Table of Contents

Fund Distribution Manual
- Schedule of Events .............................................. 2
- Meeting Cancelation Policy ............................... 3
- Introduction ...................................................... 5
- Funding Opportunities .................................... 6
- Fund Distribution Process ................................. 7
- Award Notification ............................................. 8
- Strategy Definitions ........................................... 10

Policies and Procedures
- Chart of Accounts ........................................... 18
- Eligibility Certification .................................... 21
- Audit Policy .................................................... 22
- Allocation Payment Policy ................................. 25

United Way & JBC Agency
- Certification Policy and Procedures .................... 27

United Way Policies ............................................. 30

Joint Budget Committee
- Guidelines for Funding ..................................... 32
- Terminology, Glossary of Terms, etc ................. 33

E-CImpact Quick Reference Guide
- Online Grant Management Account .................... Q1-Q25
## Fund Distribution Cycle 2012-2014

### Application Schedule of Events

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/22/2011</td>
<td>Letter of Intent Opens</td>
<td>Access and submit through the Agency Grant Management Account</td>
</tr>
<tr>
<td>12/2/2011</td>
<td>Letter of Intent Closes</td>
<td></td>
</tr>
<tr>
<td>1/9/2012</td>
<td>Application Opens</td>
<td>Access and submit through the Agency Grant Management Account</td>
</tr>
<tr>
<td>2/10/2012</td>
<td>Application Closes</td>
<td></td>
</tr>
<tr>
<td>2/10/2012</td>
<td>New Agency Financial Documentation Due</td>
<td>New Agency: Any agency not funding by United Way in 2010-2012 Funding Cycle. See Eligibility Criteria (pg. 21)</td>
</tr>
<tr>
<td>2/20/2012-2/28/2012</td>
<td>Agency Application Presentations @ Review Team Training</td>
<td>Dates/times for each Review Area available 1/3/2012</td>
</tr>
<tr>
<td>3/12/2012-3/29/2012</td>
<td>1st Round Review Team Meetings</td>
<td></td>
</tr>
<tr>
<td>4/10/2012-4/27/2012</td>
<td>2nd Round Review Team Meetings</td>
<td></td>
</tr>
<tr>
<td>4/20/2012</td>
<td>Currently Funded Agency Financial Documentation Due</td>
<td></td>
</tr>
<tr>
<td>5/1/2012 &amp; 5/8/2012</td>
<td>Financial Review Team Meetings</td>
<td></td>
</tr>
<tr>
<td>5/24/2012</td>
<td>United Way Board of Directors Meeting</td>
<td>Award approval</td>
</tr>
<tr>
<td>5/25/2012</td>
<td>United Way Allocation Notification</td>
<td>Agency Executive Director will be notified via phone and an allocation letter will be sent to the Agency.</td>
</tr>
<tr>
<td>TBD</td>
<td>JBC Award Notification</td>
<td></td>
</tr>
</tbody>
</table>

### Awarded Agency Schedule of Events

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/2012</td>
<td>United Way Partner Agency Training</td>
<td>Required Attendance-date/time TBD</td>
</tr>
<tr>
<td>7/1/2012</td>
<td>Funding Cycle Begins</td>
<td>July 1, 2012-June 30, 2014</td>
</tr>
<tr>
<td>1/25/2013</td>
<td>1st Year Semi-Annual Report</td>
<td></td>
</tr>
<tr>
<td>7/26/2013</td>
<td>1st Year Annual Report</td>
<td></td>
</tr>
<tr>
<td>1/24/2014</td>
<td>2nd Year Semi-Annual Report</td>
<td></td>
</tr>
<tr>
<td>7/25/2014</td>
<td>2nd Year Annual Report</td>
<td>Final Report of Funding Cycle</td>
</tr>
<tr>
<td>April 2013</td>
<td>Annual Financial Eligibility</td>
<td>Conducted Annually</td>
</tr>
</tbody>
</table>
United Way/Joint Budget Committee

Meeting Cancellation Policy

In the event that weather conditions or other unexpected circumstances occur, the Fund Distribution Division will follow the policy of the Lincoln Public Schools and cancel citizen review team meetings when schools are closed for safety reasons.

Review teams meetings will be rescheduled as quickly as possible under the direction of the United Way Director of Fund Distribution and Community Planning, the team leader, and with the majority of team members able to attend.
United Way of Lincoln and Lancaster County

Mission: To improve lives by mobilizing the caring power of the Lincoln and Lancaster County community.

Vision: United Way of Lincoln and Lancaster County will be the organization that inspires and engages all citizens to support and solve human service needs.

Locally the United Way of Lincoln and Lancaster County was formed in 1923 when a Community Chest was created with 12 member agencies that raised almost $97,000. In 1971, the Community Chest in Lincoln, Nebraska merged with the Community Council to integrate fund raising, allocating, and planning. This became known as United Way of Lincoln and Lancaster County. In 1978, United Way’s Planning Division was designated by City and County to provide the community’s single human services planning body. The United Way and City and County integrated allocation process followed.

United Way of Lincoln and Lancaster County is a volunteer driven organization, bringing together the corporate and human service communities, creating an avenue for citizens to provide services to those most in need in the local area.

The 2010 United Way community campaign funded eight initiatives and 60 programs in 42 agencies, which includes support for Community Services Initiative (CSI), Summer Food Program, Community Learning Centers, Born Learning, Women’s Leadership Council and 2-1-1. The United Way Campaign holds workplace solicitations in more than 450 companies, coordinates speaking engagements, and trains several hundred volunteers each year. In 2010, $5,932,058 million dollars was raised to benefit health and human service agencies.

United Way is governed by a local Board of Directors responsible for setting the general policy and procedures of the organization and determining that all functions are being carried out in accordance with policies of the various committees. The Board is made up of 23 to 28 members, each serving a three-year term and limited to serving no more than two consecutive terms. The composition of the Board is intended to reflect the diversity of the community.

United Way Worldwide, based in Alexandria, Virginia, is the leadership and support organization for the network of nearly 1,300 community-based United Ways in 45 countries. Worldwide envisions a world where all individuals and families achieve their human potential through education, income stability and healthy lives.

The issues United Way offices focus on are determined locally because of the diversity of the communities served. Our local focus is to work with other community partners to identify and resolve community issues as well as making measurable changes in the communities through partnerships with schools, government agencies, businesses, organized labor, financial institutions, community development corporations, voluntary and neighborhood associations, the faith community and others.
Introduction

This manual is a guide for human service agencies interested in applying for program funding from United Way of Lincoln and Lancaster County and/or the City-County Joint Budget Committee (JBC). Agencies must complete the online registration and agency eligibility questionnaire at: https://agency.e-cimpact.com/login.aspx?org=29090U.

This fund distribution process evaluates the provision of services by human service agencies to meet the needs of Lincoln and Lancaster County. The combining of the application and review process of both organizations streamlines the application process and creates greater efficiency and effectiveness of public and private resources. Through this joint application, programs may apply for 1) United Way funding 2) JBC Funding or 3) funds from both United Way and JBC.

About United Way Fund Distribution

United Way of Lincoln and Lancaster County is a volunteer driven organization, bringing together the corporate and human service communities, creating an avenue for citizens to respond and support human service needs in our community. The ongoing support and generosity of contributors, volunteers, and community partners, allows United Way to direct these resources toward the programs and initiatives which are most effectively addressing area concerns. We direct funds to programs that produce results to ensure that a community investment is made in human services that provide the greatest return.

Through community engagement and mobilization, we are building a better Lincoln. For more information about United Way of Lincoln and Lancaster County go to www.unitedwaylincoln.org.

United Way Funding Focus and Strategies

United Way of Lincoln and Lancaster County Board of Directors have established the direction and priority for the United Way unrestricted donor dollars. They have targeted two Impact Areas: 1) Investing in Lincoln’s Future: Our Children, and 2) Assisting Those in Crisis toward stability and independence. In order to assess the impact programs are making in the two areas, outcomes and indicators have been established. An outcomes/indicators approach to program performance measurement has the following benefits:

- It strengthens United Way Review Teams’ application review process and helps ensure an objective assessment of programs within focus areas.
- It results in accurate, cohesive data which represents the collective impact a group of programs is making on an identified community need.
Within the two Impact Areas United Way has identified seven funding strategies. Each strategy has specific outcomes and a funded program’s activities must contribute to at least one of the outcomes. Outcomes are defined as “the benefits or changes for individuals or populations during or after participating in program activities.”

About the Joint Budget Committee

Government is one of the key players in the important provision of human services for Lincoln and Lancaster County. But we recognize that oftentimes the non-profit sector can provide those services at less cost and with greater expertise. Therefore, government formed the Joint Budget Committee (JBC) which oversees the distribution of city and county tax dollars for this purpose. Annually JBC will contract with non-profit agencies. These funds will augment city/county services and assist with securing the safety net our citizens have come to appreciate.

Joint Budget Committee Funding Focus

Joint Budget Committee funding is available for programs that specifically augment/supplement City/County Human Services with emphasis in Basic and Emergency Needs and Behavioral Health. JBC funds programs in 5 strategies, Adult Behavioral Health is not funded by United Way.

United Way and JBC Program Funding Opportunities

Eligibility

Agencies must meet the following eligibility requirements to apply for program funding.

1) Legal 501(c) (3) human service agency
2) Provide services in at least one United Way Impact Area or JBC Emphasis Area
3) Operate program services in Lancaster County, Nebraska
   - The term “program” is used to identify a group of activities having a particular narrow objective that can function, if need be, on its own. United Way and JBC recognize some agencies may only operate one program.
4) Able to submit two years of programmatic performance data through the application process
   - Program must be in operation for 24 months and have program and financial data to support outcomes.
5) Provide Agency and Program financial data
   - See page 25 for a detailed list of required documentation
6) Agree to comply with the United Way Counter Terrorism Policy
7) Adhere to all United Way and JBC Policies and Procedures.

Fund Strategies & Funder

<table>
<thead>
<tr>
<th>Strategy</th>
<th>Funder</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food</td>
<td>United Way &amp; JBC</td>
</tr>
<tr>
<td>Victim Safety</td>
<td>United Way &amp; JBC</td>
</tr>
<tr>
<td>Shelter</td>
<td>United Way &amp; JBC</td>
</tr>
<tr>
<td>Emergency Response</td>
<td>United Way only</td>
</tr>
<tr>
<td>Behavioral Health (Adult)</td>
<td>JBC only</td>
</tr>
<tr>
<td>Educational Supports</td>
<td>United Way only</td>
</tr>
<tr>
<td>Social/Emotional</td>
<td>United Way only</td>
</tr>
<tr>
<td>Professional Intervention (Youth)</td>
<td>United Way &amp; JBC</td>
</tr>
</tbody>
</table>
Additional Information

- Program funding will be zero based—every program application starts equally with no award guarantees.
- Minimum funding amount: $5,000
- Maximum Funding amount: Maximum award amount varies based on campaign performance

Fund Distribution Process

How to Apply for Funding

Register a Partner Agency Account
United Way and JBC use web-based Grant Management software by e-ClImpact. In order to apply, agencies must register a Partner Agency Account which, upon approval, provides access to the online application process. Features include ability to manage and share agency information, submit required eligibility and financial documentation, manage grant awards and complete required reporting. The Grant Management software tracks Agency and Program data from funding cycle to funding cycle and can share data between open processes.

