



**City of Peoria  
General Fund**

# **e-CImpact Navigation Manual**

**<https://agency.e-cimpact.com>**

---

---

# City of Peoria e-CImpact Navigation Manual

---

---

## Table of Contents

<b>I.</b>	<b>Introduction</b>	
	On-line Application Demonstration Introduction	3
	Login Page	4
	Home Page	5
<b>II.</b>	<b>Section One: Agency Profile</b>	
	Section One Overview	6
	Locations/Addresses	7
	Adding Addresses	8
	Agency Contacts	9
	Edit and Drop-Down Menu Features	10
	Saving Information	11
	Requesting Login Information	12
	Agency Statements	13
	Program Listing	14
<b>III.</b>	<b>Section Two: Program Applications</b>	
	Packet Types and Status	15-16
	Printing Proposals	17
	Application Sections	18
	Agency Profile	19
	Saving Information on Application Forms	20
	Agency Budget	21
	Required Packet Attachments	22
	Program Specific Forms	23
	Program Specific Forms cont.	24
	Proposal Summary	25
	Help Text	26
	Proposal Narrative	27
	Previous Peoria Funding Accomplishment Report	28
	Demographic Data	29
	Detailed Program Budget Revenue	30
	Budget Line Item Breakout	31
	Detailed Program Budget Expenses	32
<b>IV.</b>	<b>Section Three: Final Submission of Funding Packet</b>	33
<b>V.</b>	<b>Section Four: Resource Center</b>	34

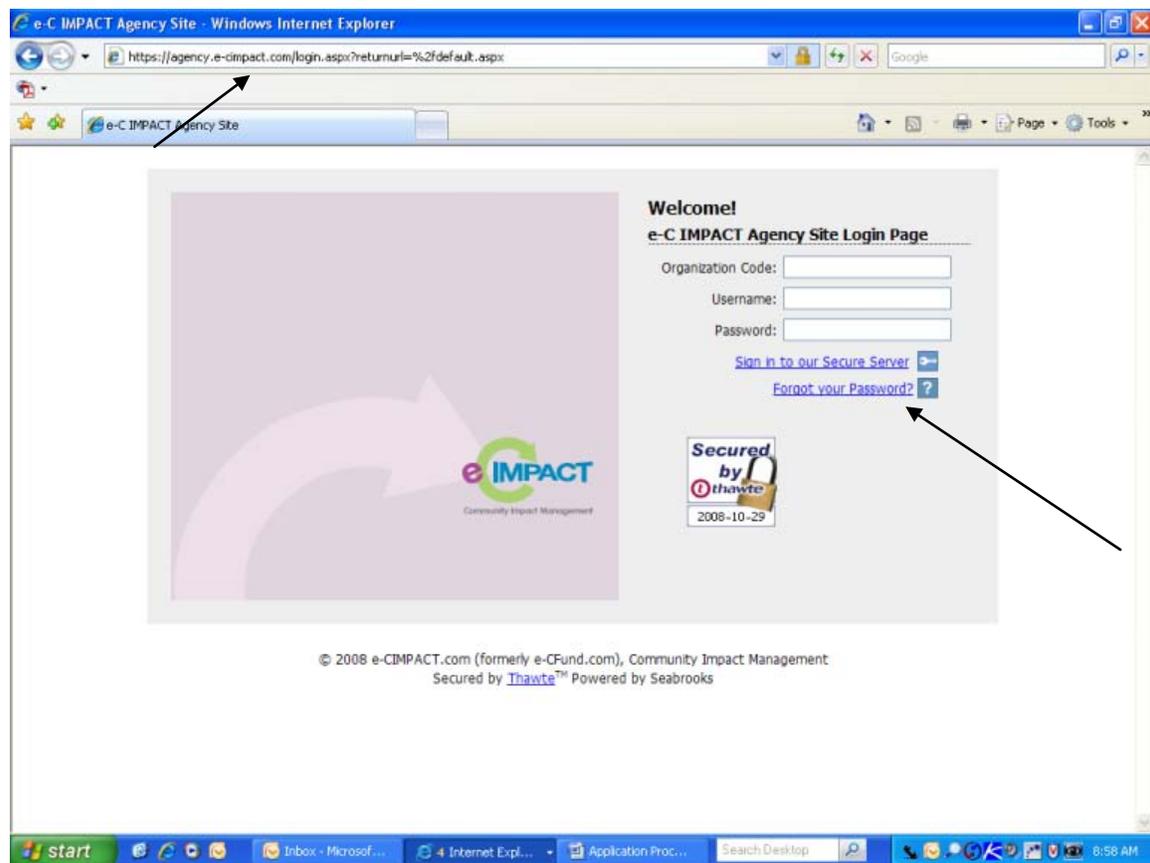
## ▪ Introduction

---

The following pages contain examples of various screens found throughout the City of Peoria web-based fund distribution system, e-CImpact. The examples presented here are intended to provide a general introduction to the main sections required for agencies submitting funding requests, along with examples of the navigational features available.

Please communicate any and all feedback regarding e-CImpact functionality to Mary Beth Lawler at 602.631.4856 or [mblawler@vsuw.org](mailto:mblawler@vsuw.org).

## ■ Login Page



To access the online funding application, type the URL of <https://agency.e-impact.com> in the address field at the top of your browser. The Login Page shown above will appear. This website is confidential and therefore requires a username and password. *Please note that if you already have access to the system through the Arizona Diamondbacks, Cox Charities, City of Tempe, City of Glendale, City of Chandler, VSUW, HWP processes your username and password have not been reset and so are the same as I the most recent funding cycle in which you participated.*

**Organization Code:** An Organization Code is needed to log into e-CImpact. For all applicants, the Organization Code is 03040F.

**Username:** All users with access to the on-line application will be assigned a username.

**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 Sign in to our Secure Server to enter the application.

**Adding New Users:** Agencies are welcome to add new users to their website. There are two steps in this process:

- 1) Enter the on-line application and add any additional users to the list of Contacts in the Agency Profile section.
- 2) Request a login from the site for the additional user.

## ■ Home Page

The screenshot shows the e-CIMPACT - City of Peoria Test Agency home page. The browser window title is "e-CIMPACT - City of Peoria Test Agency - Windows Internet Explorer provided by City of Peoria, AZ (IE7)". The address bar shows "https://agency.e-cimpact.com/home.aspx". The user is signed in as "Debbie Stone-Muller" with links for "Change Password", "User Profile", and "Signout". The page features a banner for "Partners in Caring for the Community e-CImpact Collaboration" with logos for Valley of the Sun United Way and United Way. The main content area includes a "City of Peoria Test Agency" navigation menu, a "Calendar" for December 2011 (showing "None scheduled."), "City of Peoria News" with a "PROPOSALS DUE TUESDAY, JAN 31, 2012 BY 5:00 PM" announcement, and "Arizona Diamondbacks Foundation News" with an "Arizona Diamondbacks Application Process Ends" announcement. A font size control (A) is located in the top right corner of the page content area.

Once users have logged in to the application, the first screen that appears is the Home Page.

A user has the ability to increase the font size of e-CImpact by selecting the Font Size (A) sign in the upper left hand corner of the page.

