			
Sept 15, 17	Training for RFP Volunteer Review Team Volunteers			
Sept 28	Step 2 Applicants Submit Full Proposals By 5 P.M. – Full Proposal Form With Evaluation Plan, Financials, Capacity Self Assessment Tool			
Sept 28, 29, 30	UW Staff Review - Proposals/Financials			
Sept 30	Volunteer Reviewers Receive, Read and Score Full Proposals			
Oct 6 – 9	Volunteer Review Team Meetings – Consensus Scores & Comments			
Oct 14	Selection Committee Meeting – Recommend 5-7 Agencies for Site Visits			
Oct 14-16	Impact Cabinet/Executive Committee Review of Recommendations via Email			
1				

Oct 16	UW Staff Notify Site Visits Invitees – Schedule Site Visits & make phone calls to Partner Agencies that are not invited
Oct 21- 26	Step 3 Site Visits to Invited Agencies
Oct 28	Final Selection Committee Meeting – Funding Recommendations (~4)
Nov 3	Impact Cabinet Meeting – Review Funding Recommendations for Exec Committee Approval
Nov 17	Executive Committee Meeting and Approval for Board
Dec 8	Board Meeting

OnLine Checklist—Completing the Proposal

- 1. Review the Login Instructions and your initial user name/password
- 2. Login and create and record a new password
- 3. On Home Page, see Resource Center on left Box for rfp and training materials
- 4. On Home Page, update your Agency Profile (left bar)
- 5. Add other staff who will be online into Contacts (left bar on Home Page)
- 6. On Home Page, click the Assign Program to this Investment
- 7. Add your agency Program(s) (project or departments) for this proposal
- 8. When you receive UW email confirmation--open Application Overview Packet
- 9. In Agency packet, complete the Agency Cover Sheet
- 10. In Agency packet, compete the Budget information
- 11. In Agency packet, complete the OET (organization eligibility tool)
- 12. In Agency packet, attach your IRS determination letter (501 (C) (3))
- 13. In Program packet, complete the Program Summary (questions and narrative)
- 14. In Program packet, complete the Logic Model Template
- 15. Review all materials for completion and insure they are in Verify mode
- 16. Submit application and watch for email verification

Login Instructions

To access the online funding application, go to <u>www.unitedwaypittsburgh.org</u> Select "Featured News" and click on Vulnerable Seniors and Adults with Disabilities link.

Or you may type <u>http://agency.e-cimpact.com/login.aspx?org=40445F</u> in the address field at the top of your browser. Bookmark or add to favorites.

Password: All users with access to the on-line application will be assigned a *temporary password*. Once you have filled in the required login information, click on <u>Sign in to our Secure Server</u> to enter the application. The system will automatically ask you to change your password. Due to obvious security reasons we have implemented username and password requirements.

- Usernames must be at least 3 characters (alpha or numeric)
- Passwords must be between 6 and 15 characters in length and they must contain at least 1 character from two of the following groups, alpha, numeric or special character. Quotes, commas, percent signs and spaces are not allowed.

Online RFP Application Instructions

United Way of Allegheny County—RFP for Seniors and Adults with Disabilities e-CImpact System Starting Instructions

- 1. Sign up for agency training by contacting <u>communityimpact@uwac.org</u> and providing this basic information:
 - Your agency name and address
 - Executive Director/CEO first/last name, email and phone information. Note that the Executive Director/CEO information is used as the first way to access the system—you will be able to then add any agency staff who will actually complete or review the RFP.
 - We will then add this basic information into the online RFP system and you will then have access through a temporary user name and password to your own agency website in the system.
- 2. We will email the temporary user name and password information to the Executive Director/CEO, but if you prefer, a responsible contact person from the organization can contact <u>communityimpact@uwac.org</u> to also receive that information. We will then email your temporary user name and password and the website URL. Note that upon the first entry to the system, the user will be required to change and create their own password. United Way does not have access to your password—please keep track of it.
- 3. Each agency can authorize additional users to have access to your agency's online site through a contact section on the agency's home page. See the Contacts section of the e-CImpacts User's Manual for additional guidance. **This manual is available on-line.**

<u>To Log-in</u>

- 1. https://agency.e-cimpact.com/login.aspx?org=40445F
- 2. Enter Username:
- 3. Enter Password:

Login Page

When you reach the website at <u>https://agency.e-cimpact.com/login.aspx?org=40445F</u>, the Login Page shown below will appear. This website is confidential and therefore requires a username and password. United Way will provide an initial username & password. After it is used, the user will be prompted to create their own username and password. All users with access to the on-line application will be assigned a username.



Agency Home Page

Once users have logged in to the application, the first screen that appears is the Home Page for your agency. Note on the left sidebar, the link to the Seniors and Adults with Disabilities RFP and below that a Resource Center that includes additional RFP and Training materials. However your next step is to complete your agency profile before proceeding to the proposal.

ABC Test Agency	Seniors/Adults w/ DisabilitiesTraining Materials > Resource Center
<u>Home</u>	
<u>Agency Profile</u>	Resource Lenter
<u>Classification</u>	Background has need statement, agency eligibility, timeline, proposal process, scoring criteria, outcome:
<u>Contacts</u>	and proposal summary questions 7/6/2009
<u>Statements</u>	FAOs Frequently-asked questions - 7/6/2009
<u>Programs</u>	Outcomes/Indicators List List of outcomes and standard indicators - 7/6/2009
Event Schedule Archived Events (1)	TimelineRFP Process
Assign Program to Investment Process	log-in instructions for agencies - 7/6/2009
United Way	
Assisting Vulnerable Seniors and Adults with Dis	
(<u>1)2009 Senior & Adults</u> w/Disabilities (Step 1)	
Helping Youth and Young Adults Succeed	
(1) 2008-09 Youth and Children RFP (Step 1)	
(2) 2008-09 Youth and Children RFP (Step 2)	
2008-09 Mid-Year Reporting	
Resource Center	
Youth Training & Resource Materials (3)	
<u>Seniors/Adults w/</u> <u>DisabilitiesTraining Materials (5)</u>	
Reports	
Download Adobe Reader	
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Helpful Hints

- Always click SAVE as DRAFT before leaving a page.
- Do download Google Tool Bar. It makes spell checking so much easier.
- Allow Pop-ups while on this site. Some of the items are pop-ups.
- If you only have paper copies of audits, 990's or financial statements.

First ask firm doing the work if they can send you a copy via disk or email. This should be NO PROBLEM and FREE.

If it is a problem, take your paper copy and have it scanned. If scanning software is not available in your office, this can usually be done cheaply at places like Staples or Office Depot. Scan and save to disk or to hard drive for uploading as attachment.

