

KPI Intake Survey Questions

Last updated: May 3, 2023

**Contents**

purpose of document

INSTRUCTIONS **READ BEFORE STARTING**

SECTION 1 **Performance Reporting Contact Info**

SECTION 2 **Project Timeframe**

SECTION 3 **Project Impacts**

SECTION 4 **Geographic Scope**

SECTION 5 **Project Inputs and Activities**

SECTION 6 **Key Performance Indicators (KPIs)**

SECTION 7 **Impact Evaluation**

SECTION 8 **Other Considerations**

FINISH **SUBMITTING THE SURVEY**

**purpose of document**

Please note that **this document is not the survey submission tool**; Rather it is a resource to help you prepare responses for each survey question.

We **recommend** you use this document to draft your survey responses prior to opening the KPI Intake Survey emailed to you by your grant manager.

As a reminder, any responses entered into the SmartsheetGov survey will not be saved if the survey is closed prior to submission.

**INSTRUCTIONS:** READ BEFORE STARTING

* Please refer to the NCPRO reporting guidance at <https://ncpro.nc.gov/guidance/reporting-information> including the [**KPI Intake Resource Guide**](https://ncpro.nc.gov/guidance/reporting-information)**.**
* Additional documentation to have on hand as you complete this template for each project:
	+ Completed Logic Model Planning Worksheet
	+ SFRF Project Planning Template
	+ Attachments A and B, as included in the SFRF contracting process with NCPRO
	+ Applicable agency plans that intersect with SFRF project implementation
* Reach out to your grant manager for additional assistance.

**PROJECT NAME: [INSERT NAME]**

**SECTION 1:** Performance Reporting Contact Info

*Reporting performance measures to NCPRO requires submitting Key Performance Indicator (KPI) data to NCPRO via a quarterly, semi-annual, and/or annual survey.  Please provide contact information for the person who will be available to provide accurate and up-to-date performance data on these surveys. If the person responsible for reporting KPI progress changes, please contact your grant manager.*

*Response format: Text*

|  |  |
| --- | --- |
| QUESTION  | ANSWER |
| 1. Who will report to NCPRO on performance?
 |  |
| 1. Title/position of performance measure contact
 |  |
| 1. Email address of performance measure contact
 |  |
| 1. Phone # of performance measure contact
 |  |

**Section 2:** Project Timeframe

***Please select the appropriate quarter*** *for each question in this section.*

*Response Format: Drop-down menu including the following options:*

*2022 Quarter 1 (Jan-Mar)*

*2022 Quarter 2* (Apr-Jun)

*2022 Quarter 3* (Jun-Sep)

*2022 Quarter 4 (Oct-Dec)*

*2023 Quarter 1 (Jan-Mar)*

*2023 Quarter 2* (Apr-Jun)

*2023 Quarter 3* (Jun-Sep)

*2023 Quarter 4 (Oct-Dec)*

*2024 Quarter 1 (Jan-Mar)*

*2024 Quarter 2* (Apr-Jun)

*2024 Quarter 3* (Jun-Sep)

*2024 Quarter 4 (Oct-Dec)*

*2025 Quarter 1 (Jan-Mar)*

*2025 Quarter 2* (Apr-Jun)

*2025 Quarter 3* (Jun-Sep)

*2025 Quarter 4 (Oct-Dec)*

*2026 Quarter 1 (Jan-Mar)*

*2026 Quarter 2* (Apr-Jun)

*2026 Quarter 3* (Jun-Sep)

*2026 Quarter 4 (Oct-Dec)*

*Note: Because we collect financial targets in this section,* ***you will not need to include any financial goals as KPIs*** *unless reasonably unique from these obligation and expenditure targets.*

*You may select the same quarter for multiple questions if appropriate. If you’ve already met an obligation or expenditure milestone, the quarter will be pre-selected for you based on when you met that milestone.*

