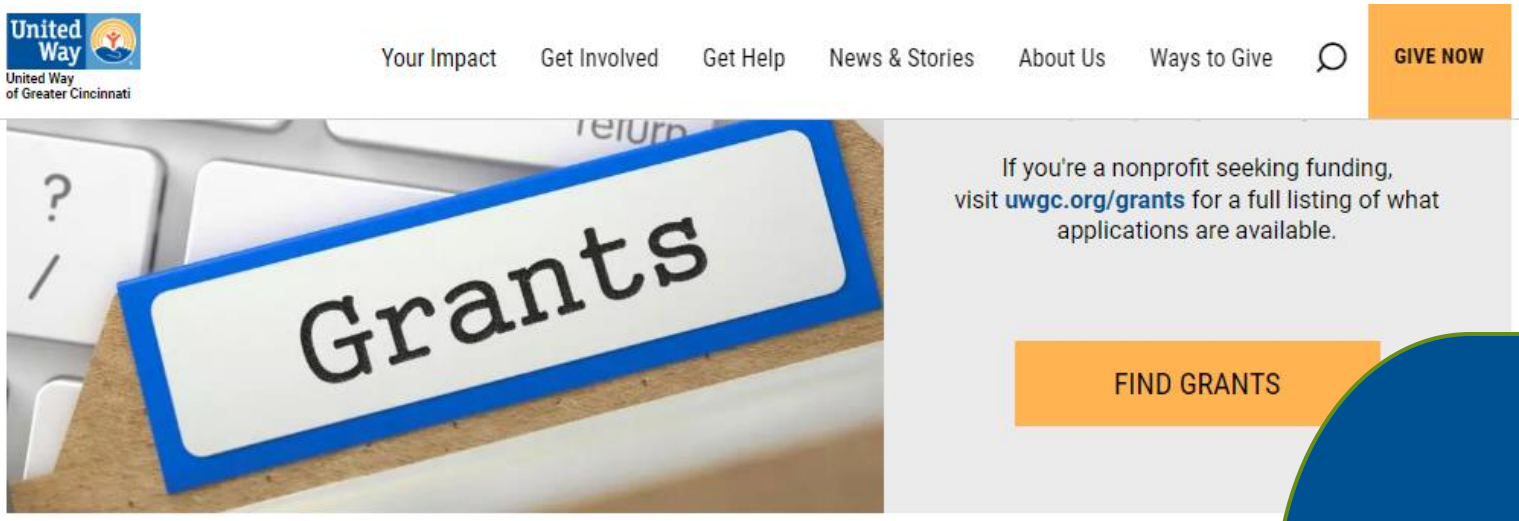
Human Services Fund

Administered by United Way of Greater Cincinnati

e-CImpact Tutorial: Part I - Creating an e-CImpact Account



Access the e-CImpact online system by visiting: https://www.uwgc.org/for-nonprofits and clicking on the **e-CImpact icon.**

QUICK LINKS

AGENCY PORTAL

Access your nonproit agency's donor and payment information.

ENTER NOW

FIND VOLUNTEERS

Register for Volunteer Connection & find expert tips to succeed.

READ MORE

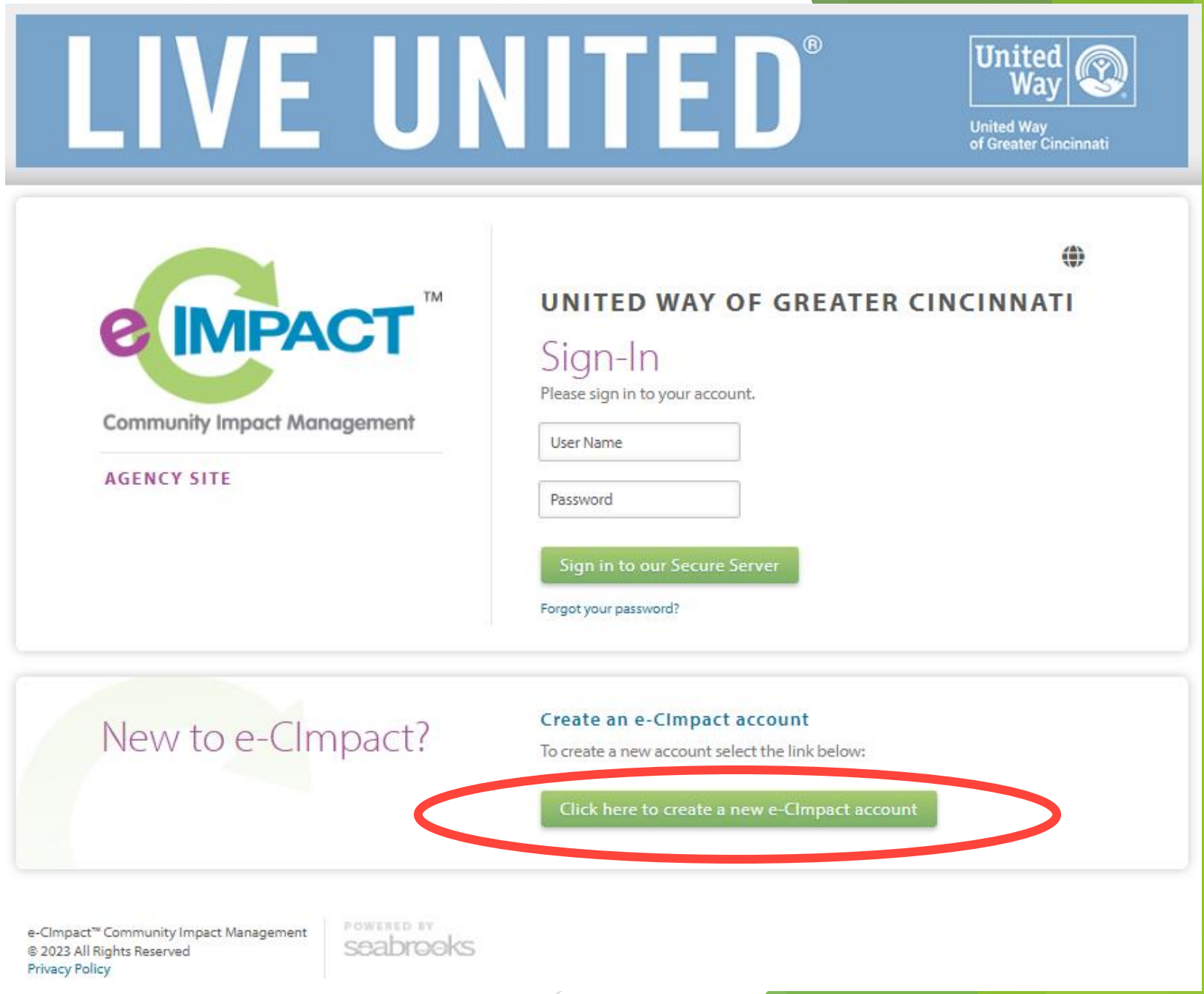
E-CIMPACT ONLINE REPORTING

Login and manage your organization's profile & information.

LOGIN NOW

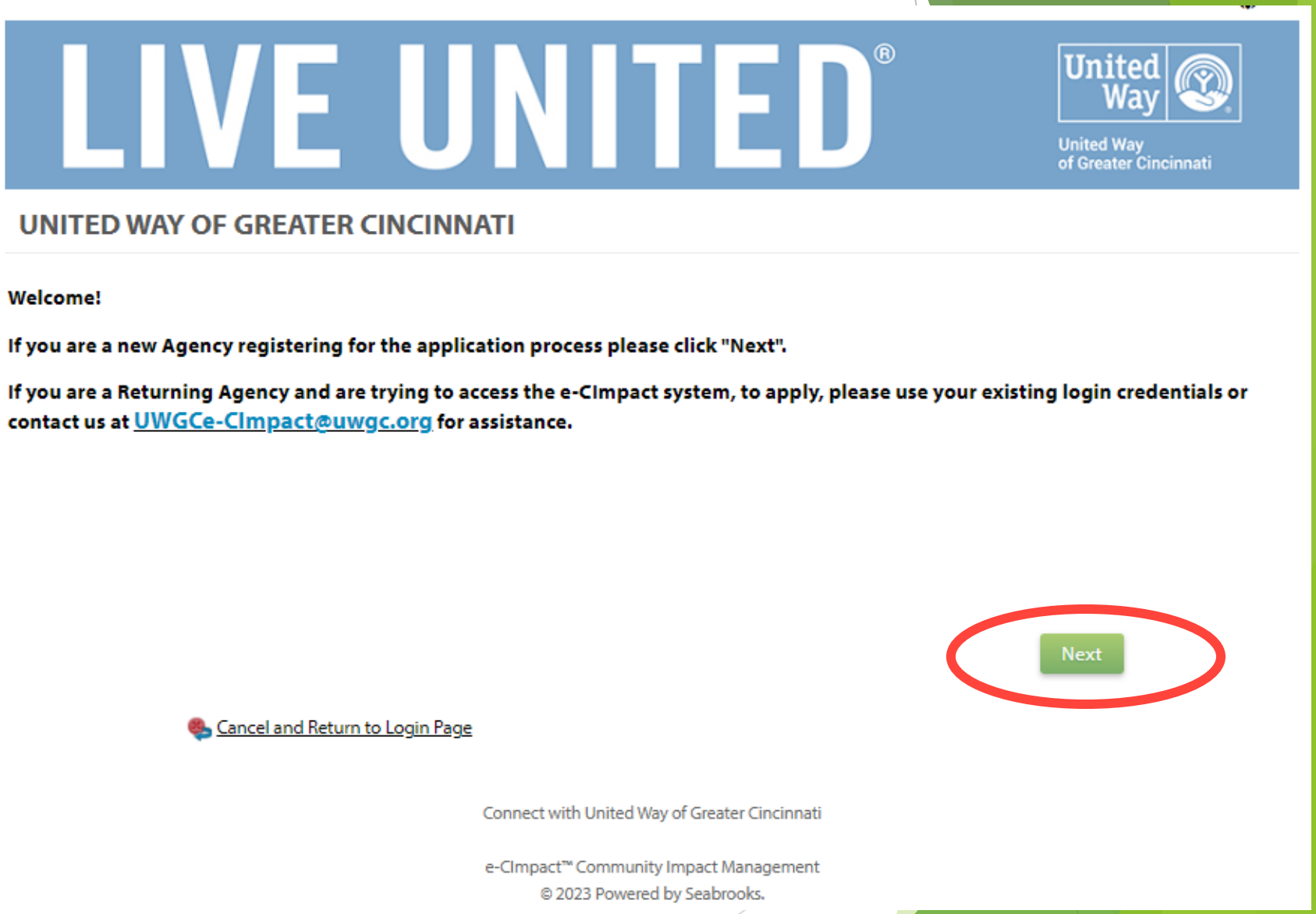
Creating a New Account

To create a new account, click the green “Click here to create a new e-CImpact account” button.