- Two agency users can be on the agency site at one time, however the important thing to know and remember is that they could potentially write over each other's work. If for example, they both had a budget open at the same time whoever saves LAST will write over what the other one has entered.
- On the left side of the screen, is a list of options referred to as the Navigation Menu (Left Sidebar). This menu is the main navigational tool of the site. By clicking on the commands listed here, the user will be able to quickly access the various sections of the proposal. Note that <u>manipulating the</u> <u>navigation menu will NOT save your data</u>. Use save/update or save/return to previous page buttons for this purpose.
- e-CIMPACT contains a character count function in each text box. It will tell you how many characters have been used. It does not contain a spell checker. UWAC recommends downloading the Google tool bar. It is free and includes a spell checker that will check spelling any web page. (toolbar.google.com)

Copying and Pasting From Word Documents

When filling out a form users are able to cut and paste out of a word document directly into the narrative text field on an e-CIMPACT form. If the key board short cuts (paste= Ctrl V, cut = Ctrl C) are used when using cut and paste then the text box will provide a word count. If the key board short cuts are not used then the word count will be available when the user hits enter or the form is saved or the text box has been typed in.

Printing Form and Proposals

An agency has the option to export the entire application packet to PDF when a link to Export Form or Proposal appears on the bottom right of the Form or Packet page. United Way highly recommends using the Large Font version of this export function. The application packet can be in initial, draft, or completed status to utilize this export function. Each page can also be exported separately using this function on corresponding pages. Please note that Adobe Acrobat 6.0 or higher must be installed in order to utilize this function.

Form or Packet Status: Each form and application section will show one of the following as its status.

<u>Initial</u>– At the beginning of each cycle, all active forms will show a status of "Initial," meaning the application is ready for modification.

<u>Draft</u> – Once a modification or entry has been made in the application and saved, the project status will change to "Draft." This status will remain until the application is verified ,

<u>Verified</u> – Once all information has been input, complete each application section by selecting the *Save and Verify* function at the bottom of each section. If any item is highlighted in red, it means that a required field is missing or that logic does not sync; this must be corrected in order to complete the proposal.

Agency Profile Your first task on the home page is to update your agency profile, including agency addresses and program locations, individual contacts, and general information regarding the agency's mission, description, website, etc.

	Agency Pro	ofile		
ome				
<u>gency Profile</u>	Agency	ADC Test Agency		
assification	Name:*	ABC Test Agency		
ntacts	Accreditation Bv:			
<u>atements</u>	Wehsite [,]	www.google.com		
ograms	Chaff Lisiana			
ent Schedule	Staff Liaison:	Tracey Reed-Armant		
hived Events (1)	Contact:	tim wo		
	Description:	ABC Test Agency Description		
<u>sign Program to</u> estment Process				
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2008-09 Youth and Children (Step 1)	🔡 <u>Save/Up</u>	date		
2008-09 Youth and Children (Step 2)	Account Na	ames		
08-09 Mid-Year Reporting	Туре	Account Name	Act	tions
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oorts wnload Adobe Reader	Type Main Add New Phone Num Type Main Add New Email Addre Secondary Main Home	Address Any Street, Pittsburgh, PA 15222, U.S.A. Address Address Phone Number (412) 555-1212 Phone Number esses Email Address abs@wyz.com arind@uwac.org jlm@mnop.com	Primary? Yes View All Primary? Yes View All Phon View All Phon Primary? No Yes No Yes	Actio Edit De Addresses Actio Edit De Edit De Edit De Edit De

Contacts

The Agency Contacts page requests information about key agency contacts and identification of one main contact using a radio button. <u>Required contacts include the Executive Director or CEO</u> as that is the individual whose electronic signature is required for final proposal submission. For agencies who pre-register for training, United Way has already entered the Executive Director/CEO contact information into the system. You are not required to request log in permission for these individuals but you must enter them as a contact.

Other users must be included as contacts and they must be given log in permissions.

To add a new contact, click on the *Add New Contact* button below the table. Utilize the *Edit* and *Delete* commands to make necessary changes to existing contacts.

Agencies are able to request a Login for their own staff from the Agency Site. When an agency requests a new Login, an automated email is sent to the Agency's Primary Email Address alerting them of a New Agency Login request to be approved. The administrative user is able to easily Approve New Login Requests via Login Management. The system was established using the agency CEO as the Primary email account.

UNITED WAY OF ALLEGHEI	NY COUNTY I PENN LIB	ERTY PLAZA ONE 1250	PENN AVENUE I	PO BOX 735	I PITTSBURGH,	PA 15230-07
BC Test Agency	Contacts					
<u>ome</u>	Name	Contact Type	Company	Drimary	Login	Actions
<u>gency Profile</u>	ice poto	CDA	company	No	ipoto	Edit Delete
assification	jue pere	CPA		NU	<u>pere</u>	Euit Delete
aptacto	Andy S. Rind	Executive Director		NO	<u>abcagency</u>	<u>Edit</u> <u>Delete</u>
JITALIS	John Smith	Program Director		No	<u>ismith</u>	<u>Edit</u> <u>Delete</u>
<u>:atements</u>	tim wo	Professional Staff		Yes	<u>two</u>	Edit Delete
<u>ograms</u>						
ent Schedule	+ Add New	<u>Contact</u>				
rchived Events (1)						

The following screen provides an example of an Add New Contact screen.

Using the Drop down Menu Features (Screen Below)

The **drop-down menu** allows the user to select the appropriate contact type. To select a contact type, click on the arrow on the right side of the contact field and select the most appropriate description for the contact you are entering or editing. Also enter the individual's exact title in the *Job Title* field, as well as the contact's place of employment, particularly for board members who are not employed by the agency.

Further down the page, there are three additional edit options: *Add New Address, Add New Phone Number*, and *Add New Email*. All contacts must have an associated address, phone number and email address. Note that to add a new contact, only general information is requested.

You may enter the contact address, phone number and email address now or utilize the *Edit* function once the new contact is saved in the system to provide an address, phone number and email address for that individual.

Contacts Continued Once you select Add New Contact, the following page provides fields for you to enter the contact information.

