



**City of Peoria
CDBG HOME**

e-CImpact Navigation Manual

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

City of Peoria e-CImpact Navigation Manual

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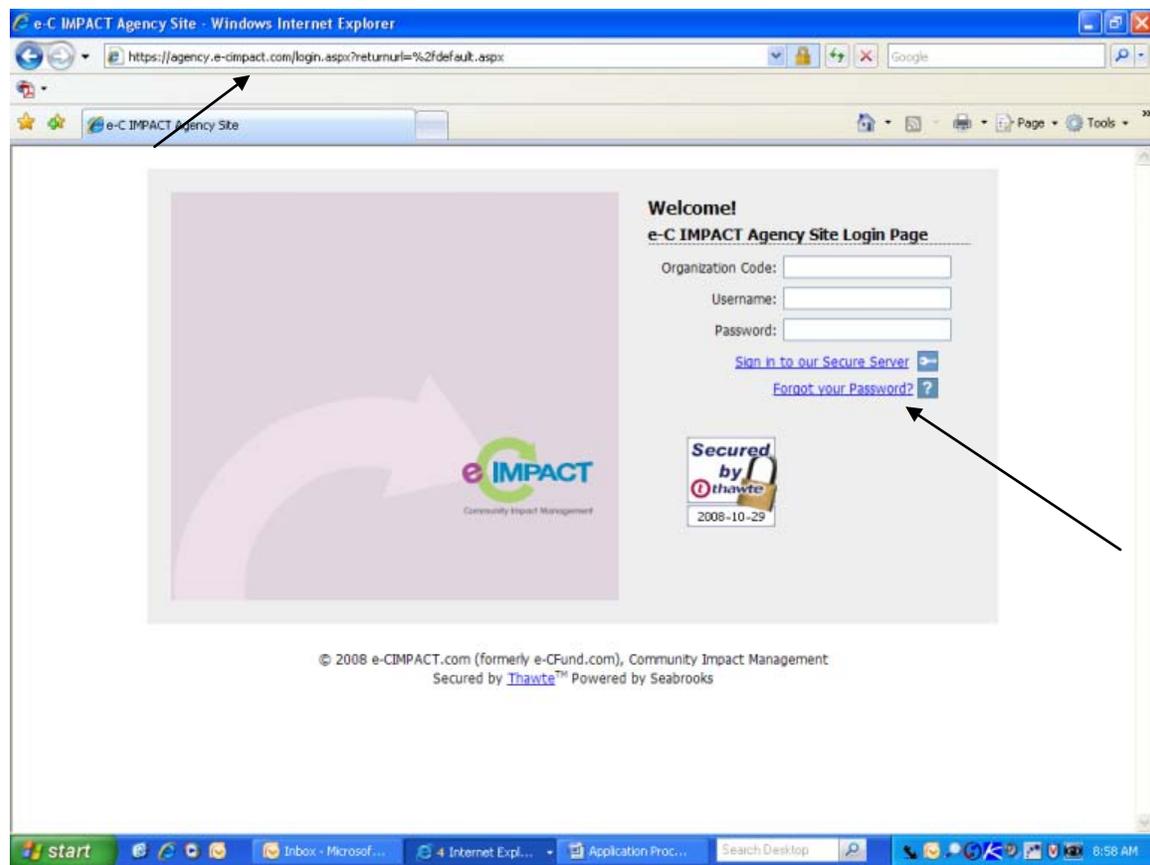
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▪ Introduction

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.

■ 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.