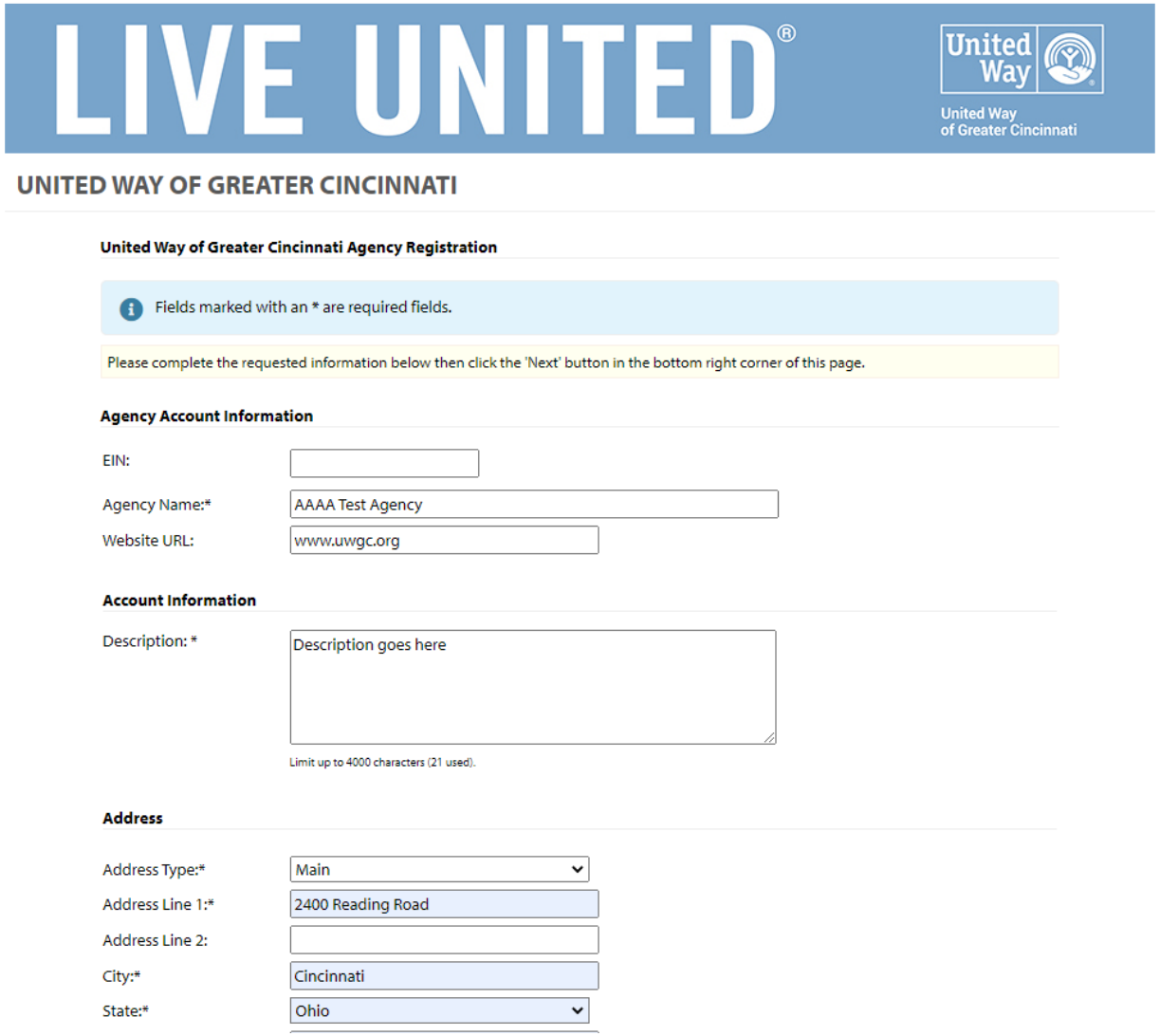


Creating a New Account

On the Welcome page click the green “Next” button.



Completing Registration



On the United Way of Greater Cincinnati Agency Registration page complete the account and contact information questions.

Creating a Username and Password

Remember to document your Login and Password that you created during the registration process. You will need it to login to e-CImpact going forward.

Preferred Login

YOUR EMAIL ADDRESS IS YOUR USER NAME.

Enter a Password then retype the Password to ensure that you have entered it correctly. Your Password must be between 6 and 15 characters in length and contain at least 1 character from 2 of the groups of alpha, numeric, or special characters. Your Password may not contain the following characters: ", %, or any spaces.

Password Examples:

-- abcdefg2 (valid, contains letters and numbers)
-- pa$$word (valid, contains letters and numbers)
-- 1234567# (valid, contains letters and numbers)
-- abcdefgh (invalid, contains only letters)
-- abc23 (invalid, less than 6 characters)

Your Username must be your organizational email address

Preferred User Name:* sample@sample.org

Password:*

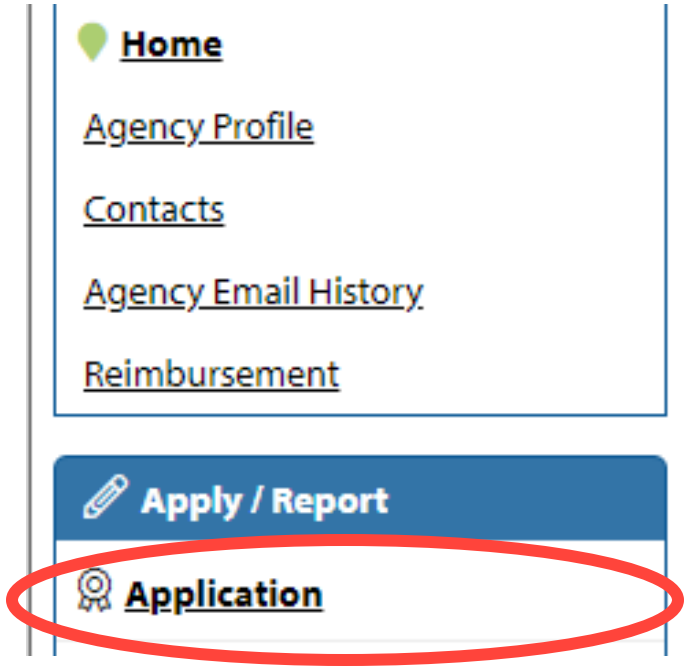
Confirm Password:*

Previous

Next

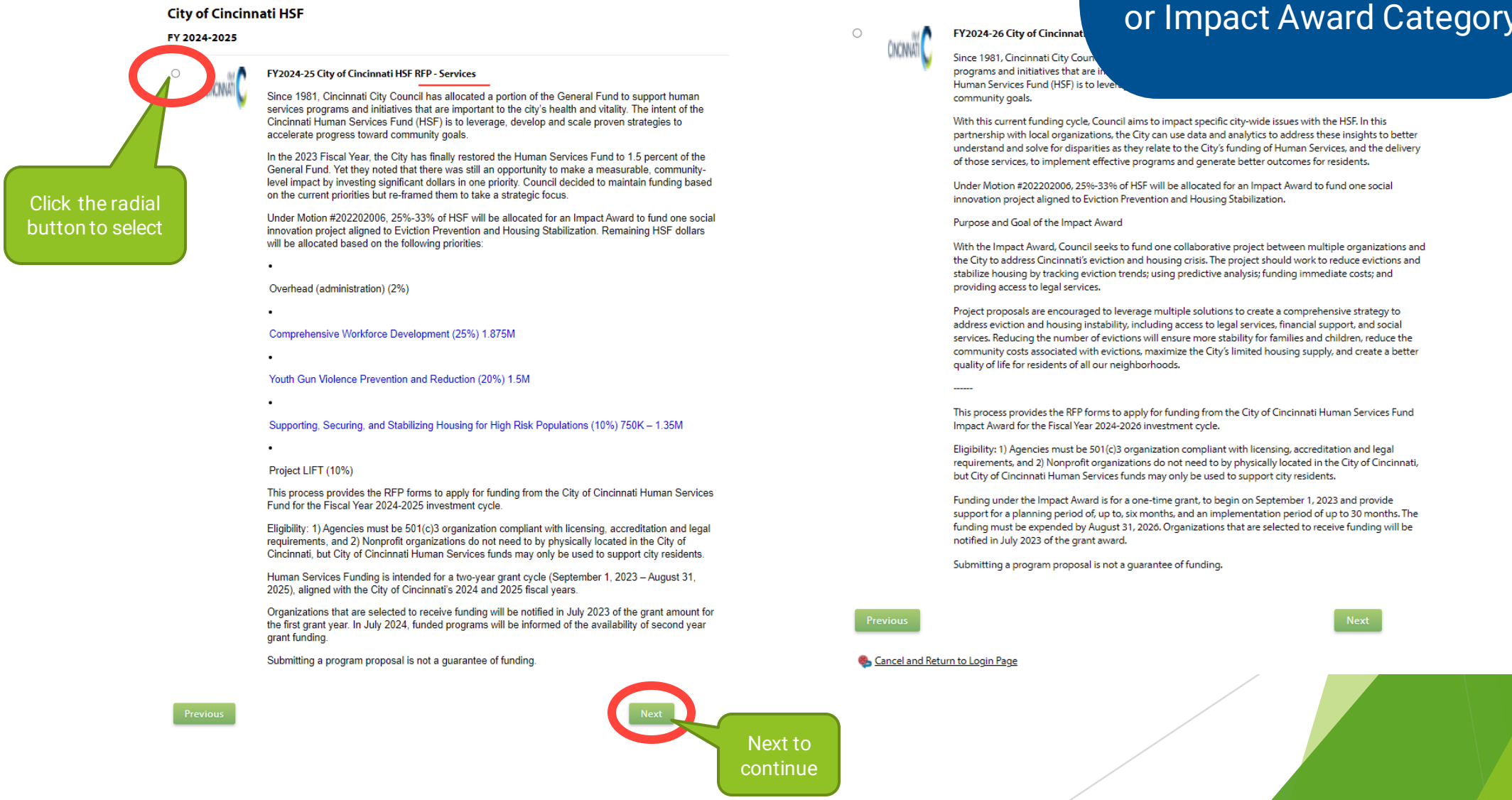
Cancel and Return to Login Page

Existing Users

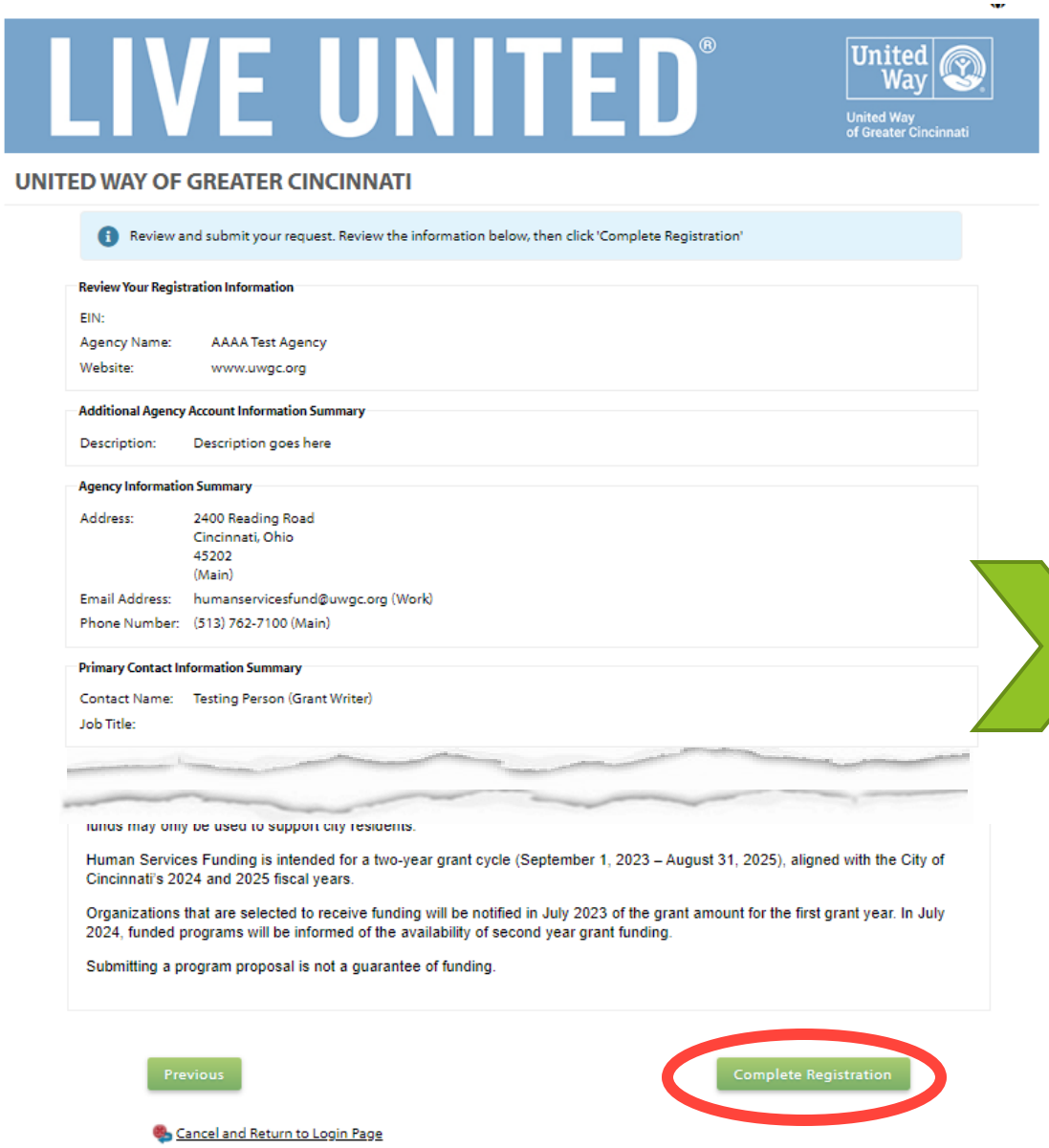


Existing e-CImpact account holders will find the HSF Service Category Application in the left side menu of their profile home page. Click "**Application**" to open.