Selecting the Strategy
Funding is distributed through seven United Way Strategies and one unique JBC Strategy. The Strategies have been developed to achieve outcomes in the Impact and/or Emphasis Areas. Each strategy has been defined (pg. 10-17) and includes program requirements, standards for eligibility, examples of program types and required and optional indicator measure.

Letter of Intent & Application
The Letter of Intent and Application are accessed, completed and submitted through the Partner Agency Account. Required/supplemental documents to the application, such as financial documents are uploaded electronically and attached to the application through the Partner Agency Account. A hard copy of all financial documentation is still required to be submitted to United Way for the Agency Financial Review.

How Funding is Determined

United Way and JBC incorporate a Citizen Review process to assist in the award determinations; however United Way and JBC use of the recommendations are different. Citizen Review Teams are composed of volunteers from the community and facilitated by United Way and/or JBC Staff. Each Review Team is assigned a Strategy and reviews the applications and previous program reports, and participates in informational trainings and question and answer sessions with Program representatives. A second Citizen Review Team, the Financial Review Team, made up of Certified Public Accountants (CPA) conduct a review of the supplemental financial documents and program budgets.

United Way Review Process

- Initial review of applications is conducted by Citizen Review Teams. A program rating tool or evaluation is used to review and score each section of the application. The following is also considered:
  - Program staff presentation
  - Collaboration with other service providers
  - Program response to client need
- Programs ability to produce client results
- Agency participation and adherence to United Way policies and procedures

- Citizen Review Teams use preliminary ratings to guide discussions and identify questions in order to determine a preliminary award amount, which is given to the United Way Community Impact sub-committee for Strategy allocation.
- The sub-committee determines Strategy allocation amounts for each of the seven United Way Strategies.
- Citizen Review Teams make final funding recommendations. Recommendations are contingent on the Agency/Program financial reviews, which are completed by the Financial Review Team to confirm Agency/Program financial health.
- United Way Fund Distribution Chair presents final recommendations to the United Way of Lincoln and Lancaster County Board of Directors.
- Following Board of Directors approval, allocations are awarded.

Joint Budget Committee Review Process

- Preliminary review of applications is conducted by Citizen Review Teams.
- Information is forwarded to the Joint Budget Committee.
- Final Recommendations are generated by the JBC and sent to agencies.
- Presentation of Recommendations is provided to the City-County Common.
- Appeals are held at this time.
- Program Notification of Funding Allocation is sent to agencies.
- Following final City and County Budget approval, Contracts are disseminated.

Award Notification Process

United Way Funding
Following Board of Directors approval all applicants, whether funded or not, will be contacted by phone within 48 hours of the Board of Directors approval. The Agency will also receive an Allocation Letter with includes the award amount, if any, the review team comments, recommendations and/or contingencies via the agency allocation letter.

If a contingency is placed on the award, the agency must submit-in writing-a plan to address the contingency including a time line prior to the release of award funds.

Agency Requirements
1. Agency Partner Training following award notification
2. Participation in Director of United Way Agencies (DUWA) meetings (8 times per year)
3. Resubmit program budget to reflect award amount
4. Participation in future site-visits or educational sessions
5. Semi-annual reporting, reference 2012-2014 Funding Cycle timeline for due dates
   - Reports will be completed and submitted through the Partner Grant Management Account

Joint Budget Committee
Following City/County approval, the Joint Budget Committee will send letters of awards and contracts are disseminated.

Agency Requirements
1. Resubmit program budget to reflect award amount
2. Semi-annual reporting, reference 2012-2014 Funding Cycle timeline for due dates
   - Reports will be completed and submitted through the Partner Grant Management Account, managed by United Way

Payments

United Way Funding
All payments are made electronically by Direct Deposit in 12 equal monthly payments. Monthly allocation payments will be made on the 15th of each month. If the 15th is on a weekend or holiday, the payment would be made on the preceding business day. Any variation due to rounding will be done on the last payment. Refer to the Allocation Payment Policy (pg. 25) for more information.

Joint Budget Committee
Grant payments are made per terms of contract.
Funding Strategy Definitions

Investment Area: Investing in Lincoln’s future: Our Children
Strategy: Educational Supports
Funder: United Way Only

Definition
These programs provide support to help children meet an educational goal in the classroom or establish educational foundations. Successful programs use a research-based curriculum for program content and work closely with school teachers and administrators to monitor the child’s academic progress.

Types of Programs
1. Early education and development
2. Tutoring
3. Homework help
4. Literacy and numeracy
5. HS graduation / GED support services

Target Population
Children and youth ages 0-24.

Outcomes
1. Children/youth enter school ready to succeed
2. Children/youth confirm grade level or advance to the next grade
3. Children/youth can read proficiently by 4th grade
4. Children/youth improve their academic performance
5. Children/youth graduate from high school on time

Indicators
1. #/% of children who reach developmental milestones (required for Early Care programs only)
2. #/% of children/youth who improve academic performance (required for all programs)
3. #/% of children/youth who confirm grade level or advance to the next grade
4. #/% of children/youth who improve reading assessment scores
5. #/% of youth who graduate from high school or receive a GED

Measurement Tool Examples
Developmental milestone assessments (Ages and Stages, Creative Curriculum, Born to Learn, e.g.)
Report cards or other academic progress reports
Literacy assessments
Performance assessments
Other pre- and post-assessments of academic performance

- 10 -
Investment Area: Investing in Lincoln’s future: Our Children
Strategy: Social / Emotional Skills
Funder: United Way Only

Definition
These programs support the development of social and emotional skills and relationships that children need to be successful through researched-based activities and programming offering healthy social engagement and enriching experiences. Programs may serve the parents or caregivers of the children, but the primary recipient of the benefits of the program must be the children. Successful programs will maintain ongoing relationships and routine contact with children and/or parents and caregivers.

Target Population
Primary: children and youth ages 0-24
Secondary: family members and caregivers of children and youth

Types of programs
- Mentoring
- Life skills and coping skills
- Out-of-School
- Parent engagement and education

Outcomes
1. Children/youth are engaged in activities that result in positive relationships with adults, parents, and peers
2. Children/youth improve school behavior after participating in the program
3. Children/youth improve school attendance after participating in the program

Indicators
1. #/% of children/youth who engage in activities that result in positive relationships with adults, parents, and/or peers (required for all programs)
2. #/% of children/youth who improve behavior at school
3. #/% of children/youth who improve school attendance

Measurement Tool Examples
- Pre- and post-assessments (standardized surveys, self-report surveys)
- Developmental assets measurement
- Progress, behavioral, and attendance reports from school or program
**Investment Area:** Investing in Lincoln’s future: Our Children  
**Strategy:** Professional Intervention  
**Funder:** Joint Budget Committee and United Way

**Definition**  
These programs serve children and youth by providing professional intervention, clinical treatment, counseling, and/or therapeutic case management. Successful programs will use qualified, professional staff, accredited programming, and typically invest significant time in each client to achieve lasting, long-term results.

**Target population**  
Children and youth ages 0-24 with identified barriers or risk factors that require the types of programs listed below.

**Types of programs**  
- Professional intervention  
- Clinical treatment  
- Counseling  
- Therapeutic case management

**Outcomes**  
1. Children/youth demonstrate progress toward achieving individual goals or clinical outcomes  
2. Children/youth demonstrate functioning or behavioral improvements

**Indicators**  
1. % of children/youth who make progress toward achieving individual goals or clinical outcomes (required for all programs)  
2. % of children/youth who demonstrate improvements in functioning scores or behavior  
3. % of youth not committing new law violations

**Measurement Tool Examples**  
- Functional or behavioral assessment tools (Global Assessment of Functioning, e.g.)  
- Clinical assessment tools  
- Pre- and post-assessments of behavior  
- Progress plans
**Investment Area: Assisting those in Crisis**  
**Strategy: Food**  
**Funder: Joint Budget Committee and United Way**

**Definition**  
These programs move individuals and families away from hunger and toward stability by providing them with emergency food. Programs also move clients toward independence by linking them to the resources they need to ultimately become food secure and not rely on emergency food, through case management and/or direct referrals to other community resources.

**Target Population**  
Individuals and families affected by hunger.

**Types of programs**
1. Food pantries  
2. Ongoing emergency food assistance  
3. Food production and growing  
4. Food distribution

**Outcomes**
1. Individuals and families affected by hunger achieve greater stability and independence

**Indicators**
1. # of unduplicated clients who receive food assistance (required for all programs)  
2. #/% of food distribution recipients who also receive case management and/or direct referrals to other community resources.

**Measurement Tool Examples**
Data tracking system (CS-MIS, NMIS, etc.)
Investment Area: Assisting those in Crisis  
Strategy: Shelter  
Funder: Joint Budget Committee and United Way

**Definition**

These programs support individuals and families who are homeless or at risk of homelessness to maintain or acquire stable housing by providing:

1. Emergency shelter beds and emergency assistance to those in crisis, and/or
2. Transitional shelter beds, case management, and/or barrier removal services

Programs are required to participate in the Lincoln Homeless Coalition and utilize CS-MIS software to collect client information.

**Target population**

Housing insecure-- individuals and families that are living on the street, in shelters, transitional housing, other temporary housing situations (relatives/friends) or at risk of becoming homeless due to eviction or foreclosure.

**Types of programs**

1. Emergency and transitional shelters
2. Emergency assistance
3. Rent/utility assistance
4. Case management
5. Barrier removal (barriers that prevent housing stability)

**Outcomes**

1. Individuals and families who are housing insecure improve the stability of their housing situation.
2. Individuals and families gain skills to improve their ability to acquire or maintain housing.

**Indicators**

1. #/% of clients who acquire/maintain stable housing (required for all programs)
2. #/% of clients who receive case management and complete a progress/goal plan

**Measurement Tool Examples**

Data tracking system (CS-MIS, NMIS, etc.)
Pre- and post-assessments of progress
Investment Area: Assisting those in Crisis
Strategy: Victim Safety
Funder: Joint Budget Committee and United Way

**Definition**
These programs provide stability for victims of domestic violence and sexual abuse through emergency and transitional shelters, and case management services, such as crisis services, support and outreach, counseling, and/or legal assistance.

**Target population**
Individuals and families who have been victims of or are otherwise affected by domestic violence and sexual abuse.