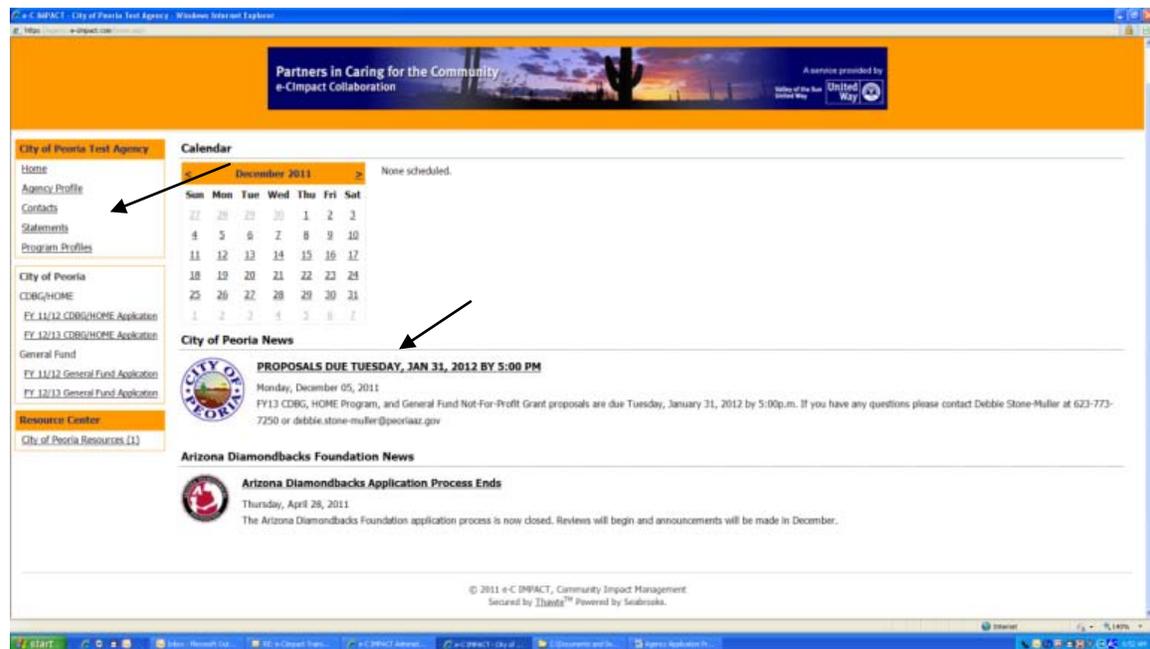
Username: All users with access to the on-line application will be assigned a username.

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



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-IMPACT 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 table titled 'Account Names' with the following data:

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

Navigation menu items on the left include: 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, and City of Chandler Resources (1).

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 the 'Agency Locations/Addresses' page in the e-IMPACT system. The page is divided into four main sections, each with a table and an 'Add New' button:

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

Arrows in the image point to the 'Add New' buttons for each section. The footer of the page reads: © 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.impact.com". The user is signed in as "Debbie Stone-Muller". The page title is "City of Peoria Test Agency - Windows Internet Explorer". The main content area is titled "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, there 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 "Save/Update" button and a note "(* Required field)".

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

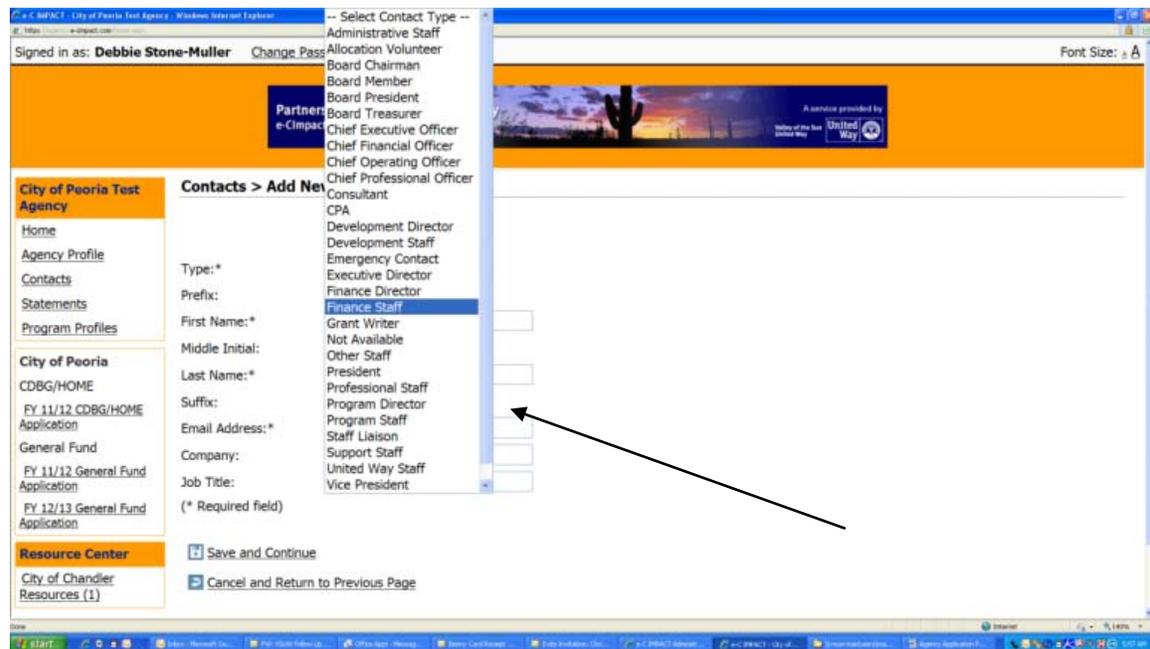
[Add New Contact](#)

