United Way of East Central Iowa

FY2016 Mid-Year & FY2017 Proposed Reporting Checklist for Outcome Funded Partners

Please use the following instructions for completing the FY2016 Mid-Year & FY2017 Proposed Reporting Requirements due by noon on January 15th, 2016.

1) **Click on this web link to access the database:** **https://uweci.upicsolutions.org/epledge/crm/Start.jsp**

2) **Click on "FY2016 Reporting Requirements" tab within the Outcome Reporting tab under "Agency Reporting".**
   - ☐ Review and submit Agency Profile.
   - ☐ Enter FY2016 Mid-Year Activity Outputs.
   - ☐ Enter FY2016 Mid-Year Indicator Measurements.
   - ☐ Enter FY2016 Mid-Year Demographics.
   - ☐ Enter FY2016 Mid-Year Narrative Questions.
   - ☐ Submit all items.

3) **Click on "FY2017 Reporting Requirements" tab within the Outcome Reporting tab under "Agency Reporting".**
   - ☐ Enter FY2017 Outcomes.
   - ☐ Enter FY2017 Proposed Activity Outputs.
   - ☐ Enter FY2017 Proposed Indicator Measurements.
   - ☐ Submit all items.

4) **Within Main Menu click on and submit the following items.**
   - ☐ Review Board Members tab and make needed changes.
   - ☐ Attach a current Board Members list within Documents tab.
   - ☐ Client Success Story.
   - ☐ Strategy Budget **(Due by noon on April 1, 2016).**
   - ☐ Counterterrorism Form.

Listed below are United Way Staff Representatives you many contact with any questions you have regarding the database and Mid-Year reporting.

Education	Financial Stability	Health
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