**Types of programs**
1. Emergency shelter
2. Crisis services
3. Case management and safety planning
4. Support and outreach services
5. Emotional support and counseling
6. Legal assistance

**Outcomes**
1. Individuals and families are safe from domestic violence and sexual assault.
2. Individuals and families demonstrate progress toward stability.

**Indicators**
1. #/% of clients who are safe from domestic violence and/or sexual assault (required for all programs)
2. #/% of clients who create goal plans and/or demonstrate progress toward stability

**Measurement Tool Examples**
Specific assessment tools (please name)
Collaboration with community partners
Pre- and post-assessments
Investment Area: Assisting those in Crisis
Strategy: Emergency Response
Funder: United Way Only

Definition
These programs connect and mobilize resources to build community response and provide support to people affected by fires and disasters, natural or manmade.

Programs must demonstrate their fit into the Lancaster Emergency Operation Plan (LEOP), hold Memorandum(s) of Understanding (MOUs) related to emergency and disaster response, and have a Continuity of Operations Plan (COOP).

Target population
1. Families and individuals affected by fires and disasters, natural or manmade
2. Community members of Lincoln and Lancaster County

Types of programs
1. Services that meet basic needs of families and individuals both at the site of the fire or disaster as well as after the fire or disaster.
2. Disaster preparedness training for volunteers.

Outcomes
1. Individuals and families have access to services that meet their basic needs after fires and disasters.*
2. Lancaster county residents are equipped to prepare for and respond to large scale disasters or emergencies*

Indicators
1. #/% of clients who have access to services that meet their basic needs after fire or natural disaster.
2. #/% of clients who receive training in disaster and/or emergency response.

Measurement Tool Examples
On-site documentation
Assessments
Client surveys

*Programs must measure at least one of the United Way Indicators
Investment Area: Assisting Those in Crisis  
Strategy: Adult Behavioral Health  
Funder: Joint Budget Committee Only

Definition  
These programs serve adults by providing behavioral health services such as clinical treatment, counseling, and/or therapeutic case management. Successful programs will use qualified, professional staff and are accredited.

Target population  
Adult men and women who are low-income and over the age of 21. They may be homeless, have been diagnosed with serious mental health disorders and/or substance abuse dependence on one of more substances.

Types of programs  
1. Professional intervention  
2. Clinical treatment  
3. Counseling  
4. Substance abuse  
5. Therapeutic case management

Outcomes  
1. Clients demonstrate progress toward achieving individual goals or clinical outcomes  
2. Clients demonstrate functioning or behavioral improvements  
3. Clients will not recidivate or enter/re-enter the justice system

Indicators  
1. #/% of clients who make progress toward achieving individual goals or clinical outcomes (required for all programs)  
2. #/% of clients who demonstrate improvements in functioning scores or behavior  
3. #/% of clients not committing new law violations

Measurement Tool Examples  
Functional or behavioral assessment tools  
Clinical assessment tools  
Probation records  
Pre- and post-assessments of behavior  
Progress plans
CHART OF ACCOUNTS

Support and Revenue Accounts

Contributions: This includes only amounts for which the donor receives no direct private benefits. This includes both solicited and unsolicited contributions. This also includes membership dues if no benefits are received by the donor.

Special Events and Fundraising: Special events revenue refers to support and incidental revenue derived from all of an organization’s special fundraising events. These are affairs in which something of value is offered directly to participants for a payment and a contribution adequate to yield revenue for the sponsoring agency over and above direct costs and expenses. Dinners, dances, bazaars, fashion shows, cookie sales, and candy sales are all examples of special events.

Other fundraising accounts include revenue collected by a local affiliate in cooperation with a national or state organization, contributions for auxiliaries and other supporting organizations closely associated with the reporting organization, and money allocated to the agency by other organizations, both federated and non-federated. This can include allocations from organizations such as Catholic Charities, other United Ways, Combined Federal Campaign, or non-federated campaigns for multiple-agency support.

Legacies & Bequests: These are gifts made through a will; for example, gifts passing to the ownership of an agency by will after the death of the donor.

Fees and Grants from Governmental Agencies: Any support and revenue that an agency receives from governmental sources is to be reported in this classification, except for grants received through application to the City-County Joint Budget Committee.

Local & National Foundations: Grants received from unrelated agency foundations such as Woods Charitable Fund, Lincoln Community Foundation or Kellogg.

Agency Related Foundation or Endowment: Funds directed to the individual program from the agency’s own foundation or endowment.

Membership Dues: This includes amounts received for both personal memberships and local member agencies. These memberships procure general benefits commensurate in value with the amount of the dues. Examples are use of agency recreational and consulting facilities, or other organizational benefits. When the benefits are not of a value reasonably related to the fee charged, the payment should be reported under “Contributions.”

Program Service Fees: This classification includes fee payments received for services furnished by the organization, revenue obtained from sales of publications and supplies, consultation, and other services to member units, and sales of insignia and other agency-identified materials for resale to individual members.

Specific Funding Source: United Way Fund (Allocation) – dollars received as a result of the United Way application process – United Way Designation – dollars received as a result of the donor’s direct designation to the agency – Combined Federal Campaign – dollars received as a result of the agency’s participation in the CFC application process – City/County Joint Budget Committee – dollars received as a result of the JBC application process.

Internal Money transfer: Agency dollars allocated to a program providing revenue to balance the program budget.

Miscellaneous Revenue: This can include such things as net incidental revenue from activities the agency regards as incidental to its primary services, sales of publications and supplies to the general public, and any investment income.
**Expenditure Accounts**

**Salaries, Employee Benefits, Payroll Taxes, Etc.:** Includes all expenditures related to workforce maintenance: All salaries and wages paid to both regular and temporary employees, but does NOT include consultants or other individuals engaged on a contract basis. Includes all amounts paid by an agency under its own or other (private) employee health, life, retirement, and other voluntary insurance benefit plan, along with the employer’s share of FICA payments, unemployment insurance contributions, and workmen’s compensation insurance premiums.

**Professional Fees:** Includes fees and expenses of professional practitioners and consultants who are not employees of the reporting organization and are engaged as independent contractors for specified services on a fee or other individual contract basis. This includes legal fees, auditing fees, and contract payments.

**Office Expense:** This includes supplies, telephone, and postage costs. Supplies refer to office or craft supplies such as paper, pens, pencils, staples, film, duplicating materials, medicines, drugs, food, beverages, laundry, linen, and housekeeping supplies. Supplies are defined as consumable and/or small non-capitalized equipment. Postage costs include postage, parcel post, delivery expenses, and shipping supplies.

**Occupancy:** This includes all costs arising from an agency’s occupancy and use of owned or leased land, buildings and offices; office rent, building and equipment insurance, mortgage interest, electricity, natural gas, water, trash removal, and other utilities, janitorial and other maintenance services under contract.

**Equipment Rental & Maintenance:** This includes cost of renting or leasing and maintaining equipment such as computer data processing units, calculators, Dictaphones, and similar equipment. (Depreciation is not included.)

**Depreciation:** United Way of Lincoln and Lancaster County does not fund Depreciation.

**Printing & Publications:** This includes the costs of printing, charges for artists, suppliers for plates, artwork, proofs, photographs, film processing, expenses charged for copying and duplicating on equipment outside of agency office, audiovisual productions, and items printed for distribution. This also includes the cost of purchased publications, newspapers, journals, books, and pamphlets.

**Travel, Conferences, Conventions, & Trainings:** This item includes expenses of travel and transportation fees, and expenses of conducting meetings related to the organization’s activities. Travel expenses would include mileage reimbursements, meals, lodging, bus and taxi fares, and agency-owned vehicle expenses. Meeting expenses include meeting space, equipment rentals, meeting programs, notices, and related printing costs, food costs, speaker’s expenses, and conference registration fees. This item also includes training and related expenses.

**Specific Assistance to Individuals:** This includes the cost to the reporting agency of specific material assistance or services for a particular client or patient, including assistance rendered by others at the expense of the reporting organization, such as dental or medical expenses, homemaker services, transportation, food, shelter, clothing, and individual camperships.

**Membership Dues:** This includes amounts paid or payable for membership in unaffiliated organization which provide in return benefits such as regular services, publications, supplies. One example is the Human Services Federation.

**Awards and Grants:** Includes amount paid or committed to individuals or organizations for support of research, fellowship, scholarship, and other human service programs.

**Insurance:** Includes cost of premiums for property and equipment insurance; general, umbrella, professional, and Director’s & Officer’s liability insurance; and fidelity bonds.

**Payments to Affiliated Organizations:** Includes dues and payments paid to the principle national or state affiliated organization of the local agency.
**Internal Money Transfer:** Program dollars expended to provide revenue for a different program.

**Miscellaneous:** This includes expenses that are not reportable in any of the other item classifications listed above.

**Other Definitions to Financials**

**Indirect Costs (Overhead/Administrative):** Program service expenses are the direct and indirect costs related to providing the agency’s programs and services. This could include certain costs including but not limited to salaries (Executive Director) and related payroll costs, occupancy (Rent and Utilities) and other expenses (Audit preparation) that may be identified as management and general costs. These costs can be allocated as Indirect Costs either partially or wholly among program activities if they were incurred for the purpose of providing a program service.

United Way will only fund actual program costs and not costs allocated to the program based on a federally assigned overhead percentage.

Agencies using federally assigned overhead percentages should not report this as an expense line item in the program application Form 2 or on the semi-annual program report.

Program expenses should be reflected in the appropriate line item and should only include actual recorded overhead costs, i.e.:
- Executive Director’s Salary (Hours weekly spent to manage program)
- Occupancy Costs (Square footage of building used or hours of building usage per program)

**Operating Reserves:** Excess of current assets over current liabilities.

**Schedule of Activities (Revenue and Expense by Program) for United Way and/or Joint Budget Committee Funded Programs:** This information is to be provided for United Way and/or JBC funded programs that are NOT detailed in the Schedule of Functional Expenses by Program in the agency’s audit.

For example, if a United Way and/or JBC funded program is part of a larger group of programs that is shown as a single functional area (e.g. education) in the agency’s audit under Schedule of Functional Expenses by Program, this information will provide detail for the specific program funded by United Way and/or JBC.

Indirect Costs are to be included in presenting program financial revenue and expense.
Eligibility Certification

New Agencies: Submit the most recent year end documents and audits corresponding available. All copies must be received with Program Application on the Application deadline of February 10th, 2012. 2011 year end documents will be requested pending award.