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 shows a web browser window with the URL <http://e-impact.com>. The page title is "Agency Profile > Addresses > Update Address". The left sidebar contains a navigation menu with items like "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 main content area has a form with the following fields and options:

- Confidential?
- Primary?
- Active?
- Type:* Main (dropdown)
- Address Line1:* 9875 N. 85th Avenue (text input)
- Address Line2: (text input)
- City:* Peoria (text input)
- State:* Arizona (dropdown)
- Zip Code:* 85345 (text input)
- Country:* U.S.A. (dropdown)
- Description: (text area)

Below the form, there is a note: "(*) Required field". At the bottom of the form, there are three buttons:

-
-
-

An arrow points to the "Save/Update" button. The footer of the page contains the text: "© 2011 e-C IMPACT, Community Impact Management Secured by Thawite™ 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

The screenshot shows the 'Contacts' table with the following data:

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

An arrow points to the 'Request a Login' link in the 'Login' column for Millie Peterson.

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.

The screenshot shows the 'Request a Login Account for Millie Peterson' form. The form includes the following fields and instructions:

Request a Login Account for Millie Peterson

Enter a password and then retype the password to ensure that it has been entered correctly. Your password must be between 6 and 15 characters in length and contain at least 1 character from 2 of the groups of alpha, numeric, or special characters. Your Password may not contain the following characters: “, %, or any white-space.

Password Examples:

- abcdefg2 (valid, contains letters and numbers)
- p@5word (valid, contains letters and special characters)
- 1234567# (valid, contains a special character and numbers)
- abcdefgh (invalid, contains only letters)
- abc23 (invalid, less than 6 characters)

Contact Type: Staff Liaison
Contact Name: Millie Peterson

Username:*
Password:* no value
Confirm Password:* no value

[Save/Update](#)

Agency Statements

The screenshot shows a web browser window with the following elements:

- Header:** "Partners in Caring for the Community e-Impact Collaboration" with a logo and "A service provided by Valley of the Sun United Way".
- Navigation Menu (Left):**
 - 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)
- Main Content Area:**
 - Section: "Statements > Add New Statement"
 - Form fields:
 - Active?
 - Type:* (Dropdown menu with options: Agency Statement, Vision Statement, Mission Statement)
 - Statement:* (Text area)
 - Text below text area: "Limit up to 2000 characters (0 used)." and "(* 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 "City of Peoria Test Agency" and "e-IMPACT". Below this, a banner reads "Partners in Caring for the Community e-Impact Collaboration". The main content area is titled "Program Profiles" and contains a table with the following data:

