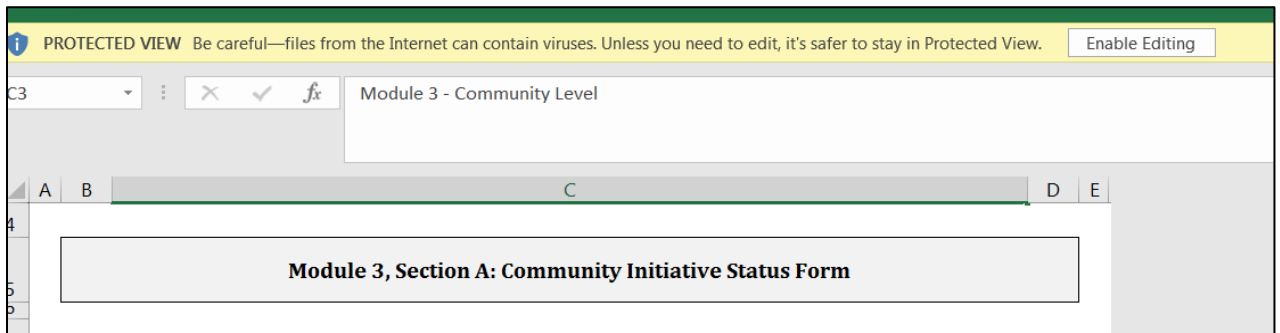


**Downloading and Saving your Module 3 SmartForms:**

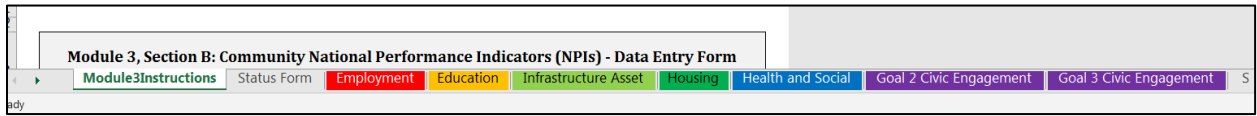
- 1) **Click on the Dropbox link provided in the email from NASCSP to download your FY19 Module 3 SmartForms Package. If you cannot access Dropbox, contact Muska Kamran ([mkamran@nascsp.org](mailto:mkamran@nascsp.org)) to receive the files in a different format.**
- 2) **Save the package onto your computer.**
- 3) **Right click on the folder and choose “Extract All” to unzip the folder and access its contents.**
- 4) **What you should see:**
  - a) One Module 3 per agency.
  - b) Please share each file with each agency in your state.
  - c) If agencies have multiple Module 3 submissions, they should create and save multiple blank versions of the SmartForm. The file should be saved and renamed for each initiative submitted as:  
FY19\_[State]\_M3\_[Agency Name]\_[Agency DUNS]\_full\_1 of 2  
FY19\_[State]\_M3\_[Agency Name]\_[Agency DUNS]\_full\_2 of 2

**Using the SmartForms:**

- 1) Open the SmartForm and click Enable to access the Community Initiative Status Form.



- 2) Go to the Status Form tab to begin entering data. The Status Form can be considered the “Home Base” of this document because selections you make on that page will populate other parts of the form.



**Components of the Status Form**

#1 – Initiative Name: Enter the name of the initiative.

#2 - Initiative Year: Use the drop-down list and select the year that the initiative is in.

#3, #4, #8, #10, #13, and #16: Narrative Fields.

To enter data into the narrative text fields on the left-hand side of the screen (Items 3, 4, 8, 10, 13, and 16), select the field (e.g. cell C8) and then click the Edit button which will appear to the right. A text box will pop-up. Enter your narrative data into the pop up and click OK.