Currently Funded Agencies: 2011 year end documents must be received no later than April 20th, 2012

<table>
<thead>
<tr>
<th>Agency Criteria</th>
<th>Supporting Documentation</th>
<th>Number of Copies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide Human Service Program(s) in Lincoln/Lancaster County</td>
<td>Complete application with Detailed Program Description</td>
<td>Only required at application-Electronic</td>
</tr>
<tr>
<td>Agreement to follow United Way &amp; Joint Budget Committee Policies and Procedures</td>
<td>Signature of agency director and board chair on application indicates they have received a copy of United Way &amp; JBC Policies and Procedures as outlined in the Fund Distribution Manual and agree to abide by same.</td>
<td>Only required at application-Electronic</td>
</tr>
<tr>
<td>Legal 501C(3) Entity located in Lincoln/Lancaster County</td>
<td>Determination letter, dated with in the last 12 months* List 501C(3) Determination Number if different than Federal EIN</td>
<td>ONE PAPER ELECTRONIC COPY</td>
</tr>
</tbody>
</table>
| Audited Agency Financial Statement | Including:  
- Schedule of Functional Expenses by Program  
- Provide Schedule of Activities if necessary (individual detail on any United Way and/or JBC funded program that is combined with other programs in the agency’s audit) | ONE PAPER ELECTRONIC COPY |
| IRS 990 | Corresponding to Audit | ONE PAPER ELECTRONIC COPY |
| IRS 990 T (if applicable) | Corresponding to Audit | ONE PAPER ELECTRONIC COPY |
| Final Determination Correspondence from a State or Federal Audit | | ONE PAPER ELECTRONIC COPY |
| Management Letter (if received) Agency Response to Management Letter Management Letter Confirmation (question included in the application) indicating the status of Management Letter SAS 112 and/or 115 Letter (if received) SAS Letter Confirmation indicating the status of the SAS Letter- | | ONE PAPER ELECTRONIC COPY |
| Agency Annual Report | Corresponding to Audit Year, if available | ONE PAPER ELECTRONIC COPY |
| Agency Board Roster | Current roster | ONE PAPER ELECTRONIC COPY |
| Patriot Act | Signature of agency director annually | ONE PAPER ELECTRONIC COPY |

Electronic Copies: Submit in the Agency Compliance Packet in the Agency Grant Management Account. See the Quick Reference Guide for instructions.

Paper Copies: Submit to United Way 238 S.13th Street Lincoln, NE 68508 by 5 p.m. on due date.
AUDIT POLICY

It is the policy of United Way of Lincoln and Lancaster County to request funded agencies to undergo an annual independent audit in order to fulfill requirements established by federal and state regulatory bodies, as well as to ensure on-going accountability to its funders and donors.

The audit process shall comply with the following:

- The audit will be conducted in compliance with the AICPA Audit & Accounting Guide for Not-For-Profit Organizations, and generally accepted auditing standards (GAAS) and if applicable, the Single Audit Act and OMB’s Circular A-133 requirements.
- The audit will encompass the entire scope of the agency’s activities, including all departments, chapters, branches, or entities that operate under the auspices of the agency.
- Agencies must use accrual rather than cash accounting.
- Audits must include a Schedule of Functional Expenses by program (or agency must provide a supplemental Schedule of Activities for United Way and/or JBC funded programs.).
- Audit footnote disclosures will follow the disclosure requirements as set forth by the most currently applicable accounting standards.
- Audit and accompanying financial information as listed in the Eligibility for Certification section of the application instructions will be included with the program application on the stated date due.

Purpose:

- General overview to establish “reasonable” stability and accountability:
  - Internal controls

Parameters of Use:

- Agency financial information to be reviewed by United Way staff and Financial Review Team members who are United Way volunteers. Financial Review Team members are required to be a professional or certified public accountant and/or a certified management accountant.
- Clarification of information, if needed, will be asked of the agency director.
- Comments from the Financial Review Team will be provided to the Fund Distribution Review Teams.
- Recommendations and/or concerns from the Audit Resource Team will be forwarded to the agency in the allocation letter sent at the time funding is announced.
- Management and/or SAS 112/115 letter received by agencies, addressing internal control issues and other best practice recommendations, will remain within the Financial Review Team and be treated as confidential. An agency should attach their response to these letters. Management letters may be reviewed by a Financial Review Team member on agency premises at the agency’s request.
United Way of Lincoln and Lancaster County
Audit Resource Team Checklist

<table>
<thead>
<tr>
<th>Agency Name</th>
<th>Agency Total Budget</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>1</th>
<th>Is Financial Information Complete:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Agency Audited Financial Statements</td>
</tr>
<tr>
<td></td>
<td>Schedule of Functional Expenses</td>
</tr>
<tr>
<td></td>
<td>IRS Form 990</td>
</tr>
<tr>
<td></td>
<td>IRS Form 990 T (if applicable)</td>
</tr>
<tr>
<td></td>
<td>Management Letter (if applicable)</td>
</tr>
<tr>
<td></td>
<td>SAS112 or SAS 115</td>
</tr>
<tr>
<td></td>
<td>Comments</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2</th>
<th>Management Letter and/or SAS 115 received?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>If yes, Agency Response submitted?</td>
</tr>
<tr>
<td></td>
<td>If yes, please outline comments of significance (deficiencies or reportable conditions noted?)</td>
</tr>
<tr>
<td></td>
<td>Summarize Management Letter and Agency Response</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3</th>
<th>Has the organization been examined by IRS or state or local regulatory agencies?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>If Yes, outline agency and findings</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4</th>
<th>Are Revenue and Expenses consistently allocated on all submitted information (audit, application)?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>If no, please specify variances</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5</th>
<th>Does the projected PROGRAM revenue &amp; expense appear reasonable?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>If no, please detail findings</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>
6 Unqualified Opinion?
   If No, nature of qualification ____________________________
   Yes ☐ No ☐ N/A ☐

7 Meeting (phone call or email) held with agency representatives?
   Response from agency ____________________________
   Comments ____________________________
   Concerns ____________________________
   Yes ☐ No ☐ N/A ☐

8 Are there concerns, based on your review, which should be considered prior to funding?
   If yes, please detail findings ____________________________
   If program appears self-sufficient - Why? ____________________________
   To what degree? ____________________________
   Yes ☐ No ☐ N/A ☐

9 Comments on Overall Review:
   Concerns ____________________________
   Commendations ____________________________
   Recommendations ____________________________
   Issues to watch for ____________________________
   Contingencies ____________________________

Financial Review Team Member ____________________________
Signature ____________________________
Date Completed ____________________________
ALLOCATION PAYMENT POLICY

1. All payments will be made electronically by Direct Deposit.
   It is the agency’s responsibility to have a checking or saving account at a financial
   institution of their choice and to ensure that the completed ACH/Direct Deposit Form is
   returned to the United Way Director of Finance and Administration by July 1st. Contact
   United Way at 441-7700 or fax to 441-6088.

2. All Program United Way FUND Allocation payments will be divided into 12 equal monthly
   payments.
   Monthly Allocation payments will be made on the 15th of each month. If the 15th is on a
   weekend or holiday, the payment would be made on the preceding business day. Any variation
   due to rounding will be done on the last payment.

3. All Donor Designation payments will be paid quarterly.
   • Amount paid will be the actual amount received from the donor (less United Way processing
     fee).
   • Donor Designation payments will be made Quarterly on or before the last day of the month
     for April, July, October, and January.
   • The April Quarterly payment consists of the last payout of the previous campaign and the
     first payout of the current campaign.
   • Agencies will be informed of designation amounts annually in March.
   • Deposit date is provided to each agency via email or regular mail.
   • Our current understanding is that some companies (for example Pfizer and Wells Fargo) will
     send checks directly to agencies for donor designated dollars. (These amounts are considered
     part of the United Way campaign total but are not passed through United Way.)

4. All Combined Federal Campaign (CFC) Payments are paid quarterly per Federal Regulation
   5 CFR 950 Sec. 950.901.
   • Payments will start on the 1st of April, following the campaign.
   • Subsequent payments will be made on July 15th, October 15th, and January 15th.
   • As per regulation, only the amounts received during the preceding quarter will be disbursed.
   • Agencies will be informed of CFC dollar amounts annually in March.
AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS (ACH CREDITS)

Organization Name ____________________________________________

Tax ID Number ____________________________________________

Account Type      □ Checking      □ Savings

Bank Name __________________________________________________

Bank Contact _______________ Phone Number (____) ______________________

Transit ABA Number __________________________________________

(9 digit number preceding your account number on your checks)

Account Number ____________________________________________

(Please include dashes (-) or spaces where appropriate)

PLEASE CHECK ONE:

_____ My organization will receive automatic payments to the account listed below. (Attach voided check.)

_____ Previous bank account information should be updated effective ___________ (Attach voided check.)

(Specify date)

_____ My organization utilized automatic payments last year. Please use the bank information currently on file.

I hereby authorize United Way of Lincoln and Lancaster County herein called COMPANY, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to the account indicated above, hereinafter-called DEPOSITORY. This authority is to remain in full force and effect until COMPANY has written notification from me of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

NAMES ON ACCOUNT __________________________________________

SIGNATURE _________________________________________________

DATE _________________________ PHONE NUMBER (____) ______________________

PLEASE ATTACH A VOIED CHECK OR COPY OF A VOIED CHECK IN THIS SPACE.

Please retain a copy of this form before forwarding to:
United Way of Lincoln/Lancaster County, Finance Director
238 South 13th Street Lincoln, NE 68508
Fax 441-6088
AGENCY CERTIFICATION POLICY and PROCEDURES

Any community program/agency receiving financial support derived from an allocation of the United Way of Lincoln and Lancaster County campaign United Way Fund or the Joint Budget Committee shall abide by the following policies and procedures:

A. Agencies shall be incorporated as human service organizations in accordance with not-for-profit corporation laws and shall have been determined to be tax-exempt organizations under the provisions of the Internal Revenue Code 501(c)(3). *

B. Agency/Program provides human service programming in Lincoln/Lancaster County, Nebraska.

C. Agencies shall have adopted Articles of Incorporation and/or By-laws that clearly define their purpose, goals, structure and authority, duties, functions and responsibilities of their governing body.

D. Agencies shall have a democratically elected Board of Directors, which meets at least four times annually, and whose membership consists of volunteers who regularly attend its meetings and serve without compensation. Boards shall be organized so as to ensure operating efficiency and accountability and provide for the rotation of Board members by limiting tenure to a specified period of time with a maximum number of years of continuous service. Board membership shall be broadly representative of community interests and needs of the people it is designed to serve.

E. Agency Boards of Directors shall have full power to establish all operating policies, act as trustees for all real and capital properties owned by the agency, and enter into contracts with other organizations.

F. Agencies must operate on a non-discriminatory basis with respect to race, religion, age, sex, national origin and disability. This policy applies to agencies’ employment practices, service delivery, and governing board. At the same time, we recognize that a community standard of reasonableness must be applied to this policy. Each agency in our community’s human service network has its own unique mission and focus. In the final analysis, we must judge whether an agency’s unique focus is consistent with our community’s standards of inclusiveness and responsiveness to human need.