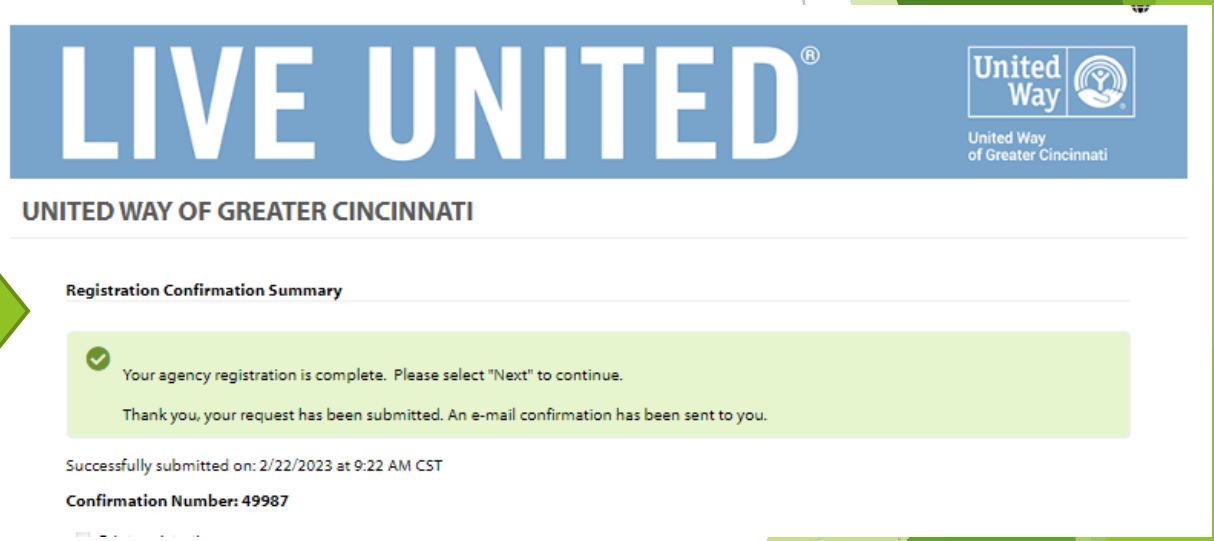
Select Application



Complete Registration



Review and complete Registration



Click 'Next' to continue to the application

Next

e-CImpact Tutorial: Part II – Adding Programs

AAAA Test Agency

- Home
- Agency Profile
- Contacts
- Agency Email History
- Reimbursement

Apply / Report

- Application

City of Cincinnati HSF

FY 2024-2025

- FY2024-25 City of Cincinnati HSF RFP - Services

City of Cincinnati HSF

FY 2024-2025 - FY2024-25 City of Cincinnati HSF RFP - Services

AAAA Test Agency

city of CINCINNATI

Since 1981, Cincinnati City Council has allocated a portion of the General Fund to support human services programs and initiatives that are important to the city's health and vitality. The intent of the Cincinnati Human Services Fund (HSF) is to leverage, develop and scale proven strategies to accelerate progress toward community goals.

In the 2023 Fiscal Year, the City has finally restored the Human Services Fund to 1.5 percent of the General Fund. Yet they noted that there was still an opportunity to make a measurable, community-level impact by investing significant dollars in one priority. Council decided to maintain funding based on the current priorities but re-framed them to take a strategic focus.

Under Motion #202202006, 25%-33% of HSF will be allocated for an Impact Award to fund one social innovation project aligned to Eviction Prevention and Housing Stabilization. Remaining HSF dollars will be allocated based on the following priorities:

- Overhead (administration) (2%)
- Comprehensive Workforce Development (25%) 1.875M
- Youth Gun Violence Prevention and Reduction (20%) 1.5M
- Supporting, Securing, and Stabilizing Housing for High Risk Populations (10%) 750K – 1.35M
- Project LIFT (10%)

This process provides the RFP forms to apply for funding from the City of Cincinnati Human Services Fund for the Fiscal Year 2024-2025 investment cycle.

Eligibility: 1) Agencies must be 501(c)3 organization compliant with licensing, accreditation and legal requirements, and 2) Nonprofit organizations do not need to by physically located in the City of Cincinnati, but City of Cincinnati Human Services funds may only be used to support city residents.

Human Services Funding is intended for a two-year grant cycle (September 1, 2023 – August 31, 2025), aligned with the City of Cincinnati's 2024 and 2025 fiscal years.

Organizations that are selected to receive funding will be notified in July 2023 of the grant amount for the first grant year. In July 2024, funded programs will be informed of the availability of second year grant funding.

Submitting a program proposal is not a guarantee of funding.

Each section listed below must be completed. To access a section, simply **click on the section name**. You may save your work at any time by clicking on the link at the bottom of the section page, Save My Work.

When you are satisfied with your responses on the section, mark it completed by clicking on the Save My Work and Mark Completed at the bottom of each section page.

When all sections of the application have been marked completed, the application may be submitted. Applications must be submitted no later than **March 31, 2023 at 5:00 PM.**

Late applications will not be accepted.

Submission Deadline: March 31, 2023 at 5:00 PM.

Assign Programs to this Application

At least one program is required for this application for funding.

To add a program to this application, select a program from the drop down (if available), or if there is no drop-down displayed, select 'Create a new Program.'

Click the link to 'Create a New Program and Assign it to this Application' to proceed to the Add new program profile page. Do not create duplicate programs.

Please ensure to click 'Complete Registration' on the Review page to successfully add your program to the application. When the Program Profile registration is complete, all of the forms for that program will display in your list of forms below.

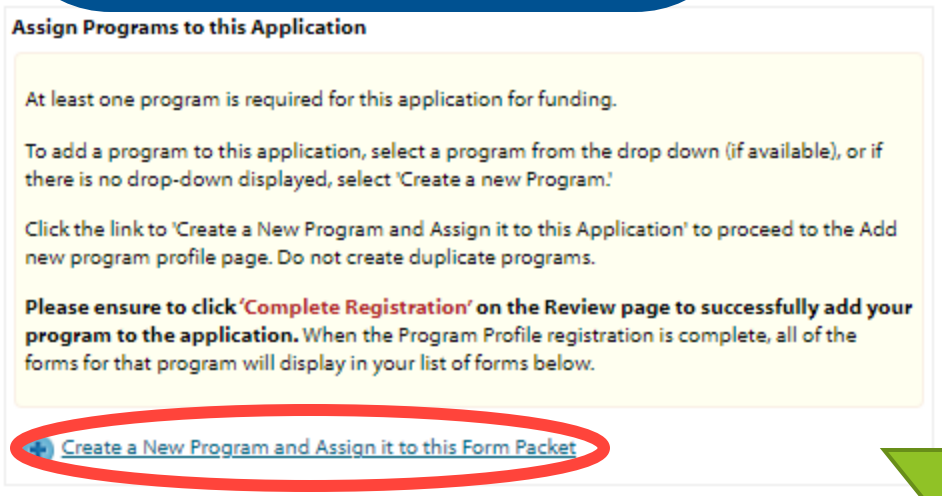
Create a New Program and Assign it to this Form Packet

This is the Services Category home page.

From here you will create programs to assign to the application and access the application sections. Look for the circled area below to begin

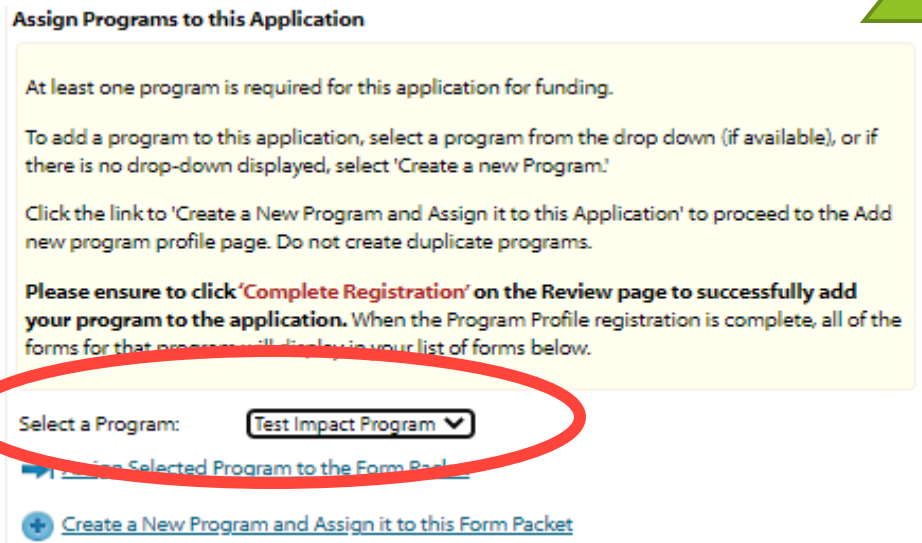
You must add at least 1 and no more than 3 programs

Step 1:
Either select your program from the drop-down or click ‘Create a New Program…’