***All SFRF project funds must be fully obligated by Dec. 31, 2024, and expended by Dec. 31, 2026****.*

|  |  |
| --- | --- |
| QUESTION  | ANSWER |
| 1. When do you expect to complete this project?
 |  |
| 1. Estimate when 25% of SFRF $ will be obligated
 |  |
| 1. Estimate when 50% of SFRF $ will be obligated

  |  |
| 1. Estimate when 75% of SFRF $ will be obligated
 |  |
| 1. Estimate when 100% of SFRF $ will be obligated
 |  |
| 1. Estimate when 25% of SFRF $ will be expended
 |  |
| 1. Estimate when 50% of SFRF $ will be expended
 |  |
| 1. Estimate when 75% of SFRF $ will be expended
 |  |
| 1. Estimate when 100% of SFRF $ will be expended
 |  |

**Section 3:** Project Impacts

*For this section, think about the overall, long-term impact you anticipate your project to have and when this impact is expected. There may be more than one project impact but focus on your* ***primary project impact*** *here.*

|  |  |
| --- | --- |
| QUESTION  | ANSWER |
| 1. Describe the expected overall impact of the project

*Response Format: Text**Expected length: 2-5 sentences.*  |  |
| 1. When do you expect the project impact to be realized?

*Response format: Drop-down menu with the following options:**Short-term (<2 years), intermediate-term (2-5 years), or long-term (>5 years).*  |  |

**Section 4:** Geographic Scope

*For this section, think about whether your project affects only specific counties or all of North Carolina. You may select “statewide” if your project affects the entire state, or select as many counties as needed from the dropdown.*

|  |  |
| --- | --- |
| QUESTION  | ANSWER |
| 1. What area of NC does your project impact?

*Response Format: Drop-down menu listing all counties and a “statewide” option* |  |

**Section 5:** Project Inputs and Activities

*For this section, focus on* ***major*** *inputs and activities for your project.*

*Remember:* ***Inputs*** *are defined as “****resources*** *needed to implement a project.”* ***Activities*** *are defined as “****Actions*** *using inputs to implement a program.”*

*Response Format: Text*

|  |  |
| --- | --- |
| QUESTION  | ANSWER |
| 1. List major project inputs
 |  |
| 1. List major project activities
 |  |

**Section 6:** Key Performance Indicators (KPIs)

*For this section think about what KPIs you use to gauge project progress and/or success.*

*We have provided answer tables and space on the survey for up to* ***10 KPIs****. You are not required to have 10 KPIs. If you have more than 10 KPIs please contact your grant manager. For more details on KPIs please see the* ***KPI Intake Resource Guide****.*

|  |
| --- |
| KPI 1 TABLE |
| QUESTION | **ANSWER** |
| Name of measure*Response Format: Text* |  |
| Type of measure*Response format: Drop-down menu with the following options:**Tracking, Output, or Outcome* |  |
| Brief description*Response Format: Text**Expected length: 1 to 3 sentences* |  |
| Unit of measurement *Response Format: Text**Expected length: 3-5 words* |  |
| Measuring Strategy/ Data Source *Response Format: Text* *Expected length: 1 or 2 sentences* |  |
| Measure start date  *Response Format: Drop-down menu with list of quarters* |  |
| Measure end date  *Response Format: Drop-down menu with list of quarters* |  |
| Frequency of reporting to NCPRO *Response format: Drop-down menu with the following options:**Quarterly, Semi-annually, Annually* |  |
| Does KPI have an equity component? *Equity is defined by OSBM as “ensuring opportunities, access, and impact are not determined by race, ethnicity, gender, language, socioeconomic status, religion, or ability.”**Response format: Yes/no Drop-down menu*  |  |
| How is KPI data disaggregated? *Describe if your KPI data is (or can be) disaggregated across equity dimensions including race, socioeconomic status, gender, ethnicity, ability, etc.**If it is not disaggregated, state “KPI data not disaggregated”**Response format: text* |  |

