

**2010 PROGRESS REPORT SUPPLEMENT (PRS) DATA COLLECTION
RSVP (RETIRED AND SENIOR VOLUNTEER PROGRAM)
EGRANTS INSTRUCTIONS FOR GRANTEES**

The following instructions with eGrants screen shots walk you through completing the Progress Report Supplement also referred to as the PRS. This survey was previously known as the Project Profile and Volunteer Activity (PPVA). Please see the separate “Help Text” document for descriptions of each field.

1. All of the fields on the PRS form are required. Each field must be completed in order to submit the PRS report. If there are no numbers to report for a particular data field, please enter a “0”.
2. **Please be sure to scroll down** to the end of each category to ensure all required fields are filled-in.
3. You will be unable to make changes once the report has been submitted. To make changes after the submission, please contact your Corporation State Office.
4. To print a copy of the PRS report, click on the **“Print PRS”** button on the “Review and Submit” screen.

Step (1) Log on to eGrants phase II: goto, www.nationalservice.gov, and click on “eGrants” under “For Organizations”:

About Senior Corps	For Organizations	For Individuals
<ul style="list-style-type: none"> ▪ What Is Senior Corps? ▪ Impact of Senior Corps ▪ Senior Corps Programs ▪ Newsroom ▪ Media Kit Materials ▪ National Service Calendar ▪ Make a Donation ▪ Search ▪ Contact Us ▪ National Service Catalog ▪ National Service Publications ▪ Office of Inspector General <p>More About Senior Corps</p> <hr/> <p>System Operating Status</p> <hr/>	<ul style="list-style-type: none"> ▪ How Can Senior Corps Help Our Organization? ▪ New Grant Opportunities ▪ Manage Current Grants ▪ Senior Corps Grantees and Fund Raising ▪ Find Volunteers for Your Program ▪ Tools, Training, and Information ▪ The Resource Center ▪ Senior Corps Tech Center ▪ For Faith-Based and Other Community Organizations ▪ For Native American Communities ▪ Frequently Asked Questions <p>More For Organizations</p> <hr/> <p>eGrants</p>	<ul style="list-style-type: none"> ▪ Why Get Involved? ▪ I'm Ready to Get Involved ▪ Frequently Asked Questions ▪ Current Volunteers ▪ Spread the Word <p>More For Individuals</p> <hr/> <p>Senior Corps Programs</p> <ul style="list-style-type: none"> ▪ Foster Grandparents ▪ Senior Companions ▪ RSVP <p>More About Our Programs</p> <hr/> <p>Join Now</p> <hr/>

eGrants

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- + [Notices of Funding Availability](#)
- + [Feedback](#)
- + [Hours of Operation](#)
- + [Be a Peer Reviewer](#)

Get Involved!

Your volunteer potential has never been stronger, the need has never been greater, and the time to get involved has never been better!

Search by interest:

Everything

and enter your
zipcode:

or state:

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Powered by



[Advanced Search](#)

Senior Corps in Your State

Select a State

National Service Websites

Other National Service Websites

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eGrants

Welcome to eGrants

eGrants is the Corporation for National and Community Service's web-based system for:

- Submission and tracking grant applications and concept papers;
- On-line grant application peer review;
- Negotiating and awarding grants and cooperative agreements;
- Managing grants and cooperative agreements including processing amendments, and continuations;
- Creating, submitting and editing your recruitment listings;
- Selecting applicants and searching for applicants;
- Approving project transportation (V-81) forms (VISTA only); and
- Financial Status and Progress Reporting.

[Click here](#) to link to the eGrants / My AmeriCorps Training and User Support page within our Resource Center website.

Former AmeriCorps Recruitment and Placement System (ACRPS) users [click here](#) for information about using the new recruitment functionality in eGrants.

eGrants System Status
as of Tuesday, October 05, 2010

SYSTEM OPERATING NORMALLY

Scheduled eGrants System Outages
as of Tuesday, October 05, 2010

There are currently no scheduled system outages for eGrants.

Help Desk Information:

Phone: 888-677-7849

Email: egrantshelp@cns.gov

Hours of operation: 8:00 AM to 6:00 PM Eastern time, Monday through Friday

Login:

**Please click here
to Use eGrants**

After logging onto Grants Phase II you will see the following screen.

Step (2) Select the **Progress Report Supplement link** under **Reporting to CNCS**. This will bring up the PRS screen.

The screenshot shows the eGRANTS MESSAGES dashboard. At the top, there are tabs for 'GRANTS' and 'PEER REVIEW'. Below this is the 'eGRANTS MESSAGES' section with a 'Welcome Ulises' message. To the right, there is a 'VIEW MY GRANTS/APPLICATIONS' section with a list of statistics: View All, 5 Awarded, 10 Closed, 3 Concept Papers, 1 Grantee edit of application or report, and 1 Under CNCS review. Below this is a navigation bar with three sections: 'Change Organization', 'Managing My Account', and 'Reporting to CNCS'. The 'Reporting to CNCS' section contains links for 'Financial Report', 'Progress Report', and 'Progress Report Supplement'. The 'Progress Report Supplement' link is circled in red, and an orange arrow points to it from the right.