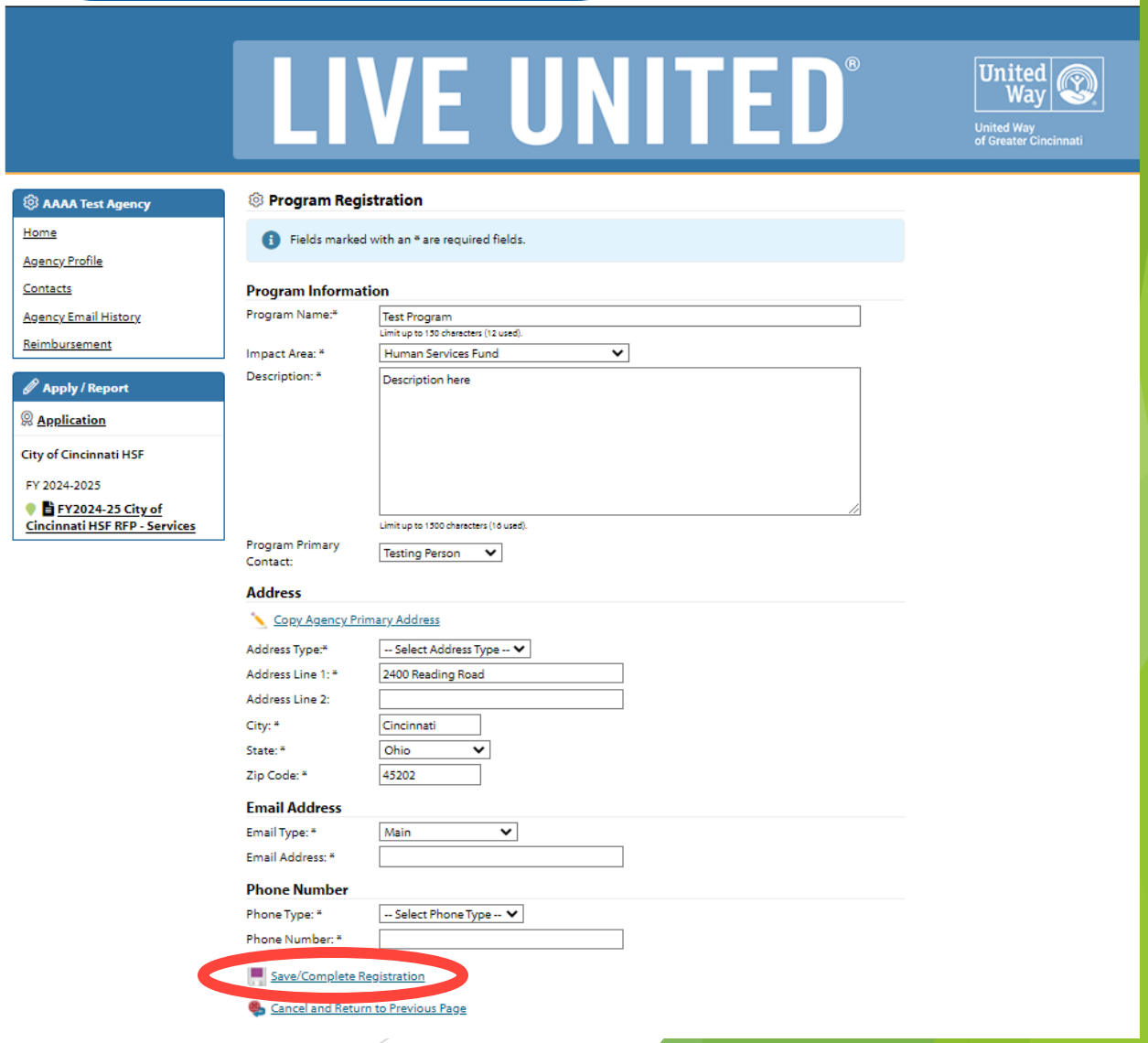


OR

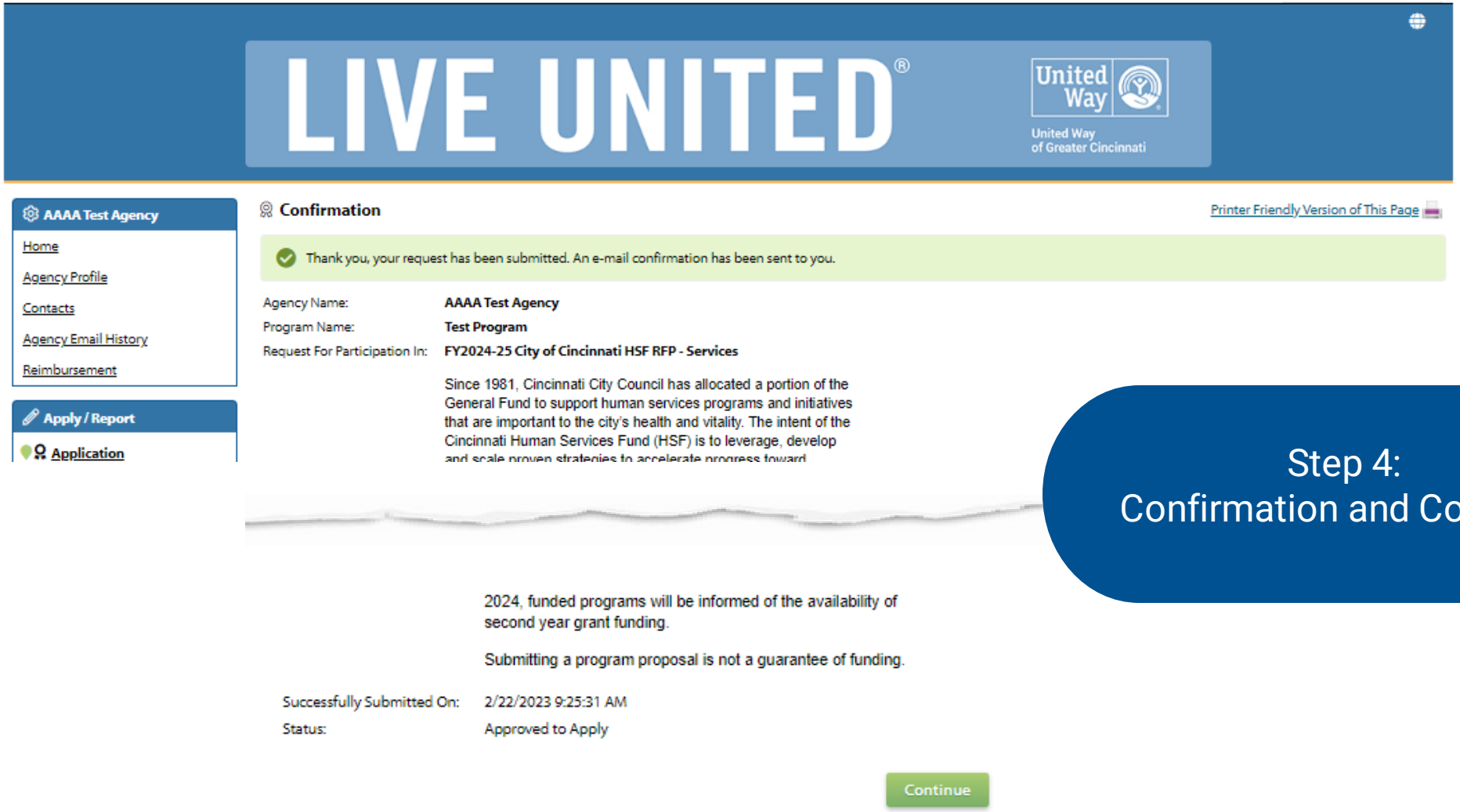
Existing users may add an existing or new program



Step 2:
Add program details and save

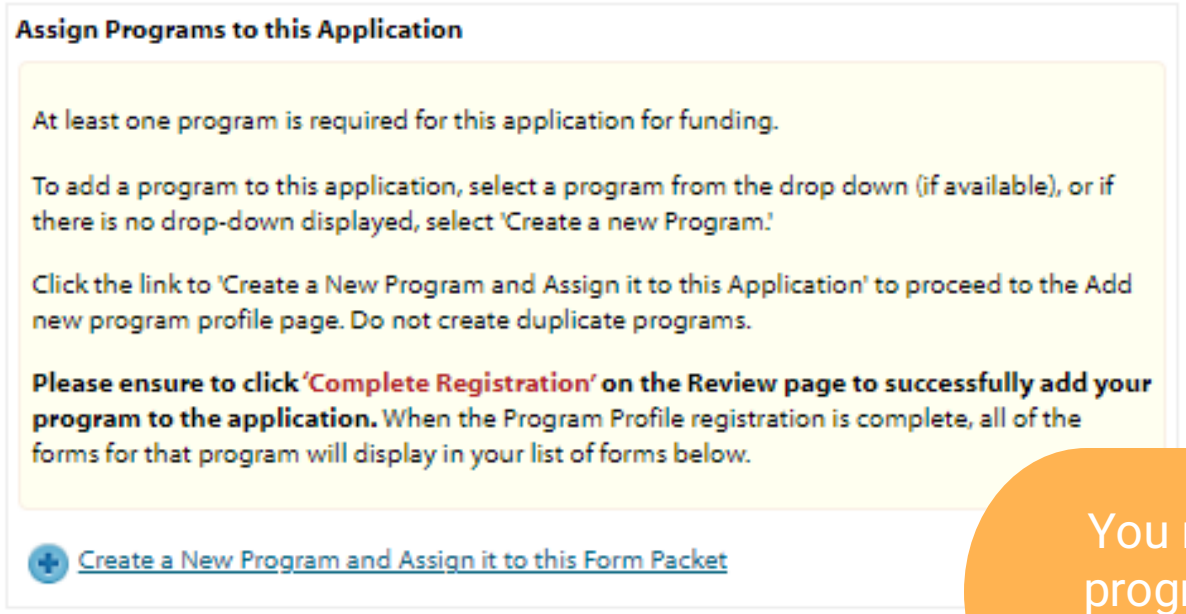


Step 3:
Review and complete registration



Step 4:
Confirmation and Continue

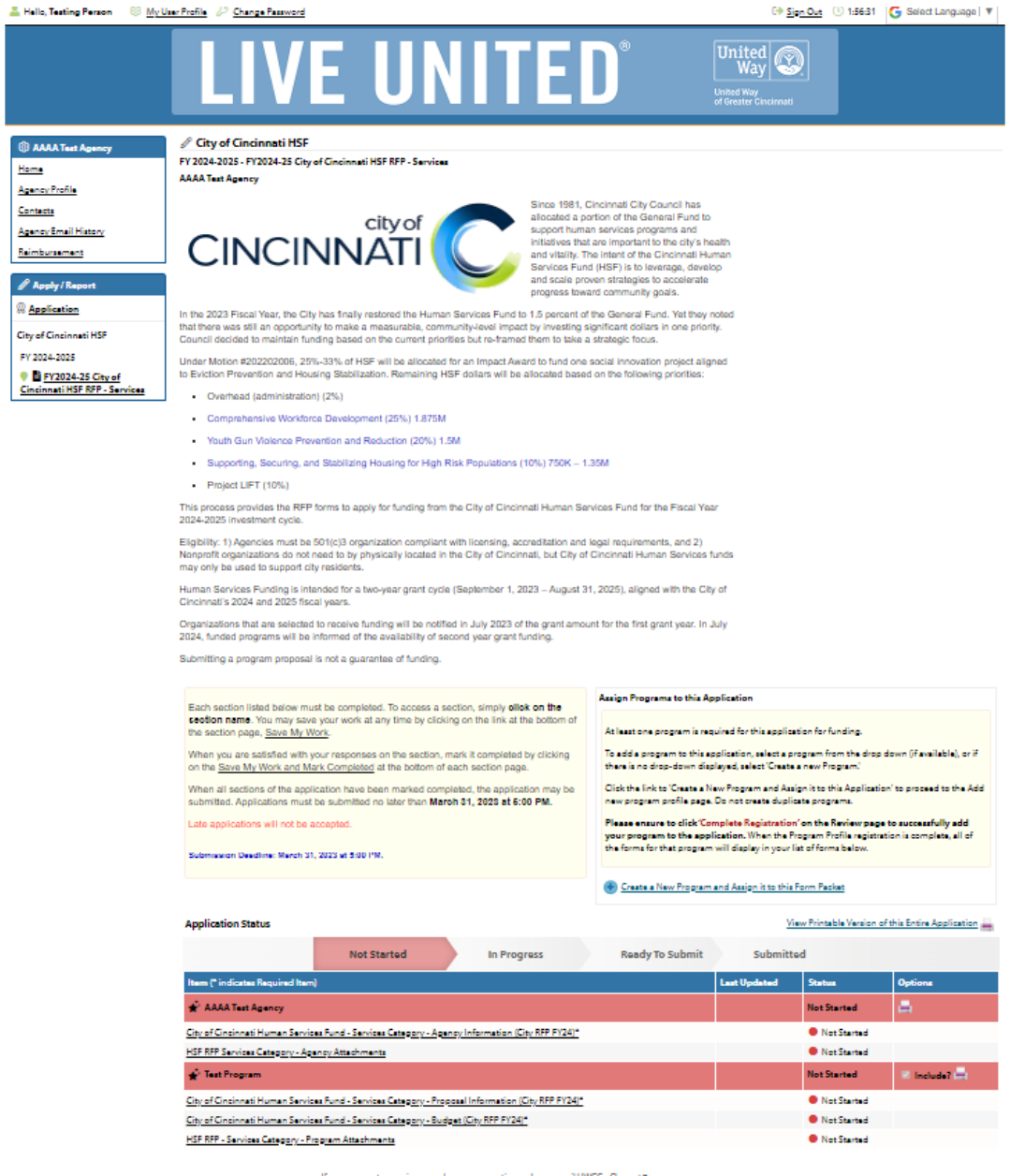
To add additional programs, repeat the steps just completed



You may add a total of 3 programs for the Service Category

e-CImpact Tutorial: Part III - Completing the Services Category Application

Application Home



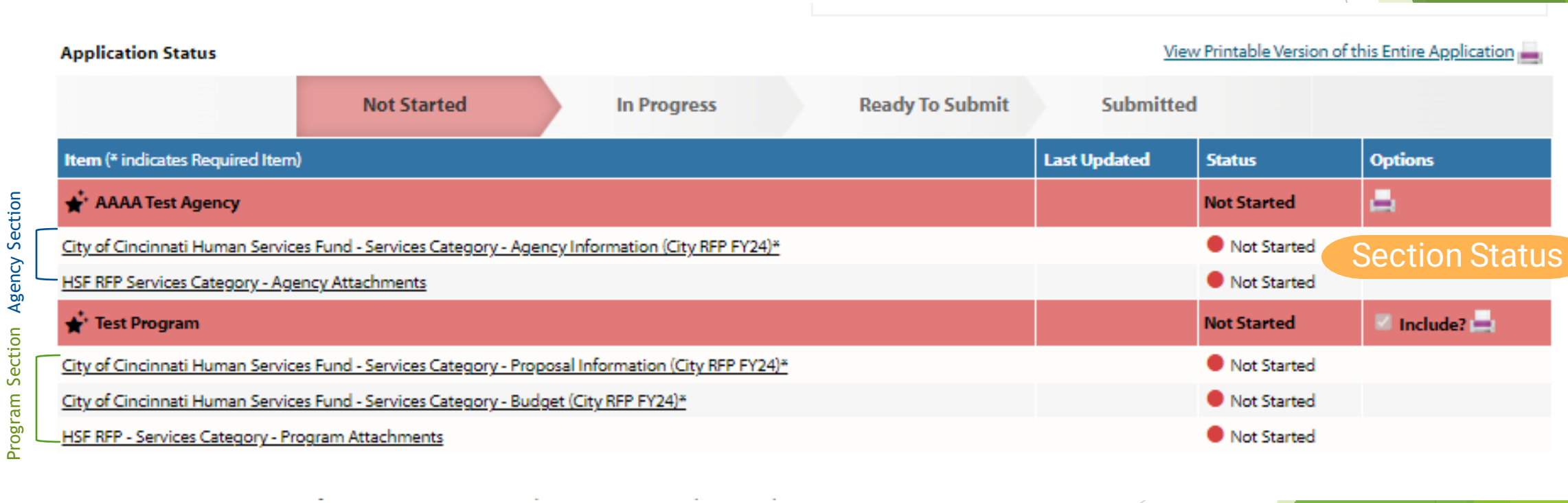
This is the Services Category application home page.

From here you will access each section of the application.

- 2 agency sections
- 3 program sections per each program submitted
- An addition program section will appear for every additional program added.

Application Sections

- Sections can be completed in any order
- Work may be saved and returned to later
- Remember to save when finished!



All sections must be filled out and submitted to complete the application.

Agency Information

Complete all questions listed in each section.