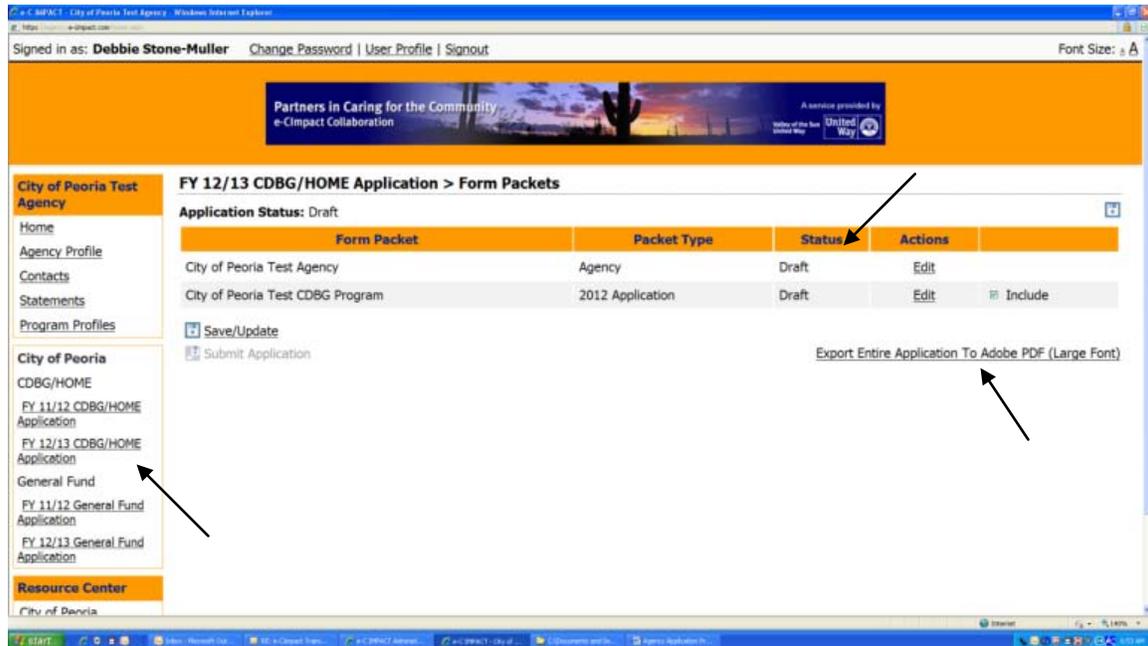
Program Name	Primary Contact	Impact Area	Status	Actions
City of Peoria General Fund Program	Carin Imig		Active	Edit
City of Peoria Test CDBG Program	Debbie Stone-Muller		Active	Edit
City of Peoria Test HOME Program	Carin Imig		Active	Edit

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

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 the 'City of Peoria Test Agency' interface for the 'FY 12/13 CDBG/HOME Application > Form Packets'. The application status is 'Draft'. The table below lists the application packets:

Form Packet	Packet Type	Status	Actions
City of Peoria Test Agency	Agency	Draft	Edit
City of Peoria Test CDBG Program	2012 Application	Draft	Edit Include

Below the table, there are links for 'Save/Update' and 'Submit Application'. A link 'Export Entire Application To Adobe PDF (Large Font)' is also present, 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 shows a web browser window with the following content:

- Header:** "Partners in Caring for the Community e-Impact Collaboration" and "A service provided by United Way".
- Navigation:** "Signed in as: Debbie Stone-Muller | Change Password | User Profile | Signout" and "Font Size: A".
- Left Sidebar:**
 - City of Peoria Test Agency
 - Home
 - Agency Profile
 - Contacts
 - Statements
 - Program Profiles
 - City of Peoria
 - CDBG/HOME
 - FY 11/12 CDBG/HOME Application
 - FY 12/13 CDBG/HOME Application
 - General Fund
 - FY 11/12 General Fund Application
 - FY 12/13 General Fund Application
 - Resource Center
- Main Content:**
 - FY 12/13 CDBG/HOME Application > Packet Summary**
 - Packet Status:** Draft
 - Table 1:**

Form	Status	Actions
*Form 1: Agency Profile	Initial	Edit
*Form 2: City of Peoria Agency Budget	Draft	Edit
 - Required Packet Attachments**
 - Table 2:**

Packet Attachments	View/Upload **	Delete
* Agency Logo	<input type="text"/> Browse...	
Construction Project Drawing	<input type="text"/> Browse...	
Construction Project Other	<input type="text"/> Browse...	
Construction Project Timeline	<input type="text"/> Browse...	
* Listing of Board of Directors (current)	<input type="text"/> Browse...	
Management Letter from most recent single audit or qualified statement of accounts	<input type="text"/> Browse...	
Most Recent Single Audit or Qualified Statement of Accounts	<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 has a character count component below it, indicating the limit and the number of characters used. For example, 'Agency Name' has a limit of 150 characters and 0 used. 'Agency Description*' has a limit of 750 characters and 83 used.

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

The screenshot shows a web browser window displaying a form titled "City of Peoria Test Agency". The form has several text input fields, each with a "Limit up to 1750 characters (0 used)" label. The fields are labeled as follows:

- Describe locations at which services are provided*
- Describe fee structure for agency services*
- If applicable to the services that your agency provides, please describe your agency's procedures to affirmatively further fair housing.
- Describe agency's future goals*

At the bottom of the form, there is a save section with the following buttons:

- Save as Draft
- Save As Draft And Return (indicated by an arrow)
- Save and Verify
- Cancel And Return To Previous Page

On the right side of the save section, there is a link: "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

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
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)