Step (3)

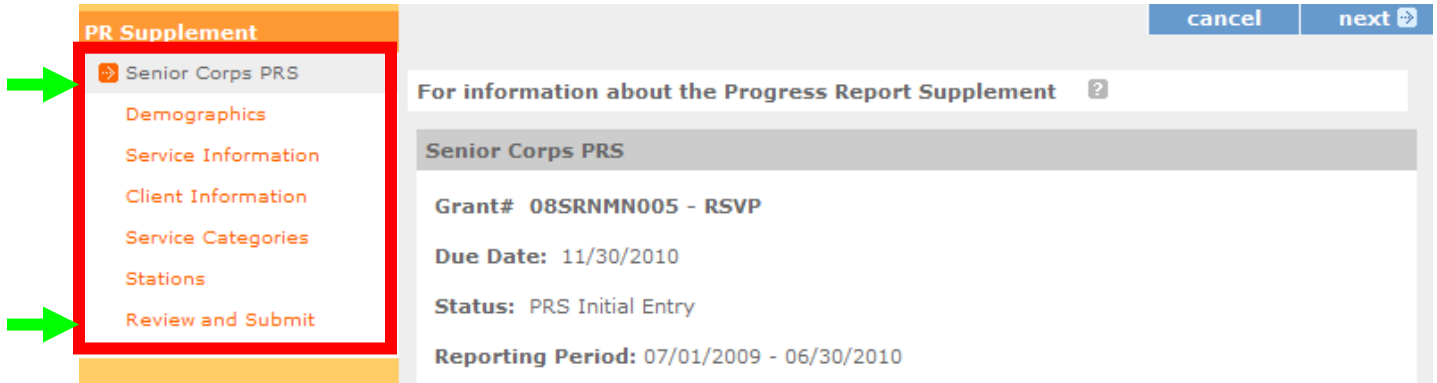
- Select the most current **grant number** and **“edit PRS”** will appear on the right column.

Progress Report Supplement				Welcome Ulises
Grant #02SRNMN138 - Senior Corps PRS				
Grant #05SRNMN008 - Senior Corps PRS				
Grant #08SRNMN005 - Senior Corps PRS				
Reporting Date	Due Date	Extension Date	Status	
07/01/2009 - 06/30/2010	11/30/2010		PRS Initial Entry	edit print
07/01/2008 - 06/30/2009	11/30/2009		PRS Reviewed by CNCS	edit print
07/01/2007 - 06/30/2008	11/30/2008		PRS Reviewed by CNCS	edit print

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Step (4) The first screen shows the **Reporting Period** for PRS: **July 1, 2009 – June 30, 2010** and the **Due Date, November 30, 2010**.

You can move to different sections of the report by clicking list in the left column or by clicking the “next” button as you finish each screen. Data is automatically saved by clicking “next”.



Step (5) “Demographics” is the first data category. Fill in the number of volunteers in each field.

Note: The total in each section should equal the total number of volunteers for the project. Help Text is available on the screen to explain each PRS data category.

the PRS. If there are no numbers to report for a particular data field, enter a 0.
Be sure to scroll down to the end of each category to ensure completion of all required fields.
[For more Information click here](#)

Demographics	
Age Group	# of Vols
55 to 64	<input type="text"/>
65 to 74	<input type="text"/>
75 to 84	<input type="text"/>
85 and over	<input type="text"/>
Gender	# of Vols
Female	<input type="text"/>
Male	<input type="text"/>
Ethnicity	# of Vols
Hispanic or Latino	<input type="text"/>
Non-Hispanic or Non-Latino	<input type="text"/>
Racial Group	# of Vols
American Indian or Alaskan Native	<input type="text"/>
Asian	<input type="text"/>
Black or African American	<input type="text"/>
Native Hawaiian or Pacific Island	<input type="text"/>

Step (6) RSVP Service Information. Fill in the number of volunteers in each field.