|  |
| --- |
| KPI 2 TABLE |
| QUESTION | **ANSWER** |
| Name of measure*Response Format: Text* |  |
| Type of measure*Response format: Drop-down menu with the following options:* *Tracking, Output, or Outcome* |  |
| Brief description*Response Format: Text**Expected length: 1 to 3 sentences* |  |
| Unit of measurement *Response Format: Text**Expected length: 3-5 words* |  |
| Measuring Strategy/ Data Source  *Response Format: Text* *Expected length: 1 or 2 sentences* |  |
| Measure start date  *Response Format: Drop-down menu with list of quarters* |  |
| Measure end date  *Response Format: Drop-down menu with list of quarters* |  |
| Frequency of reporting to NCPRO *Response format: Drop-down menu with the following options: Quarterly, Semi-annually, Annually* |  |
| Does KPI have an equity component?  *Equity is defined by OSBM as “ensuring opportunities, access, and impact are not determined by race, ethnicity, gender, language, socioeconomic status, religion, or ability.”**Response format: Yes/no Drop-down menu* |  |
| How is KPI data disaggregated? *Describe if your KPI data is (or can be) disaggregated across equity dimensions including race, socioeconomic status, gender, ethnicity, ability, etc.**If it is not disaggregated, state “KPI data not disaggregated”**Response format: text* |  |

|  |
| --- |
| KPI 3 TABLE |
| QUESTION | **ANSWER** |
| Name of measure*Response Format: Text* |  |
| Type of measure*Response format: Drop-down menu with the following options:* *Tracking, Output, or Outcome* |  |
| Brief description*Response Format: Text**Expected length: 1 to 3 sentences* |  |
| Unit of measurement *Response Format: Text**Expected length: 3-5 words* |  |
| Measuring Strategy/ Data Source  *Response Format: Text* *Expected length: 1 or 2 sentences* |  |
| Measure start date  *Response Format: Drop-down menu with list of quarters* |  |
| Measure end date  *Response Format: Drop-down menu with list of quarters* |  |
| Frequency of reporting to NCPRO *Response format: Drop-down menu with the following options: Quarterly, Semi-annually, Annually* |  |
| Does KPI have an equity component?  *Equity is defined by OSBM as “ensuring opportunities, access, and impact are not determined by race, ethnicity, gender, language, socioeconomic status, religion, or ability.”**Response format: Yes/no Drop-down menu* |  |
| How is KPI data disaggregated? *Describe if your KPI data is (or can be) disaggregated across equity dimensions including race, socioeconomic status, gender, ethnicity, ability, etc.**If it is not disaggregated, state “KPI data not disaggregated”**Response format: text* |  |

|  |
| --- |
| KPI 4 TABLE |
| QUESTION | **ANSWER** |
| Name of measure*Response Format: Text* |  |
| Type of measureResponse format: Drop-down menu with the following options:*Tracking, Output, or Outcome* |  |
| Brief description*Response Format: Text**Expected length: 1 to 3 sentences* |  |
| Unit of measurement *Response Format: Text**Expected length: 3-5 words* |  |
| Measuring Strategy/ Data Source  *Response Format: Text* *Expected length: 1 or 2 sentences* |  |
| Measure start date  *Response Format: Drop-down menu with list of quarters* |  |
| Measure end date  *Response Format: Drop-down menu with list of quarters* |  |
| Frequency of reporting to NCPRO *Response format: Drop-down menu with the following options: Quarterly, Semi-annually, Annually* |  |
| Does KPI have an equity component?  *Equity is defined by OSBM as “ensuring opportunities, access, and impact are not determined by race, ethnicity, gender, language, socioeconomic status, religion, or ability.”**Response format: Yes/no Drop-down menu* |  |
| How is KPI data disaggregated? *Describe if your KPI data is (or can be) disaggregated across equity dimensions including race, socioeconomic status, gender, ethnicity, ability, etc.**If it is not disaggregated, state “KPI data not disaggregated”**Response format: text* |  |

|  |
| --- |
| KPI 5 TABLE |
| QUESTION | **ANSWER** |
| Name of measure*Response Format: Text* |  |
| Type of measure*Response format: Drop-down menu with the following options:* *Tracking, Output, or Outcome* |  |
| Brief description*Response Format: Text**Expected length: 1 to 3 sentences* |  |
| Unit of measurement *Response Format: Text**Expected length: 3-5 words* |  |
| Measuring Strategy/ Data Source  *Response Format: Text* *Expected length: 1 or 2 sentences* |  |
| Measure start date  *Response Format: Drop-down menu with list of quarters* |  |
| Measure end date  *Response Format: Drop-down menu with list of quarters* |  |
| Frequency of reporting to NCPRO *Response format: Drop-down menu with the following options: Quarterly, Semi-annually, Annually* |  |
| Does KPI have an equity component?  *Equity is defined by OSBM as “ensuring opportunities, access, and impact are not determined by race, ethnicity, gender, language, socioeconomic status, religion, or ability.”**Response format: Yes/no Drop-down menu* |  |
| How is KPI data disaggregated? *Describe if your KPI data is (or can be) disaggregated across equity dimensions including race, socioeconomic status, gender, ethnicity, ability, etc.**If it is not disaggregated, state “KPI data not disaggregated”**Response format: text* |  |