G. Agencies shall use a sliding fee schedule for the purpose of recovering at least a portion of cost of providing services. However, no user or potential user of service shall be denied service because of inability to pay.**

H. The agency must avoid concurrent federation membership. If an agency is applying for United Way funding and is a participant agency of another local federation of agencies, it must notify United Way that it will be withdrawing from such other federation before the next United Way funding cycle begins. *

I. Agency agrees to follow United Way/Joint Budget Committee policies and procedures.
• The signature of the agency director and board chair on the application for funding indicates they have received a copy of United Way policies and procedures and agree to abide by such.

J. Agencies shall submit an annual audit of their financial records for the past fiscal year as presented by an independent public accountant that includes a statement of functional expenses by program, accompanying IRS 990 and 990T (if applicable), management letter (if received), SAS 112/SAS 115 (if received) and SAS 114 letter and list of current agency board of directors. All audits shall be made in accordance with generally accepted auditing standards of the AICPA Not-for-Profit Organizations Audit and Accounting Guide and subject to all FASB guidelines (refer to Audit Policy).
  • United Way Fund dollars are not intended to be used as operating reserves.
  • United Way Fund dollars may not be transferred from a program to an endowment or foundation.
  • All United Way Fund dollars allocated to a program are expected to be disbursed by the program by July 31, 2012.
  • All donor-restricted funds (designations) will be retained by the agency.

K. Agencies shall submit program reports and financial documentation as requested by United Way/JBC.
  ❖ Failure to submit the report or documentation will result in the program’s allocation to be held pending submission and approval.

L. Any United Way affiliated agency that proposes to conduct a fundraising activity in Lincoln and Lancaster County will be expected to adhere to the Policy Governing Supplemental Fund Raising by United Way Funded Agencies.*

M. An agency may terminate its relationship with United Way as outlined in the Policy on Funding Restrictions, Suspensions, Termination and/or Transfer of Dollars to Another Program/Agency.*

N. United Way may terminate its relationship with an agency or program as outlined in the United Way Policy on Funding Restrictions, Suspensions, Termination and/or Transfer of dollars to another Program/Agency

O. To remain in compliance with the FASB accounting standards, all donor restricted designations will be treated the same. This includes agencies funded by United Way as well as those not funded by United Way. The designations will be a separate stream of revenue passed directly to the agencies. This ends our “first dollar in” practice of using designations as the first dollars in the allocation to the agency.*

P. The process for appealing Joint Budget Committee recommendations is as follows:
  • The only requests for reconsideration accepted will be those based on new information since the time of the team review or proof that inaccurate information was presented
  • Appeal must be made to the Human Service Administration office in writing, identifying new or correcting inaccurate information
  • If appeal is accepted, a time for agency presentation will be set with the City-County Common.
Q. Extraordinary developments or changes in leadership which may materially affect execution of the funded program(s), delivery of service(s) or sustainability must be communicated in writing to Robin McDannel at United Way and/or Kit Boesch at the JBC**

United Way Partner Agencies
Funded agencies of United Way of Lincoln and Lancaster County play an integral role in the success of the annual United Way Campaign. Funded agencies are vital participants that educate donors and the public on human service needs in the Lincoln community. United Way is committed to helping agencies maintain the highest quality programming. Funded agencies are asked to adhere to the following guidelines:

R. Agencies shall clearly state their relationship with United Way in all print and electronic media used to communicate with the public. Identification will include, but is not limited to:
   a) displaying the United Way logo on agency/program stationary and newsletters
   b) referring to United Way as a funding source in public service announcements and slide presentations
   c) displaying the United Way logo on agency buildings or office doors.

S. An agency receiving United Way funding will participate in the speaker’s bureau as managed by Resource Development. Following training, agency speakers/names are placed in a database used for Employee Campaign Rallies. (Multiple representatives from agencies are acceptable.)

T. United Way expects Partner Agencies not to promote designations to their specific agency during the Annual Campaign.*

U. United Way’s Partner Agencies will promote pledges to the United Way Fund, which are the dollars distributed through the annual application and citizen review fund distribution process.

V. United Way Partner Agencies will run their own internal employee campaign annually and to educate on and promote the benefits of donating to the United Way Fund.

W. Partner Agencies will participate in educational community fairs throughout the year.

X Partner Agencies will provide United Way with success stories about United Way funded Programs for educational and marketing purposes.

PLEASE NOTE:
* Policies and Procedures are applicable to United Way only
** Policies and Procedures are applicable to City-County Joint Budget Committee only
United Way of Lincoln and Lancaster County

POLICY ON FUNDING RESTRICTIONS, SUSPENSIONS, TERMINATION AND/OR TRANSFER OF DOLLARS TO ANOTHER PROGRAM/AGENCY

United Way of Lincoln/Lancaster County By-Laws:
Article X, Section IV: Loss of Status as a Participating Agency:
“Failure of any participating agency to comply with such uniform rules, regulations, and standards as set forth by the Corporation, as well as all provisions of any agreement between that participating agency and the United Way of Lincoln and Lancaster County shall result, on the majority of the Board to so resolve, in a revocation of funding. Such revocation will result in cessation of funding effective as of the date so stated in the Board’s resolution revoking the designation as a participating agency.”

United Way is responsible and accountable to its donors, recipients, and volunteers. United Way seeks to fund programs that are fiscally responsible, efficient and effectively managed. It is the responsibility of United Way to ensure funded programs/agencies meet these policies and procedures in the provision of quality human services in Lincoln/Lancaster County. It is the responsibility of the agency to follow United Way’s policies and procedures.

It is the responsibility of a Special Review Committee comprised of a Team Leader, the Chair of Fund Distribution, and the United Way Director of Fund Distribution and Community Planning to recommend to United Way Executive Committee a funding action. The United Way Board of Directors is responsible for approval of funding restrictions, suspensions or termination and/or program elimination or reduction by initiating agency.

If a program/agency currently funded by United Way chooses to transfer, reduce or eliminate a service, information must be submitted to the Director of Fund Distribution and Community Planning, who will forward information to the appropriate Team Leader and the Division Chair. The program/agency may be asked to provide any or all of the following:
- Reason for change or transfer
- A revised program budget
- A revised program description including the number of clients to be served
- An explanation of the elimination or reduction of the program

Review Team and Division Chair will present a recommendation for funding to the United Way Board for approval using the following parameters:
- Dollars will remain in the indicated focus area
- Dollars may be redistributed via RFP

Failure by an agency/program to comply with submitting requested financial and program reports will result in all future allocations being held until such time as the reports are received and/or an emergency extension has been approved by the Fund Distribution Chairperson.
United Way of Lincoln and Lancaster County

POLICY GOVERNING SUPPLEMENTAL FUND RAISING
BY UNITED WAY FUNDED AGENCIES

The intent of these policies is to maximize United Way eligible agencies’ fund raising capabilities while protecting the integrity of the annual community-wide Campaign.

A. United Way agencies will refrain from separate fund raising activities that approach workplace solicitation of employees in Lincoln/Lancaster County.

B. Currently-funded agencies will partner with United Way of Lincoln and Lancaster County to promote the United Way community campaign from August through November annually.

C. United Way-eligible agencies will include language in media information stating that their fundraising activities are not intended to replace or interfere with the donor’s United Way gift.
City of Lincoln/Lancaster County

Joint Budget Committee

GUIDELINES FOR FUNDING

It is the responsibility of the Joint Budget Committee (JBC) to recommend to the City-County Common the allocation of City-County dollars to nonprofit agencies for specific programs that provide necessary human services for residents of Lincoln and Lancaster County. Such allocations shall be determined by a committee composed of two members of the Lincoln City Council; two members of the Lancaster County Board of Commissioners; a representative of the Lancaster County Board; a representative of the Mayor’s office; and a representative of Urban Development. Recommendations are made at the beginning of the fiscal year of each governmental body. The City-County Human Services Administrator serves as staff support to the Joint Budget Committee.

The JBC uses the following guidelines in making allocation decisions:

1. Funds allocated to nonprofit agencies will be used to serve Lancaster County residents on a first priority basis.
2. Agencies must apply via the United Way of Lincoln and Lancaster County Fund Distribution process and be subject to the Fund Distribution Team’s review.
3. The JBC shall have access to all of the Fund Distribution Team’s recommendations.
4. The JBC will use the current Community Services Initiative planning process as one key tool in establishing funding priorities.
5. It is the policy of Lancaster County to fund only those requests that meet the requirements of State Statute 23.104(3).
6. Programs receiving funds must be cost effective, efficiently operated, and must prove ability to network in the community.
7. Tax dollars shall not fund unnecessary duplication of services among agencies.
8. Tax dollars shall not fund venture grants or building projects, but rather on-going program operations vital to this community.
9. Tax dollars shall be used to augment City and County human services.
10. JBC does not fund the areas of health care, public transportation, or childcare as identified in the Community Services Initiative definitions.
11. The appeals process shall include a written appeal to the JBC indicating new information for consideration. The JBC will forward its recommendation to allow the appeal to the Common, which will then provide for public appeal time.
12. Any requested change in dollars for a different purpose other than originally allocated must be approved by the Human Services office.

State Statute 23-104.03

Counties; needs of dependent, aged, blind, disabled, ill, infirm, mentally ill, mentally retarded; powers. Each county shall have the authority (1) to plan, initiate, fund, maintain, administer and evaluate facilities, programs and services that meet the rehabilitation, treatment, care training, education, residential, diagnostic, evaluation, community supervision, and protective service needs of dependent, aged, blind, disabled, ill, infirm, mentally ill, or mentally retarded persons domiciled in the county; (2) to purchase outright by installment contract or by mortgage with the power to borrow funds in connection with such contract or mortgage, hold, sell, and lease for a period of more than one year real estate necessary for use of the county to plan, initiate, fund maintain, administer and evaluate such facilities, programs and services; (3) to lease personal property necessary for such facilities, programs and services, and such lease may provide for installment payments which extend over periods of more than one year, notwithstanding the provisions of section 23-132, 23-324.05, or 23-916; (4) to enter into compacts with other counties, state agencies, other political subdivisions, and private nonprofit agencies to exercise and carry out the powers to plan, initiate, fund, maintain, administer, and evaluate such facilities, programs, and services; and (5) to contract for such services from agencies, either public or private, which provide such services on a vendor basis. Compacts with other public agencies pursuant to subdivision (4) of this section shall be subject to the provisions of the Interlocal Cooperation Act.
Human Services Terminology

**Asset Development** – The process of young people, parents, schools, and communities engaging in programs and policies to encourage increased developmental assets in the community.

**Developmental Assets** – the Search Institute identified 40 traits, or developmental assets, that help young people make wise decisions, choose positive paths, and grow up competent, caring, and responsible.

**At-risk Youth** – general term for young people at increased risk for negative behavior. Risk factors could include poverty, lack of social skills, poor academic achievement, inadequate family management skills, peers involved in the problem behavior, and parental approval or involvement in the problem behavior.

**Case Management** – procedures to plan, seek, and monitor services from different social agencies and staff on behalf of a client.