Signed in as: John Smith Char	n <u>de Password</u> <u>Edit Profile</u> <u>Signout</u>	Font Size: A
TIMES WHY WAY OF ALLEG HEAVY CO	LIKE THESE A /E'RE HERE	RE dy CO DAT 735 1 PITTSBURGH, PA 15230-073
ABC Test Agency	Contacts > Add New Contact	
Home		
Agency Profile	L Primary?	
Classification	🗖 Include in all Emails?	
Contacts	Active?	
Statements	Type:* Select Contact Type 💌	
Programs	Prefix:	
Front Orbertale		
Event Schedule		
	Middle Initial:	
United Way	Last Name:*	
Assisting Vulnerable Seniors	Suffix:	
(1)2008-09 Senior & Adults	Email:*	
w/Disabilities (Step 1)	Company:	
Helping Youth and Young		
(1) 2008-09 Youth and Children		
RFP (Step 1)	(* Required lield)	
(2) 2008-09 Youth and Children RFP (Step 2)	🖳 Sava (Updata	
2008-09 Mid-Year Reporting	Save/Opuate	
	🗾 <u>Save and Return to Previous Page</u>	
Resource Center	Cancel and Return to Previous Page	
<u>Youth Training & Resource</u> Materials (3)		
Departs	Addresses	
Download Adobe Reader	Add New Address	View All Addresses 🔊
	Phone Numbers	
	Add New Phone Number	View All Phone Numbers 🔊
	Email Addresses	
	Add New Email Address	View All Email Addresses 🔊
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<u>Adding Addresses</u> To add additional addresses, click on *Add New Address*. Make sure and add your mailing address if it is different than the location address.

The phone number will be the main agency phone number. You might want to add cell phone for the CEO.

Programs		🗖 Include in all Emails?	
Event Schedule		Active?	
Archived Events (1)	Type:*	Executive Director	
United Way	Prefix:	Ms.	
Assisting Vulnerable Seniors	First Name:*	Barbara	
(1)2008-09 Senior & Adults	Middle Initial:	A	
w/Disabilities (Step 1)	Last Name:*	Lewis	
Helping Youth and Young Adults Succeed	Suffix:	×	
(1) 2008-09 Youth and Children RFP (Step 1)	Email:*	blewis@uwac.org	
(2) 2008-09 Youth and Children	Company:	United Way of Allegheny County	
2008-09 Mid-Year Reporting	Job Title:	Administrative Assistant	
Recource Center	(* Required fie	ld)	
Youth Training & Resource Materials (3)	🚼 <u>Save/Up</u> o	late	
Reports	🗾 <u>Save and</u>	Return to Previous Page	
Download Adobe Reader	Cancel an	d Return to Previous Page	
	Addresses		
	🕂 Add Nev	v Address	View All Addresses 🔊
•			Þ

Saving Information

On every screen where there is information that can be updated, there is the ability to save the information that is being updated. By scrolling to the bottom of the page, *the Save Update* section will be visible. Click on the text direction or the icon to the left of the text to activate the function. Select *Save/Update* which will save the information and show the same screen just updated. If you choose *Save and Return to Previous Page*, the system will save the information and take you back to the previous screen. *Cancel and Return to Previous Page* to return to the previous screen without saving any changes.

WHY W	/E'RE HERE
UNITED WAY OF ALLEGHENY CO	JUNTY I PENNLIBERTY PLAZA ONE I 1250 PENNAVENUE I PO BOX 735 I PITTSBURGH, PA 15230-07
ABC Test Agency	Contacts > Barbara & Lewis > Email Addresses > Add New Email Address
Home	
Agency Profile	Li Primary?
<u>Classification</u>	Active?
<u>Contacts</u>	Type:* Select Email Type 💌
<u>Statements</u>	Email
<u>Programs</u>	(* Required field)
Event Schedule	(····································
Archived Events (1)	Save/Update
United Way	😕 Save and Return to Previous Page
Assisting Vulnerable Seniors and Adults with Dis	Cancel and Return to Previous Page
(1)2008-09 Senior & Adults w/Disabilities (Step 1)	
Helping Youth and Young Adults Succeed	
(1) 2008-09 Youth and Children RFP (Step 1)	
(2) 2008-09 Youth and Children RFP (Step 2)	
2008-09 Mid-Year Reporting	
Resource Center	
Youth Training & Resource Materials (3)	
Reports	
Download Adobe Reader	
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•	Secured by <u>intawite</u> Powered by Sedbrücks

Add and Assign Program

From the Navigation Menu, enter the Assign Program to Investment Process. Click on Add New Program. On the next screen, seen below, you will provide the title and description of your Agency Program, Project or Department which is relevant to this proposal. Click on the box below for United Way—this will send an email to United Way to create an internal link for your proposal. When you receive a return email from United Way—you will be able to proceed into the RFP link to complete the proposal.

Additional programs can be added at any point by clicking the Programs link on the left navigation menu and linking it to the RFP.

Signed in as: Andy S. Rind <u>Ch</u>	ange Password Edit I	Profile <u>Signout</u>
TIME WHY UNITED WAY OF ALL	ES LII WE'	KE THESE ARE REHERE NN LIBERTY PLAZA ONE 1 1250 PENN AVENUE 1 PD BOX 735 1 PITTSBURGH, PA
ABC Test Agency Home Agency Profile Classification	Please complete the i and click on the save the UW administrator the rfp.	nformation below to indicate which program of your agency you are submitting for this rfp proce button, you will receive a confirmation email to confirm the submission of this request. Once you , you will receive a second email advising you that your program has been accepted and you car
Contacts Statements Programs Event Schedule Archived Events (1)	Program Name:* Description:	Helping Seniors Stay At Home Program of staff and volunteers who provide variety of services based on client needs to help seniors remain in their own homes rather than being institutionalized.
Assign Program to Investment Process United Way Assisting Vulnerable Seniors and Adults with Dis (1)2009 Senior & Adults w/Disabilities (Step 1) Helping Youth and Young Adults Succeed (1) 2008-09 Youth and Children RFP (Step 1)	Assisting Vulner	Limit up to 1500 characters Pable Seniors and Adults with Disab Assisting Vulnerable Seniors and Adults with Dis - (1)2009 Senior & Adults w/Disabiliti turn to Previous Page
(2) 2008-09 Youth and Children <u>RFP (Step 2)</u> <u>2008-09 Mid-Year Reporting</u> Resource Center <u>Youth Training & Resource</u> <u>Materials (3)</u> <u>Reports</u> <u>Download Adobe Reader</u>		
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RFP Application Overview Packet

After completing the *Agency and Program Profiles* sections, the next step is to begin the proposal. Click on the link to 2009 Seniors and Adults with Disabilities located on the left Navigation Menu. You will then see the two packet sections of the proposal, the Agency Packet (contains the agency cover sheet, budget sheet, OET and submission of IRS determination letter) and the Program Packet (contains the Proposal Summary and the Logic Model).

Note that in this sample, a user has already entered some information in the program packet (Draft Status) but no information has yet been entered in the Agency Packet (Initial Status). By clicking on the link under the <u>Actions on</u>, you will access the forms that are part of that packet. <u>Note that you will want to continue to press Save/Update on the link below as you make changes on each page</u>. When the proposal is ready for submission, and the Status for all sections read "Verify", you will return to this page to <u>Submit</u> the proposal application (at which time it will be highlighted).