|  |
| --- |
| KPI 6 TABLE |
| QUESTION | **ANSWER** |
| Name of measure*Response Format: Text* |  |
| Type of measure*Response format: Drop-down menu with the following options:* *Tracking, Output, or Outcome* |  |
| Brief description*Response Format: Text**Expected length: 1 to 3 sentences* |  |
| Unit of measurement *Response Format: Text**Expected length: 3-5 words* |  |
| Measuring Strategy/ Data Source  *Response Format: Text* *Expected length: 1 or 2 sentences* |  |
| Measure start date  *Response Format: Drop-down menu with list of quarters* |  |
| Measure end date  *Response Format: Drop-down menu with list of quarters* |  |
| Frequency of reporting to NCPRO *Quarterly, Semi-annually, Annually* |  |
| Does KPI have an equity component?  *Equity is defined by OSBM as “ensuring opportunities, access, and impact are not determined by race, ethnicity, gender, language, socioeconomic status, religion, or ability.”**Response format: Yes/no Drop-down menu* |  |
| How is KPI data disaggregated? *Describe if your KPI data is (or can be) disaggregated across equity dimensions including race, socioeconomic status, gender, ethnicity, ability, etc.**If it is not disaggregated, state “KPI data not disaggregated”**Response format: text* |  |

|  |
| --- |
| KPI 7 TABLE |
| QUESTION | **ANSWER** |
| Name of measure*Response Format: Text* |  |
| Type of measure*Response format: Drop-down menu with the following options:* *Tracking, Output, or Outcome* |  |
| Brief description*Response Format: Text**Expected length: 1 to 3 sentences* |  |
| Unit of measurement *Response Format: Text**Expected length: 3-5 words* |  |
| Measuring Strategy/ Data Source  *Response Format: Text* *Expected length: 1 or 2 sentences* |  |
| Measure start date  *Response Format: Drop-down menu with list of quarters* |  |
| Measure end date  *Response Format: Drop-down menu with list of quarters* |  |
| Frequency of reporting to NCPRO *Response format: Drop-down menu with the following options: Quarterly, Semi-annually, Annually* |  |
| Does KPI have an equity component?  *Equity is defined by OSBM as “ensuring opportunities, access, and impact are not determined by race, ethnicity, gender, language, socioeconomic status, religion, or ability.”**Response format: Yes/no Drop-down menu* |  |
| How is KPI data disaggregated? *Describe if your KPI data is (or can be) disaggregated across equity dimensions including race, socioeconomic status, gender, ethnicity, ability, etc.**If it is not disaggregated, state “KPI data not disaggregated”**Response format: text* |  |

|  |
| --- |
| KPI 8 TABLE |
| QUESTION | **ANSWER** |
| Name of measure*Response Format: Text* |  |
| Type of measureResponse format: Drop-down menu with the following options:*Tracking, Output, or Outcome* |  |
| Brief description*Response Format: Text**Expected length: 1 to 3 sentences* |  |
| Unit of measurement *Response Format: Text**Expected length: 3-5 words* |  |
| Measuring Strategy/ Data Source  *Response Format: Text* *Expected length: 1 or 2 sentences* |  |
| Measure start date  *Response Format: Drop-down menu with list of quarters* |  |
| Measure end date  *Response Format: Drop-down menu with list of quarters* |  |
| Frequency of reporting to NCPRO *Response format: Drop-down menu with the following options: Quarterly, Semi-annually, Annually* |  |
| Does KPI have an equity component?  *Equity is defined by OSBM as “ensuring opportunities, access, and impact are not determined by race, ethnicity, gender, language, socioeconomic status, religion, or ability.”**Response format: Yes/no Drop-down menu* |  |
| How is KPI data disaggregated? *Describe if your KPI data is (or can be) disaggregated across equity dimensions including race, socioeconomic status, gender, ethnicity, ability, etc.**If it is not disaggregated, state “KPI data not disaggregated”**Response format: text* |  |