Changing Password: You will have the opportunity to change your password on the Home Page. *City of Peoria staff will not have access to your password.* Should you forget your password; staff can assign a temporary password, which you may then change upon re-entering the system.

Note the *Calendar & Events* in the middle of the screen. This section is used to post any relevant meetings, such as an orientation session. Any dates with posted meetings will be highlighted on the calendar. The current date will be highlighted as well. Further down the page, you will find relevant news and informational postings.

On the left side of the screen, is a list of options referred to as the **Navigation Menu**. 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 manipulating the navigation menu will **NOT** save your data.

## SECTION ONE: Agency Profile

The screenshot shows a web browser window displaying the 'Agency Profile' form for the 'City of Peoria Test Agency'. The form includes the following fields and content:

- Agency Name:** City of Peoria Test Agency
- EIN:** B6-6003634
- Accreditation By:** (empty field)
- Website:** www.test.com
- Primary Contact:** Debbie Stone-Muller
- Description:** The test agency provides assistance to low/moderate income individuals in the City of Peoria.

Below the form is a 'Save/Update' button and an 'Account Names' table:

Type	Account Name	Active?	Actions
Formal Name	City of Peoria, Neighborhood and Revitalization Se	Yes	Edit Delete

There are two black arrows pointing to the 'Agency Profile' link in the left navigation menu and the description text area.

As the user moves down the navigation menu, the first few options request general information to create a profile of the agency. The purpose of these pages is to compile up-to-date agency information, including agency addresses and program locations, individual contacts, and general information regarding the agency's mission, description, website, etc. These pages were not cleared of any data already provided during last year's process for the City of Peoria.

The data collected through these pages will interface with a larger database and will be utilized by City of Peoria and many funders that utilize e-Cimpact. *Please note that the contacts in these sections are tied to the City of Peoria application forms' drop down menus but the descriptions are not tied.*

The next few pages provide an overview of the information requested in the *Agency Profile* section of the proposal.

## ▪ Agency Locations/Addresses

The screenshot shows a web application interface for managing agency information. It features four main sections, each with a table and an 'Add New' button:

- Account Names:** Table with columns Type, Account Name, Active?, and Actions. One entry is shown: Type: Formal Name, Account Name: City of Peoria, Neighborhood and Revitalization Se, Active?: Yes, Actions: Edit Delete. Below the table is a button: Add New Account Name.
- Addresses:** Table with columns Type, Address, Primary?, Active?, and Actions. One entry is shown: Type: Main, Address: 9875 N. 85th Avenue, Peoria, AZ 85345, U.S.A., Primary?: Yes, Active?: Yes, Actions: Edit Delete. Below the table is a button: Add New Address.
- Phone Numbers:** Table with columns Type, Phone Number, Primary?, Active?, and Actions. One entry is shown: Type: Main, Phone Number: (623) 555-4444, Primary?: Yes, Active?: Yes, Actions: Edit Delete. Below the table is a button: Add New Phone Number.
- Email Addresses:** Table with columns Type, Email Address, Primary?, Active?, and Actions. One entry is shown: Type: Main, Email Address: jane.doe@peoriaaz.gov, Primary?: Yes, Active?: Yes, Actions: Edit Delete. Below the table is a button: Add New Email Address.

Arrows in the image point to the 'Add New' buttons for each section. The footer of the page contains the text: © 2011 e-C IMPACT, Community Impact Management. Secured by Thawte™ Powered by Seabrooks.

On the Agency Locations/Addresses page, confirm and edit the information listed under Locations/Addresses. Please be sure to list the main agency location in this section.

To add additional addresses, click on *Add New Address*.

On this page and pages with similar formats, the *Edit* and *Delete* buttons shown in the column to the far right will allow changes to existing information.

## ■ Adding Addresses

The screenshot shows a web browser window with the URL "http://www.cityofpeoria.com". The user is signed in as "Debbie Stone-Muller". The page title is "Agency Profile > Addresses > Add New Address".

On the left side, there is a navigation menu for "City of Peoria Test Agency" with links for Home, Agency Profile, Contacts, Statements, and Program Profiles. Below that is a section for "City of Peoria" with links for CDBG/HOME, FY 11/12 CDBG/HOME Application, General Fund, FY 11/12 General Fund Application, and FY 12/13 General Fund Application. At the bottom of the menu is a "Resource Center" with links for City of Chandler and Resources (1).

The main form area contains the following fields and options:

- Confidential?
- Primary?
- Active?
- Type:\* -- Select Address Type --
- Address Line1:\*
- Address Line2:
- City:\*
- State:\* Alabama
- Zip Code:\*
- Country:\* U.S.A.
- Description: (Limit up to 255 characters (0 used))

At the bottom of the form, there is a note "( \* Required field )" and a "Save/Update" button.

The *Confidential Location* box can be checked to keep the location information confidential. All text boxes have a character count, e.g. the *Description* field is limited to 255 characters.

# Agency Contacts

Signed in as: **Debbie Stone-Muller** | [Change Password](#) | [User Profile](#) | [Signout](#) | Font Size: A

Partners in Caring for the Community  
e-Impact Collaboration

A service provided by  
University of the Inc  
United Way

**City of Peoria Test Agency**

- Home
- Agency Profile
- Contacts
- Statements
- Program Profiles

**City of Peoria**

- CDBG/HOME
- FY 11/12 CDBG/HOME Application
- General Fund
- FY 11/12 General Fund Application
- FY 12/13 General Fund Application

**Resource Center**

- City of Chandler Resources (1)

**Contacts**

Name	Contact Type	Company	Primary?	Login	Actions
Carin Imig	Not Available		No	cimig	Edit Delete
Millie Peterson	Staff Liaison	City of Peoria	No	Request a Login	Edit Delete
Debbie Stone-Muller	Executive Director	City of Peoria	Yes	dstonemuller	Edit

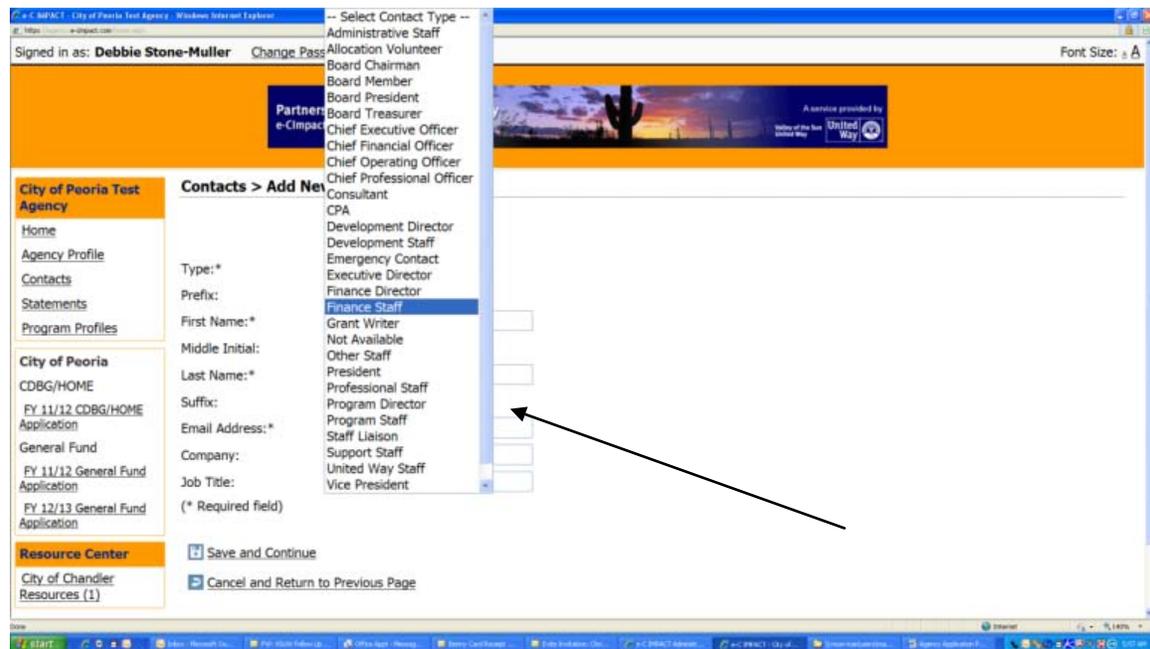
[Add New Contact](#)

