



Community Impact Management

Supported by the Kent County Ready by Five Millage

2024

Agency Manual

First Steps Kent

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Grand Rapids, MI

49503

For support, please contact:

First Steps Kent Staff

readybyfivekent@firststepskent.org



Supported by the Kent County Ready by Five Millage

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Accessing e-CImpact

Requirements: All you need to access e-CImpact is a computer with an internet connection and current version of web browser (example: Internet Explorer, Firefox, Chrome, Safari).

Please Note: All proposals and funded programs will be assigned to one agency profile. Be sure there is a designated primary contact that will be set up as your agency registers for the first time. There is one Primary Contact per agency. The Primary Contact is the designated individual who can add and edit additional users at each agency.

To access e-CImpact from the First Steps Kent website, please go to:

<https://www.firststepskent.org/millage>

Direct access to the agency site is: <https://agency.e-cimpact.com/login.aspx?org=FirstStepsKent>

Please bookmark the address to easily access e-CImpact at your convenience.

Additional information about the RFP Process is available on the First Steps Kent website at:

<https://www.firststepskent.org/millage>

Questions?

If your agency has technical issues with the e-CImpact system, please reach out to First Steps Kent staff at: readybyfivekent@firststepskent.org

Note: During the RFP development process First Steps Kent is available to assist with questions and issues specifically related to the e-CImpact online application process. We are unable to answer questions related to the RFP unless they are submitted through the written process as described in the RFP documents.

Registering a New Agency

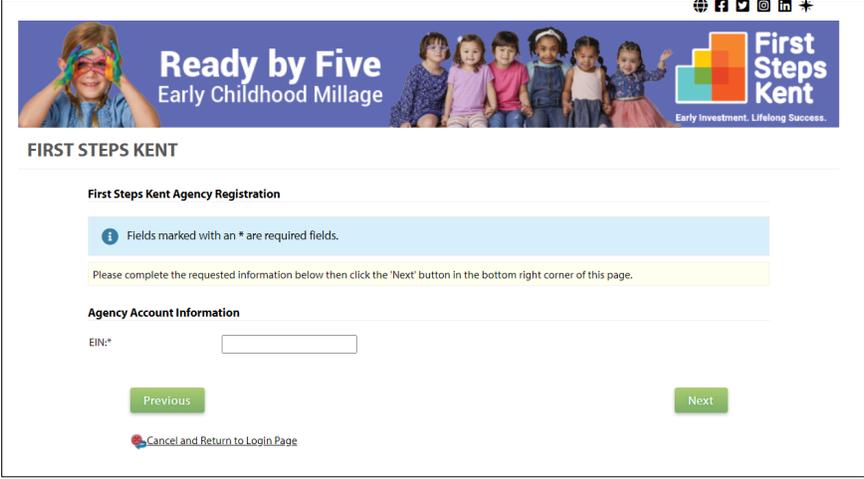
Registration is required for all agencies. Please proceed with site registration.

Step 1: From the agency login page select 'Create new agency account'.

The screenshot shows the e-IMPACT Agency Site login page. On the left, the e-IMPACT logo is displayed with the text 'Community Impact Management' and 'AGENCY SITE' below it. On the right, there is a 'Sign-In' section with the text 'Please sign in to your account.' and two input fields for 'User Name' and 'Password'. Below these fields is a green button labeled 'Sign in to our Secure Server' and a link for 'Forgot your password?'. In the center, there is a section titled 'New to e-IMPACT?' with a large green arrow pointing to the right. Below this, there is a link 'Don't have an account?' with the text 'Create an account to apply for available grants' and a green button labeled 'Click here to create a new Account'. A callout box on the right side of the page, with a green background and white text, says 'Step 1: Click here to create a new account' and has a green arrow pointing to the 'Click here to create a new Account' button. At the bottom left, there is a 'Secured by Thawte' logo with the text 'Secured by Thawte' and '© 2013 e-IMPACT, Community Impact Management'. At the bottom right, there is a 'POWERED BY seabrooks' logo.

Step 2: Please read all directions carefully, and then click ‘Next’ to continue with your registration process.

Provide your agency’s EIN Number. Click “Next”.



The screenshot shows the 'First Steps Kent Agency Registration' page. At the top, there is a banner with the text 'Ready by Five Early Childhood Millage' and 'First Steps Kent Early Investment. Lifelong Success.' Below the banner, the page title is 'FIRST STEPS KENT'. The main heading is 'First Steps Kent Agency Registration'. A blue information box states: 'Fields marked with an * are required fields.' Below this, a yellow instruction box says: 'Please complete the requested information below then click the 'Next' button in the bottom right corner of this page.' The 'Agency Account Information' section contains a label 'EIN:*' followed by an empty text input field. At the bottom, there are two green buttons: 'Previous' on the left and 'Next' on the right. A small red link with a cursor icon is labeled 'Cancel and Return to Login Page'.

**EIN – the system will automatically validate your EIN, confirming your agency do not already have an e-CImpact account. The system will also automatically enter any information linked to the EIN entered.*

Step 3: Please enter all required information regarding your agency. Required information is noted with an asterisk. Then proceed to the next page.

Agency Registration

Fields marked with an * are required fields.

Please enter your Agency information in the fields below, including the agency Primary Contact information then select 'Next' at the bottom of the page to continue.

Agency Account Information

EIN: *

Agency Name:*

Website URL:

Account Information

Description:

Limit up to 750 characters (0 used).

Mission Statement:

Limit up to 750 characters (0 used).

Address

Address Type:*

Address Line 1:*

Address Line 2:

City:*

State:*

Zip Code:*

Email Address

Email Address Type:*

Email Address:*

Phone Number

Phone Number Type:*

Phone Number:*

Primary Contact Information

Contact Type:*

First Name:*

Last Name:*

Job Title:

Preferred Login

Enter your password to ensure that you have entered it correctly. Your Password must be between 6 and 15 characters not contain any white-space. Password must be 2 of the groups of alpha, numeric, or special characters. Your Password may contain any white-space.

Password:

-- abcdefg (6 characters)
-- pa\$9wo (8 characters)
-- 123456 (6 characters)
-- abcdefgh (invalid, contains only letters)
-- abc23 (invalid, less than 6 characters)

Please note what username and password you create.

Step 3: Enter required information, then click 'Next'

Preferred User Name:*

Password:*

Confirm Password:*

[Previous](#) [Next](#)

[Cancel and Return to Login Page](#)

Step 4: Confirm the Primary Contact for your Agency.

This is the page where you will enter your agency's Primary Contact information. This is the only individual at your agency who will be able to edit and assign additional users submitting or working on proposals or entering contract-related information. Be sure everyone in your agency knows who this person is!

Primary Contact Information	
Contact Type:*	<input type="text" value="Grant Writer"/>
Prefix:	<input type="text"/>
First Name:*	<input type="text"/>
Middle Initial:	<input type="text"/>
Last Name:*	<input type="text"/>
Suffix:	<input type="text"/>
Company:	<input type="text"/>
Job Title:	<input type="text"/>

Step 5: Select the funding opportunity you are applying under and then continue to the next page.

Step 6: Review all agency information entered, and then click 'Confirm Registration'.

Please Review the information below for accuracy.

EIN: 567774568
Agency Name: 123 Test Agency

Additional Agency Account Information Summary

Description:

Accredited: Yes No

Mission Statement:

Agency Information Summary

Address: 123 Main Street
City, Illinois
45654
(Mailing)
Email Address: info@email.com (Main)
Phone Number: (555) 666-3333 (Fax)

Primary Contact Information Summary

Contact Name: me me (Executive Director)

Preferred Login

Username: 123agency
Password: *****

Request Summary

The Youth Philanthropy Project

The Youth Philanthropy Project is transitioning to a formal partnership between The Community Foundation and HandsOn Project. The purpose of this partnership is to further enhance the quality of the experience for participants and to further expand our reach to youth throughout the region.

Step 6: Review your agencies information, then 'Complete Registration'

[Complete Registration](#) ➔

 [Cancel and Return to Login Page](#)

You should see this page with all agency information submitted.

Registration Confirmation Summary

✓ Success

Successfully submitted on: 7/12/2021 at 4:06 PM CST

Confirmation Number: 43383

 [Print registration summary](#)

Registration Summary

Once your agency’s registration is completed you will be able to print your confirmation page. You will also receive a confirmation email.