UNITED WAT OF ALLEGBERT OF	UNIT A FERM LIBERTS FEREN	UNC 1200 FERN AVENUE	I FU DUA 133	FILIDUR	an, FA 19239-91
ABC Test Agency	(1)2008-09 Senior & /	Adults w/Disabilities (St	ep 1) > Forn	n Packets	
<u>Home</u>	Application Statuce Draft				г
Agency Profile	Application Status: Draft				L
<u>Classification</u>	Form Packet	Packet Type	Status	Actions	
<u>Contacts</u>	ABC Test Agency	Agency	Initial	Edit	_
Statements	ABC Test Program	Program Information	Draft	<u>Edit</u>	🗹 Include
Programs	🐨 Save/Update		Export	Entire Applica	ition To Adobe P[
Event Schedule	Submit Application	Εχρο	rt Entire Applica	ation To Adob	e PDF (Large Fon
Archived Events (1)					
United Way					
Assisting Vulnerable Seniors and Adults with Dis					
(<u>1)2008-09 Senior & Adults</u> w/Disabilities (Step 1)					
Helping Youth and Young Adults Succeed					
(1) 2008-09 Youth and Children RFP (Step 1)					
(2) 2008-09 Youth and Children RFP (Step 2)					
2008-09 Mid-Year Reporting					
Resource Center					
Youth Training & Resource Materials (3)					
Reports					
Download Adobe Reader					
@ 2	2009 e-CIMPACT.com (formerly	/ e-CFund.com), Community I	mpact Manader	nent	
	Secured by <u>Tha</u>	awte TM Powered by Seabrook	is is		
•					•

Agency Packet Summary

The "Agency" packet section represents the agency-related sections of the proposal. Click on the edit button for each of the three forms to complete each one. You are also required to attach a copy of your 501 (c) (3) IRS Determination Letter on this page. If you have this scanned or saved on your own computer, it can be accessed through the Browse button next to it.



Agency Packet ---Agency Cover Sheet The agency cover sheet can include information that was entered in the Agency Profile. Note that items which are not in text, such as Administrative Overhead are automatically calculated once the information is entered in the text boxes and the page is Saved.

ABC Test Agency	(1)2008-09 Senior & Adults	w/Disabilities (Step 1) > Forms
<u>Home</u>	Status: Draft	
Agency Profile	Sten 1a: Agency Cover Sheet:	
<u>Classification</u>	Helping Vulnerable Seniors and Ad	ults with Disabiliteis Stay Safe at Home
<u>Contacts</u>		
<u>Statements</u>	Contact Information	
Programs	Agency Name (lead agency):	ABC Test Agency
event Schedule	åddress:	Any Street Bitteburgh Benneulusnia 15000 U.C.A
Archived Events (1)		Any Street, Pittsburgh, Peninsylvania, 13222, 0.5.A.
Inited Way	Website:	www.google.com
Assisting Vulnerable Seniors	Executive Director:	Barbara A. Lewis
nd Adults with Dis	Email:	arind@uwac.org
(1)2008-09 Senior & Adults //Disabilities (Step 1)	Phone Number:	(412) 555-1212
elping Youth and Young dults Succeed		
1) 2008-09 Youth and Children P (Step 1)	Current Annual	
2) 2008-09 Youth and Children	Agency Budget (lead agency if p	art of a collaborative):
P (Step 2) 008-09 Mid-Vear Reporting	Number of Full Time Employees:	
boo-os Mid-Tear Reporting	Number of Part Time Employees	0.00
source Center		
outh Training & Resource Interials (3)		
	From most recent 990	
ports	A: Line 12 - Total Revenue	
ownload Adobe Reader	B: Line 14 - Management and Ge	neral
	C: Line 15 - Fundraising	
	Administrative Overhead %	0.00
	Provide your mission statement, agency's core program services. basket weaving expansio	a BRIEF description of your organization's history and an outline of you on around the world
	Limit up to 2000 characters (41 used).	
	🔡 Save as Draft	Export This Form To
	🗾 <u>Save As Draft And Return</u>	Export This Form To Adobe PDF (I
	岸 Save and Verify	
	Cancel And Return To Previo	us Page
	© 2009 e-CIMPACT.com (formerly e- Secured by Thaw)	-CFund.com), Community Impact Management te TM Powered by Seabrooks

Agency Packet –Budget Summary

Complete the surplus, deficit and total agency expense for the current and past two years as noted below. Be sure to save when completed

UNITED WAY OF ALLEGHENY CO	IUNTY I PENN LIBERTY PLAZA ONE I 12	50 PENN AVENUE	I PO BOX 735	I PITTSBURGH, PA 15230-073
ABC Test Agency Home Agency Profile Classification Contacts Statements Programs Event Schedule Archived Events (1) United Way	(1)2008-09 Senior & Adults w/ Status: Initial Step 1b: Agency Budget Summary Description Amount of Operating Surplus (if any) Amount of Operating Deficit (if any) Total Agency Expense*	Disabilities (S1 :: 2007	2008	ns 2009 (actual or budgeted)
United Way Assisting Vulnerable Seniors and Adults with Dis (1)2008-09 Senior & Adults w/Disabilities (Step 1) Helping Youth and Young Adults Succeed (1) 2008-09 Youth and Children RFP (Step 1) (2) 2008-09 Youth and Children RFP (Step 2) 2008-09 Mid-Year Reporting Resource Center Youth Training & Resource Materials (3) Reports	Save as Draft Save As Draft And Return Save and Verify Cancel And Return To Previous F	<u>'aqe</u>	Export This Fr	Export This Form To Adobe PDF orm To Adobe PDF (Large Font)
© :	2009 e-CIMPACT.com (formerly e-CFund.co Secured by <u>Thawte</u> ™ Pow	om), Community ered by Seabroo	Impact Manage ks	ment

Agency Packet – Organizational Eligibility Tool (OET)

In order to quality for impact funding, agencies must qualify on this tool and have all items completed as a "yes". Follow the instructions and note that any items marked "no" allow an explanation to be included in the text box below. (See Page Below) Disregard Item 4 in the instructions.

It may be helpful to print a copy of the OET before you begin to complete it. Scroll to the bottom of the form and use the Export to Adobe PDF (large font) for a print copy.