Similar to the Locations/Addresses page, the Agency Contacts page requests information about key agency contacts and identification of one main contact using a radio button. Executive Director is a required contact. Other individuals who must be included are proposal contacts, as the information entered here will populate a drop-down menu from which users will select the primary contact for each program proposal. Enter any development staff and/or financial staff who will need access to the system to input information for the funding proposal. Other key staff should also be listed, such as chief operating officers, development directors and controllers.

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.

The following page provides an example of an *Edit Contact* screen and a related drop-down menu.

## ■ Using the Edit and Drop-Down Menu Features



When you click on *Edit*, a screen will appear that will prompt the user to enter the appropriate information to update the table. Note that asterisks (\*) indicate a required field. The agency user now has the ability to be included in all Emails. If this contact would like to receive all e-CImpact emails they just need to click the Include in all Emails checkbox.

The **drop-down menu** indicated by the arrow above 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 and consultants 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. **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.**

## ■ Saving Information

The screenshot displays the 'Agency Profile > Addresses > Update Address' page in the e-IMPACT system. The left sidebar shows navigation options for 'City of Peoria Test Agency' and 'Resource Center'. The main form area includes the following fields and options:

- Confidential?
- Primary?
- Active?
- Type:\* Main
- Address Line1:\* 9875 N. 85th Avenue
- Address Line2:
- City:\* Peoria
- State:\* Arizona
- Zip Code:\* 85345
- Country:\* U.S.A.
- Description: (Text area, limit up to 255 characters (0 used))

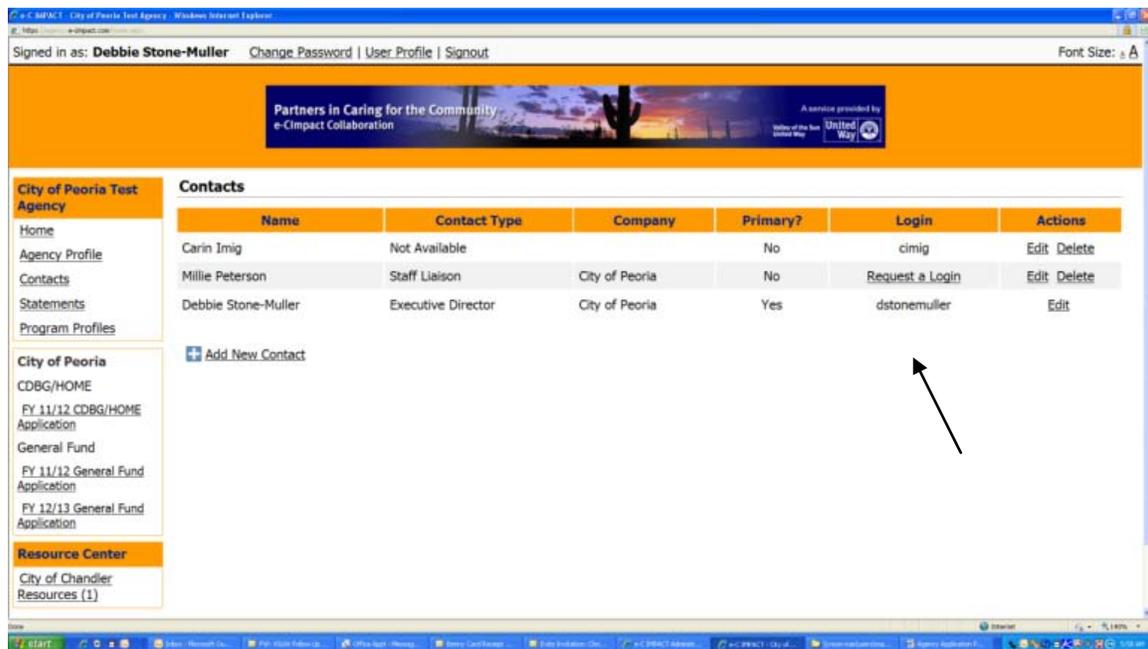
At the bottom of the form, there are three buttons:

- (indicated by an arrow)
- 
- 

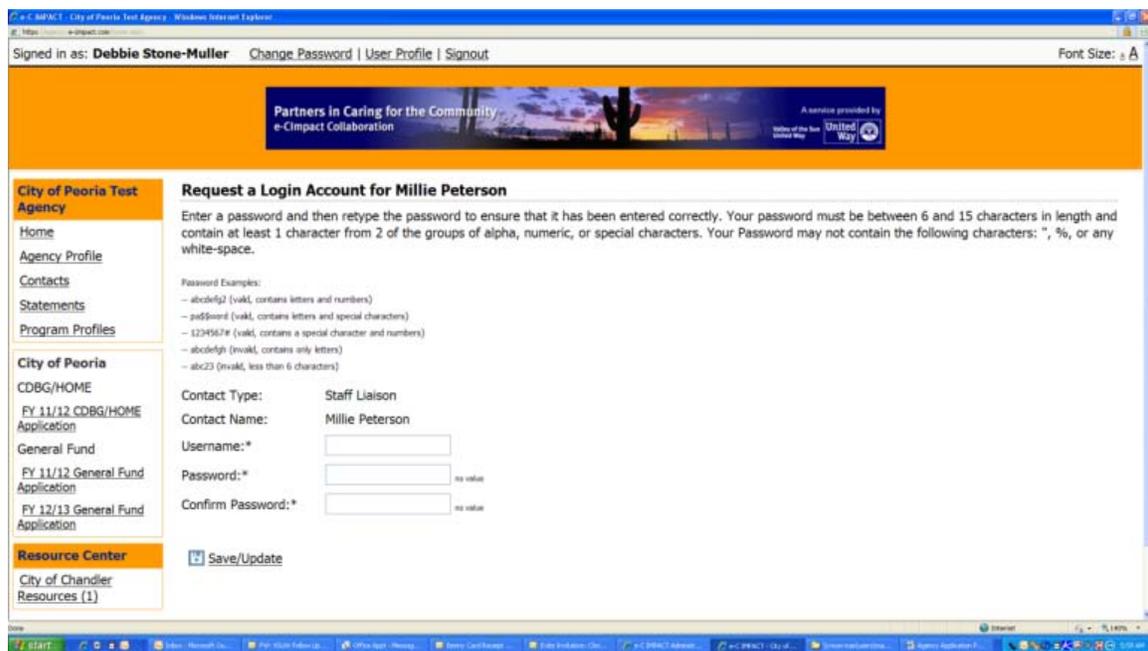
Copyright information at the bottom reads: © 2011 e-C IMPACT, Community Impact Management. Secured by Thawte™ Powered by Seabrooks.