**Child Care (and related terms)**

**Before/After School Care** – Licensed care for children ages 5 through 14 offered in the before and/or after school hours. Often includes transportation to and from school to or from the childcare location. Some before/after school programs take place within the child’s school. Sometimes referred to as Latch-key care.

**Center-based Care** – Licensed childcare provided in a stand-alone center.

**Infant Care** – Licensed, full-time childcare for children ages 0 to 12 months.

NAEYC - The National Association for the Education of Young Children, an accrediting agency for child care for infants through age 8. NAEYC is probably the best known and most mentioned early childcare accrediting agency. All United Way funded childcare programs must be accredited.

**Developmentally Delayed** – term used to refer to children with mental ages that are below chronological age due to a variety of risk factors (poverty, inadequate family management skills, unsafe neighborhoods, lack of family support systems, etc.)

**Domestic Violence (DV)** – physical, verbal, or emotional abuse among persons residing in the same household (i.e. child abuse, elder abuse, partner abuse).

**Dually-diagnosed Client** - people who have more than one disorder, such as a psychiatric disorder combined with substance abuse, mental retardation/developmental disability, or physically handicapping condition. (Co-occurring disorders)

**Early Brain Development** - brain development taking place in the womb and in the first three years of life. Beginning in the womb and from the first days of life, a baby’s brain is processing information and reacting to the environment including the moods and attitudes of his/her caregivers to establish behavior patterns. The human brain is 25 percent of adult size at birth compared to 5 percent of adult size for the rest of the body. From age zero to three, brain connections are made and broken at enormous rates and foundations for emotions, thinking, language, visions, and attitudes are laid. Much of the human brain architecture is complete by age three, and the brain is almost adult size.

**Head Start and Early Head Start** - Early Head Start (prenatal and ages 0 to 3) and Head Start (ages 3 to 5) services are provided to children and families with incomes at or below the federal poverty level. Services include parent education and pre-school education with emphasis on school readiness; medical, dental, and mental health care; nutrition and parental involvement.
Glossary of Terms

2-1-1
2-1-1 is a single resource for information about community and human services. 2-1-1 is a nation-wide initiative organized through United Way. Access to information is gained by dialing the call center 24 hours a day, seven days a week or by searching the comprehensive social services database at www.ne211.org. Interpretation assistance for more than 150 languages is available when dialing 2-1-1.

- **Basic Human Needs Resources:** food banks, clothing closets, shelters, rent assistance, utility assistance.
- **Physical and Mental Health Resources:** health insurance programs, Medicaid and Medicare, maternal health, Children’s Health Insurance Program, medical information lines, crisis intervention services, support groups, counseling, drug and alcohol intervention and rehabilitation.
- **Employment Support:** financial assistance, job training, transportation assistance, education programs.
- **Support for Older Americans and Persons with Disabilities:** adult day care, congregate meals, Meals on Wheels, respite care, home health care, transportation, homemaker services.
- **Support for Children, Youth and Families:** childcare, after-school programs, Head Start, family resource centers, summer camps and recreation programs, mentoring, tutoring, protective services.
- **Volunteer Opportunities and Donations:** community involvement, volunteer bureaus, disaster relief.

**Born Learning**
Born Learning is a national public engagement campaign developed by United Way of America, Civitas, and the Ad Council designed to help parents and family members and child caregivers create quality early learning opportunities for children. The web site www.bornlearning.org provides research-based educational materials about early learning. All materials focus on helping children enter school ready to succeed.

**Cash Operating Reserve**
Cash assets reserved for long-term organizational and operating stability in case of cash flow shortages which arise when expenses fall due before the income to pay for them is received or cash flow shortages which are caused by unexpected emergencies, such as the withdrawal of a key funder, loss of a key asset or destruction of property or assets.

**Earned Income Tax Credit**
EITC (enacted in 1975 by the federal government) is a refundable tax credit that reduces or eliminates the taxes that low-income married or single working people pay, and frequently operates as a wage subsidy for low-income workers. EITC is one of the largest anti-poverty tools in the United States. United Way of Lincoln and Lancaster County provides funding for the Human Service Federation program called C.A.S.H. (Creating Assets, Savings and Hope Campaign) that encompasses the EITC initiative.

**Gifts In Kind**
Gifts In Kind is a product philanthropy designed to distribute product donated by companies to non-profits. United Way of Lincoln Lancaster County, Lancaster County Joint Budget Committee, and the Human Service Federation fund the membership cost of this program. Available product is provided to area human service organizations through the coordination of the Center for People in Need’s Truckloads of Help program.
## Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-1-1</td>
<td>2-1-1 Information and Referral Service</td>
</tr>
<tr>
<td>Best Practice</td>
<td>Programs, initiatives or activities which are considered leading edge or exceptional models for others to follow – a technique or methodology that through experience and research has been proven to reliably lead to a desired result.</td>
</tr>
<tr>
<td>BOD</td>
<td>Board of Directors</td>
</tr>
<tr>
<td>CFC</td>
<td>Combined Federal Campaign</td>
</tr>
<tr>
<td>CHC</td>
<td>Community Health Charities (formerly CHAD)</td>
</tr>
<tr>
<td>CHE</td>
<td>Community Health Endowment (Blue Print Project)</td>
</tr>
<tr>
<td>CLC</td>
<td>Campaign Leadership Committee</td>
</tr>
<tr>
<td>CLCs</td>
<td>Community Learning Centers</td>
</tr>
<tr>
<td>CSF</td>
<td>Community Services Fund</td>
</tr>
<tr>
<td>CSI</td>
<td>Community Services Initiative (formerly C-SIP)</td>
</tr>
<tr>
<td>CSMIS</td>
<td>Community Services Management Information System</td>
</tr>
<tr>
<td>DUWA</td>
<td>Directors of United Way Agencies</td>
</tr>
<tr>
<td>EITC</td>
<td>Earned Income Tax Credit</td>
</tr>
<tr>
<td>FASB</td>
<td>Federal Accounting Standards Board</td>
</tr>
<tr>
<td>(Ruling #136 – Uniform reporting to Securities &amp; Exchange Commission)</td>
<td></td>
</tr>
<tr>
<td>FTE</td>
<td>Full Time Equivalent staff number</td>
</tr>
<tr>
<td>Funders’ Group</td>
<td>Area funding agencies/foundations</td>
</tr>
<tr>
<td>FY</td>
<td>Fiscal Year</td>
</tr>
<tr>
<td>GIK</td>
<td>Gifts In Kind</td>
</tr>
<tr>
<td>HSF</td>
<td>Human Service Federation</td>
</tr>
<tr>
<td>HSMIS</td>
<td>Human Services Management Information System</td>
</tr>
<tr>
<td>JBC</td>
<td>Joint Budget Committee</td>
</tr>
<tr>
<td>LE</td>
<td>Loaned Executive (person on loan from area business to assist campaign during September thru November)</td>
</tr>
<tr>
<td>LFCC</td>
<td>Local Federal Coordinating Committee</td>
</tr>
<tr>
<td>NCL</td>
<td>National Corporate Leadership</td>
</tr>
<tr>
<td>NCCFL</td>
<td>Nebraska Center for Children, Families and the Law</td>
</tr>
<tr>
<td>PCFO</td>
<td>Principal Combined Fund Organization</td>
</tr>
<tr>
<td>Region V</td>
<td>Mental Health, Alcoholism, and Drug Abuse Programs</td>
</tr>
<tr>
<td>UW</td>
<td>United Way</td>
</tr>
<tr>
<td>UWW</td>
<td>United Way Worldwide</td>
</tr>
<tr>
<td>UWLLC</td>
<td>United Way of Lincoln and Lancaster County</td>
</tr>
</tbody>
</table>
United Way of Lincoln and Lancaster County  

**e-CImpact Grant Management Account**

United Way Partner Agency Grant Management Account will provide agencies with access to Open Processes (or funding opportunities) which house the application and allows agencies to manage information, submit required eligibility and financial documentation, manage grant awards and complete required reporting. e-CImpact tracks agency and program data from funding cycle to funding cycle and can share data between open processes.

Open Processes (or funding opportunities) through United Way and the Joint Budget Committee include; the United Way/JBC Fund Distribution process, Women in Philanthropy Grants, Women’s Leadership Council Grants, and other United Way Initiative funding such as Background Check Funds. Agencies create their own account to access funding opportunities (page 2).

**System Requirements:**
Internet Explorer 6.0 or higher
Adobe Acrobat 7.0 or higher


**Table of Contents**

- Create an Agency Account................................. 2
- Navigating the Agency Grant Management Account…. 4
- Agency Users, Contacts and Updating Agency Information.......................... 5
- Open Processes: Packets and Forms....................... 7
  - Navigating Packet Screen 9
  - Navigating Forms 10
- How to Submit the Letter of Intent......................... 11
  - Assign your program to the Letter of Intent 11
  - Complete the Form Packet 13
  - Submit the Form Packets for Evaluation 16
- Completing other Open Process Forms.................... 17
  - Program Budget Form 17
  - Charts Form 18
  - How to Itemize (chart and budget forms) 19
  - Outcomes and Indicators Form 20
- How to Submit Agency Annual Eligibility Documents.. 22
- Navigating the Resource Center.......................... 24
- Technical Support........................................... 25
Create an Agency Account

- Go to: https://agency.e-cimpact.com/login.aspx?org=29090U
- Click “Click here to create a new account”

- Review information, click “next”

- Complete the registration information.
- At the bottom of the page, click “next”

- Select the radio button next to (1) Letter of Intent
  - By selecting this, you are requesting to complete the Agency Qualification Form and prompt United Way staff to open the United Way/JBC Letter of Intent in your account—once registration is complete.
- Click “next”
- Complete the Agency Qualification Form
  - Click “next”

- Review and confirm the registration information you have entered. Scroll to the bottom of the page, click “complete registration” if you are satisfied.
- Note: if edits are required you may choose to edit the profile once registration is complete OR close out of this window and start the registration from the beginning, all data will be lost.

- From this screen you may print a copy of the registration (not required).
- Your registration is complete. Scroll to the bottom of the page and click “next”

- You have been automatically logged into the Agency Account you created.
- You will receive an email confirming the registration.
- To continue with registration click “Home” on the navigation tree and review: Navigating the Agency Grant Management Account (page 4).
Navigating the Agency Grant Management Account

If you have logged out, go to: https://agency.e-cimpact.com/login.aspx?org=29090U

- Enter the user name and password you created through the registration process to login

1. **User Profile:** Update your user profile information, change your password or sign out of the account
2. **Navigation Tree:**
   - **Home**:
     - Return to the home page from any navigation point in the account and allows you to navigate to any part of the account
   - **Agency Profile**:
     - Update and edit Agency Information
   - **Contacts**:
     - Update agency contact information, request additional users access to the Agency Account
   - **Statements**:
     - Update and edit Agency Mission and Vision statement-completed at registration
   - **Program Profiles**:
     - Update and edit Program information for all programs which the agency has applied for funding
   - **Fund Distribution**:
     - Listing of all current open processes which have been opened to your agency

* Applications and reports pre-populate common information from the profile data in order to reduce dual data entry for agency staff. It is recommended that agencies review and update this information on an annual basis to ensure accuracy for future applications and reporting.