- There are text, check-box, and drop-down questions.
- Required questions are marked with an asterisk*

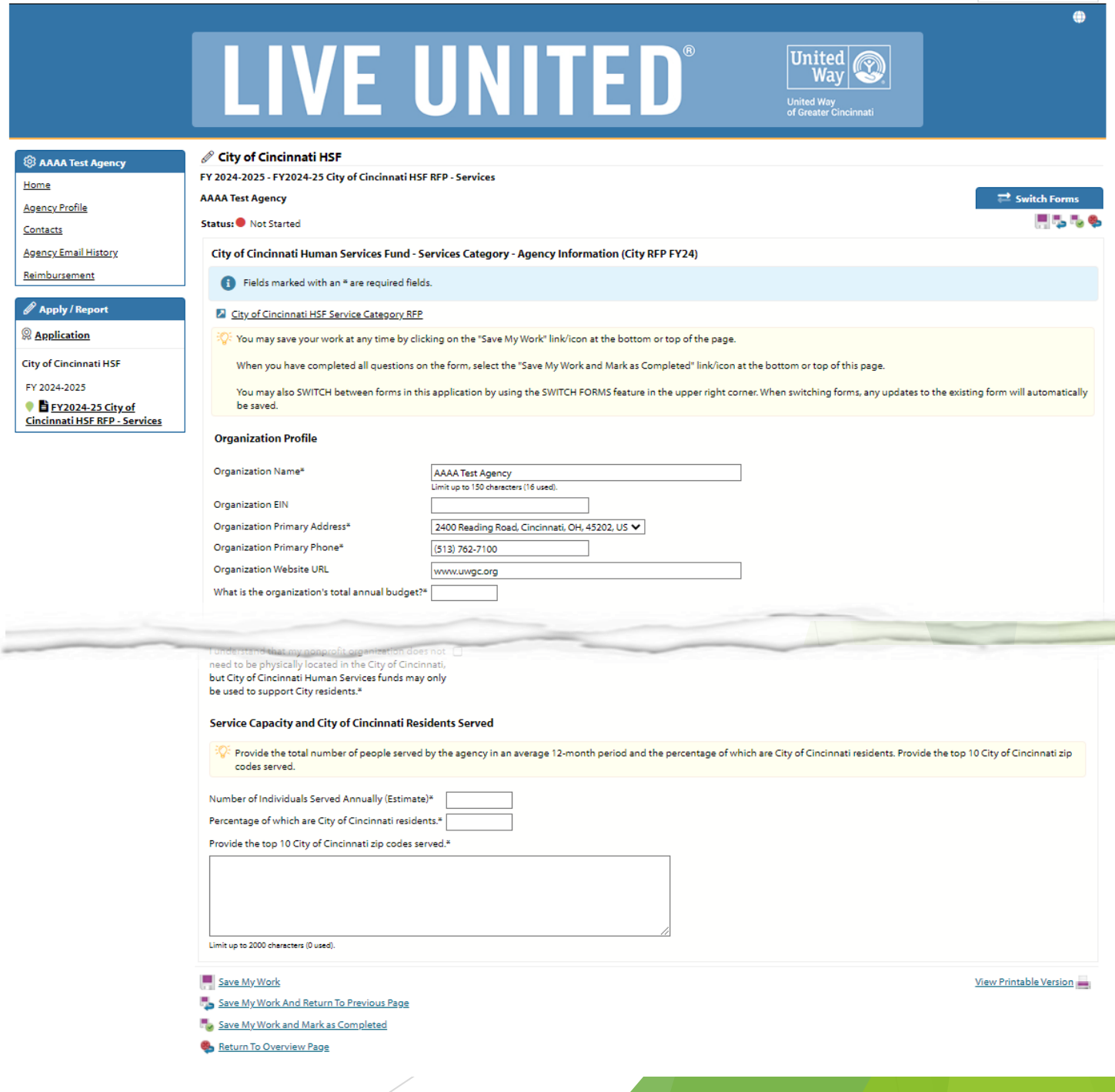
At the bottom of each section, there are several options to Save. You may save and return to complete your questions later.

Save My Work

Save My Work And Return To Previous Page

Save My Work and Mark as Completed

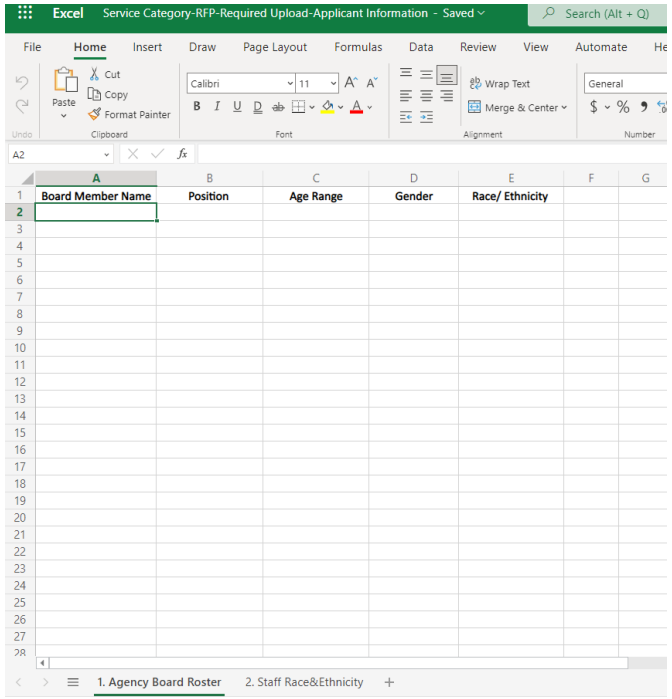
Return To Overview Page

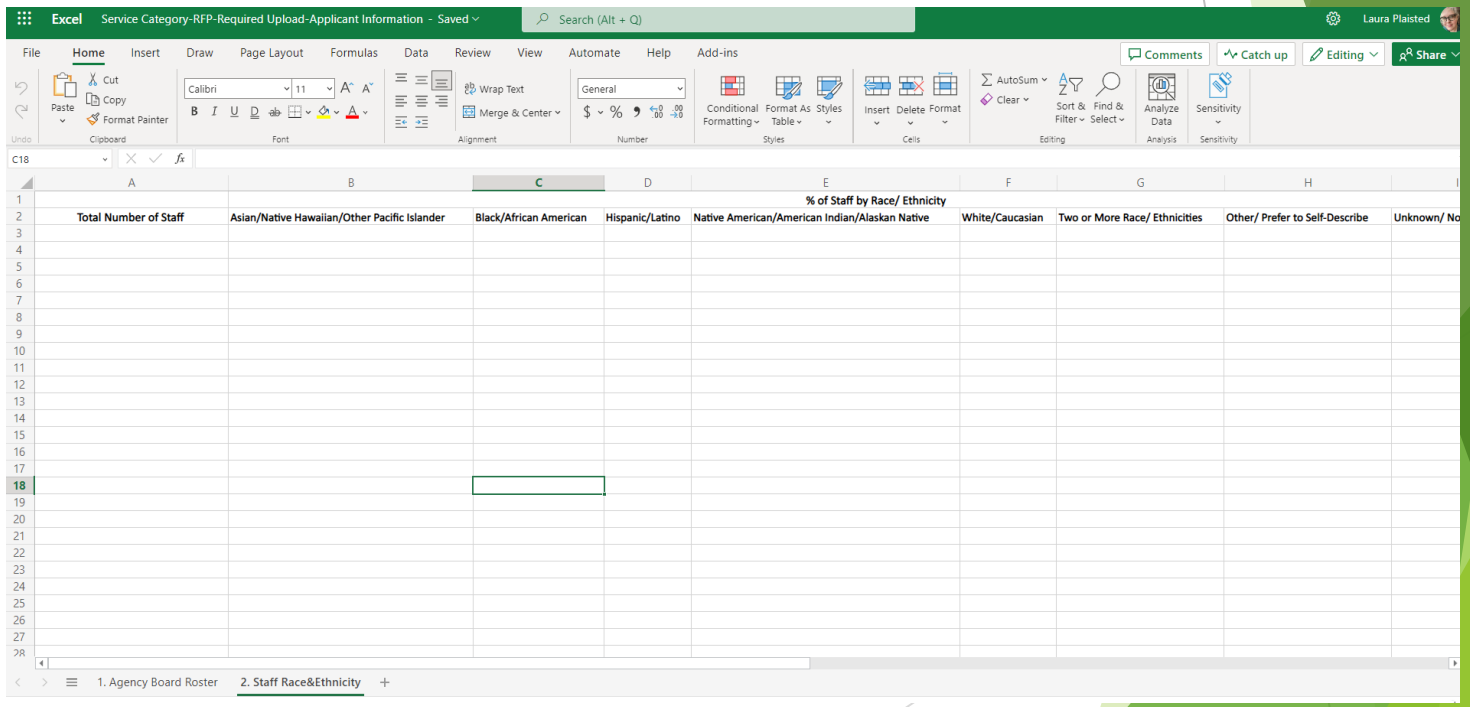


Agency Uploads

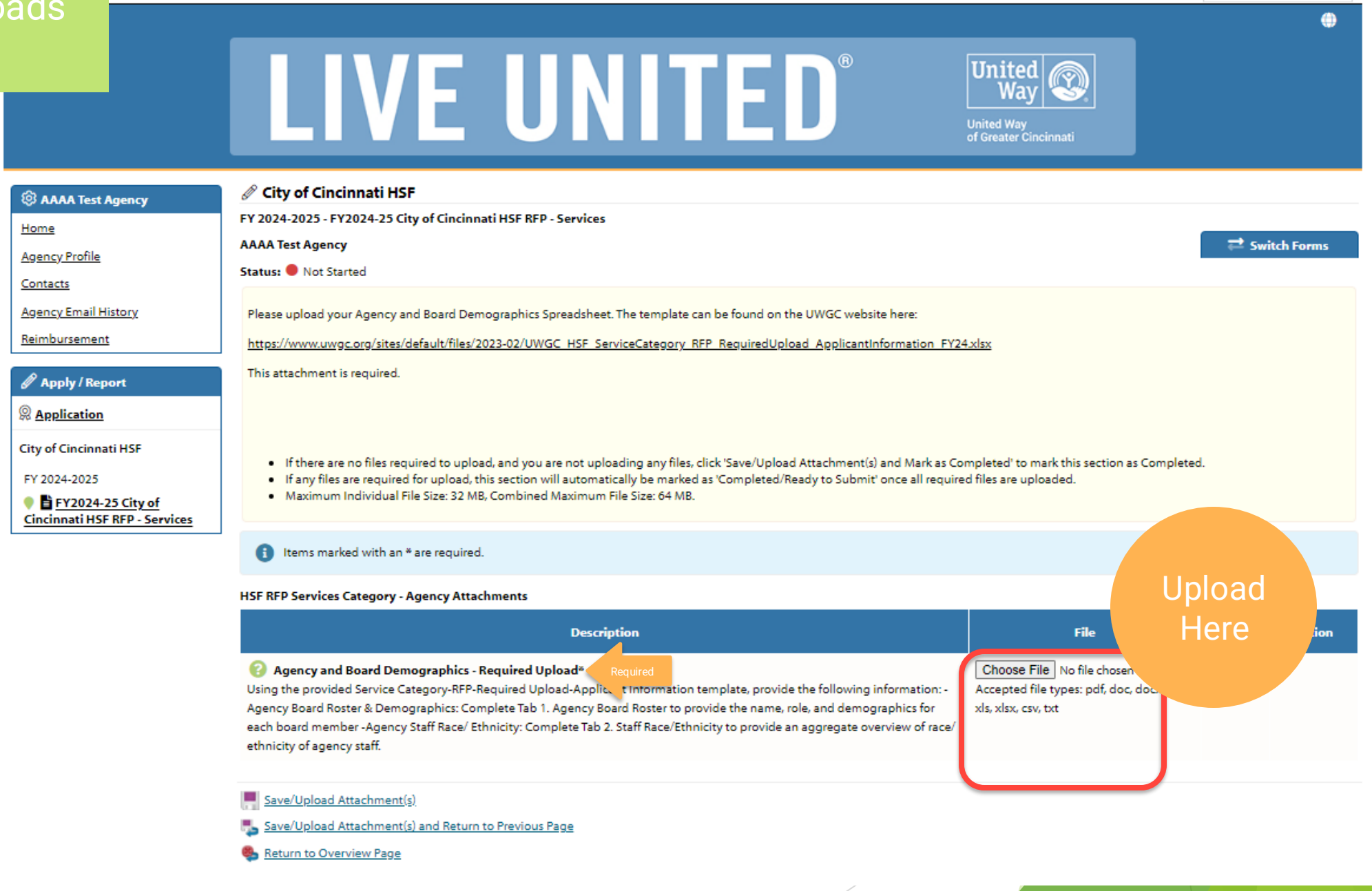
Download and complete the agency board and staff demographics required upload.