On every screen where there is information that can be updated, there is also the ability to save the information that is being updated. By scrolling to the bottom of the profile pages, the save update section will be visible. Click on the text directly 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.

# Requesting Login Information



After entering new contacts the user can request a username and password for the new contact. Click on the Request for Login function to make a request for this information. Then the user can enter a password and retype the password to ensure that it was entered correctly. Each new password must be between 6 to 15 characters in length and contain at least 1 character from 2 of the groups of alpha, numeric, or special characters. New passwords may not contain the following characters: “, %, or any white space.



# Agency Statements

The screenshot shows a web browser window titled "City of Peoria Test Agency - Windows Internet Explorer". The user is signed in as "Debbie Stone-Muller" and has links for "Change Password", "User Profile", and "Signout". The page header features the slogan "Partners in Caring for the Community" and "e-Impact Collaboration".

The main content area is titled "Statements > Add New Statement". It includes a "City of Peoria Test Agency" navigation menu on the left with options like Home, Agency Profile, Contacts, Statements, and Program Profiles. Below this is a "City of Peoria" menu with various application links.

The "Add New Statement" form contains the following fields and options:

- Active?
- Type:\* Agency Statement (dropdown menu)
- Statement:\* (text input field with a dropdown menu showing "Agency Statement", "Vision Statement", and "Mission Statement")
- Limit up to 2000 characters (0 used).
- (\* Required field)
- Buttons: Save/Update, Save and Return to Previous Page, Cancel and Return to Previous Page.

From the Navigation Menu, enter the **Statement** section. This page requests the mission statement of your agency and also allows for input of the agency's Vision Statement (describing your organization's preferred future) and/or Agency Statement (tag-line or catchphrase).

The next step is to update the program specific contact information. This can be located under the **Programs** section.

# Program Listing

The screenshot shows a web application interface for the City of Peoria. At the top, there is a navigation bar with the text "Signed in as: Debbie Stone-Muller" and links for "Change Password", "User Profile", and "Signout". Below this is a banner with the text "Partners in Caring for the Community" and "e-IMPACT Collaboration".

The main content area is titled "Program Profiles" and contains a table with the following data:

Program Name	Primary Contact	Impact Area	Status	Actions
City of Peoria General Fund Program	Carin Imig		Active	Edit
City of Peoria Test CDBG Program	Debbie Stone-Muller		Active	Edit
City of Peoria Test HOME Program	Carin Imig		Active	Edit

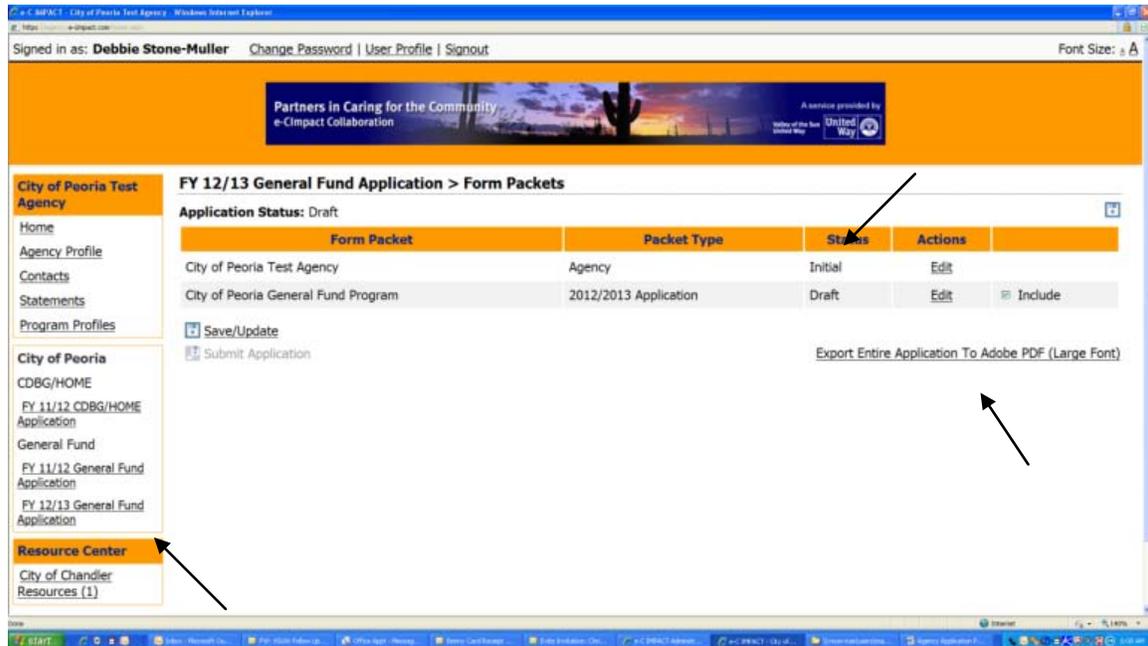
On the left side of the page, there is a navigation menu with the following items:

- City of Peoria Test Agency
  - Home
  - Agency Profile
  - Contacts
  - Statements
  - Program Profiles
- City of Peoria
  - CDBG/HOME
  - FY 11/12 CDBG/HOME Application
  - General Fund
  - FY 11/12 General Fund Application
  - FY 12/13 General Fund Application
- Resource Center
  - City of Chandler
  - Resources (1)

From the Navigation Menu, enter the Programs Section. This page contains specific information about the programs. A user will choose the edit function and will scroll down to Add/Manage New Address section to add the locations linked to the application form drop-down menus. Please note the program description in this section is not connected to the City of Peoria application forms.

## SECTION TWO: Program Applications

After completing the *Agency and Program Profiles* sections, users may begin to complete the individual program application (s). These are located under the navigation menu heading of City of Peoria FY 12/13 CDBG/HOME Application or FY 12/13 General Fund Application. *Each a separate application this year.*



The program(s) applying for City of Peoria funding will be listed on this page.

**Packet Status:** Each program proposal will show one of the following as its status.

**Initial**– At the beginning of each cycle, all active projects (denoted with a ✓ in the *Include* Column) will show a status of “Initial,” meaning the application is ready for modification.

**Draft** – 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 either the application is completed or dropped.

**Verified** – Once all information has been entered or edited and all numeric logic tables are in sync; complete each application section by selecting the *Save and Verified* function at the bottom of each section. Any items highlighted in red signify that a required field is missing or that logic does not sync; this must be corrected in order to complete the proposal.