Smith 🤉	<u>Change Password Edit Profile Signout</u>	Font Size: 🛆
	ES LIKE THESE ARE WE'RE HERE	
AT UP AL	LEBHENT COUNTY T FEMA LIBERTY FLAZA UNE T 1250 FEMM AVENUE T FU BOA 735 (FTITSBURGH, FA 10230-0730
	(1)2008-09 Senior & Adults w/Disabilities (Step 1) > Forms	
	Status: Draft Step 1c: Organizational Eligibility Tool (OET) NOTE: United Way of Alleghery County (UW) Impact Rund Eligibility Requirements In order to be considered eligible for funds from the UW Impact Rund, all items on "Yes".	this form must be answered with a
	1. Please read the entire guestion before marking your answer,	
	2, Check the appropriate button; Yes / No	
2	3. If you reply No to any item but would like to clarify your response please explain	by using the TEXT BOX provided.
<u>)</u> <u>SS</u>	 All responses requiring further clarification are subject to staff follow-up for addit <u>Frequently Asked Ouestions from Charitable Organizations</u> 	ional documentation,
Seniors		
dults	Legal and Ethical Considerations We operate under board-approved bylaws.	O Yes
'oung		O Yes O No
d Children	If no, please explain.	
d Children		<u>~</u>
ortina		
ording		-
source	Limit up to 3500 characters (0 used). We operate under a current 501(C) 3.	C Yes
		O No
aador	If no, please explain.	
	Limit up to 3500 characters (0 used). We have Directors & Officers Errors & Omissions Insurance.	C Yes
		C No
	If no, please explain.	
	Limit up to 3500 characters (0 used).	
	We comply with our state's Solicitations Act.	O Yes O No
	 Limit up to 3500 characters (0 used).	V
	We comply with the provisions of the U.S.A. Patriot Act.	O Yes
	If no place ovolain	C No
		×
	Limit up to 3500 characters (0 used). Our licensing is current, as required.	
		O No
	If no, please explain.	
	l Limit up to 3500 characters (0 used).	×

Program Packet Summary

The program packet summary contains two documents to be completed for the proposal; the Proposal Summary and the Logic Model. Access these documents through the Edit function next to the Program Information.



•

Program Packet: Proposal Summary (see 3 pages below)

This form includes the narrative questions as well as the collaborating agencies, service information and amount of the request. Note that you must save for calculated fields (i.e. average cost per participant) to appear. All forms must be verified before the application is ready to submit to UWAC.

ED WAY OF ALLEGHEI	NY COUNTY I PENN LIBERTY PLAZA ONE	I 1250 PENN AVENUE I PO BOX 735 I PITTSBURGH, PA 15230-0735
Agency	(1)2009 Senior & Adults w/Dis	abilities (Step 1) > ABC Test Program > Forms
	Status: Initial	
ofile	Sten 1a: Bronosal Summary	
<u>n</u>	Agencies will receive an email confirm attachments, Please be sure to save communityimpact@uwac.org or pleas	ation of their Step 1 proposal upon completion of all the required forms and and verify each form when complete. If you have additional questions email ie call Barb Lewis at 412,456,6781
-	Cover Sheet: Assisting Vulnerabl	e Seniors and Adults with Disabilities
adula	Program Name	
vonts (1)	-	Limit up to 150 characters (16 used).
	Primary Proposal Contact Name:	Andy S. Rind
i <u>gram to</u> I <u>t Process</u>	Email:	
У	Phone Number:	
Inerable Seniors with Dis		
<u>iior & Adults</u> (Step 1)	Collaborating Agencies Contact Information	
uth and Young teed	(17 a collaborative of agencies is appl)	(ing to share the funding, list the other collaborating agencies below)
Youth and Children	Collaborating Agency Name 1:	limit up to 150 characters (0 used)
	Address:	
Youth and Children		Limit up to 150 characters (0 used).
-Year Reporting	Website:	
Contor		Limit up to 150 characters (0 used).
oing & Rosourco	Collaborating Agency Name 2:	
)		Limit up to 150 characters (0 used).
	Address:	
Adobe Reader		Limit up to 150 characters (0 used).
	Website:	
		Limit up to 150 characters (0 used).
	Collaborating Agency Name 3:	Lineit um be 150 eb avanteur (0 unad)
	Address	
		Limit up to 150 characters (0 used).
	Website	
		Limit up to 150 characters (0 used).
	Proposed Service Information	
	Total Cost of Service*	
	Expected Number of Participants:*	0.00
	Average Cost per Participant	0.00
	Proposal	
	Dollar Amount of this Funding Request:	
	? Percent Request to Program	0.00
	Budget:	
	Indicate if funding will support:	V
	If the request represents an expansion, indicate additional # of individuals expected to be served.	

Program Packet: Proposal Summary – Continued

Text can be copied and pasted from a Word Document. Note that each text box has a limited number of characters as noted in each question—as you hit the enter key and save you will see the number of characters. Be sure that you <u>do not</u> exceed the limit. You may want to print this form (see bottom of the form) before completing to insure you see all the questions before you begin. (See Helpful Hints section on copying and pasting).

	Section 1: Questions 1 - 8
	 a. Purpose Statement: In one or two sentences, provide a brief statement of the project goal which note the target population, geographic area to be served and outcome to be achieved.
	Limit us to 1500 obsectors (0 used)
	h. (Ontionalanswer this question only if this is a collaborative request of several agencies). For each
	collaborative member other than the lead agency, provide the agency's mission, a brief description of its histor and an outline of its core program services. (The mission, history and program services of the lead applicant agency were collected in the earlier "agency cover sheet").
	limitus to 4000 characters (0 used)
	2. Describe the critical community need (aligned with the LIW outcomes) that your program is designed to
	address and the specific population to be served by your program. Also describe the agency's effectiveness in serving this population, including the strategies used to attract, select and retain participants and address particular barriers to their participation.
	A
L	.imit up to 2500 characters (0 used).
	3. List the geographic area or neighborhoods to be served and indicate whether the agency and/or program currently serves those areas. If relevant, briefly provide supporting data which indicates particular great needs the target population in that area.
	Limit up to 2500 characters (0 used).
	4. Describe the proposed program or project and now it achieves United way's preferred outcomes. Also describe how this effort is coupled with other public or private efforts to help achieve community impact.
	inii un ta 2000 de vesteur (Aurad)

Program Packet: Proposal Summary - Continued

5. Indicate how the requested United Way funds will be used to support, expand and/or enhance existing services. If this is a new service, explain why this program is needed and how funds will be used. Limit up to 3000 characters (0 used). 6. Describe how this program coordinates with other programs and agencies. If this is a formal collaboration, describe coordination of services and define each agency's role, and any respective share of the funding request. . Limit up to 3500 characters (0 used). 7. Explain how reliable data will be used to provide evidence of the program's effectiveness for participants. Describe the unique value of this program. Þ Limit up to 2500 characters (0 used). 8. Why is this program the best investment of community-generated United Way dollars? Explain how this program is effective in preventing serious problems for individuals and the community at large. Limit up to 3000 characters (0 used). 🚼 Save as Draft Export This Form To Adobe PDF [Save As Draft And Return Export This Form To Adobe PDF (Large Font) 📙 Save and Verify 🔄 Cancel And Return To Previous Page © 2009 e-CIMPACT.com (formerly e-CFund.com), Community Impact Management Secured by <u>Thawte</u>[™] Powered by Seabrooks

Program Packet: Logic Model Template Instructions

The Logic Model Template is designed to be completed by beginning with the Preferred Long-Term Outcomes and Indicators and moving through the other sections: Supporting Long-Term Outcomes, Intermediate Outcomes, Initial Outcomes, Activities, Input-Constraints and Input-Resources. You will note a <u>View Diagram</u> link on each page of the Logic Model forms, which can be accessed at any time and provide a visual of your template at any point. You can also print out the text version of your Logic Model at any point by accessing the <u>Export Form to Adobe PDF</u> on the bottom right of each page.