|  |
| --- |
| KPI 9 TABLE |
| QUESTION | **ANSWER** |
| Name of measure*Response Format: Text* |  |
| Type of measure*Response format: Drop-down menu with the following options:* *Tracking, Output, or Outcome* |  |
| Brief description*Response Format: Text**Expected length: 1 to 3 sentences* |  |
| Unit of measurement *Response Format: Text**Expected length: 3-5 words* |  |
| Measuring Strategy/ Data Source  *Response Format: Text* *Expected length: 1 or 2 sentences* |  |
| Measure start date  *Response Format: Drop-down menu with list of quarters* |  |
| Measure end date  *Response Format: Drop-down menu with list of quarters* |  |
| Frequency of reporting to NCPRO *Response format: Drop-down menu with the following options: Quarterly, Semi-annually, Annually* |  |
| Does KPI have an equity component?  *Equity is defined by OSBM as “ensuring opportunities, access, and impact are not determined by race, ethnicity, gender, language, socioeconomic status, religion, or ability.”**Response format: Yes/no Drop-down menu* |  |
| How is KPI data disaggregated? *Describe if your KPI data is (or can be) disaggregated across equity dimensions including race, socioeconomic status, gender, ethnicity, ability, etc.**If it is not disaggregated, state “KPI data not disaggregated”**Response format: text* |  |

|  |
| --- |
| KPI 10 TABLE |
| QUESTION | **ANSWER** |
| Name of measure*Response Format: Text* |  |
| Type of measure*Response format: Drop-down menu with the following options:* *Tracking, Output, or Outcome* |  |
| Brief description*Response Format: Text**Expected length: 1 to 3 sentences* |  |
| Unit of measurement *Response Format: Text**Expected length: 3-5 words* |  |
| Measuring Strategy/ Data Source  *Response Format: Text* *Expected length: 1 or 2 sentences* |  |
| Measure start date  *Response Format: Drop-down menu with list of quarters* |  |
| Measure end date  *Response Format: Drop-down menu with list of quarters* |  |
| Frequency of reporting to NCPRO *Response format: Drop-down menu with the following options: Quarterly, Semi-annually, Annually* |  |
| Does KPI have an equity component?  *Equity is defined by OSBM as “ensuring opportunities, access, and impact are not determined by race, ethnicity, gender, language, socioeconomic status, religion, or ability.”**Response format: Yes/no Drop-down menu* |  |
| How is KPI data disaggregated? *Describe if your KPI data is (or can be) disaggregated across equity dimensions including race, socioeconomic status, gender, ethnicity, ability, etc.**If it is not disaggregated, state “KPI data not disaggregated”**Response format: text* |  |

**Section 7:** Impact Evaluation

*For this section, think about whether you will be conducting an evaluation of the overall, long-term impacts of your project, and let us know if you would be interested in collaborating with NCPRO and/or agency partners to evaluate project impacts.*

|  |  |
| --- | --- |
| QUESTION  | ANSWER |
| 1. Do you plan to evaluate project impacts?

*Response format: Yes/No Drop-down menu* |  |
| 1. Are you interested in evaluation collaboration?

 *Response format: Yes/No Drop-down menu* |  |

**Section 8:** Other Considerations

*Please share any additional thoughts, concerns, or questions you have regarding your project KPIs.*

|  |  |
| --- | --- |
| QUESTION  | ANSWER |
| 1. Provide any additional info on KPIs here

*Response format: Text* |  |

**FINISH:** SUBMITTING THE SURVEY

* Congratulations! You have completed the template for the KPI Intake Survey for one of your SFRF-funded projects. You can now proceed to the survey link provided in the email from your grant manager.
* Copy and paste your responses from this document to the applicable spaces in the KPI Intake Survey.
* Click **submit** when you are finished.
* Please reach out to your grant manager if you need additional assistance.