**\*\*A COMPLETED PROGRAM APPLICATION WITH ALL SECTIONS VERIFIED, IS NOT SUBMITTED TO The City of Peoria. THE ACTUAL SUBMISSION PROCESS WILL BE DISCUSSED IN SECTION THREE OF THIS MANUAL.**

**Dropped** – To eliminate a proposal from the funding package, drop the program by changing its activity status. Uncheck the *Included* field in the *Application*

Overview section and save. **This should stay checked if you plan on submitting the proposal indicated.**

NOTE: In order to submit the completed agency funding package to the City of Peoria, all programs must first show a status of "Verified"

## ■ Printing Proposals

The screenshot shows a web browser window displaying the e-IMPACT application. The user is logged in as Debbie Stone-Muller. The main content area is titled 'FY 12/13 General Fund Application > Form Packets' and shows the application status as 'Draft'. A table lists the form packets:

Form Packet	Packet Type	Status	Actions
City of Peoria Test Agency	Agency	Initial	<a href="#">Edit</a>
City of Peoria General Fund Program	2012/2013 Application	Draft	<a href="#">Edit</a> <a href="#">Include</a>

Below the table, there are buttons for 'Save/Update' and 'Submit Application'. A link 'Export Entire Application To Adobe PDF (Large Font)' is visible, with an arrow pointing to it.

An agency has the option to export the entire application packet to PDF from this screen. 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 7.0 or higher must be installed in order to utilize this function. Click on the Edit to access the application sections.

## Application Sections

The screenshot displays the 'FY 12/13 General Fund Application > Packet Summary' page. The interface includes a navigation menu on the left with options like 'Home', 'Agency Profile', 'Contacts', 'Statements', and 'Program Profiles'. The main content area shows the 'Packet Status: Initial' and a table of forms. An arrow points to the 'Edit' link in the 'Actions' column of the table.

Form	Status	Actions
*Form 1: Agency Profile	Initial	Edit
*City of Peoria Agency Budget	Initial	Edit

**Required Packet Attachments**

Packet Attachments	View/Upload **	Delete
* Current list of Officers and Directors	<input type="text"/> Browse...	
* Internal Revenue Service letter of non-profit eligibility status	<input type="text"/> Browse...	
Most recent financial audit of organization	<input type="text"/> Browse...	
Most recent IRS form 990 or Firm 990-EZ	<input type="text"/> Browse...	
* Proof of Incorporation	<input type="text"/> Browse...	
Targeting Boundaries Map	<input type="text"/> Browse...	

This screen represents the sections of the agency portion section of the application and the required packet attachments. The application can be exported to an Adobe PDF from this screen similar to the previous screen. The City of Peoria has one Agency Level Section and seven programmatic sections that can be accessed by selecting the “Edit” by the section.

## ▪ Agency Profile

The screenshot shows a web browser window displaying the 'FY 12/13 General Fund Application > Forms' page. The page title is 'FY 12/13 General Fund Application > Forms' and the status is 'Initial'. The main content area is titled 'Form 1: Agency Profile' and contains the following fields:

- Agency Name: City of Peoria Test Agency
- Agency Mailing Address\*: [Empty field]
- Agency Mailing Address City\*: [Empty field]
- Agency Mailing Address State\*: [Empty field]
- Agency Mailing Address Zip + 4 Code\*: [Empty field]
- Main Telephone Number\*: (623) 555-4444
- Agency EIN\*: 86-6003634
- Agency Website\*: www.test.com
- Agency Description\*: The test agency provides assistance to low/moderate income individuals in the City of Peoria.
- Name of Main Contact Person\*: [Empty field]
- Title of Main Contact Person\*: [Empty field]

Each text box field includes a character count indicator below it, such as 'Limit up to 150 characters (0 used)'. The sidebar on the left contains navigation links for 'City of Peoria Test Agency', 'Home', 'Agency Profile', 'Contacts', 'Statements', 'Program Profiles', 'City of Peoria', 'CDBG/HOME', 'FY 11/12 CDBG/HOME Application', 'General Fund', 'FY 11/12 General Fund Application', 'FY 12/13 General Fund Application', and 'Resource Center'.

The *Agency Profile* section provides a general overview of the agency. All text box fields in the application forms now have a character count component. The number of characters used will show and the limit text will turn red when a user has exceeded the amount of characters allowed.

## ■ Saving Information on Application Forms

---

Limit up to 1750 characters (0 used).  
Describe locations at which services are provided\*

Limit up to 1750 characters (0 used).  
Describe fee structure for agency services\*

Limit up to 1750 characters (0 used).  
If applicable to the services that your agency provides, please describe your agency's procedures to affirmatively further fair housing.

Limit up to 1750 characters (0 used).  
Describe agency's future goals\*

Limit up to 1750 characters (0 used).

[Save as Draft](#)  
[Save As Draft And Return](#)  
[Save and Verify](#)  
[Cancel And Return To Previous Page](#)

[Export This Form To Adobe PDF \(Large Font\)](#)

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 profile pages, the save update section will be visible. A user can click on the text direction to activate the functions or choose the symbol icons in the right hand corner of the page. Select *Save/Update* which will save the information and show the same screen just updated. If the user chooses *Save and Return to Previous Page*, the system will save the information and return to the previous screen. *Save and Verify* will save the data entered or edited and verify that the fields are complete. Select *Cancel and Return to Previous Page* to return to the previous screen without saving any changes.

---

## ▪ Agency Budget

The screenshot shows a web browser window displaying the 'City of Peoria Agency Budget' application form. The browser's address bar shows 'http://e-impact.com'. The user is signed in as 'Debbie Stone-Muller'. The page title is 'FY 12/13 General Fund Application > Forms'. The status is 'Initial'. The main heading is 'City of Peoria Agency Budget', with a sub-heading 'List all grants/funds your organization received from the City of Peoria for the City Fiscal Year 2011 (July 1, 2011-June 30, 2012)'. Below this is a table with two columns: 'City of Peoria Funding' and 'Amount Received'. The table contains one row: 'City of Peoria Funding' with an amount of '0'. An arrow points to the 'City of Peoria Funding' text in the table. To the right of the table are buttons for 'Save as Draft', 'Save As Draft And Return', 'Save and Verify', and 'Cancel And Return To Previous Page'. At the bottom right of the table area is a link: 'Export This Form To Adobe PDF (Large Font)'. The left sidebar contains navigation links for 'City of Peoria Test Agency', 'Home', 'Agency Profile', 'Contacts', 'Statements', 'Program Profiles', 'City of Peoria', 'CDBG/HOME', 'FY 11/12 CDBG/HOME Application', 'General Fund', 'FY 11/12 General Fund Application', 'FY 12/13 General Fund Application', and 'Resource Center' with a link to 'City of Chandler Resources (1)'. The browser's taskbar at the bottom shows several open applications and the system clock.

The City of Peoria Agency Budget must include all organization grant funds received from the City of Peoria for FY 2011. To enter in amount received click on the City of Peoria Funding underlined budget item. A listing of grants will appear for the organization to enter in funding.

## Required Packet Attachments

The screenshot displays the 'Required Packet Attachments' section of the e-C IMPACT system. It features a table with columns for 'Form', 'Status', and 'Actions'. Below this, a 'Required Packet Attachments' table lists various documents with 'View/Upload' and 'Delete' buttons. An arrow points to the 'Browse...' button for the 'Most recent financial audit of organization' attachment.