Select the narrative field:

Select “edit”:

**Module 3, Section A: Community Initiative Status Form** Print

<b>Name of CSBG Eligible Entity Reporting:</b>	Example Agency	
<b>State:</b>	State	<b>DUNS:</b> 123456789
Use the dropdown menu to select the response where appropriate.		
<b>1. Initiative Name</b>	Example Initiative	
<b>2. Initiative Year</b>	3	
<b>3. Problem Identification</b>	A large percent of children in Smithville County are not ready to enter kindergarten because there are not available screenings in the community to identify and subsequently treat emotional/behavioral	
<b>4. Goal/Agenda</b>	Increase the percent of children in Smithville County that are kindergarten ready, make additional emotional/behavioral health screenings available in the community and open a Family Resource Center. <span style="float: right;">Edit</span>	
<b>5. Issue/CSBG Community Domains</b>	<input type="checkbox"/> Employment <input checked="" type="checkbox"/> Education and Cognitive Development <input type="checkbox"/> Health and Social/Behavioral Development <input type="checkbox"/> Housing <input checked="" type="checkbox"/> Infrastructure, and Asset Building <input type="checkbox"/> Civic Engagement and Community Involvement	

To enter data into text fields on the left-hand side of the screen (Items 3, 4, 10, 11, and 16), select the field (e.g. cell C3) and then click the edit button, below. A text box will pop-up. Enter your narrative data into the pop-up.

Type narrative into the pop-up box and click OK:

The screenshot shows a Microsoft Word document with the 'Edit Text' dialog box open. The dialog box contains the text from the '4. Goal/Agenda' field: "Increase the percent of children in Smithville County that are kindergarten ready, make additional emotional/behavioral health screenings available in the community and open a Family Resource Center." The 'OK' button is highlighted with a red box.

#5 – Domains: Use the check boxes to select the domain or domains that the initiative is working in. By default, all boxes will be checked, so be sure to deselect any domains that do not apply. The only tabs that will remain visible at the bottom of the form are the selected domains.

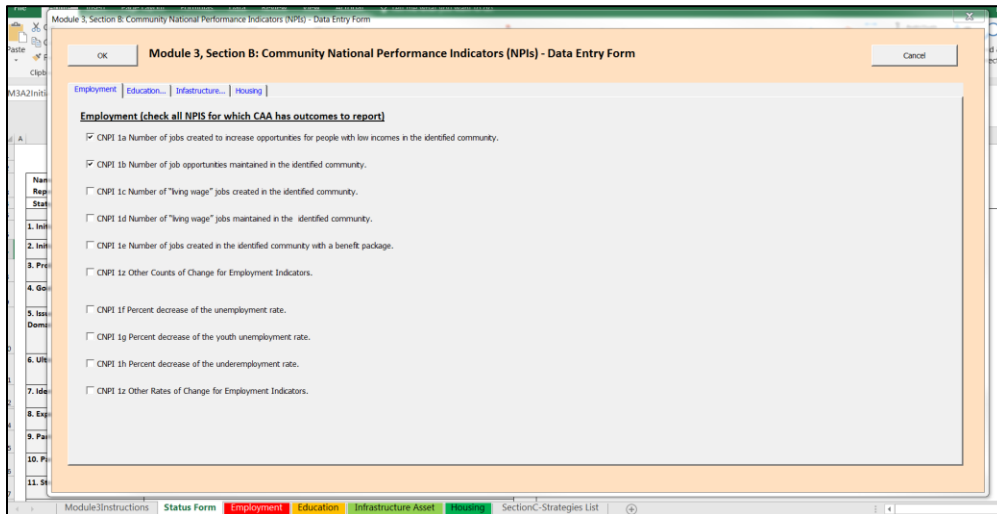
<b>5. Issue/CSBG Community Domains</b>	<input checked="" type="checkbox"/> Employment	<input checked="" type="checkbox"/> Education and Cognitive Development	<input type="checkbox"/> Health and Social/Behavioral Development
	<input checked="" type="checkbox"/> Housing	<input checked="" type="checkbox"/> Infrastructure, and Asset Building	<input type="checkbox"/> Civic Engagement and Community Involvement

#6 – Ultimate Expected Outcome: Select the indicators that the initiative will be reporting in.