Click “Next” to complete the registration process.

At some time in the registration process, you will see an option to select the relevant funding application button. Select this button and continue with the registration.

Completing the Application(s) for Funding

The Ready by Five Millage funding application process requires agencies to complete three agency level forms and program level forms. An agency will complete the Agency levels forms once, regardless of how many programs. The amount of Program level forms will depend how many Requests for Proposals an agency applies for. Please follow the steps below to fill out agency and program level forms.

Step 1: Locate and click the ‘Create a New Program to Apply for this process’ link.

The screenshot shows a web interface for funding applications. On the left is a navigation menu with categories like 'Apply / Report', 'Funding and Contract Management', and various reports. The main content area contains instructions: 'Save My Work and Mark Completed at the bottom of each section page. When all sections of the application have been marked completed, the application may be submitted. Applications must be submitted no later than **June 1, 2023 by 3:00 pm EST**. Late applications will not be accepted. Submission Deadline: **June 1, 2023 by 3:00 pm EST**.' Below this is a 'FY2024 Funding Status' section with a progress bar showing 'Not Started', 'In Progress', 'Ready To Submit', and 'Submitted'. A table below the progress bar lists items with columns for 'Item', 'Last Updated', 'Status', and 'Options'. The table shows one item, '*Test 2', with a status of 'Not Started'. A legend indicates that a red dot represents 'Not Started'. On the right side of the interface, there are additional instructions and a prominent yellow button labeled 'Create a New Program to Apply for this process'. A vertical 'FEEDBACK' button is visible on the far right edge.

Step 2: This is the page where you will choose what funding opportunity your agency is applying for.

In addition to providing a program name and description, your agency will choose what funding opportunity to apply for in following steps.

Note: Please refer to the RFP Documents for a complete description of each funding opportunity.

Program Information

Program Name:*

Limit up to 150 characters.

Description:

Limit up to 1500 characters.

Program Primary Contact:

Address

 [Copy Agency Primary Address](#)

Address Type:

Address Line 1:

Address Line 2:

City:

State:

Zip Code:

Email Address

Email Type:

Email Address:

Phone Number

Phone Type:

Phone Number:

 [Save/Complete Registration](#)

When complete, click 'Save/Complete Registration' at the bottom of the page.

Step 3: Choose the funding opportunity you want to apply for and continue through the registration process.

Request For Participation

Please complete the following Form and click the "Next" button located at the bottom of this page.

Program Name: **Test**

Request For Participation In: **Ready by Five Application FY2024**

This application process is for Ready by Five Millage funds for Fiscal Year 2024. Please see the Ready by Five Request for Proposals for specific information and criteria for each opportunity.

Program Qualification Form Template

Choose Funding Opportunity

Choose Funding Opportunity

Previous

Next

Step 4: Click 'Continue' and 'Next' to complete the process.

Note: Once you select a funding opportunity, First Steps Kent will review the request and approve so the applicant can continue with the application. Approval should take no more than one business day.

Applying for Multiple Programs Under One Agency

If your agency is applying for multiple funding opportunities, start this process over by selecting the "Create a new Program to Apply for this process" link with the plus sign.

Completing Agency and Program Forms

Once the program(s) is selected, you are ready to fill out your Agency and Program Level Information.

Step 1: Links to complete all Agency Level information are present. Remember, this is the information that is submitted for the agency and all proposed programs. This agency-level information will only be submitted once.

Not Started	In Progress	Ready To Submit	Submitted
Item (* indicates Required Item)		Last Updated	Status
★ *Test 2			Not Started
Attachment A: Agency Staff and Leadership Diversity*			● Not Started
Agency Information*			● Not Started
Required Materials			● Not Started

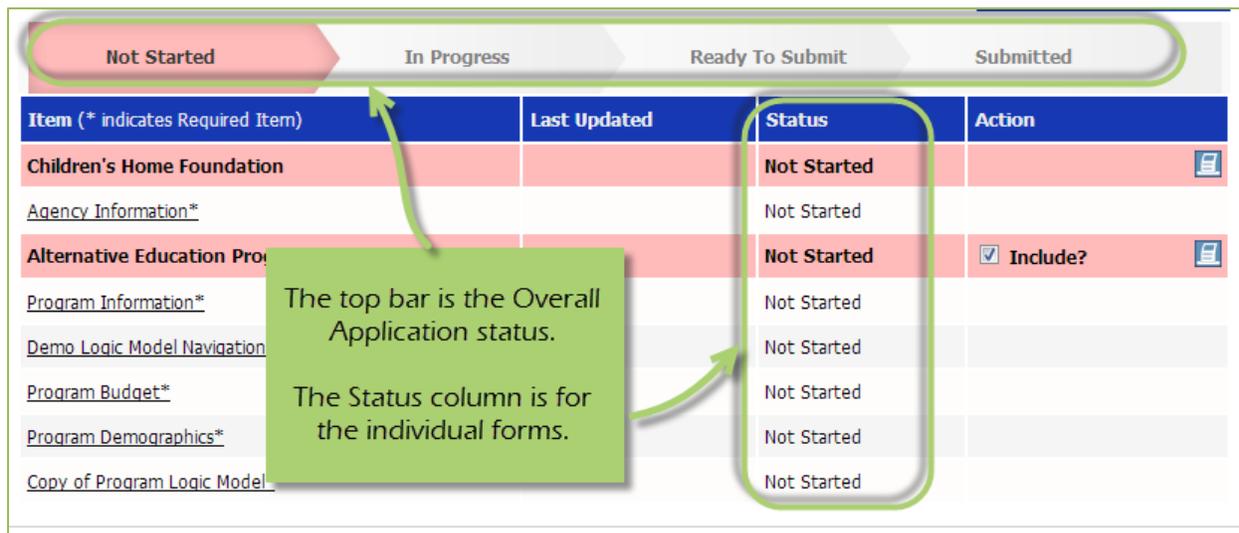
Step 2: Links to complete all Program Level information are present. Depending on how many programs you apply for, all relevant forms will be under the program name.

★ Teach the Children Well	4/13/2023 7:27 AM (CST)	In Progress	<input checked="" type="checkbox"/> Include?
Proposed Service Narrative and Details*		● Not Started	
Ready by Five Result Indicator and Program-Specific Goals*	Kyle Johnson 4/11/2023 11:30 AM (CST)	● In Progress	
Number Served*		● Not Started	
Partnering Organizations*	Kyle Johnson 4/11/2023 11:50 AM (CST)	● In Progress	
Budget Narrative*	Kyle Johnson 4/11/2023 11:51 AM (CST)	● In Progress	
Budget*	Kyle Johnson 4/11/2023 12:07 PM (CST)	● In Progress	
Proposal Certifications*		● Not Started	
Demographic Description		● Not Started	
★ T1		Not Started	<input checked="" type="checkbox"/> Include?
Parent Education and Support - Translation and Interpretation Services Narrative*		● Not Started	
Proposal Certifications*		● Not Started	
Budget*		● Not Started	
Translation and Interpretation Attachments		● Not Started	

Step 3: Once all forms are in “Complete/Ready to Submit” status, you are ready to submit your application packet. Please make sure to review all information before submitting! Application are submitted once, when all proposals are ready to submit. Click the red “Submit” button for final submittal.

Form Status

This page works much like a check list. You are able to easily see how much of your application you have submitted.



The screenshot shows a dashboard with a top navigation bar and a table below. The top bar has four segments: 'Not Started' (highlighted in red), 'In Progress', 'Ready To Submit', and 'Submitted'. The table has columns: 'Item (* indicates Required Item)', 'Last Updated', 'Status', and 'Action'. The first row is 'Children's Home Foundation' with a status of 'Not Started'. The second row is 'Alternative Education Program' with a status of 'Not Started' and an 'Include?' checkbox checked. A green callout box points to the top bar with the text: 'The top bar is the Overall Application status.' Another green callout box points to the 'Status' column with the text: 'The Status column is for the individual forms.'

Item (* indicates Required Item)	Last Updated	Status	Action
Children's Home Foundation		Not Started	
Agency Information*		Not Started	
Alternative Education Program		Not Started	<input checked="" type="checkbox"/> Include?
Program Information*		Not Started	
Demo Logic Model Navigation		Not Started	
Program Budget*		Not Started	
Program Demographics*		Not Started	
Copy of Program Logic Model		Not Started	

Not Started: When the application or form is in not started status, it means that no data has been entered yet.