Note that for this RFP, United Way has standard Preferred Long-Term and Supporting Long-Term Outcomes which will need to be selected by all Providers. You cannot add other Long-Term Outcomes in either of those categories.

The Preferred Long-Term and Supporting Long-Term Outcomes and all other sections noted above can be accessed by clicking on the right arrow in the <u>Create New Section Box</u> on the Logic Model Template page and selecting the relevant selection in the Drop down Box. Then click on the plus sign next to the box to go to a page where you can add your information for that section of the Template. After you Save (by either clicking small logo on left above the View Diagram in the right corner or the Save and Return to Previous Page at bottom of the page)--you will then see that section added to the Logic Model template page.

For each of the Long-Term Outcomes, United Way has provided Indicators which can be selected for this process--or the agency can add its own Indicators (by clicking on Add additional indicators in the "Add New" area on the right for each section). See the list of Outcomes and Indicators in the Resources Section of your agency Home Page.

Note that you may want to change the Order of the various items in each section so that they line up in your diagram. This can be done by clicking on the Order arrows on the left section of the Template form.

We suggest you begin by selecting a Preferred Long-Term Outcome and Supporting Long-Term Outcome, and checking the related indicators you would use (and adding your own). Then proceed to complete all the sections of the Logic Model related to that Outcome (for example, Intermediate Outcomes, Short-term Outcomes, Outputs, Activities and Inputs (resources and constraints). Then if it is appropriate to add additional Outcomes, return to the Create New Section and begin again to select an outcome, indicators and add the other sections.

You may want to review all of the following sample Logic Model pages to see how your model will build on the page as you add the various components of the Logic Model.

NOTE: Actual Projections (i.e., target # of seniors to be served) will be requested in the next stage (Step 2) of the Proposal process for this RFP for agencies selected to continue.

Program Packet: Logic Model Template Continued

est Agency	ABC Test A > Forms	gency > (1)200	08-09 Senior & Adults w/Disab	ilities (Ste	p 1) > ABC Test	: Prograr
<u>y Profile</u>						
ation	Form Status:	Initial				Ŀ
<u>its</u>	Step 1b: Log	ic Model Templa [;]	te		<u>\</u>	<u>view Diagr</u>
<u>nents</u>	- Annlicants mu	st complete this te	molate in relation to at least one of th	e United Wa	Link opens i Inv's Preferred Outco	in new wina: I <i>mes</i> .
<u>ms</u>	To dia tanàna amin'ny fisiana amin'ny fis				(
Schedule	by checking th achieve the ini	iect which indicato ie corresponding b dicator hit the mei	ors you will use to measure success tov tox next to the indicator. In order to a asurement link and complete the numb	varo the Pre. Idd the proje ber fields,	terred or Supporting cted numbers to be	g Outcome e tracked a
ed Events (1)	A/		·		*	
Way	preferred and	s will be evaluated supporting outcon	nes. Tes	ung or maica	lors inal are relevar	אנט נחפ
g Vulnerable Seniors ults with Dis	Create New Se	action:	Supporting Long-term Outcome	9		-
<u>8-09 Senior & Adults</u> lities (Step 1)	Order	Pro	eferred Long-term Outcome		Add New	<u>v</u>
Youth and Young	合 🤑 🛛 Pret	erred: Caregivers (Gupport		Edit: Description	Delet
Succeed 18-09 Youth and Children	Des 'Add	cription: Preferred: d'I Ind' link to add	: Caregivers Support After saving, click in your indicators.	on the	<u>Add'l Ind</u> (Initial)	
18-09 Youth and Children						
<u>(p 2)</u>	📧 Save and	Return to Previou	is Page		Export This Form T	o Adobe P
9 Mid-Year Reporting	Save and	Vorify		Export This E	orm To Adobe PDF	(Large For
rce Center	Nove and	ociny Deduct Overview				1201010101
<u>Training & Resource</u> Is (3)		<u>arket overview</u>				
te						
oad Adobe Reader						
	© 2009 e-CIMPA	CT.com (formerly Secured by <u>Tha</u>	e-CFund.com), Community Impact Ma <u>wte</u> ™ Powered by Seabrooks	nagement		
•						•

Program Packet: Logic Model Template Continued

Home	Program > Forms			
Agency Profile				
<u>Classification</u>	Step 1b: Logic Model Tem	plate 🔢		
<u>Contacts</u>	Add New Preferred Lona-	term Outcome		
<u>Statements</u>				
Programs	what thanges up you expec	. Tor your participants over time? (State or condition)		
Event Schedule	Impact Area:	2. Assisting Vulnerable Seniors & Adults with Disa		
Archived Events (1)	Outcome Statement:	Preferred: Caregivers Support		
Assign Program to Investment Process	Description:*	Caregiving Support: Increase the number of caregivers able to keep their family member at home		
United Way				
Assisting Vulnerable Seniors and Adults with Dis				
(1)2008-09 Senior & Adults		Limit up to 500 characters (94 used). Indicators		
w/Disabilities (Step 1)	🗖 # of caregivers who obta	ain community resources		
Helping Youth and Young Adults Succeed	# of caregivers who report of a monet convictor	ort they maintained loved one in home for 6 to 12 months due to the avail		
(<u>1) 2008-09 Youth and Children</u> RFP (Step 1)	support services # who are trained and implement appropriate caregving skills			
(2) 2008-09 Youth and Children REP (Step 2)	🔛 Save/Lindate			
2008-09 Mid-Year Reporting	Cave and Betwee to Dree	inte Dana		
	Save and Return to Prev	<u>vious Page</u>		
Resource Center	Cancel and Return to Pr	evious Page		
Youth Training & Resource Materials (3)				
Reports				
Download Adobe Reader				
(© 2009 e-CIMPACT.com (former Secured by <u>T</u>	ly e-CFund.com), Community Impact Management <u>hawte</u> ™ Powered by Seabrooks		

Program Packet: Logic Model Template Continued On the right side, next to each of the Outcomes, under Add New, you will see a link for the Description of the Outcome. Underneath is a link to add Additional Indicators for any of the Preferred and Supporting Outcomes. The new Indicator can be entered in the text box as seen below.