First, click the underlined text in #6. This will display the list of Community National Performance Indicators (NPIs) in a pop-up window.

<b>6. Ultimate Expected Outcome</b>	<a href="#">Module 3, Section B: Community National Performance Indicators (NPIs) - Data Entry Form</a>
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Next, select the indicators that you will be reporting on. Note that the tabs at the top of the pop-up correspond with the domains selected in #5 and there is a list of indicators under each domain. Click OK when finished.



#7 – Identified Community: Use the drop-down list to select the identified community. If “other” is selected, type in the community.

<b>7. Identified Community</b>	Other
	<b>7. Other</b> Example Other Community

#8 – Expected Duration: This is a narrative field, enter the duration.

<b>8. Expected Duration</b>	5 Years
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#9 – Partnership Type: This is a drop-down, enter the type of partnership.

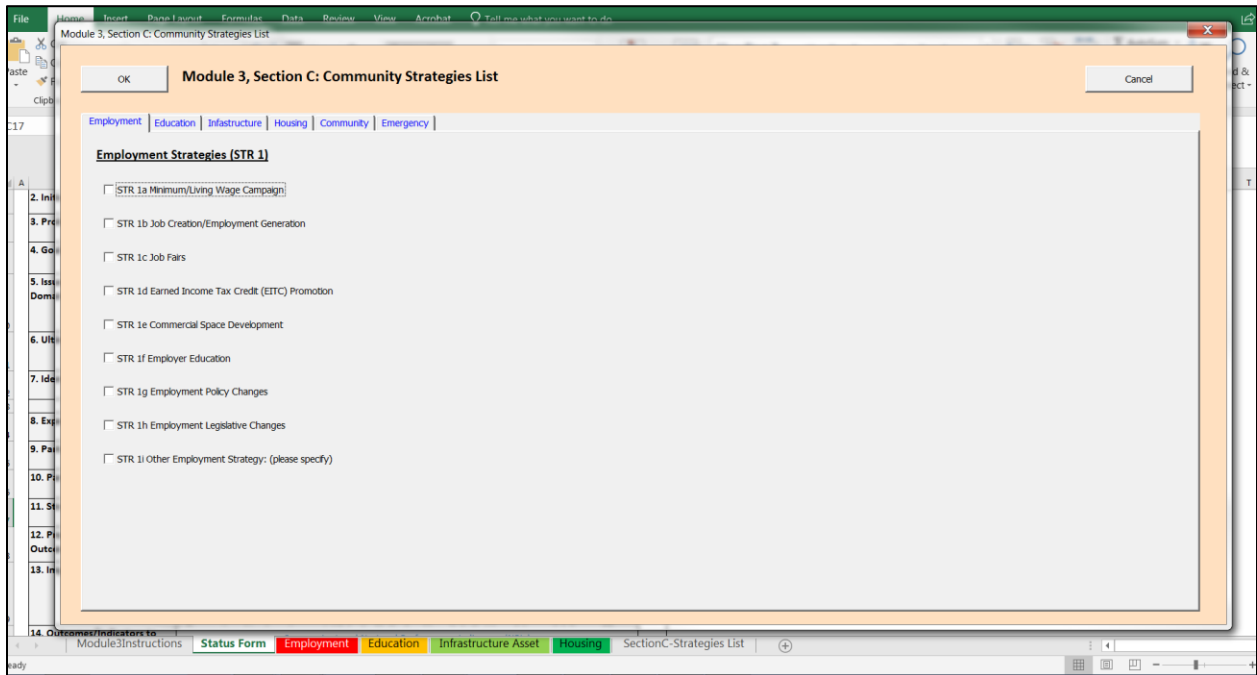
#10 – Partners: This is a narrative field, follows the directions for entering a narrative.

#11 – Strategies: Select the strategies the initiative will be using.