In Progress: If your form is set to 'In Progress', then the form has been started, and saved. The form has not been marked completed. The top bar will remain at 'In Progress' until all forms are marked completed.

Ready to Submit: Once all forms are marked completed, your top bar should move to 'Ready to Submit'. At this stage you should review any information entered, then move on to submit your application.

Submitted: When an application is in submitted status, you will no longer be able to make changes to the information on the forms. If you submit, and find you need to make an edit, you should contact your First Steps Kent Staff.

Entering Information

To begin filling out your application click on the desired form:



Not Started In Progress

Item (* indicates Required Item)

Children's Home Foundation

Agency Information*

Alternative Education Program

Program Information*

Demo Logic Model Navigation*

Program Budget**

Program Demographics*

Copy of Program Logic Model*

Save Options

After entering information on your forms, you have multiple save options.



Save My Work / Save My Work and Return to Previous Page: These options are for when you need to save, or move on to something else, and are not finished entering information.

Save My Work and Mark as Completed: This option is for when you have entered and reviewed your information and are ready to turn it in.

Tabbing from question to question will also save your information but will not mark it Completed.

Switching Forms

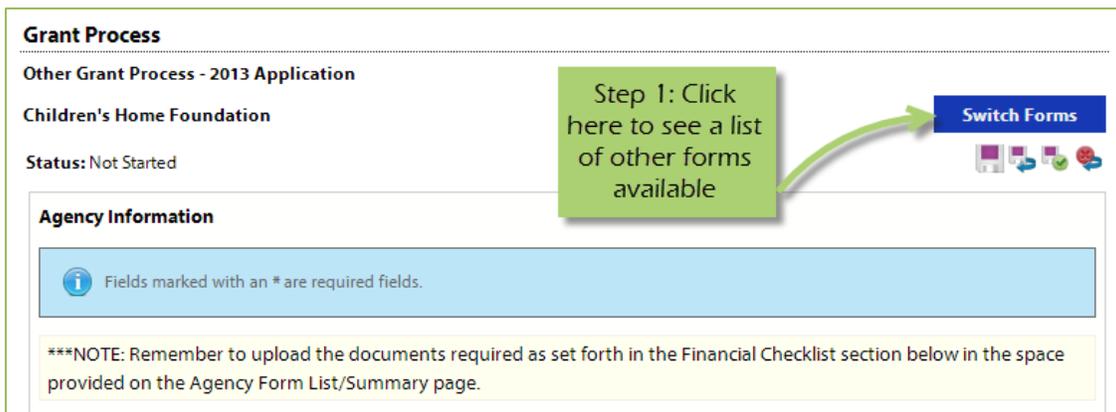
There are two ways to switch forms within an application:

First: When you are finished with one form, click on 'Save My Work and Return to Previous Page', and then select the next form.

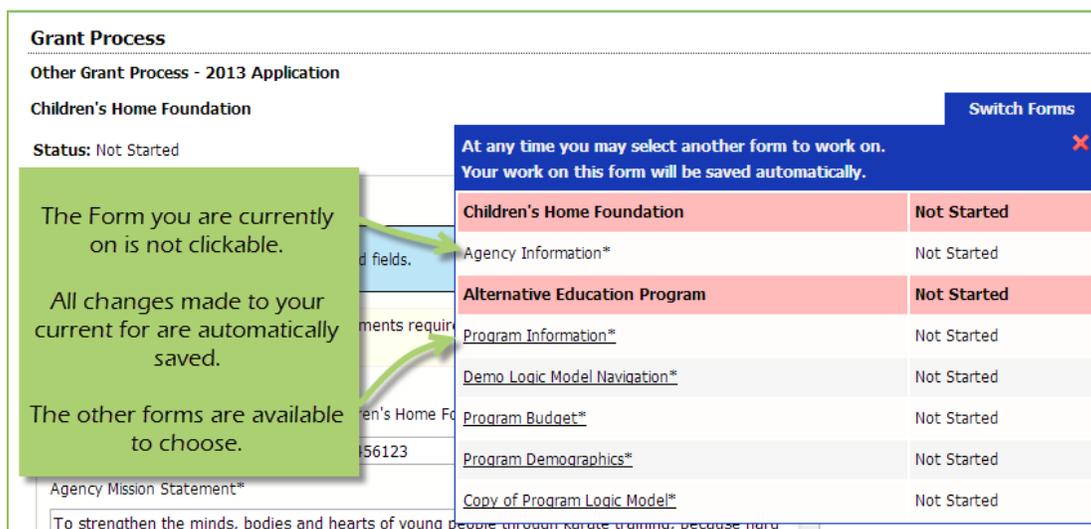


Second: You can use the 'Switch Forms' option, located in the upper right-hand corner.

Step 1: Click 'Switch Forms' to view the list of available forms.

A screenshot of a web application interface. At the top, it says "Grant Process" and "Other Grant Process - 2013 Application". Below that, it says "Children's Home Foundation" and "Status: Not Started". There is a "Switch Forms" button in the upper right corner. A green callout box with an arrow points to the button, containing the text "Step 1: Click here to see a list of other forms available". Below the main content, there is a blue information box that says "Fields marked with an * are required fields." and a yellow note box that says "***NOTE: Remember to upload the documents required as set forth in the Financial Checklist section below in the space provided on the Agency Form List/Summary page."

Step 2: Click on the form you would like to move to.

A screenshot of the same web application interface as above, but with the "Switch Forms" dropdown menu open. The dropdown menu has a blue header with the text "At any time you may select another form to work on. Your work on this form will be saved automatically." and a red 'X' icon. Below the header is a table with the following data:

Form Name	Status
Children's Home Foundation	Not Started
Agency Information*	Not Started
Alternative Education Program	Not Started
Program Information*	Not Started
Demo Logic Model Navigation*	Not Started
Program Budget*	Not Started
Program Demographics*	Not Started
Copy of Program Logic Model*	Not Started

A green callout box with an arrow points to the table, containing the text: "The Form you are currently on is not clickable. All changes made to your current for are automatically saved. The other forms are available to choose."

Attachments

Uploading Attachments

Accepted file types for uploading documents:

- Accepted file types: pdf, doc, docx, ppt, pptx, xls, xlsx, gif, jpg, jpeg, bmp, tif, rtf, and txt.
- Combined maximum file size is 8MB.

Step 1: Open **documents form**.

The screenshot shows a web application interface. At the top, there's a 'Print / Review Options' button. Below it, a progress bar shows 'Not Started' (highlighted in red), 'In Progress', and 'Submitted'. A table lists items with columns for 'Item (* indicates Required Item)', 'Last Up', and 'Action'. The first item is 'Children's Home Foundation' with a 'Not Started' status and a document icon. Below the table, there's a 'Required Documents' section with a link to 'Agency Information*'. The second item is 'After School Program' with a 'Not Started' status, a checked 'Include?' box, and a document icon. A green callout box with the text 'The Attachments form displays the same as other forms.' has an arrow pointing to the 'Required Documents' link.

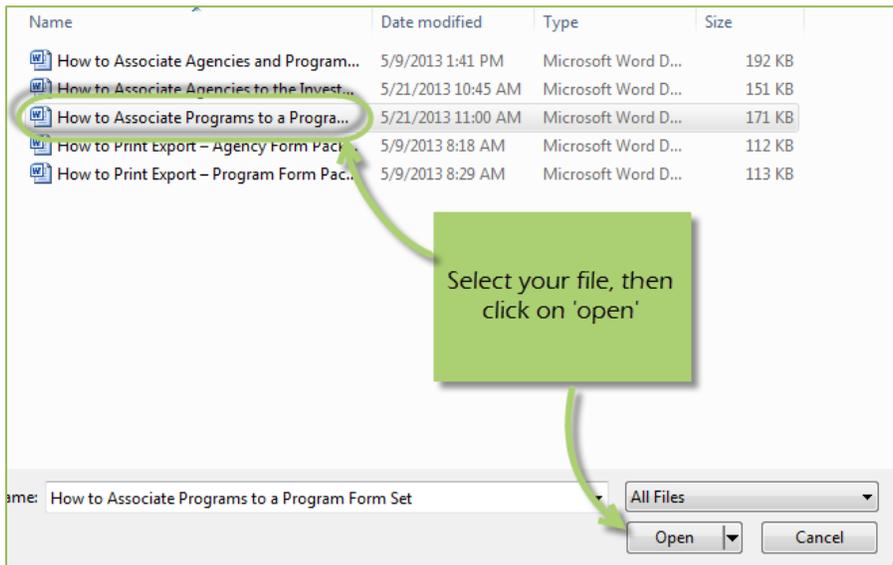
Item (* indicates Required Item)	Last Up	Action
Children's Home Foundation		
Agency Information*		
After School Program	Not Started	<input checked="" type="checkbox"/> Include?