3. **Open Process Request History:** “Open Process” refers to any funding opportunities which your agency has 1) requested to participate in or 2) has been opened by UW Staff to your agency to participate in. This is a snapshot of all requests and their status, i.e. initial, draft, verified or submitted.
4. **News and Updates:** Review important information, reminders and details here. Click on the news item for more information.
5. **Font Size:** Click on the larger A to increase the font size. Click on the smaller A to decrease the font size.
Agency Users, Contacts
And Updating Agency Information

Adding Agency Contacts

Prior to completing the Letter of Intent or any other Open Process forms, the following Agency Contacts must be created in the Agency Account:
1) Executive Director
2) Person(s) responsible for completing applications, reports, etc.
   a. i.e. grant writer, program director, finance or accounting staff, etc.
3) All members of your Agency Board of Directors

- Click “Contacts” in the Navigation Tree
  ▪ The user account set up at registration will default to the Primary Contact
  ▪ Click “edit” at any time to manage your account data
- Click “Add New Contact” to add an additional user

- User Settings
  ▪ Do you want this user to receive emails from United Way about this account?
    ✓ If yes, check the box next to “Include in all Emails?”
    If no, leave it unchecked
  ▪ Do you want this user to be the Primary Contact for your Agency for your program?
    ✓ If yes, check the box next to “Primary?”
  ▪ The “Active?” check box will be pre-filled.
    ✓ Leave this box checked.
- Complete the requested contact information, complete all required fields Click “Save and Continue”

- Address, phone and email areas will appear at the bottom of the screen--add at least one, phone number email address and address for each user.
  ▪ Click the “add new” in any of the sections and complete the fields.
  ▪ Click “Save and Return”
    ✓ Follow the same steps for phone numbers and email addresses. Once all are complete click “Save and Return to previous page”
Request a Log-in for additional Agency Account Users

After adding the required Agency Contacts, you may now request account log-ins for additional users. **Note:** Only request logins for users that have responsibility for completing application, reporting or Agency eligibility verification (i.e. financial documentation) not all contacts need or require a user.

- Click “Contacts” from the navigation tree
  - From this screen you will view a full list of all contacts you have created
  - In the “Login” column of this list click “Request a Login” next to the user name you wish to create an additional account for.

- You will be prompted to create a unique user name and password for the user. Click “Save/Update”

- You will return to the Contact page. Notice the login column status has changed to “Request Pending”
- United Way staff will review and approve this request, the Primary contact and the requested user will receive an email confirming the approval of the new user.
Open Processes:
Packets and Forms

Upon request (or assignment) an Open Process will be made available to your agency in your Agency Grant Management Account. All open processes (letter of intent, applications & reports) are similar in that they are a packet of multiple forms. Each open process is made up of two packets or sections, 1) Agency Packet and 2) Strategy Packet, each Strategy has its own packet or set of forms and unique questions.

Overview of Open Process Packets

<table>
<thead>
<tr>
<th>Letter of Intent</th>
<th>Form</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Packet Type</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agency</td>
<td>1. Agency Information</td>
<td>Overview</td>
</tr>
<tr>
<td>Program Information</td>
<td>1. Program Letter of Intent</td>
<td>Overview</td>
</tr>
<tr>
<td></td>
<td>2. Select a Strategy</td>
<td>Dynamic</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Application</th>
<th>Form</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Packet Type</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agency</td>
<td>1. Agency Information</td>
<td>Overview</td>
</tr>
<tr>
<td>2. Financial Documentation</td>
<td>Document Upload</td>
<td></td>
</tr>
<tr>
<td>Strategy</td>
<td>1. Program Proposal</td>
<td>Overview</td>
</tr>
<tr>
<td>2. Activities and Performance</td>
<td>Overview and Charts</td>
<td></td>
</tr>
<tr>
<td>3. Outcomes and Indicators</td>
<td>Dynamic</td>
<td></td>
</tr>
<tr>
<td>4. Client Characteristics</td>
<td>Statistic</td>
<td></td>
</tr>
<tr>
<td>5. Finance Questions</td>
<td>Overview</td>
<td></td>
</tr>
<tr>
<td>6. Budget</td>
<td></td>
<td>Budget</td>
</tr>
</tbody>
</table>

Agency Packets will only need to be completed once in an open process, even if you are applying for multiple programs. Some questions in the Forms will pre-fill data you have already submitted or inputted in the Account (registration, letter of intent, application, previous reports). If you are applying for multiple programs, you will complete multiple Strategy Form Packets. You must complete each form and upon completion, you will submit the packet for evaluation.

Form Type: Overview

Overview forms may pre-fill data or require data entry and all questions are required (unless noted) in order to verify the form and submit your application. Overview forms contain the following types of questions:

- Drop down box/multiple choice
- Fill in the blank
- Check box
- Text boxes
Form Type: Charts
Chart forms are used to collect numeric data on outputs (not all Strategy Packets contain chart forms). Some charts may require the itemization of outputs, for example the Shelter Strategy requires the itemization of Direct Assistance to Individuals itemized into Rent, Utilities and Deposits.

Follow the on screen instruction, a second screen will pop up prompting you to itemize each category, save. The chart screen will re appear and a total of your itemization will be calculated automatically.

Form Type: Dynamic
Dynamic forms are used in the Letter of Intent (Select a Strategy Form, pg. 14) and the Application (Outcome and Indicators, pg. 20). These forms are interactive and responsive to your selections capturing program performance data. See Outcomes and Indicators Form or Select a Strategy Forms for steps to complete these forms.

Form Type: Statistic
Statistic forms are used to collected annual Client Characteristic and Demographics. All data is collected in whole numbers, the form automatically calculates totals for accuracy.

Form Type: Budget
Budget forms are used to capture program budgets. Budget forms incorporate features of the statistic forms and chart forms. See the Completing the Budget (pg. 17) for more details.
Navigating the Packet Screen

1. **Packet Status Summary columns**
   - **Form Packet:** A list and status of all form packets that must be completed prior to submitting the Letter of Intent.
   - **Packet Type:** The level of packet, Agency and Program packets are generated
   - **Status:** The following statuses are assigned based on your progress:
     - Initial—no editing has occurred within the packet
     - Draft—editing has occurred, but it is not complete
     - Verified—final draft is prepared and ready to submit; edits may still occur.
     - Submitted—No edits may be made, contact United Way staff if the submission was done in error
   - **Actions:** Click EDIT to open the packet and complete the forms

2. **Export Entire Letter of Intent:** You may export the entire packet of forms into Adobe PDF format by clicking here. This will allow you to review, save or print each form within the packet and review the questions. You may do this at any time. Data which has been entered in the forms will print as well, allowing you to review your work for editing.

3. **Save/Update & Submit Letter of Intent:** Click Save/Update to save your work. When all packets are complete and saved in Verified status, the Submit Letter of Intent link will be available. Click Submit Letter of Intent to submit the packet for evaluation.
Navigating Forms

Review the options to save and modify data on all forms in the e-CImpact Grant Management Account. This software does not offer auto save. Be sure to save your work periodically while working in each form.

<table>
<thead>
<tr>
<th>Status:</th>
<th>Indicates the status of the form. If the status is “Submitted” you are unable to edit data.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Save Options:</td>
<td>At the top and bottom of each screen 4 save options are available. At the bottom of each page the icon and a title for each save option will display, the top right corner of the screen only the icon is displayed;</td>
</tr>
<tr>
<td>Save as Draft</td>
<td>Click here to save your work and stay on the page. The status will be updated automatically</td>
</tr>
<tr>
<td>Save as Draft and Return</td>
<td>Click here to save your work as a draft and return to the previous page or screen.</td>
</tr>
<tr>
<td>Save and Verify</td>
<td>Click here to save your work as “Verified”, you should only save in this status when you are preparing to submit your Letter of Intent, Application or Reports. All forms must be saved in Verified status in order to submit for evaluation.</td>
</tr>
<tr>
<td>Cancel and Return to Previous Page</td>
<td>Click here to cancel any edits or changes you have made and return to the previous page. Only data since you last saved will be stored.</td>
</tr>
</tbody>
</table>

3. **Help Icon:** Help is available on many question fields. Click the Help Icon, a small text window will pop up with additional information about the question.

*Note:* Some fields will pre-fill with data entered during the Account registration process, and in previous steps completing the Agency Profile and Contacts sections. If you did not complete updating the Agency Profile or Contact sections, do this now before proceeding.
How to Submit the Letter of Intent

Step by Step Instructions

Be sure to save your work periodically while working in each form.

1. Assign your Program to the Letter of Intent

- There are two ways to access an open process from the home page:
  - “The Open Process Request History” will list all open processes you have requested to submit and their status. To enter you can click “Fund Distribution 2012-2014 Letter of Intent”
  - OR
  - On the left of the screen in the navigation tree, click “Letter of Intent” or the name of the process you wish to complete.

From this page you can access the Form Packets that make up an open process, in this example the Letter of Intent. First create and assign the program(s) you intend to request funding for.

- Click “Create a new Program and Assign the new Program to this Letter of Intent”

- Complete the Program Profile
  - The information you provide here will pre-fill in all applications and reports.
  - Be sure to use the complete and full program name; do not abbreviate or use a program nick name.
- When the profile data is complete scroll to the bottom and click, “Save/Complete Registration”
- Click “Complete Registration”
  Or
- Click “Previous” to return to the last page to make edits

- Click “Continue” to enter the Letter of Intent Program Packet screen.

- You are now at the Letter of Intent Program Packet screen. You now have access to complete the Letter of Intent for the program you registered.
- Click “Back to Letter of Intent Overview”
  ▪ To return to the Letter of Intent Form Packet screen
  ▪ From the Letter of Intent Form Packet Screen you can access all packets which must be completed.
  ▪ Begin editing the Agency and Program Forms.
  OR
  ▪ If you have more than one program you wish to request funds for, you can now register those programs following the steps we just completed.
2. Complete the Form Packet

The Letter of Intent Packet and all other Open Process Packets (such as the Fund Distribution Application and Reports) contain both Agency Form Packets and Program Form Packets. Agency Forms contain questions which capture Agency level data. If you are applying for funding for multiple programs, you will complete a single Agency Packet. Each Program will have its own individual forms to complete. Upon submission, the agency forms will automatically be included in the submission for each program.

- There are two Form Packets listed on the screen
  1. Your Agency name-the Agency Packet
  2. Your Program name-the Program Packet
- From the Open Process Screen, click “Edit” in the Agency Packet row.