FY 12/13 General Fund Application > Forms

Status: Initial

City of Peoria Agency Budget

List all grants/funds your organization received from the City of Peoria for the City Fiscal Year 2011 (July 1, 2011-June 30, 2012)

City of Peoria Funding	Amount Received
<u>City of Peoria Funding</u>	0

[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 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 shows a web application interface for the City of Peoria. The main content area is titled 'Required Packet Attachments' and contains a table with the following data:

Packet Attachments	View/Upload **	Delete
* Agency Logo	<input type="button" value="Browse..."/>	
Construction Project Drawing	<input type="button" value="Browse..."/>	
Construction Project Other	<input type="button" value="Browse..."/>	
Construction Project Timeline	<input type="button" value="Browse..."/>	
* Listing of Board of Directors (current)	<input type="button" value="Browse..."/>	
Management Letter from most recent single audit or qualified statement of accounts	<input type="button" value="Browse..."/>	
Most Recent Single Audit or Qualified Statement of Accounts	<input type="button" value="Browse..."/>	
Otehr Additional Attachment	<input type="button" value="Browse..."/>	
* Proff of 501(c) 3 Letter	<input type="button" value="Browse..."/>	
Targeting Boundaries Map	<input type="button" value="Browse..."/>	

At the bottom of the page, there are two buttons: 'Back to Application Overview' and 'Save/Upload Attachment(s)'. A note at the bottom right says 'Export This Packet To Adobe PDF (Large)'. The browser's taskbar at the bottom shows several open windows, including 'IMPACT - City of Peoria'.

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

Signed in as: **Debbie Stone-Muller** Change Password | User Profile | Signout

Font Size: **A**

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e-IMPACT Collaboration

A service provided by
City of Peoria
United Way

City of Peoria Test Agency

FY 12/13 CDBG/HOME Application > Form Packets

Application Status: Draft

Form Packet	Packet Type	Status	Actions
City of Peoria Test Agency	Agency	Draft	Edit
City of Peoria Test CDBG Program	2012 Application	Draft	Edit Include

[Save/Update](#) [Submit Application](#)

Export Entire Application To Adobe PDF (Large Font)
[Export Entire Application 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
FY 12/13 CDBG/HOME Application
General Fund
FY 11/12 General Fund Application
FY 12/13 General Fund Application

Resource Center
City of Peoria

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.

The screenshot shows a web browser window with the following content:

- Header: Signed in as: **Debbie Stone-Muller** | Change Password | User Profile | Signout | Font Size: A
- Banner: Partners in Caring for the Community - e-IMPACT Collaboration
- Breadcrumbs: **FY 12/13 CDBG/HOME Application > City of Peoria Test CDBG Program > Packet Summary**
- Packet Status: Draft
- Table of Forms:

Form	Status	Actions
*Form 3: Proposal Summary	Initial	Edit
*Form 4: Proposal Narrative	Initial	Edit
*Form 5: Previous Peoria Funding Accomplishment Report	Initial	Edit
*Form 6: Demographic Data	Initial	Edit
*Form 7 : Detailed Program Budget-Revenue	Draft	Edit
*Form 7.1 : Detailed Program Budget-Expenses	Initial	Edit
*Form 8: Construction Project Detail	Initial	Edit

* Required Form

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Left sidebar menu items: City of Peoria Test Agency, Home, Agency Profile, Contacts, Statements, Program Profiles, City of Peoria, CDBG/HOME, FY 11/12 CDBG/HOME Application, FY 12/13 CDBG/HOME Application, General Fund, FY 11/12 General Fund Application, FY 12/13 General Fund Application, Resource Center, City of Peoria

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

The screenshot displays a web-based application form titled "Form 3: Proposal Summary (City of Peoria FY13-July 1, 2012-June 30, 2013)". The form is divided into several sections, each with a numbered question and a corresponding text input field. The input fields include character count limits and a red indicator when the limit is exceeded. The form is set against a background of a Windows Internet Explorer browser window.