Step 2: Once you have confirmed your document meets the upload requirements, click 'Choose File'.

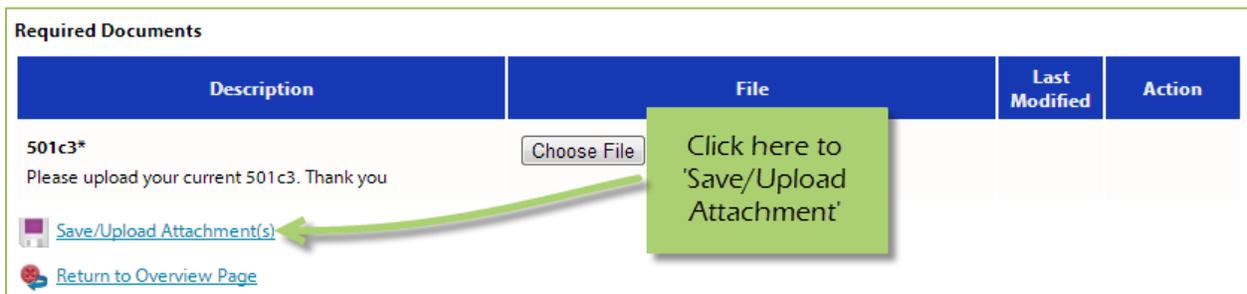
The screenshot shows a 'Required Documents' section. It has a table with columns: 'Description', 'File', 'Last Modified', and 'Action'. The first row is for '501c3*' with the description 'Please upload your current 501c3. Thank you'. In the 'File' column, there is a 'Choose File' button and the text 'No file chosen'. Below the table, there are two links: 'Save/Upload Attachment(s)' and 'Return to Overview Page'. A green callout box with the text 'Click here to 'Choose File'' has an arrow pointing to the 'Choose File' button.

Description	File	Last Modified	Action
501c3* Please upload your current 501c3. Thank you	<input type="button" value="Choose File"/> No file chosen		

Step 3: Browse your computer and select the desired document.

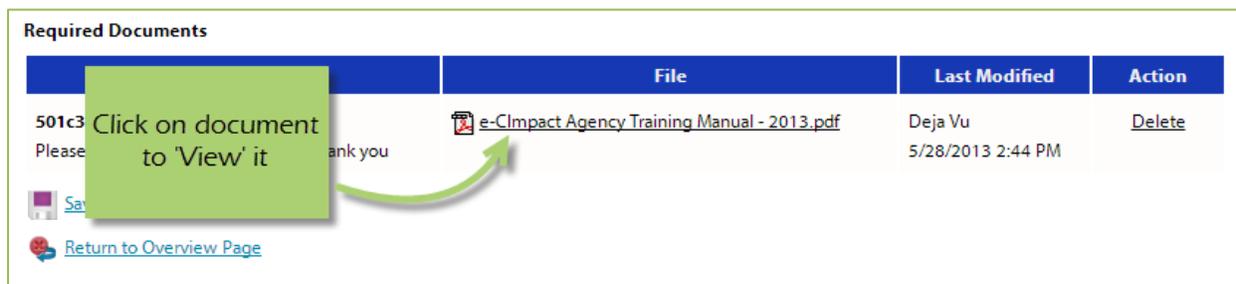


Step 4: 'Save/Upload Attachment(s)'.



Viewing Attachments

Step 1: Click on the document name to download and open it.



Deleting Attachments

In the event the wrong document was uploaded you may need to delete your attachment.

Step 1: Open **documents form**.

The screenshot shows a web application interface. At the top, there's a 'Print / Review Options' button. Below it, a progress bar shows 'Not Started' (highlighted in red), 'In Progress', and 'Submitted'. A table lists items with columns for 'Item (* indicates Required Item)', 'Last Up', and 'Action'. The first item is 'Children's Home Foundation' with a document icon. Below the table, there are links for 'Agency Information*' and 'Required Documents'. A green callout box with the text 'The Attachments form displays the same as other forms.' has an arrow pointing to the 'Required Documents' link.

Step 2: Select 'Delete' next to the desired document.

The screenshot shows the 'Required Documents' section. It features a table with columns: 'Description', 'File', 'Last Modified', and 'Action'. The first row contains '501c3*' with the description 'Please upload your current 501c3. Thank you', a file icon labeled 'e-CImpact Agency Train', the name 'Deja Vu', and the date '5/28/2013 2:44 PM'. The 'Action' column has a 'Delete' link. A green callout box with the text 'Click here to "Delete" your attachment' has an arrow pointing to the 'Delete' link. Below the table are links for 'Save/Upload Attachment(s)' and 'Return to Overview Page'.

Step 3: Confirm you would like to delete this attachment.

The screenshot shows a confirmation dialog box. The title bar reads 'The page at https://agency.e-cimpact.com says:'. The main text asks 'Are you sure you want to delete this attachment?'. At the bottom, there are two buttons: 'OK' and 'Cancel'.

You are now able to upload the correct attachment.

Submitting Application

Mark Forms 'Complete / Ready to Submit'

In order to submit your application, you must mark ALL forms 'Completed / Ready to Submit'

Step 1: Open form.

Application Status			Print / Review Options
Not Started	In Progress	Ready To Submit	Submitted
Item (* indicates Required Item)	Last Modified	Status	Action
Children's Home Foundation	5/22/2013 2:56 PM (CST)	In Progress	
Agency Information*	Deja Vu 5/22/2013 2:56 PM (CST)	In Progress	
Required Documents	Deja Vu 5/22/2013 1:55 PM (CST)	Completed / Ready To Submit	
After School Program	5/22/2013 2:08 PM (CST)	Completed / Ready to Submit	<input checked="" type="checkbox"/> Include?

Step 2: Review information, then 'Save My Work and Mark as Completed'.

Save My Work
Save My Work And Return To Previous Page
Save My Work and Mark as Completed
Return To Overview Page

After review - Click here to mark form completed

Complete these steps for each form until you have completed the entire application.

Submit!

Once all forms are 'Completed / Ready to Submit', the 'Submit This Application Now!' option will appear at the top of the page.

 Your Application is now Ready To Submit! Please verify all the information ...

Application Submission Details

Send Submission Confirmation Email To:*

Submitted By:

[Submit This Application Now!](#)

Application Status [Print / Review Options](#)

Not StartedIn ProgressReady To SubmitSubmitted

Item (* indicates Required Item)	Last Updated	Status	Action
Children's Home Foundation	5/22/2013 1:55 PM (CST)	Completed / Ready to Submit	
<u>Agency Information*</u>	Deja Vu 5/22/2013 1:55 PM (CST)	Completed / Ready to Submit	
<u>Required Documents</u>	Deja Vu 5/22/2013 1:55 PM (CST)	Completed / Ready to Submit	
After School Program	5/22/2013 2:08 PM (CST)	Completed / Ready to Submit	<input checked="" type="checkbox"/> Include? 
<u>Program Information*</u>	Deja Vu 5/22/2013 2:06 PM (CST)	Completed / Ready to Submit	
<u>Demo Logic Model Navigation*</u>	Deja Vu 5/22/2013 2:07 PM (CST)	Completed / Ready to Submit	

Step 1: Confirm the email address to send the confirmation message.

Application Submission Details

Send Submission Confirmation Email To:*

Submitted By:

[Submit This Application Now!](#)

Confirm email address, make changes if necessary



Step 2: Select 'Submit This Application Now!'

Application Submission Details

Send Submission Confirmation Email To:*

Submitted By:

[Submit This Application Now!](#)

Select 'Submit This Application Now!'