- The template can be downloaded from here.



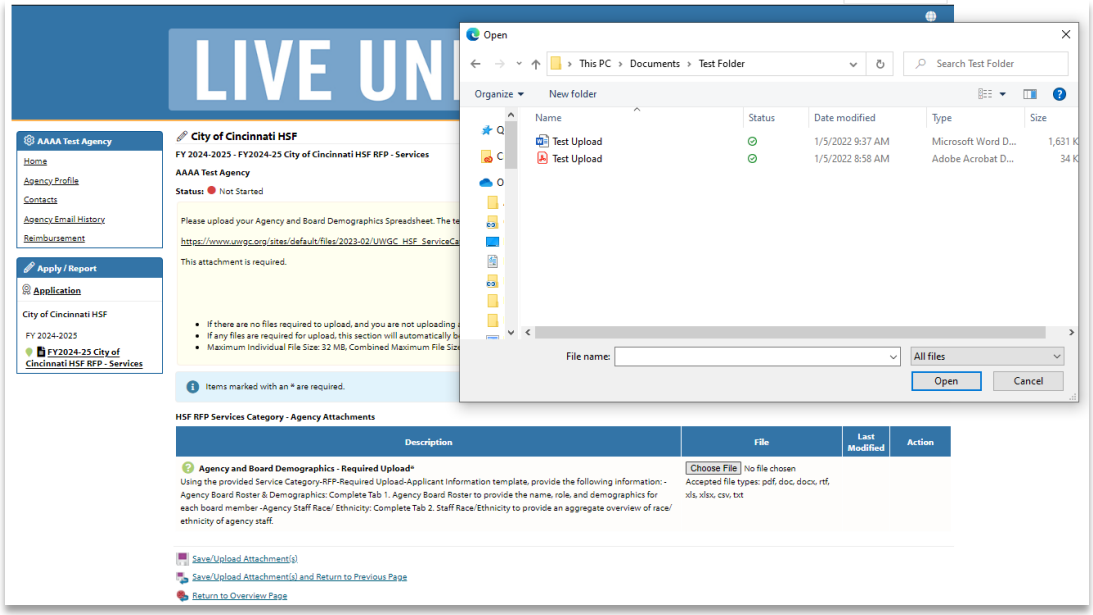


Agency Uploads

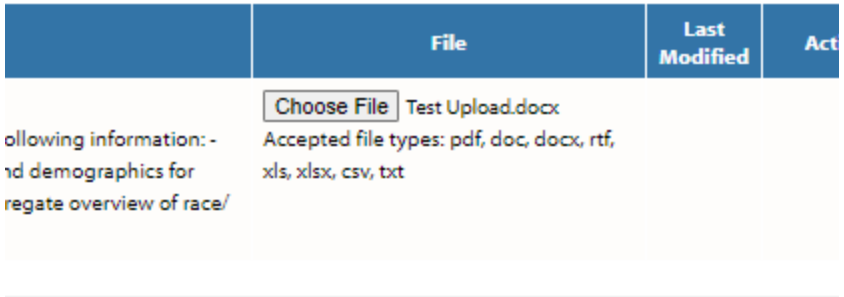


Agency Uploads

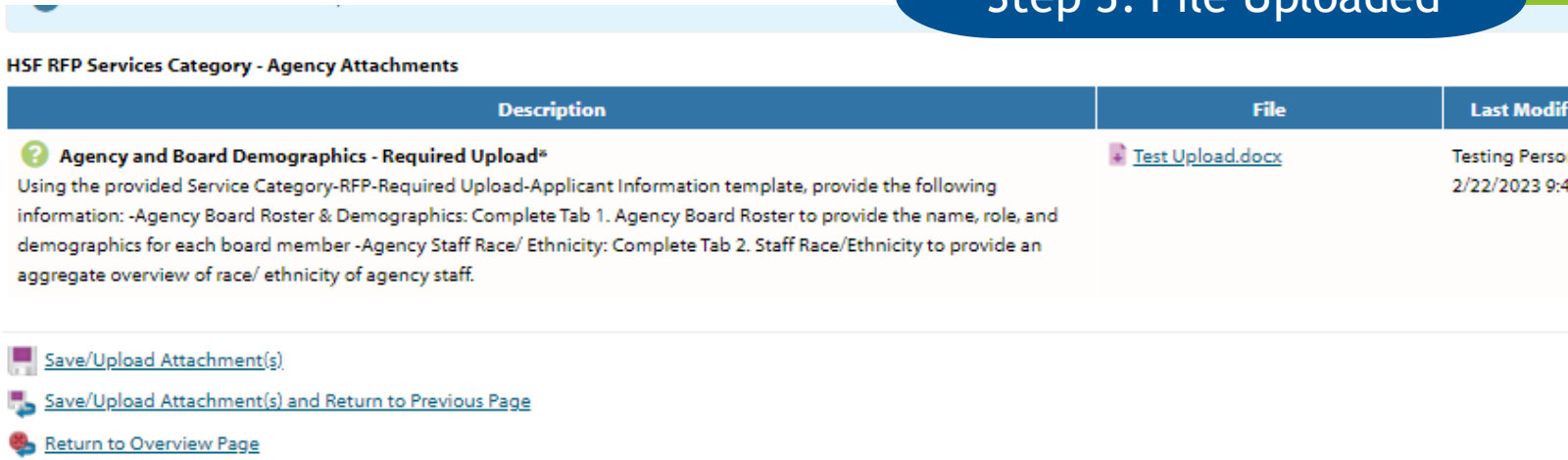
Step 1: Choose File



Step 2: File Selected
Click Save/Upload Attachment(s)



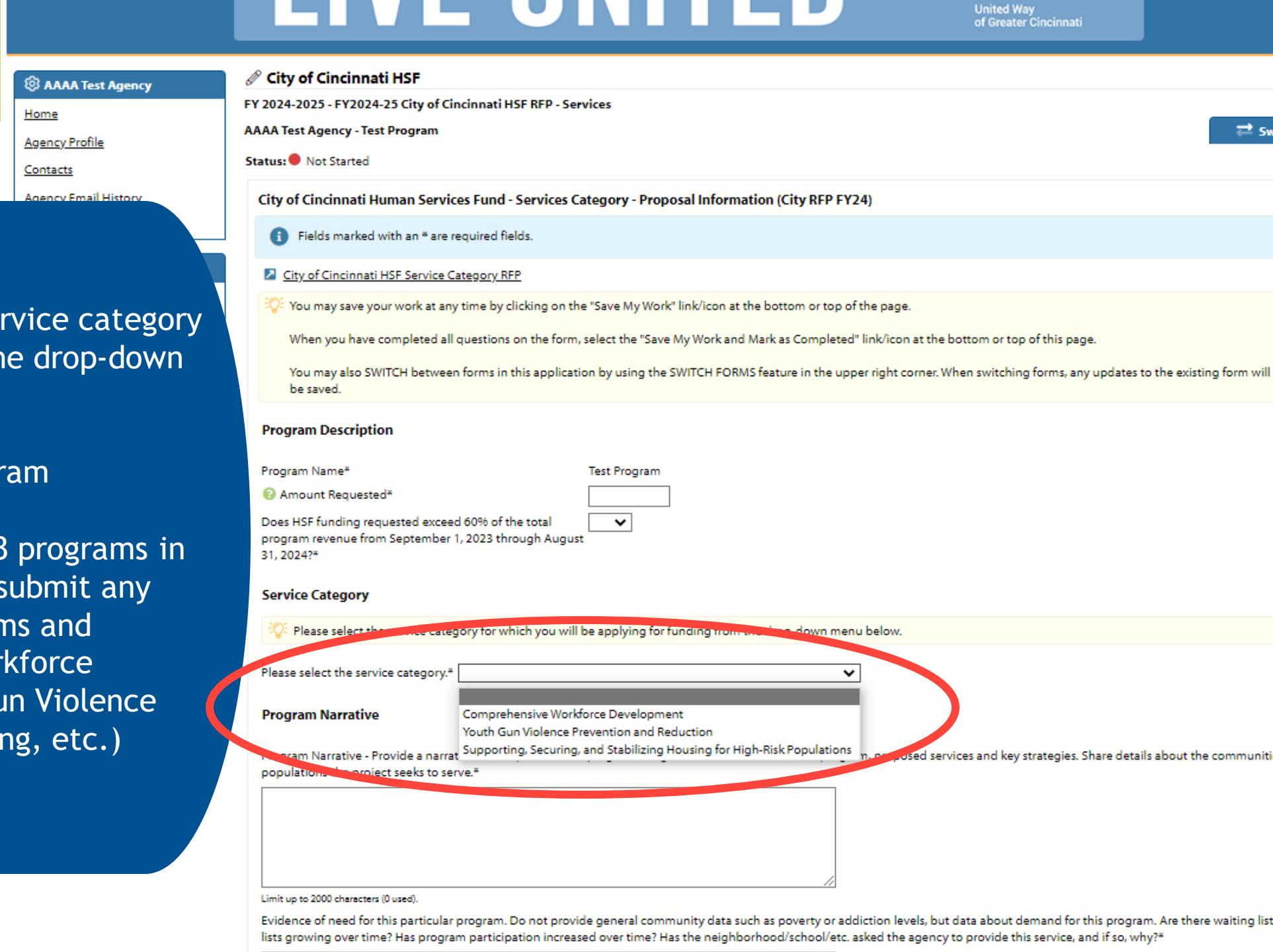
Step 3: File Uploaded



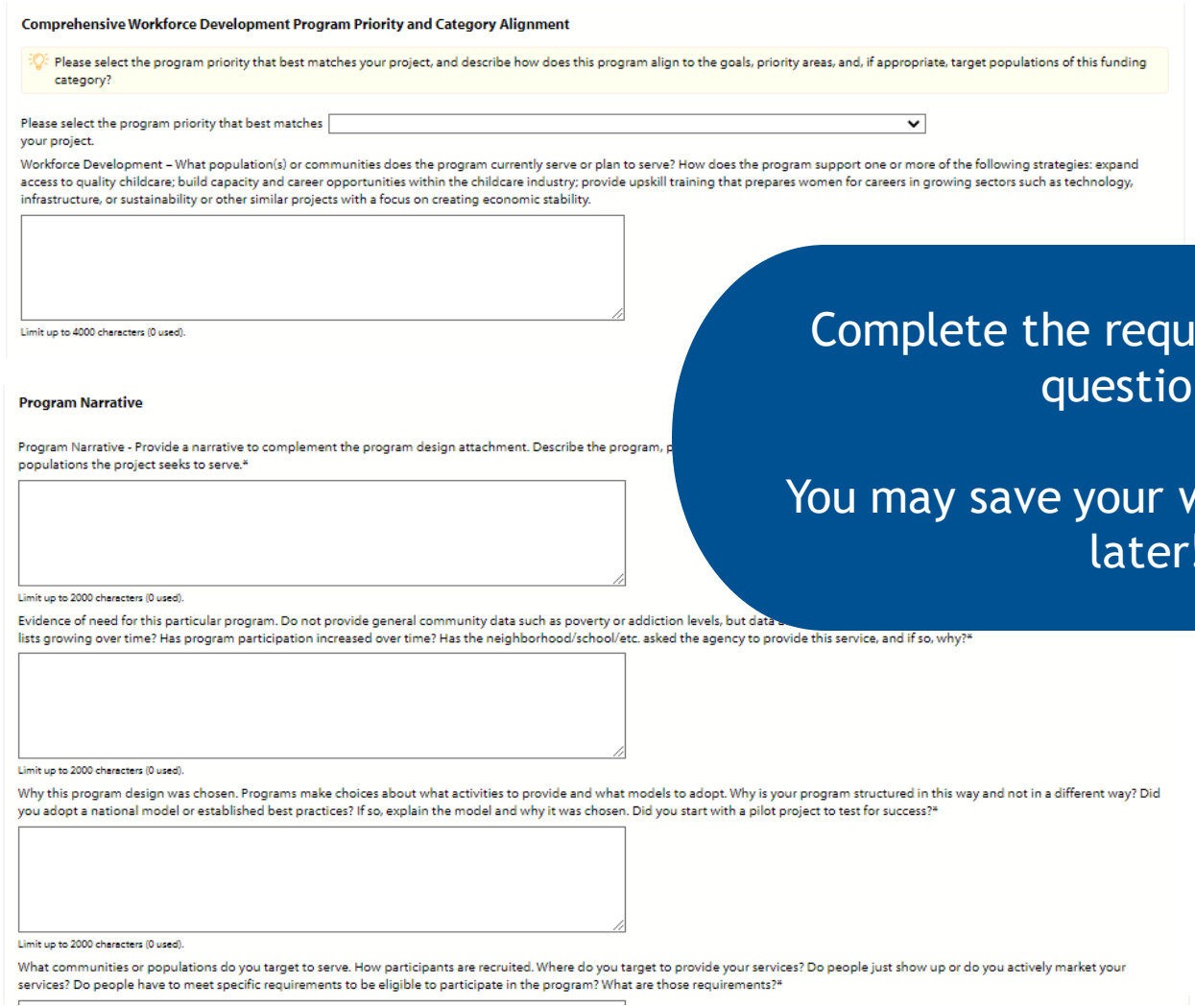
Proposal Information

Select the appropriate service category for this program from the drop-down menu.

