

FY2017 Year-End Reporting & FY18 Proposed Checklist

Please use the following instructions for completing the FY2017 Year-End Reporting Requirements

- 1) Click on this web link to access the database:
 - a. <http://uweci.upicsolutions.org/eplodge/crm/Start.isp>

- 2) Underneath the “Agency Reporting” tab at top of page click on “Outcome Reporting”.

- 3) Please complete the following items for your FY2017 Reporting Requirements within the Outcome Reporting tab under “Agency Reporting”:
 - FY2017 Year-End Activity Outputs.
 - FY2017 Year-End Indicator Measurements.
 - FY2017 Year-End Demographics.
 - FY2017 Year-End Narrative Questions.
 - Submit all items.

- 4) Please email the FY2017 Year-End Zip Code spreadsheet to communitybuilding@uweci.org
 - a. This spreadsheet can be found on our website at:
 - i. <http://www.uweci.org/what-we-do/our-partners/partner-resources/>

- 5) Click on FY2018 Reporting Requirements tab within the Outcome Reporting tab under “Agency Reporting”:
 - Review and submit Agency Profile.
 - Enter FY2018 Outcomes.
 - Enter FY2018 Proposed Activities & Outputs.
 - Enter FY2018 Proposed Indicator Measurements.
 - Submit all items.

Please contact your United Way Staff Representative if you have experienced significant changes to your strategies funding and/or services and need to make changes to your FY2018 Proposed activity outputs and indicator measurements.

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

Education	Financial Stability	Health
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