Now that you have successfully submitted your application, you will see everything is now in submitted status.

Grant Process

Other Grant Process - 2013 Application

Children's Home Foundation

This is the Description - and this displays on the Agency Site in the Investment Process!!

 Thank you... application will be review... indicate... funding to be ...

Application Submission Details

Send Submission Confirmation Email To:* doreen@seabrooks.com

Submitted By: Deja Vu on 5/22/2013 at 3:02 PM (CST)

Application Status Print / Review Options

Not Started
In Progress
Ready To Submit
Submitted

Item (* indicates Required Item)	Last Updated	Status	Action
Children's Home Foundation	5/22/2013 3:02 PM (CST)	Submitted	
<u>Agency Information*</u>	Deja Vu 5/22/2013 3:02 PM (CST)	Submitted	
<u>Required Documents</u>	Deja Vu 5/22/2013 1:55 PM (CST)	Submitted	
After School Program	5/22/2013 3:02 PM (CST)	Submitted	<input checked="" type="checkbox"/> Include? 
<u>Program Information*</u>	Deja Vu 5/22/2013 3:02 PM (CST)	Submitted	
<u>Demo Logic Model Navigation*</u>	Deja Vu	Submitted	

Please note: Once an application is in submitted status you will be able to view the information entered. You will not be able to make any changes to the information. However, prior to the due date if you need to make any changes contact First Steps Kent Staff and a submitted application will be allowed to revise.

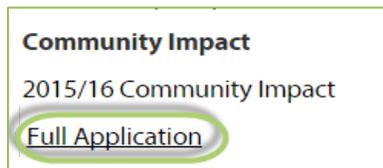
Printing Options

There are different levels you may print:

- The Entire Application – This will print or export all forms within this application.
- Agency Packet – This will print all forms that are agency specific.
- Program Packet– This will print all forms that are program specific.
- Individual Form – This will print the individual form.

The Entire Application

Step 1: Open the application by clicking on it in the left-hand navigation.

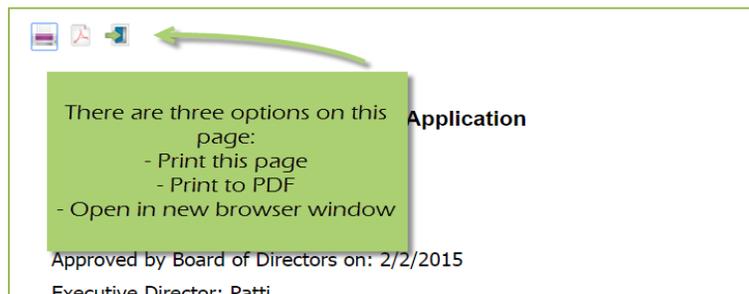


Step 2: Click on 'Print/Review Options' box in the upper right-hand corner of the application main page.

Letter of Intent Status [View Printable Version of this Entire Letter of Intent](#)

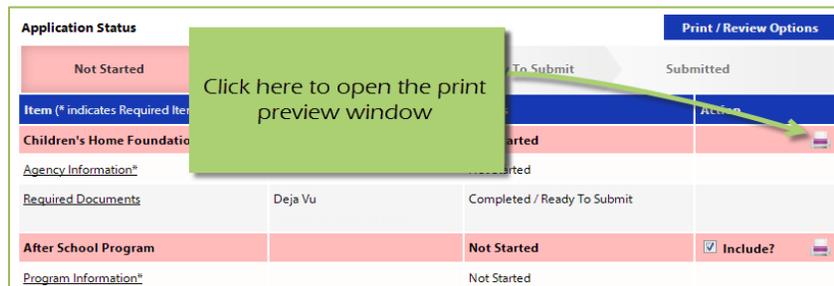
Not Started	In Progress	Ready To Submit	Submitted
Item (* indicates Required Item)	Last Updated	Status	Options
abc agency		Not Started	
Agency Information*		● Not Started	
Board Information*		● Not Started	
Patriot Act Compliance*		● Not Started	

Step 3: Select the option you would like to use, continue on to print.

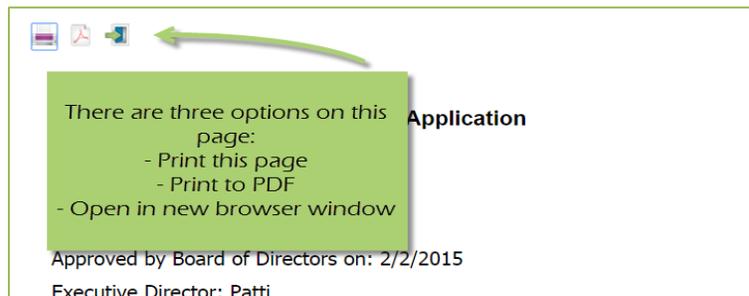


Agency Packet

Step 1: From the application main page, click on the 'Print' icon, in the agency section of the list grid under the action column.



Step 2: Select the 'Print' option you would like to use, continue on to print.



Program Packet

Step 1: From the application main page, click the 'print' icon next to the desired program you would like to print. Then choose which print option to use.

Item (* indicates Required Item)	Last Updated	Status	Action
Children's Home Foundation		Not Started	
Agency Information*		Not Started	
Required Documents	Deja Vu	Completed / Ready To Submit	
After School Program		Not Started	<input checked="" type="checkbox"/> Include?
Program Information*		Not Started	
Demo Logic Model Navigation*		Not Started	
Program Budget*		Not Started	
Program Demographics*		Not Started	
Copy of Program Logic Model*		Not Started	
Alternative Education Program		Not Started	<input checked="" type="checkbox"/> Include?
Program Information*		Not Started	
Demo Logic Model Navigation*		Not Started	

Individual Forms

Step 1: From the application main page, open the form you would like to print.

[View Printable Version of this Entire Letter of Intent](#) 

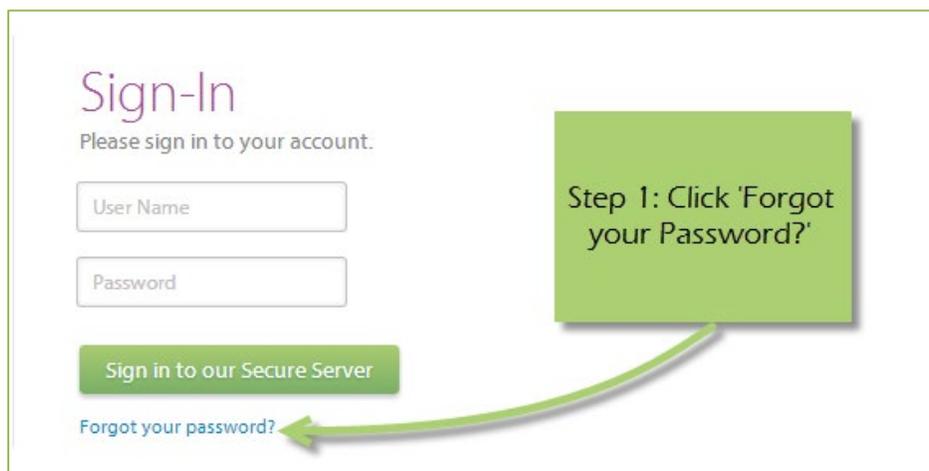
Item (* indicates Required Item)	Last Updated	Status	Options
**Ramsay Marchese Services (test)		Not Started	
Organization Information*		● Not Started	
Hepler Helping Hands	9/26/2018 10:31 AM (CST)	In Progress	

Step 2: In the lower right-hand corner of your form is the option for printing.