Form	Status	Actions
*Form 1: Agency Profile	Initial	Edit
*City of Peoria Agency Budget	Initial	Edit

Packet Attachments	View/Upload **	Delete
* Current list of Officers and Directors	<input type="text"/> Browse...	
* Internal Revenue Service letter of non-profit eligibility status	<input type="text"/> Browse...	
Most recent financial audit of organization	<input type="text"/> Browse...	
Most recent IRS form 990 or Firm 990-EZ	<input type="text"/> Browse...	
* Proof of Incorporation	<input type="text"/> Browse...	
Targeting Boundaries Map	<input type="text"/> Browse...	

\* Required document  
 \*\* Accepted file types: pdf, doc, docx, ppt, pptx, xls, xlsx, gif, jpg, jpeg, bmp, tif, tiff, and txt. Combined maximum file size is 2MB.

[Back to Application Overview](#)  
[Save/Upload Attachment\(s\)](#)

Export This Packet To Adobe PDF (Large Font)

© 2011 e-C IMPACT, Community Impact Management  
 Secured by Thawte™ Powered by Seabrooks.

The City of Peoria Packet Attachments must be uploaded by the agency in order to submit their application. From the screen above the agency user can select the Browse button and can search their desktop for the 501 c3 letter and the Current Board of Director's Roster, Management Letter, Most Recent Single Audit or Qualified Statement of Accounts Construction Documents, Proof of Incorporation and a Targeting Boundaries Map. Once each packet attachment is saved and uploaded onto the system click on the Back to Application Overview function to access the program specific forms.

## Program Specific Forms

The screenshot displays the 'FY 12/13 General Fund Application > Form Packets' page. The application status is 'Draft'. The table below lists the application packets:

Form Packet	Packet Type	Status	Actions
City of Peoria Test Agency	Agency	Initial	<a href="#">Edit</a>
City of Peoria General Fund Program	2012/2013 Application	Draft	<a href="#">Edit</a> <a href="#">Include</a>

Below the table, there are buttons for 'Save/Update' and 'Submit Application'. A link 'Export Entire Application To Adobe PDF (Large Font)' is also visible.

To access the forms specific to the programmatic question click on the second edit on this Application Overview page. Anytime you are in a section the user can click the Back to Application Overview function to return back to this page or the user can click the name of the application on the left to return to this page.

## Program Specific Forms cont.

Signed in as: **Debbie Stone-Muller** | [Change Password](#) | [User Profile](#) | [Signout](#) | Font Size: **A**

Partners in Caring for the Community  
e-IMPACT Collaboration

A service provided by  
City of the Sun  
Digital Way

### FY 12/13 General Fund Application > City of Peoria General Fund Program > Packet Summary

Packet Status: Draft

Form	Status	Actions
*Form 3: Proposal Summary	Initial	<a href="#">Edit</a>
*Form 4: Proposal Narrative	Draft	<a href="#">Edit</a>
*Form 5: Previous Peoria Funding Accomplishment Report	Initial	<a href="#">Edit</a>
*Form 6: Demographic Data	Initial	<a href="#">Edit</a>
*Form 7 : Detailed Program Budget-Revenue	Draft	<a href="#">Edit</a>
*Form 7.1 : Detailed Program Budget-Expenses	Initial	<a href="#">Edit</a>

\* Required Form

[Back to Application Overview](#)

[Export This Packet To Adobe PDF \(Large Font\)](#)

**City of Peoria Test Agency**

- Home
- Agency Profile
- Contacts
- Statements
- Program Profiles

**City of Peoria**

- CDBG/HOME
- FY 11/12 CDBG/HOME Application
- General Fund
- FY 11/12 General Fund Application
- FY 12/13 General Fund Application

**Resource Center**

- City of Chandler Resources (1)

Once the Edit function is selected the above screen will appear. Select edit next to each form and complete the form saving and verifying each form before submitting.

## ■ Proposal Summary

**Form 3: Proposal Summary (City of Peoria Gen Fund FY13-July 1, 2012-June 30, 2013)**

Status: INITIAL

1. Program Name/Title\*  Limit up to 150 characters (0 used).
2. Program Description\*  Limit up to 750 characters (0 used).
3. Program Location Address\*  Limit up to 250 characters (0 used).
- 3a. Program Location City  Limit up to 75 characters (0 used).
- 3b. Program Location State\*  Limit up to 2 characters (0 used).
- 3c. Program Location Mailing Address Zip + 4 Code\*  Limit up to 2 characters (0 used).
4. Provide targeting boundaries of the proposed activity; provide a map if necessary.\*  Limit up to 300 characters (0 used).
5. Describe the goal of the program\*  Limit up to 300 characters (0 used).

6. Amount Requested\*  Limit up to 300 characters (0 used).
7. Amount of match provided by agency, if any.\*  Limit up to 300 characters (0 used).
8. If your agency is providing match, please define the "type" of match if it is not cash.\*  Limit up to 250 characters (0 used).
9. Explain exactly what Peoria funds would be used for (salaries, utilities, equipment, facilities, etc.)\*  Limit up to 1000 characters (0 used).
10. Total Program Budget\*  Limit up to 300 characters (0 used).
11. Indicate what percent of funding you are requesting for this program as it relates to the entire organizational budget\*  Limit up to 10 characters (0 used).
12. Disclose the minimum amount of funds needed in order for service to be delivered in Peoria\*  Limit up to 500 characters (0 used).
13. How is this program unique compared to programs currently being offered in adjacent communities or through private programs?\*  Limit up to 500 characters (0 used).

The *Proposal Summary* provides a general overview of the program/project. All text box fields in the application forms now have a character count component. The number of characters used will show and the limit text will turn red when a user has exceeded the amount of characters allowed.

## ▪ Help Text

---

The screenshot shows a web browser window titled "e-IMPACT - City of Peoria Test Agency - Windows Internet Explorer". The browser address bar shows "http://www.e-impact.com/home.aspx". The main content area displays a form with several questions. Question 6 is "6. Amount Requested\*" with a text input field and a "Limit up to 300 characters (0 used)." label. Question 7 is "7. Amount of match provided by agency, if any.\*" and is highlighted with a blue background. A help text popup is open over question 7, containing the text: "Additional Information: If a match, please define the 'type' of match if HOME program funding requires a 25% funding match from agency." and a "Close [x]" button. Question 9 is "9. Explain exactly what Peoria funds would be used for (salaries, utilities, equipment, facilities, etc.)\*" with a large text input field and a "Limit up to 250 characters (0 used)." label. Question 10 is "10. Total Program Budget\*" with a text input field and a "Limit up to 1000 characters (0 used)." label. Question 11 is "11. Indicate what percent of funding you are requesting for this program as it relates to the entire organizational budget\*" with a text input field and a "Limit up to 10 characters (0 used)." label. Question 12 is "12. Disclose the minimum amount of funds needed in order for service to be delivered in Peoria\*" with a text input field and a "Limit up to 500 characters (0 used)." label. Question 13 is "13. How is this program unique compared to programs currently being offered in adjacent communities or through private programs?\*" with a text input field and a "Limit up to 500 characters (0 used)." label. The Windows taskbar at the bottom shows the Start button and several open applications including Internet Explorer, Office Word, and e-IMPACT.