- One category per program
- You may submit up to 3 programs in the same category, or submit any combination of programs and categories. (e.g. 3 Workforce programs or 2 Youth Gun Violence and 1 Stabilizing Housing, etc.)



Proposal Information Cont.



Comprehensive Workforce Development Program Priority and Category Alignment

Please select the program priority that best matches your project, and describe how does this program align to the goals, priority areas, and, if appropriate, target populations of this funding category?

Please select the program priority that best matches your project.

Workforce Development – What population(s) or communities does the program currently serve or plan to serve? How does the program support one or more of the following strategies: expand access to quality childcare; build capacity and career opportunities within the childcare industry; provide upskill training that prepares women for careers in growing sectors such as technology, infrastructure, or sustainability or other similar projects with a focus on creating economic stability.

Limit up to 4000 characters (0 used).

Program Narrative

Program Narrative - Provide a narrative to complement the program design attachment. Describe the program, p
populations the project seeks to serve.*

Limit up to 2000 characters (0 used).

Evidence of need for this particular program. Do not provide general community data such as poverty or addiction levels, but data s
lists growing over time? Has program participation increased over time? Has the neighborhood/school/etc. asked the agency to provide this service, and if so, why?*

Limit up to 2000 characters (0 used).

Why this program design was chosen. Programs make choices about what activities to provide and what models to adopt. Why is your program structured in this way and not in a different way? Did you adopt a national model or established best practices? If so, explain the model and why it was chosen. Did you start with a pilot project to test for success?*

Limit up to 2000 characters (0 used).

What communities or populations do you target to serve. How participants are recruited. Where do you target to provide your services? Do people just show up or do you actively market your services? Do people have to meet specific requirements to be eligible to participate in the program? What are those requirements?*

Data-Informed Approach(es) and Impact

Share how the program used or plans to use data to inform the delivery of services. This could include details on evidence from proven models or research, best practices, past outcomes and internal learnings, or evidence in support of the program design.*

Limit up to 2000 characters (0 used).

Current and Proposed Outcomes

Provide a brief narrative of results over time, if available, and proposed outcomes. If possible, compare program results with national data on non-program participants or other baseline data.*

Limit up to 2000 characters (0 used).

Expertise

to serve targeted communities and implement the project proposed. Explain how the program will have the capacity to achieve its

the program would be sustained after this grant period, if funded. List specific sources of funds and anticipated amounts to be
uman Services funding would be spent and how this would impact the program and results. Explain how the City of Cincinnati wou
incinnati residents will be served.*

Limit up to 4000 characters (0 used).

Additional Information

Provide any other important information that was not included in other sections of the Request for Proposal.
(Response optional)

Limit up to 2000 characters (0 used).

Save My Work

Save My Work And Return To Previous Page

Save My Work and Mark as Completed

Return To Overview Page

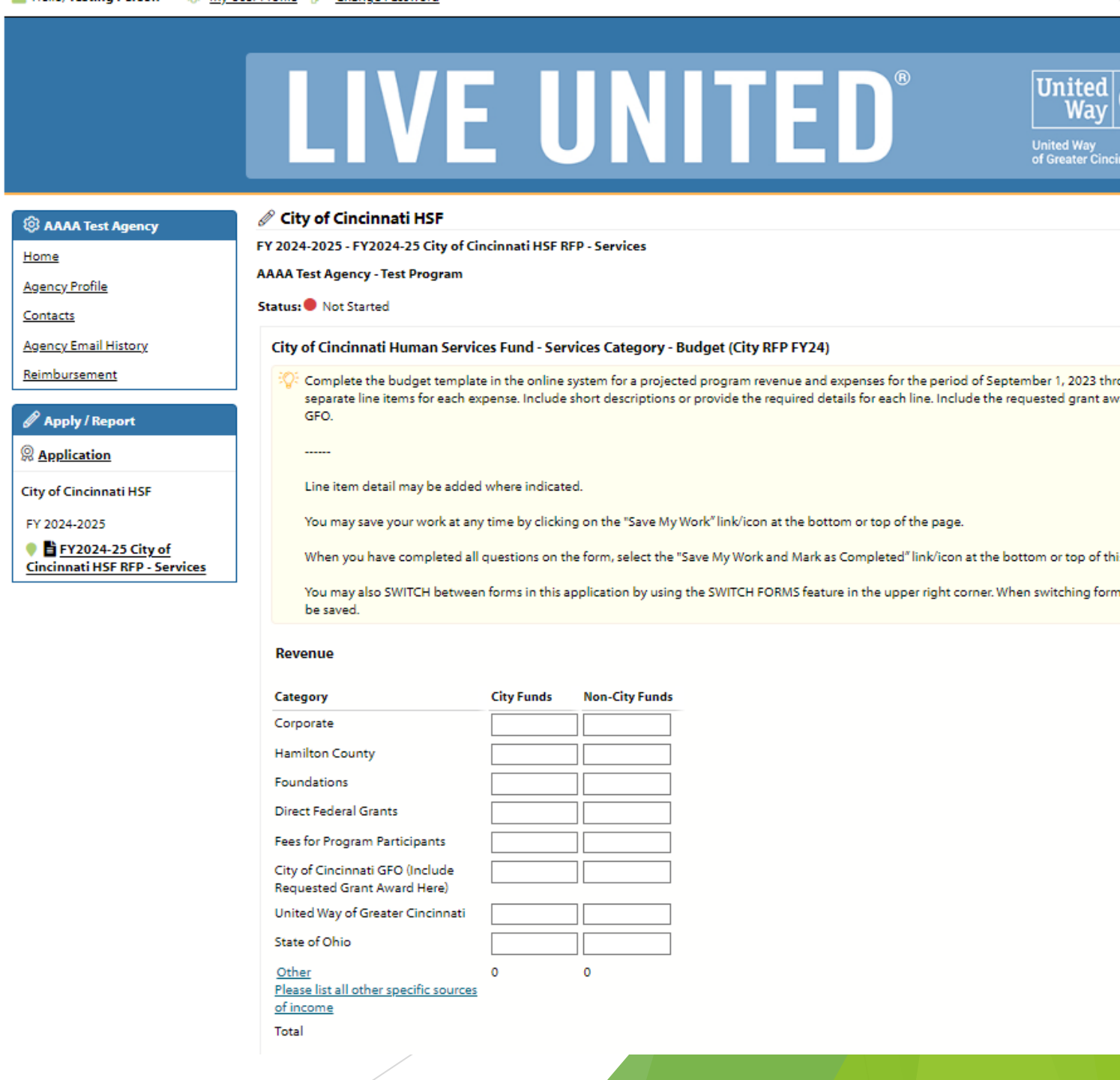
View Printable Version

Complete the required narrative questions.

You may save your work and return later!

Budget Section

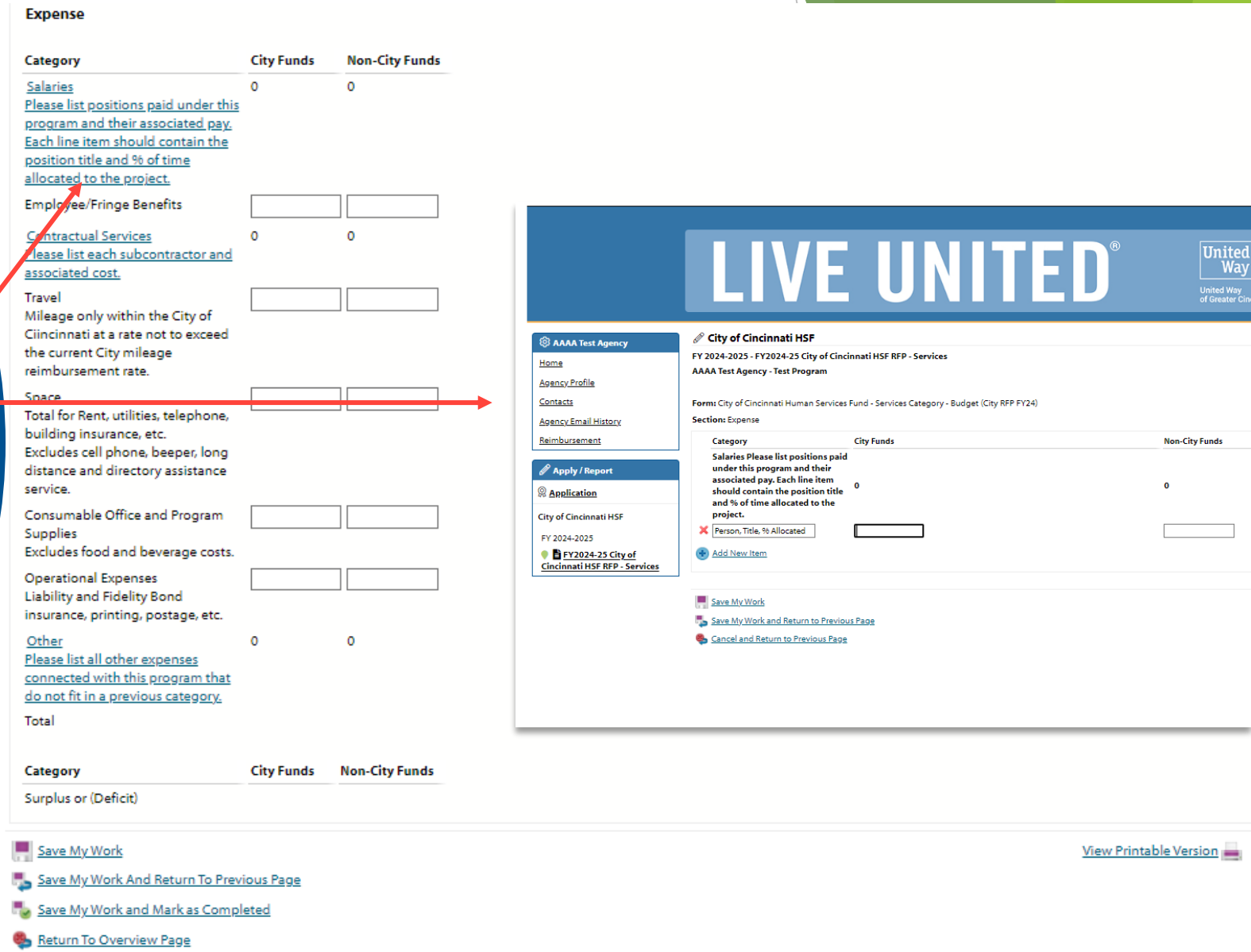
Enter your revenue for FY24-25 for your project.



Budget Section

Enter your expenses for FY24-25 for your project.