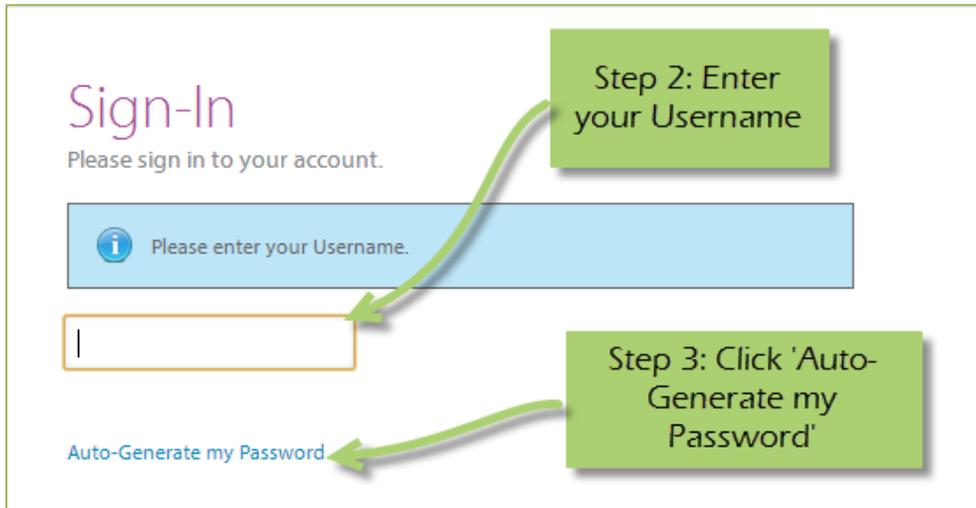
Forgot Password

Step 1: Click 'Forgot your password?' on the agency login page.



Step 2: Enter your username.

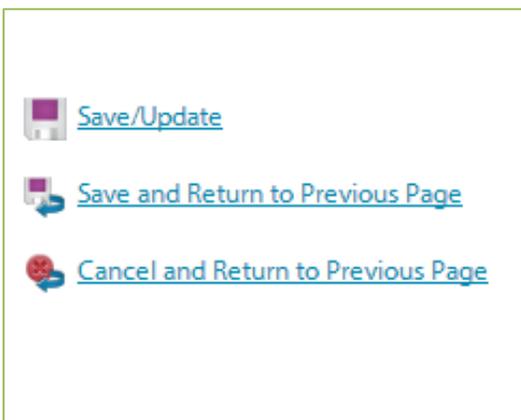
Step 3: Select 'Auto-Generate my Password'.



Step 4: Check your email, return to the login page and proceed to login. If you do not see the email in your inbox, be sure to check the 'junk' folder. If the email is not in either, please contact First Steps Kent Staff.

Common Navigation

The navigation links in e-Clmpact are consistent throughout the site.



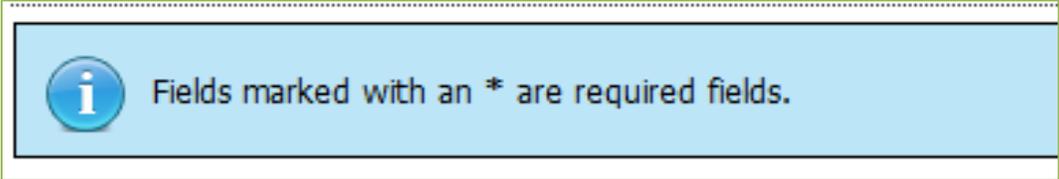
Save/Update: Refreshes the page while saving any changes made to your data.

Save and Return to Previous Page: Returns you to the page last visited while saving any changes made to your data.

Cancel and Return to Previous Page: Will return you to the previous page and will NOT save any changes made to your data.



Changing the Font Size: Located in the upper right-hand corner of the agency site, click the large 'A' to increase the font size. Click the smaller 'A' to decrease the font size.



Agency Site Home Page

From the home page you will be able to access all parts of the agency site. There are four basic sections:

1. Account Management
2. Agency Information
3. News, Events, and Calendars
4. Applications and Resource Center

The screenshot shows the e-IMPACT Agency Site Home Page. At the top, there is a user greeting: "Hello, Rose Ogihara" with links for "Change Password", "User Profile", and "Signout", and a session timer "(Session time remaining: 16:27)". The page features the e-IMPACT logo and the text "Community Impact Management".

Four green callout boxes identify key sections:

- 1. Account Management**: Points to the top navigation area.
- 2. Agency Information**: Points to the left sidebar menu.
- 3. News, Events, and Calendars**: Points to the "New Meeting" and "Calendar" sections.
- 4. Application and Resource Center**: Points to the "Request Grant Application" and "Resource Center" sections.

The main content area includes:

- Family Service Agency** sidebar with links: Home, Agency Profile, Additional Info, Users, Mission Statement, Project Profiles.
- Schedule** section with links: Current Meeting (1), Meeting Archive (1), On-Site Visits Archive (1).
- Request Grant Application** section.
- Resource Center** section with links: Agency Reports (1), e-IMPACT Agency Training Manual (1).
- New Meeting** section: "Application Training - Agency Site" on Thursday, February 28, 2013 @ 7:45 AM - 10:45 PM. A red notice says "Please RSVP for this Meeting!".
- Calendar** section: A calendar for February 2013 with the 14th highlighted. "Today's Schedule: Thursday, February 14, 2013" shows "None Scheduled".
- Our Work through Initiatives** section: "African American Initiative Update" and "Immunization Initiative Update".

A vertical "FEEDBACK" button is located on the right side of the page.

Account Management

[Change Password](#) | [User Profile](#) | [Signout](#) (Session time remaining: 17:44)

Change Password

Step 1: To change your password, select 'Change Password'.

Step 2: Enter the old password.

Step 3: Then enter the new password two times.

Password Rules:

- Must be between 6 and 15 characters.
- Must contain at least 1 character from 2 of the groups of alpha, numeric, or special characters.
- Characters NOT accepted are: “, % or any white-space.

User Profile

The User Profile area is where you are able to add, edit, or delete any of your information including primary contact, basic information, email addresses, phone numbers, and mailing addresses. Users may also choose to be 'Included in all Emails'.

Primary Contact: There can only be one primary contact per agency. This can be set by selecting the check box 'Primary?'. The primary contact is automatically included in all emails and cannot be deactivated unless a new primary contact is selected.

Active: Make sure your account is 'Active'. Once a user is deactivated you will need to contact First Steps Kent Staff to reactivate the user account.

Contacts

 Fields marked with an * are required fields.

Primary?
 Include in all Emails?
 Active?

Type:*

Prefix:

First Name:*

Middle Initial:

Last Name:*

Suffix:

Company:

Job Title:

 [Save/Update](#)

 [Save and Return to Previous Page](#)

 [Cancel and Return to Previous Page](#)

Enter any necessary information, and then click 'Save/Update'.

Sign out

Users should 'Sign out' of e-Clmpact to ensure the security of their data. Once signed out of e-Clmpact, press the 'X' in the upper right-hand corner of your browser to close the window.

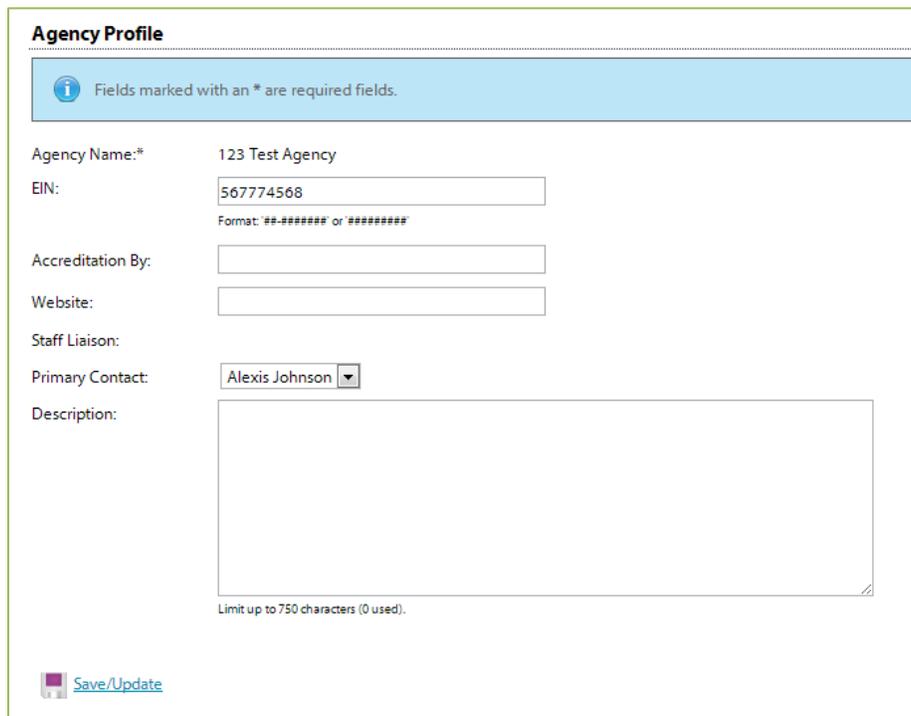
Agency Information

The Agency Information section is where account information, contacts, statements (mission / vision / agency) and program information is housed. From this section you will be able to update your address(es) or contact information.