First, click the underlined text in #11. This will display the Community Strategies List in a pop-up window.

<b>11. Strategy(ies)</b>	<a href="#">Module 3, Section C: Community Strategies List</a>
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Next, select the strategies. Note that the tabs at the top of the pop-up correspond with the domains selected in #5. There is also the option to select strategies from two additional domains: Community Support and Emergency Management. Click OK when finished.



#12 – Progress on Outcomes/Indicators: This is a drop-down. Select the progress obtained by the initiative.

#13 – Impact of Outcomes: This is a narrative field, follows the directions for entering a narrative.

#14 – Outcomes/Indicators to Report. Go to each domain to report PLANNED numbers and OUTCOMES (IF ANY WERE OBTAINED). There is no need to click on the text in #14. Go directly to the domain tabs at the bottom of the SmartForm. The NPI information selected in #6 will pre-populate on each domain tab.

First, click the domain.

<b>14. Outcomes/Indicators to Report</b>	<a href="#">Community Level National Performance Indicators (NPIs)</a> <a href="#">(Reference the Community NPIs listed in Section B)</a>	
<b>15. Final Status</b>	Initiative Active	
<b>16. Lessons Learned</b>	Our initial "leader" in the single-point-of-entry was Public Health. At first this appeared to be running smoothly, however we later found out that it was having an adverse effect on one of the project	
<div style="display: flex; justify-content: space-between; align-items: center;"> <span>Module3Instructions</span> <div style="display: flex; gap: 5px;"> <span style="background-color: #e0e0e0; padding: 2px 5px;">Status Form</span> <span style="background-color: #ff0000; color: white; padding: 2px 5px;">Employment</span> <span style="background-color: #ffff00; padding: 2px 5px;">Education</span> <span style="background-color: #90ee90; padding: 2px 5px;">Infrastructure Asset</span> <span style="background-color: #008000; color: white; padding: 2px 5px;">Housing</span> </div> <span>SectionC-Strategies List</span> </div>		

Next, enter PLANNED and OUTCOME DATA (IF ANY OUTCOMES WERE OBTAINED). *While there may not be outcomes to report, each selected indicator must identify targets.*

**Module 3, Section B: Community National Performance Indicators (CNPIs) - Data Entry Form**  
**Goal 2: Communities where people with low incomes live are healthy and offer economic opportunity.**  
**Employment Indicators**

Name of CSBG Eligible Entity Reporting: \_\_\_\_\_

Counts of Change for Employment Indicators (CNPI 1)		I.) Identified Community (auto-populated)	II.) Target (#)	III.) Actual Results (#)	IV.) Performance target accuracy (% auto calculated)
Counts of Change	CNPI 1a Number of jobs <b>created</b> to increase opportunities for people with low incomes in the identified community.	Example Other Community	25		0%
	CNPI 1b Number of job opportunities <b>maintained</b> in the identified community.	Example Other Community	30		0%
	CNPI 1c Number of "living wage" jobs <b>created</b> in the identified community*.				
	CNPI 1d Number of "living wage" jobs <b>maintained</b> in the identified community*.				
	CNPI 1e Number of jobs <b>created</b> in the identified community with a benefit package.				

\*When reporting on indicators related to living wage, agencies can provide their own definition or select from national or locally-defined models. Please indicate the living wage definition used in the General Comment box.

Other Counts of Change for Employment Indicators (CNPI 1z) - Please specify below.		I.) Identified Community (auto-populated)	II.) Target (#)	III.) Actual Results (#)	IV.) Performance target accuracy (% auto calculated)
Other Counts of Change					

#15 – Final Status: This is a drop-down. Enter the status of the initiative.

#16 – Lessons Learned: This is a narrative. Follow the directions for entering a narrative.

Refer to the [CSBG Annual Report Instruction Manual](#) or contact Muska Kamran ([mkamran@nascsp.org](mailto:mkamran@nascsp.org)) with any questions.