  ![Image](image1.png)

  ![Image](image2.png)

- You are now on the Packet Summary Screen for the Agency Form Packet. This packet only contains one form; if there were additional forms you would see them listed here.
- Click “Edit” to complete the form within the Agency Form Packet.

  Note: Export Packet is available from this screen, from here it will only export the packet of forms listed.

  ![Image](image3.png)

- Complete all fields; some fields are pre-filled with data you have already submitted.
- Save your work, click “Save as Draft”
- When you are complete, click “Save and Verify” to verify this form and return to the previous page.
- Review Navigating Forms on page 10 for more information on save and form options.

  ![Image](image4.png)
- You have returned to the **Agency** Packet Summary Screen
- The Form Status is updated to: **Verified**
- All forms are complete, click **“Back to Letter of Intent”**
  - Note: most packets contain more than one form

You have returned to the Letter of Intent Form Packets Screen
- The Agency Packet Status is now Verified
- The Letter of Intent Status has updated to Draft
- Complete the Program Information Packet, click **“Edit”**

**Letter of Intent Form**
You are now on the Packet Summary Screen for the **Program** Form Packet. Note: Export Packet is available; from this screen it will only export the Program Packet forms.
- In the Program Letter of Intent row, click **“Edit”**
- The form will open. Complete all fields and click, **“Save and Verify”**
- You will return to the Packet Summary Screen.

**Select a Strategy Form**
- From the Packet Summary Screen, click **“edit”** for the Select a Strategy Form
- Reference the Applicant Manual to select the appropriate Strategy for your program to apply for funding and **select the Strategy from the drop down list.**
- Click **“Preview”**: the definition of the strategy will display. Review the definition closely.
  - If the definition does not fit your program, select a different Strategy from the drop down list and click **“Preview”** again to view a different Strategy definition.
  - If you do not believe that any of the Strategy definitions fit your program, contact United Way Staff.

*When you click “Accept and Continue” the selected strategy is locked and cannot be modified. Be sure you have reviewed the Applicant Manual Definitions and the definitions displayed on screen closely prior to proceeding. Contact United Way staff if you have accepted the wrong strategy for assistance.*
- When you have selected the appropriate strategy, click “Accept and Continue”
- Below the blue bar in the middle of the screen, click “Questions”
  - Notice in parenthesis the status is displayed

Answer the questions.
- When complete, click “Save and Verify” at the bottom of the page.

- You will return to the previous page.
  Notice the Questions status has updated to Verified.
- Click “Save and Verify”

You have returned to the Program Form Packet Summary Screen
  - Each individual form status is updated to “Verified”
  - The Packet Status above the forms list is updated to “Verified”
- Click “Back to Letter of Intent Overview”
3. Submit the Form Packets for Evaluation

(Steps are the same for the letter of intent, application or reports)

You have returned to the Form Packets Screen

- Each Form Packet Status is Verified
- The Letter of Intent/Application Status is still in Draft, click “Save/Update” to change the status to Verified.

To submit the Letter of Intent to United Way/JBC click, “Submit Letter of Intent”

- Complete the questions to confirm your submission
- Provide the email address which you would like the submission confirmation to be sent.
- Once the Letter of Intent is submitted you may not modify it, even prior to the closing/due date.
  - From this screen you can Edit the forms within the packets
  - Print a copy of the completed submission
- If you are satisfied, click “Submit Letter of Intent”
  The screen will update and you may only view the documents or export them to print or save.
- You have successfully submitted the Letter of Intent and will receive an email verifying the submission.
- Click “Home”, in the navigation tree to return to the Account Home page, or sign-out of your account.
- If you are applying for multiple programs follow the same steps to complete a second Letter of Intent for the additional Program.

After submitting the Program(s) Letter of Intent, United Way and JBC staff will review the submissions. If a program does not appear to meet the criteria or strategy requirements, follow up will be made to the agency via email, phone or both to discuss the deficiency or concern. Staff will approve each Letter of Intent and assign each program to a Strategy.

On the Application open date, the Fund Distribution Application will be assigned to your program and you may begin completing the application you Grant Management Account. For help completing forms in the application refer to Completing Other Forms, pg. 17 of the Quick Reference Guide.

**Completing Other Open Process Forms**
Program Budget Form

1. The Program Budget form contains two sections, revenue and expenses. Do not provide the Agency Budget.
2. Each section requests the Proposed Year, Current Year and the past Year actual budgets.
3. Columns auto total and revenue and expenses for each year must balance.
4. Some line items require itemization. Reference “How to Itemize” for steps by step instructions.
5. All line items have a “help icon” which can be clicked on at any time to review the Chart of Accounts definition for the individual line item, or reference the Chart of Accounts on page 18 in the Policies and Procedures section of the Fund Distribution Manual.

- Be sure to save your work periodically using “Save as Draft” while working in the Program Budget Form to save work and update column totals. You cannot “Save and Verify” until all line items contain data and the Revenue and Expense budgets balance.
Charts Form

- Enter the numeric program data for the Proposed Year, Current Year and the Past Year. For each question

- Some line items require itemization. Reference “How to Itemize” for steps by step instructions (page 19).

- Be sure to save your work periodically using “Save as Draft” while working to save your work. You cannot “Save and Verify” until all line items contain data.

- When you have completed all questions, click “Save and Return to Previous Page” and return to the Program Packet screen.
How to Itemize

The Charts Form and the Program Budget Form require itemizing. Follow the steps below to complete the itemized data in the forms.

- Click **on the line or chart item that requires itemization**
  - The line items will be underlined and the name of the line item will be followed by : (Itemize)
  - Budget Form Example: Local & National Foundations (Itemize)

*Be patient, it may take a few seconds for the screen to update when itemizing the Budget or Chart forms.*

- The Itemize screen will appear
- On the right of the screen Click, “Add New Item”

A row of blank text boxes will appear, input the requested data:

- Enter a title for the itemized line item.
  - Some itemize line items or charts will have required or pre-determined line items
- Enter the budget data for each year
- Click “Save/Update”
  - The screen will update, showing a total row above the itemized row.
  - To add additional line items click, “Add New Item” and follow the steps above
  - To delete a line you have entered click, “[X]” in front of the row you added
    - A pop up will ask if you are sure, click yes or cancel to proceed.
- Once all line items have been added, click “Save and Return to Previous Page”

You will return to the Program Budget Form

- The line item will show a sub total of the itemized data
- Below the line item the itemized data row(s) are grey or read only
- To edit the itemized data, click on the line item name to access the itemize screen again.
Outcomes and Indicators Form

Outcomes and Indicators are specific to each funding Strategy and are used to capture program performance data for program evaluation, comparison and reporting to donors. Every Strategy has at least one required indicator that is tied to an established United Way Outcome for each Impact Area.

Refer to pages 10-17 in the Fund Distribution Manual to review the definitions, outcomes and indicators for each Strategy prior to completing the Outcomes and Indicator form.

- Select a United Way Outcome from the drop down. Click, "Preview"

- Review the indicators which are assigned to the Outcome you selected.
  - Do not click "Accept and Continue" until you have previewed each Outcome.
  - If you proceed with the incorrect Outcome and Indicator selection, United Way staff will have to re-set your form and will take at least 1 business day.
  - You cannot go back or edit your selection once you click "Accept and Continue".

- Educational Supports Programs Only: Be sure to select an Outcome and Indicator which is applicable to the client demographic you serve. Indicators are different for Early Care Programs (0-5 years) and Youth/Young Adult (5-24 years) programs.

- Select the Outcome, which corresponds to the indicators you would like to measure and report for your program.

- Click "Accept and Continue" to proceed.
- View the list of the indicators you have selected to report.
  - If you selected these in error or unable to report on these indicators contact United Way staff.
- Click “Measurements”, to proceed

- For each indicator provide measures/results for 3 time frames:
  - Past Year-data from your previous fiscal year end report July 1, 2010-June 30, 2011
  - Proposed Year-data you are proposing to achieve July 1, 2012-June 30, 2013
  - Actual Year- Current data July 1, 2011-Dec 31, 2011. This is a snap shot of program performance, not your proposed or anticipated performance for the current year.

- Report unduplicated client data only for each year
  - Click “Save/Update”, the percent achieved will auto calculate.

- Answer the narrative questions for each indicator. Click the “Help” icon for additional information

- Click, “Save/Update” periodically to save your work.

- Click “Save and Return to Previous Screen” or “Save and Verify” once the form is complete to return to Outcomes and Indicators screen.

- Click, “Save and Verify” to return to the Program Form Packet
**Agency Annual Eligibility**

Agencies must submit required documents to verify eligibility for funding Guidelines. A complete list of criteria and required documents and details are available in the Fund Distribution Manual (pg. 21).

Follow these steps to upload and submit the documents for evaluation by United Way/JBC:

1. Click **“2012 Request”**, in the Compliance section of the navigation tree on the left of your screen.

2. Click **“Edit”**, to complete the Agency packet

3. Click **“Edit”** to complete the Agency Questions form.
4. Answer the questions then click, “Save and Verify”

5. Upload each document individually in the list:
   - click “Browse” in the row 501(c)3 Determination Letter
     - A pop up window will appear, select your agencies 501(c)3 Determination Letter file
     - select the file and click “Open” OR double click on the file name
     - The file path and file name will appear in the text box next to the “browse” button
     - Files must be in the following acceptable file types: pdf, doc, docx, ppt, pptx, xlsx, gif, jpg, jpeg, bmp, tif, rtf, and txt.  Note: PDF file types are preferred.
     - The maximum file size is 8MB.
     - If the file is too large, view Tips in the Resource Center for help
   - click “Save/Upload Attachment”
     - the File name will appear in the row and there is now a live “delete” option next to the file name
     - If you uploaded the incorrect document click “delete” then “OK”
   - Repeat these steps for all required and applicable documents.
   - Once all documents are uploaded and the form is saved in “verified” status click “Back to Application Overview” to submit the application.
Navigating the Resource Center

The Resource Center provides users with access to important documents that United Way or the Joint Budget Committee would like to share. Download, save or print PDF files of all documents posted in the Resource center such as:

- the Fund Distribution Manual
- Process Check lists
- United Way reports
- Agency communications
- Special Events details

-Under the “Resource Center” section of the navigation tree click the title or topic you would like to view. All document posted by United Way/JBC are listed. Click any file name to open, save or print the file.
**Technical Support**

Review the News Items/Updates on the account Home page regularly, check the Resource Center for Help and Tips documents, and use the help icons on form questions. United Way staff can update the help information real time if there is a common or recurring question or issue from Agency staff.

Contact United Way Staff for additional support and information.

Sarah Kramer  
Fund Distribution Manager  
skramer@unitedwaylincoln.org  
402-441-6578

Robin McDannel  
Fund Distribution and Community Planning Senior Director  
rmcdannel@unitedwaylincoln.org  
402-441-6070