Agency Profile

The profile page is where all agency specific information is housed and can be updated. This includes the basic information – agency name, EIN, staff contact, primary contact, website, etc.



A screenshot of the 'Agency Profile' form. The form has a title 'Agency Profile' at the top. Below the title is a light blue banner with an information icon and the text 'Fields marked with an * are required fields.' The form contains several fields: 'Agency Name:*' with the value '123 Test Agency'; 'EIN:' with the value '567774568' and a format note 'Format: ##-##### or #-#####'; 'Accreditation By:' with an empty text box; 'Website:' with an empty text box; 'Staff Liaison:' with an empty text box; 'Primary Contact:' with a dropdown menu showing 'Alexis Johnson'; and 'Description:' with a large text area. Below the text area is a note 'Limit up to 750 characters (0 used)'. At the bottom left of the form is a 'Save/Update' button with a small icon.

Account name(s), address(es), phone number(s) and email address(es)

(Note: How to change the Primary Contact information)

You may also add, edit or delete account names, address, phone numbers and email addresses. Agencies are able to have multiple records for each section.

Account Names				
Type	Account Name	Active?	Actions	
+ Add New Account Name				
Addresses				
Type	Address	Primary?	Active?	Actions
Mailing	123 Main Street, City, IL 45654, U.S.A.	Yes	Yes	Edit Delete
+ Add New Address				
Phone Numbers				
Type	Phone Number	Primary?	Active?	Actions
Fax	(555) 666-3333	Yes	Yes	Edit Delete
+ Add New Phone Number				
Email Addresses				
Type	Email Address	Primary?	Active?	Actions
Main	info@email.com	Yes	Yes	Edit Delete
+ Add New Email Address				

'Account Names' is a place for any other names for your agency, or if your agency name is abbreviated you may place the legal name here.

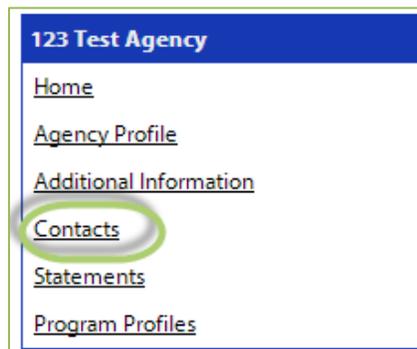
Agency Contacts

- Confidential?
- Primary?
- Active?

When adding a new record, or updating existing records, be sure to select 'Active' appropriately.

'Primary' can only be selected for one record.

To view all agency contacts – click 'Contacts' from the agency information section on the homepage.



From this area you will be able to see anyone who is currently listed as a contact at your agency, as well as add, edit, deactivate or delete an agency contact.

Contacts					
Name	Contacts Type	Company	Primary?	Login	Actions
Alexis Johnson	Exec		Yes		Edit

Annotations: A green box with an arrow points to the '+ Add New' link. Another green box with an arrow points to the 'Edit' link.

The agency contact profile page is similar to the user profile and contains the same information.

- Name and preference
- Email addresses
- Phone Numbers
- Addresses

Request a Login: Once a new contact has been created, you are able to request a login for this user.

Step 1: Click 'Request a Login'

Contacts					
Name	Contacts Type	Company	Primary?	Login	Actions
Alexis Johnson	Executive Director		Yes	123agency	Edit
Rose Ogihara	Grant Writer			Request a Login	Edit Delete

[+ Add New](#)

Step 1: Request a Login

Step 2: Enter username and password.

**A contact's email address is commonly used as the username due to email addresses being unique.*

Request a Login Account for Rose Ogihara

Enter a password and then retype the password to ensure that it has been entered correctly. Your new 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)
- paS\$word (valid, contains letters and numbers)
- 1234567# (valid, contains letters and a special character)
- abcdefgh (invalid, contains only letters)
- abc23 (invalid, less than 6 characters)

Contact Type: Grant Writer

Contact Name: Rose Ogihara

Username:*

Password:*

Confirm Password:*

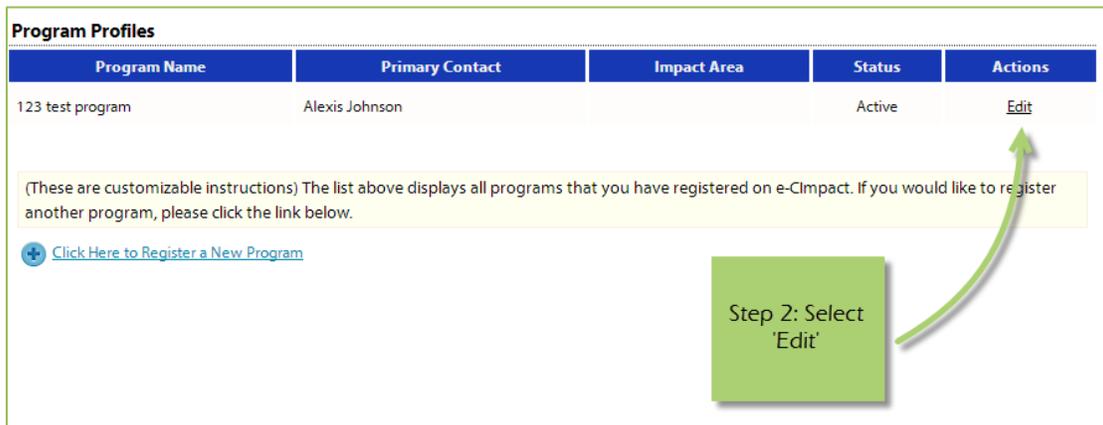
[Save/Update](#)

[Return To Previous Page](#)

Updating Program Information

Step 1: To edit or inactivate a program, go to the program profiles area.

Step 2: Select 'Edit' next to the desired program.



The screenshot shows a table titled "Program Profiles" with the following columns: Program Name, Primary Contact, Impact Area, Status, and Actions. A single row is visible with the following data: "123 test program", "Alexis Johnson", an empty cell, "Active", and a link labeled "Edit". Below the table, there is a yellow instruction box that reads: "(These are customizable instructions) The list above displays all programs that you have registered on e-CImpact. If you would like to register another program, please click the link below." Below this box is a blue link with a plus icon: "Click Here to Register a New Program". A green callout box with the text "Step 2: Select 'Edit'" has a green arrow pointing to the "Edit" link in the table.

Program Name	Primary Contact	Impact Area	Status	Actions
123 test program	Alexis Johnson		Active	Edit

(These are customizable instructions) The list above displays all programs that you have registered on e-CImpact. If you would like to register another program, please click the link below.

[Click Here to Register a New Program](#)

Step 2: Select 'Edit'

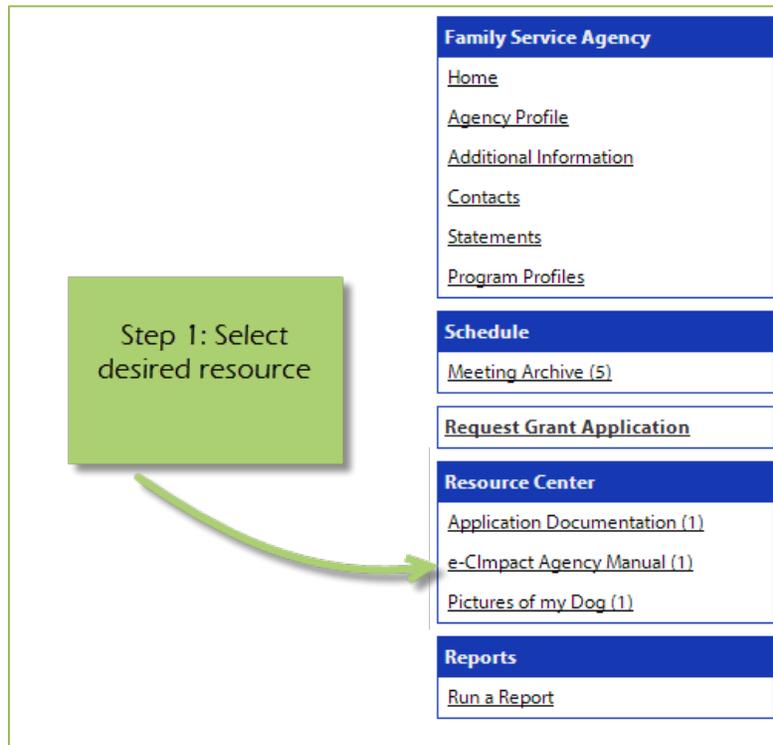
From here you will be able to update or inactivate information needed.