Status: Initial

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

1. Program Name/Title* (Limit up to 130 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 3 characters (0 used).)
- 3c. Program Location Mailing Address Zip + 4 Code*
4. Provide targeting boundaries of the proposed activity; provide a map if necessary.* (Limit up to 500 characters (0 used).)
5. Source of funding*
6. Describe the goal of the program*
7. Amount Requested* (Limit up to 300 characters (0 used).)
8. Amount of match provided by agency, if any.*
9. If your agency is providing match, please define the "type" of match if it is not cash.* (Limit up to 250 characters (0 used).)
10. Explain exactly what Peoria funds would be used for (salaries, utilities, equipment, facilities, etc.)* (Limit up to 1000 characters (0 used).)
11. Total Program Budget*
12. 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).)
13. Please select the "Unit of Service" for this proposed activity*
14. How many total unduplicated "Units of Service" do you propose to provide/assist through this program for the July 1, 2012-June 30, 2013 funding period.*
15. How many of the above unduplicated "Units of Service" will you provide/assist with City of Peoria funds?*
16. Disclose the minimum amount of funds needed in order for service to be delivered in Peoria*

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-C IMPACT - City of Poudre Test Agency - Windows Internet Explorer". The main content area contains a form with the following elements:

- Section "e. Generate Program Income" with a checkbox.
- Section "f. Other" with a checkbox.
- Question 19: "What other cities/towns currently provide funding to this program?*" with a text input field and a character limit of 500.
- Question 20: "Is this activity considered a Public Service?*" with a help text popup open. The popup contains the text: "For purposes of CDBG funding, public services (including labor, supplies, and materials) include but are not limited to those concerned with: employment, crime prevention, child care, health, drug abuse, education, fair housing counseling, energy conservation, ..." and a "Close" button.
- Question 22: "If you answered yes to question 20 please define if your program activity has had a quantifiable increase in the level of an existing service." with a text input field and a character limit of 750.
- Buttons: "Save as Draft", "Save As Draft And Return", "Save and Verify", and "Cancel And Return To Previous Page".
- Link: "Export This Form To Adobe PDF (Large Font)".
- Footer: "© 2011 e-C IMPACT, Community Impact Management Secured by Thawte™ Powered by Seabrooks."

Throughout the e-CImpact 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 displays a web browser window with the URL <https://www.e-impact.com/home.aspx>. The page title is "e-IMPACT - City of Peoria Test Agency - Windows Internet Explorer". The status is "Initial".

Form 4: Proposal Narrative(City of Peoria Gen Fund FY13-July 1, 2012-June 30, 2013)

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).*

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.*

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

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

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

1. Activity Name (Limit up to 150 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. (Limit up to 1000 characters (0 used))

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

FY 12/13 CDBG/HOME Application > City of Peoria Test CDBG Program > Forms

Status: Initial

Form 6: Demographic Data (City of Peoria CDBG HOME 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	<input type="text"/>	<input type="text"/>	<input type="text"/>

INCOME DATA

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

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 CDBG/HOME Application > City of Peoria Test CDBG Program > Forms

Status: Draft

Form 7: Detailed Program Budget (City of Peoria CDBG HOME 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	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
Total	0.00

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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: [A](#)

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e-IMPACT Collaboration

FY 12/13 CDBG/HOME Application > City of Peoria Test CDBG Program > Forms

Status: Initial

Form 7.1: Detailed Program Budget (City of Peoria CDBG HOME 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.

■ Construction Project Detail

The screenshot shows a web browser window with the following content:

- Page Title:** City of Peoria Test Agency - Windows Internet Explorer
- Page Header:** IMPACT Construction
- Page Sub-Header:** FY 12/13 CDBG/HOME Application > City of Peoria Test CDBG Program > Forms
- Status:** Initial
- Form Title:** Form 8: Construction Project Detail
- Instructions:** All applicants must answer question 1: Does your project involve construction? If no, choose "no" and skip the remaining questions in this section. If yes, choose "yes" and answer the remaining questions. This section is for agencies requesting construction funding for agency rehabilitation, upgrades and/or equipment. If you are requesting funding for construction, answer the questions with as much detail as possible and submit attachments showing drawings, timelines, etc.
- Question 1:** Does your project involve construction? (Dropdown menu)
- Question 2:** If the project includes construction is it:
 - New Construction
 - Minor Repairs
 - Major Repairs
 - Addition or Expansion of existing building
- Question 3:** Does your project involve temporary or permanent relocation of residents or businesses? If yes, please explain. (Text area)
- Question 4:** Give a detailed description of the work to be done. (Text area)

This form allows the user to further explain a construction project request. If applicants are not applying for construction funding they can provide a “No” answer in the first question field. All those stating “Yes” to this question will be including construction in their request and then will go on to answer the rest of the questions on this form.

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.