Throughout the e-IMPACT application a user will have the opportunity to access help text pertaining to the application questions. The help text can be accessed by selecting the blue question mark next to the question. The help text section will provide more details about the question being asked. A user may need to use the scroll bar to see the entire help text for some questions. The help text section can be closed by choosing the blue Close {x} option.

## ■ Proposal Narrative

The screenshot shows the 'Form 4: Proposal Narrative' for the City of Peoria Gen Fund FY13-July 1, 2012-June 30, 2013. The form is titled 'Status: Draft'. It contains five numbered questions, each with a text input field and a character count limit. The questions are:

1. Define the need in Peoria for the proposed program, supported by statistics or other valid proof.\*  
Limit up to 3000 characters (0 used).
2. Describe all public outreach and citizen participation efforts undertaken during the development of this program or activity.\*  
Limit up to 1750 characters (0 used).
3. Describe methods used for assuring that program funds are used for the original purpose of the program or activity for the required period of time (July 1, 2012-June 30, 2013).\*  
Limit up to 750 characters (0 used).
4. Specify the eligibility criteria, if any, necessary for Peoria residents to receive services.\*  
Limit up to 750 characters (0 used).
5. Specify the timeline from when a Peoria resident applies for service to when they receive proposed services.\*  
Limit up to 750 characters (0 used).

The left sidebar contains navigation links: Home, Agency Profile, Contacts, Statements, Program Profiles, City of Peoria (CDBG/HOME, FY 11/12 CDBG/HOME Application, General Fund, FY 11/12 General Fund Application, FY 12/13 General Fund Application), Resource Center, City of Chandler, and Resources (1).

The screenshot shows the continuation of the 'Form 4: Proposal Narrative' with questions 6 through 11. The questions are:

6. If your organization currently has a waiting list for the proposed service, describe the approximate wait time and the number of citizens on the list.\*  
Limit up to 750 characters (0 used).
7. Name partnering agencies or collaborative efforts with other non-profit, profit and/or governmental agencies that are a part of this program. Describe their roles and quantify the value of partner contributions.\*  
Limit up to 1750 characters (0 used).
8. Identify the program's target population(s) and service delivery area in Peoria, include specific geographic boundaries.\*  
Limit up to 2000 characters (0 used).
9. Identify community problems, conditions and/or challenges this target population must overcome.\*  
Limit up to 3000 characters (0 used).
10. Share a recent success story of a Peoria client from this program.\*  
Limit up to 3000 characters (0 used).
11. The City of Peoria City Council has set high-level goals in several areas. Please select the goal **e. Employment/Job Creation (total planning)**

The *Proposal Narrative* provides additional information on the program/project. All text box fields in the application forms now have a character count component. The number of characters used will show and the limit text will turn red when a user has exceeded the amount of characters allowed. Note: once a user has exceeded the amount of characters allowed on any of these question they should correct the error. If the amount of characters is not corrected and the user leave the page all of the narratives will be lost.

## ■ Previous Peoria Funding Accomplishment Report

The screenshot displays a web browser window with the title "IMPACT - City of Peoria Test Agency - Windows Internet Explorer". The address bar shows "http://www.impact.com/". The page content is organized into a sidebar on the left and a main form area on the right.

**Sidebar:**

- Home
- Agency Profile
- Contacts
- Statements
- Program Profiles
- City of Peoria**
  - CDBG/HOME
  - FY 11/12 CDBG/HOME Application
  - General Fund
  - FY 11/12 General Fund Application
  - FY 12/13 General Fund Application
- Resource Center**
  - City of Chandler Resources (1)

**Main Form Area:**

**Status:** INITIAL

**Form 5: Previous Peoria Funding Accomplishment Report (City of Peoria Gen Fund FY13-July 1, 2012-June 30, 2013)**

If you are requesting funding for the continuation of a project that was funded by the City of Peoria last fiscal year (July 1, 2011-June 30, 2012), please answer the following questions.

1. Activity Name   
Limit up to 130 characters (0 used).
2. Source
  - 3a. Amount Awarded CDBG
  - 3b. Amount Awarded HOME
  - 3c. Amount Awarded General Fund Not-For-Profit Grant
4. State the number of unduplicated Peoria residents to be served as stated in your program proposal for the fiscal year dates of July 1, 2011-June 30, 2012.
5. State the number of unduplicated Peoria residents served from July 1, 2011-December 31, 2011.
6. State the outcomes planned based on actual funds awarded.   
Limit up to 1000 characters (0 used).
7. State the documented outcomes achieved to date.   
Limit up to 1000 characters (0 used).
8. Based on the numbers provided on lines 4 and 5, state whether your program is on target to meet the described number of individuals/families as stated on your proposal submission. If not on target, please specify the reason and corrective actions taken to date.

The *Previous Peoria Funding Accomplishment Report* provides additional information on a program/project that was previously funded. If no previous funding was provided for this program from the City of Peoria select the Save and Verify function and move on to the other forms. Please note the Amount Awarded amounts for CDBG and HOME will be populated by City of Peoria staff. You are able to Save and Verify this form without those amounts being populated.

## Demographic Data

STATUS: Initial

**Form 6: Demographic Data (City of Peoria Gen Fund FY13-July 1, 2012-June 30, 2013)**  
Please identify the number of unduplicated Peoria individuals served from July 1, 2009-December 31, 2011.

**RACE/ETHNICITY**

	July 1, 2009-June 30, 2010	July 1, 2010-June 30, 2011	July 1, 2011-Dec. 31, 2011
American Indian or Alaskan Native	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian	<input type="text"/>	<input type="text"/>	<input type="text"/>
Black or African American	<input type="text"/>	<input type="text"/>	<input type="text"/>
Native Hawaiian or Other Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>
White	<input type="text"/>	<input type="text"/>	<input type="text"/>
American Indian or Alaska Native and White	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian and White	<input type="text"/>	<input type="text"/>	<input type="text"/>
Black or African American and White	<input type="text"/>	<input type="text"/>	<input type="text"/>
American Indian or Alaska Native and Black or African American	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other (including Hispanic & Latino)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total			

**INCOME DATA**  
Median income figures are based on an average family size consisting of four individuals.

	July 1, 2009-June 30, 2010	July 1, 2010-June 30, 2011	July 1, 2011-Dec. 31, 2011
Extremely Low (0-30% of Median Income- \$0-\$20,000/year)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Low (31% -50% of Median Income-\$20,001-\$33,300/year))	<input type="text"/>	<input type="text"/>	<input type="text"/>
Moderate (51%-80% of Median Income-\$33,301-\$53,300/year)	<input type="text"/>	<input type="text"/>	<input type="text"/>

Within the *Demographic Data* section of the program application there are tables that request numeric information and identify the number of unduplicated clients served in each demographic category. The tables include built-in logic to calculate the totals.

The *Demographic* section includes tables for July 1, 2009-June 30, 2010, July 1, 2010-June 30, 2011 and July 1, 2011-Dec. 31, 2012.