Resource Center

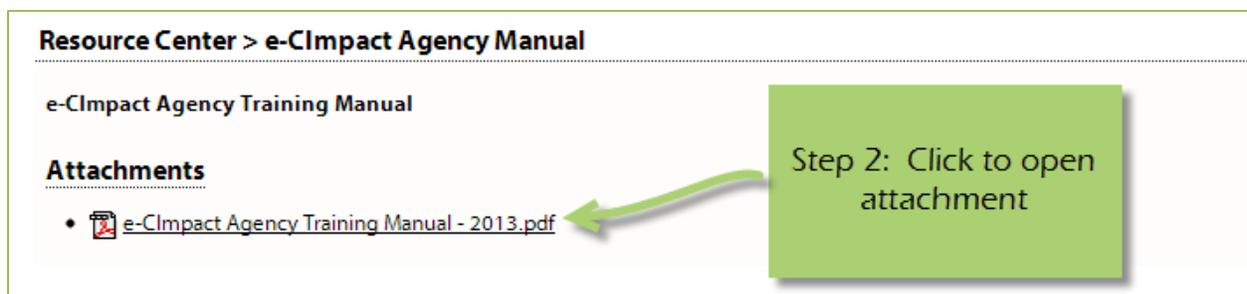
The agency resource center is where you will be able to find any documents you may need to reference from First Steps Kent. The resource center is located in the lower half of the left-hand navigation.

Accessing Resources

Step 1: Select desired resource item.



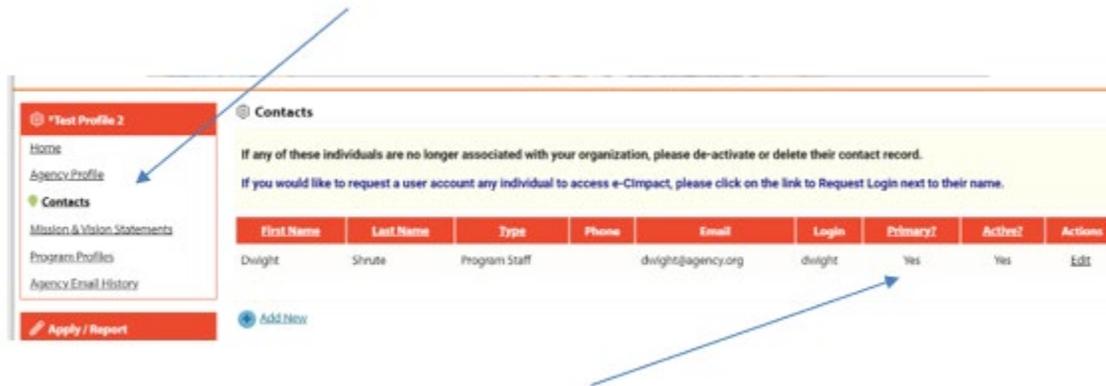
Step 2: Click on the attachment link to open.



[Request for Proposals – Responding to Questions \(New!\)](#)

Your Primary Contact will receive notifications about questions being posted related to proposals submitted in e-Clmpact. To confirm who the Primary Contact is at your agency and that complete information has been provided, it is recommended you check your Primary Contact information.

Once logged in, select “Contacts”.



The names and contact information for all individuals associated with your agency will appear. The Primary will be acknowledged where a ‘Yes’ appears under the ‘Primary?’ column.

The Primary Contact may be modified by selecting the ‘Primary’ box in at the top of the profile. Note: there can only be one individual per agency designated a Primary Contact.

My User Profile

Fields marked with an * are required fields.

Primary?

Active?

Note: See page 37 of this e-Clmpact Training Manual for additional information regarding User Profiles.

Reviewing Questions

As questions about the submitted proposals are sent to each agency, two things will happen:

- 1) The Primary Contact will receive an email from the e-CImpact System Administrator with this type of information:

Dear Dwight,

Please login to e-CImpact: <https://agency.e-cimpact.com/login.aspx?org=FirstStepsKent>

Your response is requested to the following question regarding Funding and Contract Management - Ready by Five 2022-2023 Cohort - Ready by Five Application for 2022-2023 Funding:

Agency: *Test Profile 2
Program: Healthy Development

Subject: Partnership
Question: How many OBGYN Offices are referrals coming from?

Comment :
Thank you -

First Steps Kent
<https://www.firststepskent.org/>

- 2) All users may log in and see that the questions will be visible to all registered contacts under the 'Questions and Answers' link. All users will be able to contribute answers to questions.

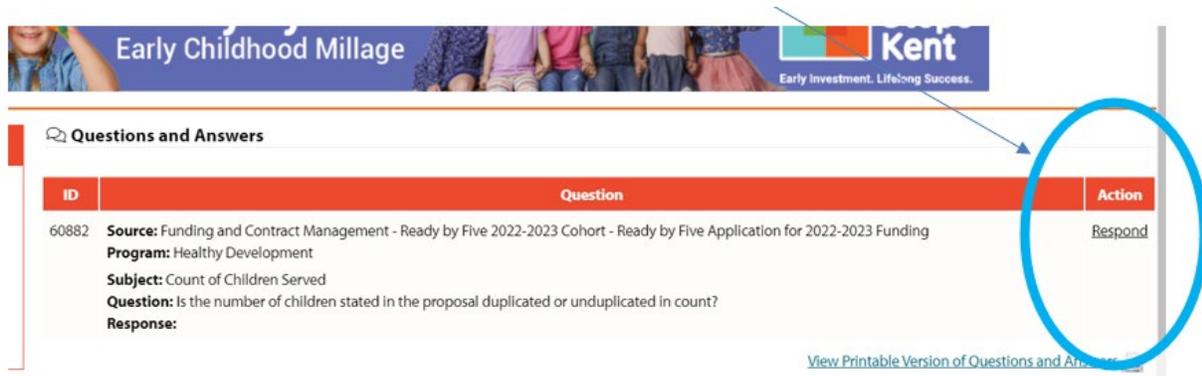
The screenshot displays the 'Test Profile 2 Home Page' in the e-CImpact system. A blue arrow points from the 'Questions and Answers' link in the left-hand navigation menu to the 'Ready by Five RFP Questions and Answers' section in the main content area. The 'Ready by Five RFP Questions and Answers' section contains text regarding the submission of questions and answers for the 2022-2023 funding cohort. Below this section is an 'Open Process Request History' table with columns for 'Open Process', 'Request', and 'Status'. The table lists one entry: 'Funding and Contract Management - Ready by Five 2022-2023 Cohort - Letter of Intent for Ready by Five 2022-2023 Funds', with a status of 'Approved'.

Open Process	Request	Status
Funding and Contract Management - Ready by Five 2022-2023 Cohort - Letter of Intent for Ready by Five 2022-2023 Funds	Approved	Submitted

Submitting Responses to Questions

All questions will be posted in this location. Answers may be reviewed and updated by all agency users. If your agency submitted more than one proposal, be sure to note what question is assigned to each proposal by noting the program name listed in each question and additional details provided in the content of the question.

Step 1: All users may access and respond to a specific question by clicking the “Respond” link next to the corresponding question.



Step 2: Include your agency’s response in field provided

Step 3: Click ‘Save and Return to Previous Page’ to submit your answer. Your answer has been submitted!

 **Questions and Answers > Update Response**

Question ID: 60882

Source: Funding and Contract Management - Ready by Five 2022-2023 Cohort - Ready by Five Application for 2022-2023 Funding

Program: Healthy Development

Count of Children Served

Is the number of children stated in the proposal duplicated or unduplicated in count?

Limit up to 3000 characters.

 [Save and Return to Previous Page](#)

 [Cancel and Return to Previous Page](#)