Line items can be entered by clicking on the underlined category links, this will open a pop-up window to enter the line-items



Expense

Category	City Funds	Non-City Funds
Salaries Please list positions paid under this program and their associated pay. Each line item should contain the position title and % of time allocated to the project.	0	0
Employee/Fringe Benefits		
Contractual Services Please list each subcontractor and associated cost.	0	0
Travel Mileage only within the City of Ciincinnati at a rate not to exceed the current City mileage reimbursement rate.		
Space Total for Rent, utilities, telephone, building insurance, etc. Excludes cell phone, beeper, long distance and directory assistance service.		
Consumable Office and Program Supplies Excludes food and beverage costs.		
Operational Expenses Liability and Fidelity Bond insurance, printing, postage, etc.		
Other Please list all other expenses connected with this program that do not fit in a previous category.	0	0
Total		

Category	City Funds	Non-City Funds
Surplus or (Deficit)		

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

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United Way of Greater Cin

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Home
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Application
City of Cincinnati HSF
FY 2024-2025
FY2024-25 City of Cincinnati HSF RFP - Services

City of Cincinnati HSF
FY 2024-2025 - FY2024-25 City of Cincinnati HSF RFP - Services
AAAA Test Agency - Test Program

Form: City of Cincinnati Human Services Fund - Services Category - Budget (City RFP FY24)
Section: Expense

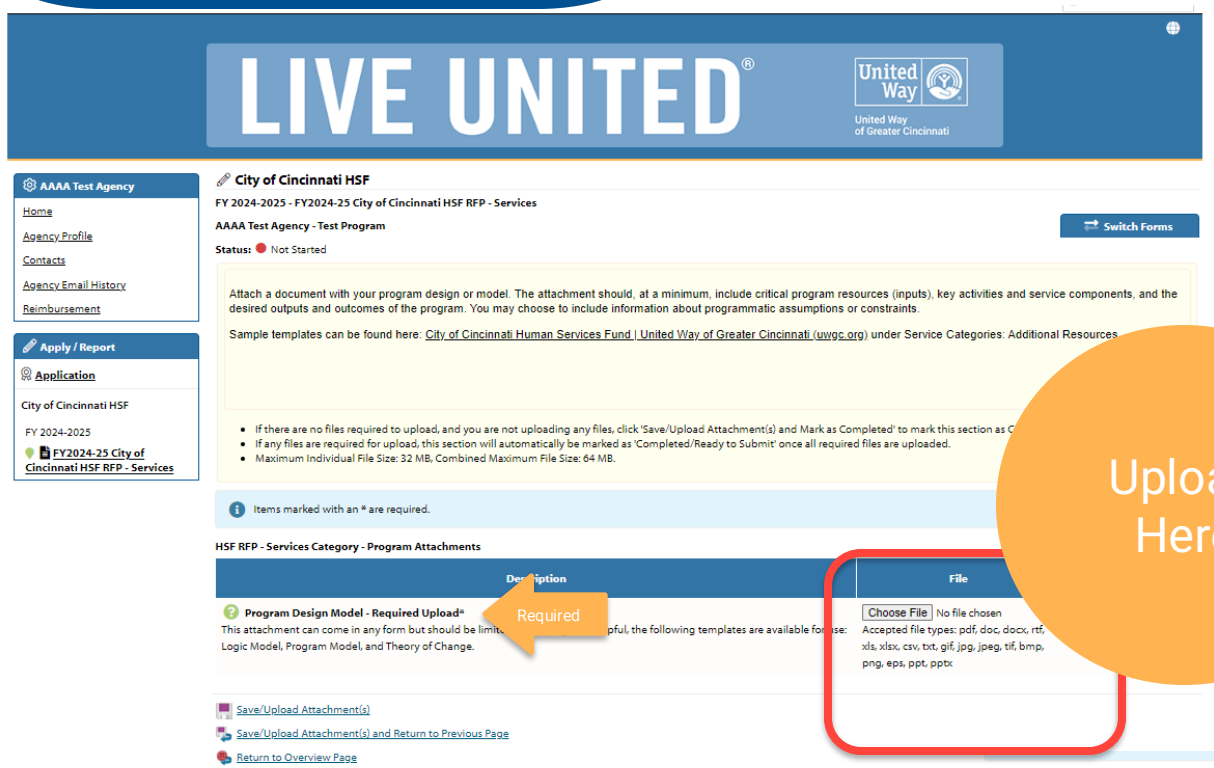
Category	City Funds	Non-City Funds
Salaries Please list positions paid under this program and their associated pay. Each line item should contain the position title and % of time allocated to the project.	0	0
Person, Title, % Allocated		

Add New Item

Save My Work
Save My Work and Return to Previous Page
Cancel and Return to Previous Page

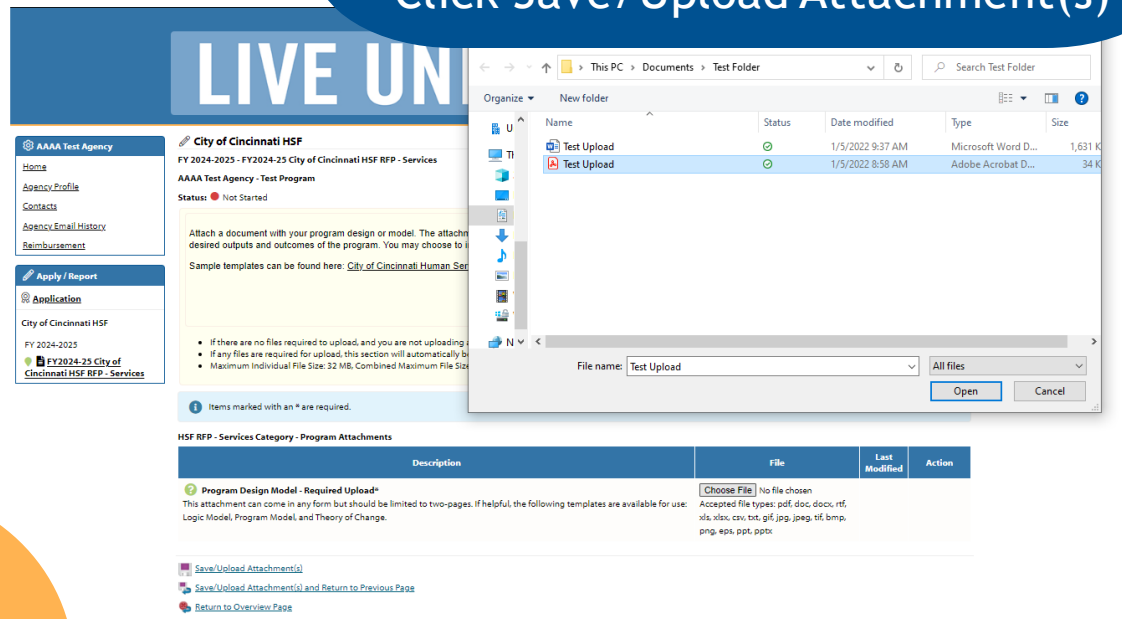
Program Uploads

Step 1: Choose File

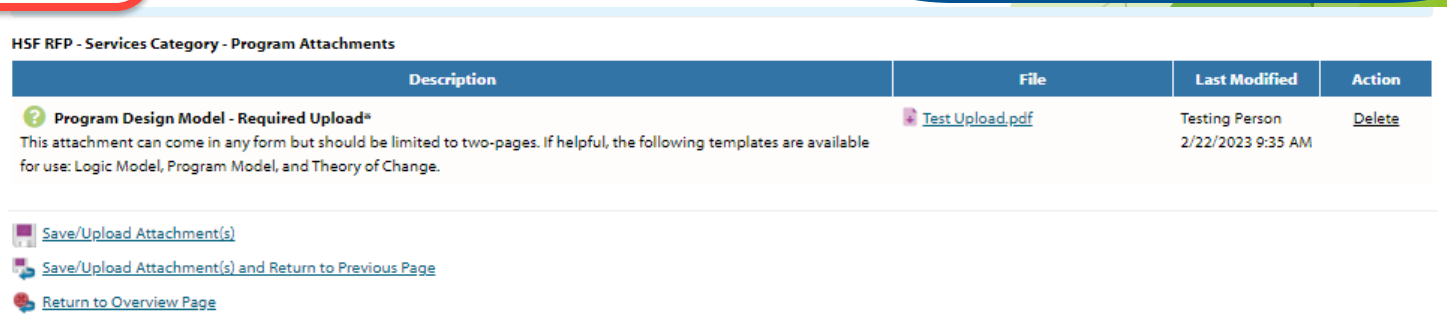


Upload Here

Step 2: File Selected
Click Save/Upload Attachment(s)



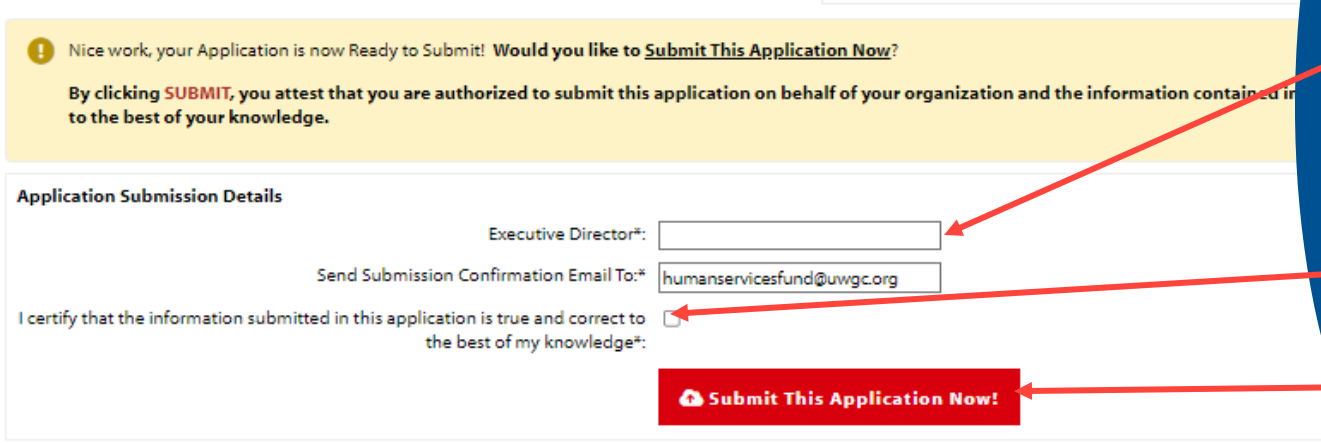
Step 3: File Uploaded

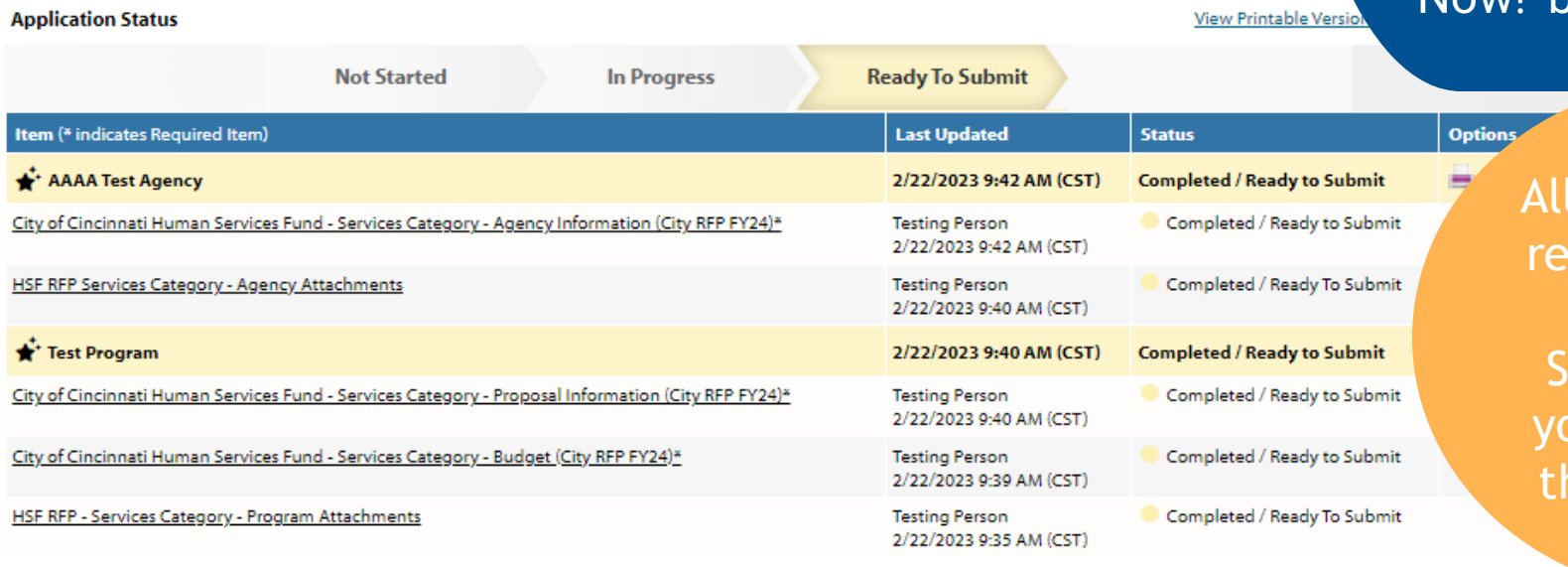


Sample program design templates are available here.

Once all sections read 'Completed/Ready to Submit', you are ready to submit your application!

- Have your Executive Director/CEO sign off on the proposal by entering their name here
- Select the certification button
- Click the red 'Submit This Application Now!' button





All sections must read 'Completed /Ready to Submit' before you may submit the application

Congratulations!

Your application is complete. You'll receive an email confirmation of submittal

Key Dates and Deadlines:

- March 17, 2023, 4PM: Deadline for questions for the Service Category RFP
- **March 31, 2023, 5PM: Service Category RFP Proposal Due Date**
- April 14, 2023, 4PM: Deadline for questions for the Impact Award
- **April 28, 2023, 5PM: Impact Award RFP Proposal Due Date**
- July 2023: Notification of Grant Awards

Questions?

humanservicesfund@uwgc.org

For the RFP and additional information please head to the UWGC website here.