

Module 3 Copy Over Information			
Question Number	Copy?	Edit?	Notes & Information
#1 Initiative Name	Yes	No	The Initiative Name will be maintained throughout the project to allow report matching in subsequent years on the OLDC database.
#2 Project Year	Calculated Value	No	The Start Date is based on when you originally began the project. It is copied and not editable. Project year is a calculated value.
#3 Problem Identification	Yes	Yes	The problem initially identified would not change. However, you may have additional insight into the project which can be updated each year.
#4 Goal / Agenda	Yes	Yes	The Goal is for the life of the project. However, you may wish to provide additional goals that align with this project which are necessary to fully complete this project.
#5 Issue / CSBG Community Domains	Yes	Yes	During the project, you may need to provide additional Domains which were not initially considered within the original project scope. Domains may be removed if project scope has changed. Keep in mind, however, that Domains are for the entire project and should not be removed simply because they were completed within a prior year of the project.
#6 Ultimate Expected Outcomes	Yes	Yes	During the project, you may be able to provide additional Outcomes which were not initially considered within the original project scope. Outcomes are for the entire project and will not be removed simply because it was completed during a prior year.
#7 Identified Community	Yes	Yes	During an Initiatives you may find it advantageous to expand the community or even focus it as a project progresses. The Identified Community will generally remain the same, as it is based on the largest area impacted throughout the life of the project.
#8 Expected Duration	Yes	Yes	Both fields are editable as a project may expand in duration.
#9 Partnership Type	Yes	Yes	Generally this will remain the same. However, an Independent CAA Initiative may take on partners and require update.
#10 Partners	Yes	Yes	Partnerships may grow throughout the life of a project. If a partnership ends, this partner may remain simply based on their prior year input to this Initiative.

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#11 Strategy(ies)	Yes	Yes	These fields are editable as you may need to add or change strategies during a project. Strategies completed in 2018 should remain on the Initiative for all reporting years.
#12 Progress on Outcomes / Indicators	No	Yes	Outcome Progress is specific to the year reported. It is possible that any year in the project may be a planning year in which no outcomes will be reported. This should be manually updated at the beginning of each year after the copy over has occurred.
#13 Impact of Outcomes	No	Yes	This is year specific to summarize the impact which will be made each calendar year.
#14 Outcomes / Indicators to Report	No	Yes	Outcomes to be accomplished this year should be updated at the beginning of each year and updated accordingly.
#15 Final Status	No	Yes	Only "Initiative Active" initiatives are copied over. This status must be updated to one of the "ended" statuses once the Initiative has ended.
#16 Lessons Learned	No	Yes	Each year has its own lessons learned on this Initiative.