ency	ABC Test Agency > (1)2008-09 Senior & Adults w/Disabilities (Step 1 > Forms	.) > ABC Test Program
<u>e</u>	Step 1b: Logic Model Template (Initial) Section Status: Initial '*' indicates a required field.	4, 4, 6
	Preferred Long-term Outcome: Preferred: Caregivers Support	
	Description: Preferred: Caregivers Support After saving, click on the 'Add'I Ind' link t	o add in your indicators.
lule	Other Indicators: Not Listed in Prior Choice of Standard Indicators	
<u>ints (1)</u>	If you have other indicators not listed in the checklist, please describe the other un report below.	ique indicator you wish to
erable Seniors th Dis <u>mior & Adults</u> ten 1)		
n and Young ed outh and Children	Limit up to 1000 characters (0 used).	Y
outh and Children	Save/Update	
ear Reporting nter	Save and Return to Previous Page Save and Verify	
ng & Resource	Cancel and Return to Previous Page	
daba Raadar		

Program Packet: Logic Model Template Continued

H. F.A. 10100-0100

.goney	> Form	st Agent	γ > (1)2008-09 Seriior		p 1) > ADG TEST F	rogram
<u>file</u>						
1	Form Sta	atus: Draft			Vie	ew Diagram
	Step 1b:	: Logic Ma	odel Template		Link opens in	new window.
	Applicant.	s must con	nplete this template in relatio	n to at least one of the United Wa	ay's Preferred Outcom	IES.
dule ents (1)	Indicators by check achieve t	i – select v ing the col he indicato	which indicators you will use t responding box next to the i ir hit the measurement link a	o measure success toward the Pre indicator. In order to add the proje nd complete the number fields.	iferred or Supporting (acted numbers to be t	Outcomes tracked and
<u>gram to</u>	Note: Ag preferrea	encies will and suppl	be evaluated on the propose orting outcomes,	d collection and reporting of indica	itors that are relevant	to the
r Process	Create Ne	ew Sectior	n: Initial Out	come		-+
nerable Seniors vith Dis	Order		Preferred Long-t	erm Outcome	Add New	
ienior & Adults	�₽	Remain s	afely in home or community s	etting	Edit: Description	<u>Delete</u>
<u>Step 1)</u> th and Young eed		Description seniors of least rest	on: Preferred Outcome: Incre r adults with disabilities who r rictive community-based sett	ase the no. of frail and vulnerable emain safely in their homes or in a ing.	<u>Add'l Ind</u> (Initial)	
Youth and Children		☆ ↓	Indicator: # of clients who	maintain non-institutional status		Delete
Youth and Children		⋧₽	Indicator: # who relocated	to nursing homes (long-term care	facilities)	<u>Delete</u>
Vear Reporting	- 🕹 🕹	Preferrec	l: Caregivers Support		Edit:	<u>Delete</u>
enter		Descriptio 'Add'l Inc	on: Preferred: Caregivers Sup I' link to add in your indicator:	port After saving, click on the s.	Add'l Ind (Verified)	
ing & Resource	Order		Supporting Long-	term Outcome	Add New	
·	₽₽	Supportir	ng: Functional, health, nutritio	onal status	Edit: Description	<u>Delete</u>
dobe Reader		Description adults wi and/or fu	on: Supporting Outcome: Inc th disabilities that have adequ Inctional status.	rease the no. of frail seniors and late/improved nutritional, health	<u>Add'l Ind</u> (Verified)	
		₽ ₽	Indicator: # who complete	an assessment of physical/mental h	nealth status	<u>Delete</u>
	Order		Intermediate	Outcome	Add New	
	₽₽	clients sh	ow activively particpate in he	alth and wellness programming	Edit: Description	<u>Delete</u>
		₽ ₽	Indicator: 70% particpation	in 6 month waling program		<u>Delete</u>
	🗾 <u>Save</u>	e and Retu	im to Previous Page		Export This Form To	Adobe PDF
	Jave Save	e and Verif	ÿ	Export This F	Form To Adobe PDF (L	_arge Font)
	Back	<u>k to Packe</u>	<u>t Overview</u>			
	© 2009 e-(CIMPACT.c	om (formerly e-CFund.com),	Community Impact Management		

Program Packet: Logic Model Template Continued Select Activities and click on the blue button with the plus sign in the middle. This will take you to the page where you enter activities. Select the next item which is short term outcomes and click the blue button. This will take you to the page where you enter activities. Follow the same steps for intermediate and long term.

D WAY OF ALLEGHEN	IY COUNTY I PENN LIBERTY PLAZ	ZA ONE I 1250 PENN AVEN	UE PO BOX 735 PITTSBURGH, PA 15230-0735
.gency	ABC Test Agency > (1)2 > Forms	2008-09 Senior & Adu	ts w/Disabilities (Step 1) > ABC Test Program
<u>file</u>			
<u>p</u>	Form Status: Initial	_	View Diagram
	Step 1b: Logic Model Temp	late	Link opens in new window.
	Applicants must complete this	template in relation to at le	east one of the United Way's Preferred Outcomes.
dule	Indicators – select which indica by checking the corresponding	ators you will use to measu. g box next to the indicator.	re success toward the Preferred or Supporting Outcomes
<u>ents (1)</u>	Note: Agencies will be evaluate preferred and supporting outc	ed on the proposed collect. omes,	ion and reporting of indicators that are relevant to the
<u>gram to</u> <u>t Process</u>	Create New Section:	Activities	× 🕂
r nerable Seniors vith Dis	🗾 Save and Return to Previ	ious Page	Export This Form To Adobe PDF
ienior & Adults Sten 1)	 Save and Verify		Export This Form To Adobe PDF (Large Font)
th and Young and	 Back to Packet Overview	1	
Youth and Children			
Youth and Children			
Year Reporting			
enter			
ing & Resource			
<u>dobe Reader</u>			
•	© 2009 e-CIMPACT.com (forme Secured by <u>T</u>	rly e-CFund.com), Commun <u>'hawte</u> ™ Powered by Seab	ity Impact Management rooks

Program Packet: Logic Model Template Continued

ABC Test Agency <u>Home</u>	ABC Test A Program >	gency > (1)2008-09 Senior & Adults w/Disabilities (Step Forms	• 1) > ABC ⁻
<u>Agency Profile</u>			
<u>Classification</u>	Step 1b: Log	ic Model Template	
<u>Contacts</u>	Add New Act	ivity	
<u>Statements</u> -	Enter up to five	(5), then press 'Save and Return to Previous Page'.	
<u>Programs</u>	What happens	in the proposed program?	
Event Schedule	1) Activity:		
Archived Events (1)	I) Activity.	Implement schedule of seniors in-home visitations.	<u></u>
Assign Drogram to]		~
investment Process		Limit up to 500 characters (50 used).	
Inited Way	2) Activity:	Meet weekly with full team to review cases.	
ssisting Vulnerable Seniors nd Adults with Dis			v
(1)2008-09 Senior & Adults		Limit up to 500 characters (43 used).	
Joloina Youth and Young	S) Activity.		<u> </u>
Adults Succeed			~
(1) 2008-09 Youth and Children		Limit up to 500 characters (0 used).	
(2) 2009-09 Youth and Children	4) Activity:		
FP (Step 2)			T
2008-09 Mid-Year Reporting		L Limit up to 500 characters (0 used).	
esource Center	5) Activity:		A
outh Training & Resource			
laterials (3)			∇
eports		Limit up to 500 characters (0 used).	
ownload Adobe Reader			
	J <u>Save and</u>	Return to Previous Page	
	🔁 <u>Cancel an</u>	d Return to Previous Page	

Logic Model Template Diagram

Access by clicking on View Diagram on top right of Template page.