## ■ Detailed Program Budget Revenue

**FY 12/13 General Fund Application > City of Peoria General Fund Program > Forms**

Status: Draft

**Form 7: Detailed Program Budget (City of Peoria Gen Fund FY13-July 1, 2012-June 30, 2013)**  
 Enter total revenue for this program only (NOT ENTIRE AGENCY). Include City of Peoria request.

Revenue	Total Program Funding FY 2012/2013
City of Peoria Funding-General Fund Not-For Profit Grant	0.00
Federal Funding	<input type="text"/>
State Funding	<input type="text"/>
Municipal Funding (Other Cities and Maricopa County)	0.00
Non-Faith Based Charity	0.00
Foundation and Corporate Support	0.00
Volunteer In-Kind Contributions	0.00
Other Income	0.00
<b>Total</b>	<b>0.00</b>

Export This Form To Adobe PDF (Large Font)

© 2011 e-C IMPACT, Community Impact Management  
 Secured by Thawte™ Powered by Seabrooks.

The program budget is separated into two sections reflecting revenues and expenses that are program-specific projected FY 12/13. This should reflect the budget numbers for the program only not the entire agency. The table will automatically calculate the totals (**after clicking on the Save and Verified title or icon**),

Note: The user is unable to type directly into the columns to enter numbers they must click on the actual titles and enter in break out itemized numbers and detail. Clicking on the titles that are underlined (City of Peoria Funding, Municipal Funding, Non-Faith Based Charity, Foundation and Corporate Support, Volunteer In-Kind Contributions, Other Income) will allow the user to enter in more detail.

## ▪ Detailed Program Budget Expenses

**City of Peoria Test Agency**

Signed in as: **Debbie Stone-Muller** | [Change Password](#) | [User Profile](#) | [Signout](#) | Font Size:

Partners in Caring for the Community  
e-IMPACT Collaboration

A service provided by  
United Way

**FY 12/13 General Fund Application > City of Peoria General Fund Program > Forms**

Status: Initial

**Form 7.1: Detailed Program Budget (City of Peoria Gen Fund FY13-July 1, 2012-June 30, 2013)**

Please enter expenses for this program only (not entire agency). Include expenses for the City of Peoria request in the first column, as well as how the remaining expenses will be distributed for other funding sources in the next two columns.

Enter total expenses for this program only (NOT ENTIRE AGENCY)

Expenses	Peoria Funding	Other Resources	Volunteer/In-Kind Contributions	Total Program Budget FY 2012-2013
Personnel Costs	0	0	0	0
Operational Expenses	0	0	0	0
Other Supplies and Materials (Specify)	0	0	0	0
Building/Construction Expenses (if applicable)	0	0	0	0
Other Expenses	0	0	0	0
Total				

[Save as Draft](#) | [Save As Draft And Return](#) | [Save and Verify](#) | [Cancel And Return To Previous Page](#)

[Export This Form To Adobe PDF \(Large Font\)](#)

The *Detailed Program Budget-Expenses* allows the user to further define their program budget and provide detail on all revenues for that program. This form has the breakout line item function similar to the previous form. Click on the detailed items to add further information.

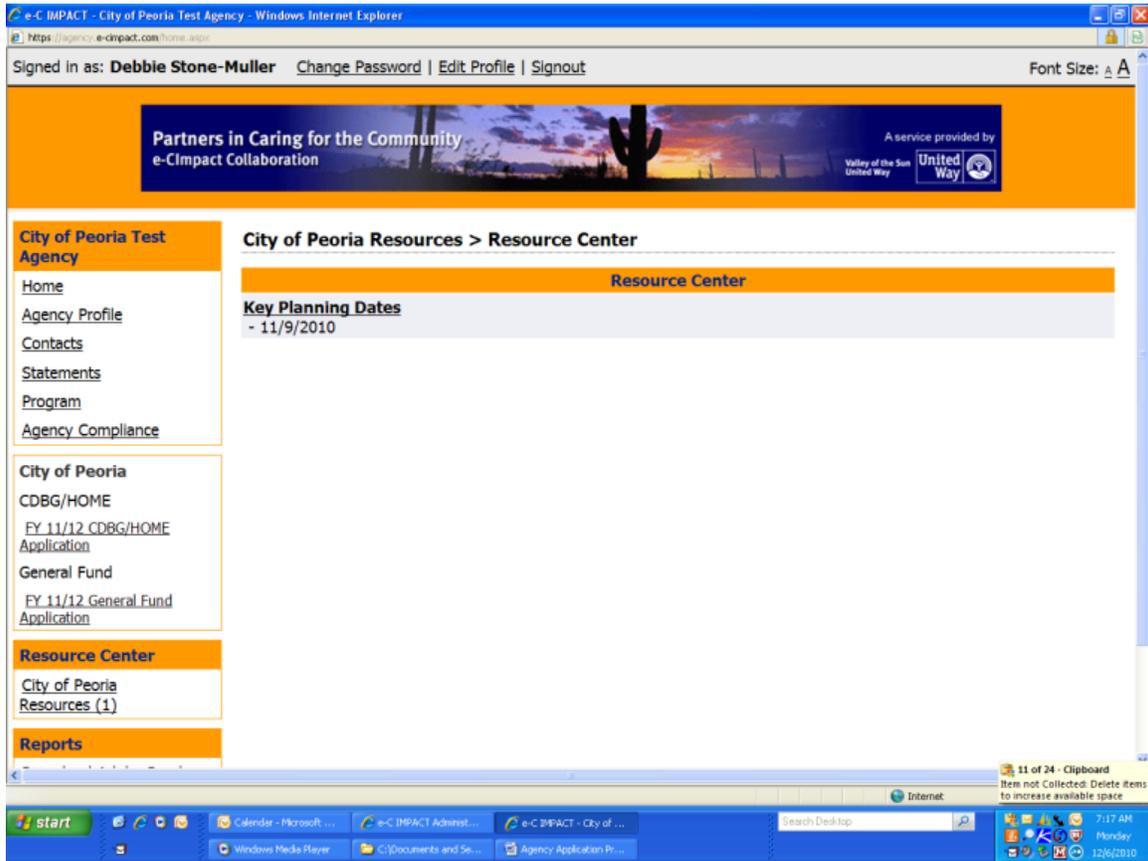
## SECTION THREE: Final Submission of Funding Packet

Once the user has completed all of the proposal information the entire proposal can be electronically submitted to the City of Peoria. All program applications and agency sections must have a status of *Verified* in order to submit the entire agency packet. Individual program applications cannot be submitted independent of other program applications or the entire agency's funding package. The submission page is accessible by clicking on the *Submit Application* command under the save commands at the bottom of the Application Overview screen. This function will not be available until all agency and proposal statuses are Saved and Verified.

This page requires the names of the Executive Director, the Board President and the Board Treasurer. Please note that typing in the names of these representatives is equivalent to "electronic signatures." and are legally binding. click the *Continue to Submit Funding Packet* 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 become a **read only** file, meaning that users will no longer be able to enter the site and make changes to the information. The file is accessible by using the Export to Adobe PDF function.

# SECTION FOUR: Resource Center



The *Resource Center* will offer access to documents containing information useful for the agency during the funding cycle. Please note that Acrobat Reader 7.0 or higher must be installed to utilize this function.