Final Submission of Proposal Packet

Once the user has completed all of the proposal information the entire proposal can be electronically submitted to United Way. All program applications must have a status of *Verified* and *Include* in order to submit the entire proposal packet. Individual forms cannot be submitted independently of the entire agency's proposal application. The submission page is accessible by clicking on the *Submit Application* command under the save commands at the bottom of the RFP Application Overview Form Packets Status Screen. This function will not be available until all agency and proposal statuses are *verified*.

WHY W	E'RE	HERE	United Way		A
UNITED WAY OF ALLEGHENY CO ABC Test Agency	(1)2009 Senior & Adu	A ONE 1250 PENN AVE ults w/Disabilities (St	ep 1) > Form Pa	ckets	IGH, PA 15230-073
<u>Home</u>	Application Ctature Draft				
Agency Profile	Application Status: Dran				
<u>Classification</u>	Form Packet	Packet Type	Status	Actions	
<u>Contacts</u>	ABC Test Agency	Agency Drogram Information	Verified	Edit	The standard
<u>Statements</u>	ABC TEST Program	Program information	venneu		I∎ Include
Programs	🗄 <u>Save/Update</u>		Export I	Entire Applica	ation To Adobe PDF
Event Schedule	🛄 Submit Application		Export Entire Applica	tion To Adol	oe PDF (Large Font
Archived Events (1)	·····				
Assign Program to Investment Process United Way Assisting Vulnerable Seniors and Adults with Dis (1)2009 Senior & Adults w/Disabilities (Step 1) Helping Youth and Young Adults Succeed (1) 2008-09 Youth and Children RFP (Step 1) (2) 2008-09 Youth and Children RFP (Step 2) 2008-09 Mid-Year Reporting Resource Center					
<u>Youth Training & Resource</u> <u>Materials (3)</u> <u>Seniors/Adults w/</u> <u>DisabilitiesTraining Materials (5)</u>					
Reports Download Adobe Reader					
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Final Submission of Funding Packet - Continued

This page will appear once the Submit Application command has been chosen. It requires entering the date that the proposal was approved for submission and the names of the Executive Director and the Board President. <u>Please note that typing in the names of these representatives is equivalent to "electronic signatures."</u> Once this data has been entered, click the *Submit Application* button to submit the proposal. The system will then automatically re-check all of the tables and data fields to ensure all individual applications are complete.

Once the agency's package has been submitted, it will receive a confirmation email to the email contact as selected on this page as seen below.

UNITED WAY OF ALLEGHENY CO	UNTY I PENN LIBERTY PLAZA	ONE I 1250 PENN AVENUE	I PO BOX 735	I PITTSBUR	GH, PA 15230-073
ABC Test Agency Home Agency Profile	(1)2009 Senior & Adu Adding the names constitutes providi	lts w/Disabilities (Step : of your Executive D	1) > Form Pa irector and	ckets Board P	resident e proposal
Classification Contacts Statements Programs Event Schedule Archived Events (1)	packet. By submitt provided is accurat submitted (which r status, you will not able to print pdf ve	ting this application e to the best of you equires that all oth be able to change rsions.	, you affirn ir knowledg er items be your submi	n that th ge. Once e in "verfi ssion, bu	e information you have ied" it you will be
Assign Program to Investment Process	Executive Director & Boa Chair Confirmation*:	ard			
United Way	Executive Director*:				
Assisting Vulnerable Seniors and Adults with Dis	Board President*:				
(<u>1)2009 Senior & Adults</u> <u>w/Disabilities (Step 1)</u> Helping Youth and Young Adults Succeed	Send Submission Confirmation Email To:* * indicates required field.	arind@uwac.org			
(1) 2008-09 Youth and Children RFP (Step 1)	📴 Submit Application		Export	Entire Applica	ation To Adobe PDF
(2) 2008-09 Youth and Children RFP (Step 2)	Cancel And Return To	Previous Expo	rt Entire Applica	ition To Adol	<u>pe PDF (Large Font</u>
2008-09 Mid-Year Reporting	Application Status: Verifie	ed			
Resource Center	Form Packet	Packet Type	Status	Actions	
Youth Training & Resource Materials (3)	ABC Test Agency	Agency	Verified	<u>Edit</u>	
	ABC Test Program	Program Information	Verified	<u>Edit</u>	🗹 Include
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Resource Center

The *Resource Center* will offer access to documents containing information useful for the agency during the proposal cycle. Likewise, documents such as this training manual will be posted for use. Please note that Acrobat Reader 6.0 or higher must be installed to utilize this function. See the box on the left labeled Resource Center and click on the Seniors and Adults with Disabilities link. You will see the list of resources as on the example below. Click directly on the selected resource link, then click yes to open the document.

ABC Test Agency	Seniors/Adults w/ DisabilitiesTraining Materials > Resource Center
<u>Home</u>	
<u>Agency Profile</u>	Resource Center
<u>Classification</u>	REP Background Background has need statement, agency eligibility, timeline, proposal process, scoring criteria, outcome:
<u>Contacts</u>	and proposal summary questions 7/6/2009
<u>Statements</u> -	FAUS Frequently-asked questions - 7/6/2009
<u>Programs</u>	Outcomes/Indicators List List of outcomes and standard indicators - 7/6/2009
Event Schedule	TimelineRFP Process
Archived Events (1)	I meline rip process - 7/6/2009
Assign Program to Investment Process	log-in instructions for agencies - 7/6/2009
United Way	
Assisting Vulnerable Seniors and Adults with Dis	
(1)2009 Senior & Adults w/Disabilities (Step 1)	
Helping Youth and Young Adults Succeed	
(1) 2008-09 Youth and Children RFP (Step 1)	
(<u>2) 2008-09 Youth and Children</u> RFP (Step <u>2)</u>	
2008-09 Mid-Year Reporting	
Resource Center	
<u>Youth Training & Resource</u> <u>Materials (3)</u>	
<u>Seniors/Adults w/</u> DisabilitiesTraining Materials (5)	
Reports	
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