PR Supplement		← back save next →																																		
Senior Corps PRS		<p>All of the fields on the PRS form are required. You must complete each field in order to submit the PRS. If there are no numbers to report for a particular data field, enter a 0. Be sure to scroll down to the end of each category to ensure completion of all required fields.</p> <p><i>For more information click here</i> ?</p>																																		
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Service Information		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d9d9d9;"> <th colspan="2" style="text-align: left; padding: 5px;">Service Information</th> </tr> </thead> <tbody> <tr style="background-color: #d9d9d9;"> <th style="text-align: left; padding: 5px;">Volunteers</th> <th style="text-align: right; padding: 5px;"># of Vols</th> </tr> <tr> <td style="padding: 5px;">Total number of Volunteers</td> <td style="text-align: right; padding: 5px;"><input style="width: 80px;" type="text"/></td> </tr> <tr> <td style="padding: 5px;">No. RSVP Vols. serving to mobilize volunteers for other organizations</td> <td style="text-align: right; padding: 5px;"><input style="width: 80px;" type="text"/></td> </tr> <tr> <td style="padding: 5px;">No. of non-RSVP Vols. mobilized by RSVP vols. to serve in other orgs.</td> <td style="text-align: right; padding: 5px;"><input style="width: 80px;" type="text"/></td> </tr> <tr> <td style="padding: 5px;">Number of veterans serving as RSVP volunteers</td> <td style="text-align: right; padding: 5px;"><input style="width: 80px;" type="text"/></td> </tr> <tr style="background-color: #d9d9d9;"> <th style="text-align: left; padding: 5px;">Hours Served</th> <th style="text-align: right; padding: 5px;"># of Vols</th> </tr> <tr> <td style="padding: 5px;">4 or Fewer Hours per week</td> <td style="text-align: right; padding: 5px;"><input style="width: 80px;" type="text"/></td> </tr> <tr> <td style="padding: 5px;">5 - 10 Hours per week</td> <td style="text-align: right; padding: 5px;"><input style="width: 80px;" type="text"/></td> </tr> <tr> <td style="padding: 5px;">11 - 19 Hours per week</td> <td style="text-align: right; padding: 5px;"><input style="width: 80px;" type="text"/></td> </tr> <tr> <td style="padding: 5px;">20 - 29 Hours per week</td> <td style="text-align: right; padding: 5px;"><input style="width: 80px;" type="text"/></td> </tr> <tr> <td style="padding: 5px;">30 or more hours per week</td> <td style="text-align: right; padding: 5px;"><input style="width: 80px;" type="text"/></td> </tr> <tr style="background-color: #d9d9d9;"> <th style="text-align: left; padding: 5px;">Volunteers Separated</th> <th style="text-align: right; padding: 5px;"># of Vols</th> </tr> <tr> <td style="padding: 5px;">Employment, moved, family, new interests</td> <td style="text-align: right; padding: 5px;"><input style="width: 80px;" type="text"/></td> </tr> <tr> <td style="padding: 5px;">Health problems, death</td> <td style="text-align: right; padding: 5px;"><input style="width: 80px;" type="text"/></td> </tr> <tr> <td style="padding: 5px;">Transportation problems</td> <td style="text-align: right; padding: 5px;"><input style="width: 80px;" type="text"/></td> </tr> <tr> <td style="padding: 5px;">Poor performance</td> <td style="text-align: right; padding: 5px;"><input style="width: 80px;" type="text"/></td> </tr> </tbody> </table>	Service Information		Volunteers	# of Vols	Total number of Volunteers	<input style="width: 80px;" type="text"/>	No. RSVP Vols. serving to mobilize volunteers for other organizations	<input style="width: 80px;" type="text"/>	No. of non-RSVP Vols. mobilized by RSVP vols. to serve in other orgs.	<input style="width: 80px;" type="text"/>	Number of veterans serving as RSVP volunteers	<input style="width: 80px;" type="text"/>	Hours Served	# of Vols	4 or Fewer Hours per week	<input style="width: 80px;" type="text"/>	5 - 10 Hours per week	<input style="width: 80px;" type="text"/>	11 - 19 Hours per week	<input style="width: 80px;" type="text"/>	20 - 29 Hours per week	<input style="width: 80px;" type="text"/>	30 or more hours per week	<input style="width: 80px;" type="text"/>	Volunteers Separated	# of Vols	Employment, moved, family, new interests	<input style="width: 80px;" type="text"/>	Health problems, death	<input style="width: 80px;" type="text"/>	Transportation problems	<input style="width: 80px;" type="text"/>	Poor performance	<input style="width: 80px;" type="text"/>
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RSVP of Southwest Minnesota 2401 Broadway Avenue Slayton, MN 56172																																				

Step (7) RSVP Client Information. Fill in the number of clients in each field.

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Step (8) RSVP Service Categories. Fill in the number of total number hours for each type of service in each field.

Welcome Ulises		Progress Report Supplement																																															
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Step (9) RSVP Service Categories (Continued). Fill in the number of hours in each field.

	Disaster Recovery	<input type="text"/>
	Other Disaster	<input type="text"/>
	Education	Hours
	Adult Education and Literacy	<input type="text"/>
	Afterschool Programs	<input type="text"/>
	America Reads	<input type="text"/>
	Computer Literacy	<input type="text"/>
	Cultural Heritage	<input type="text"/>
	Elementary Education	<input type="text"/>
	ESL	<input type="text"/>
	GED/Dropouts	<input type="text"/>
	Head Start, School Preparedness	<input type="text"/>
	Job Preparedness, School to Work	<input type="text"/>
	Secondary Education	<input type="text"/>
	Service Learning	<input type="text"/>
	Special Education	<input type="text"/>
	Tutoring and Child (Elementary) Literacy	<input type="text"/>
	Tutoring and Child (Middle Sch.) Literacy	<input type="text"/>
	Tutoring and Child (High Sch.) Literacy	<input type="text"/>
	Vocational Education	<input type="text"/>
	Youth Leadership Development	<input type="text"/>
	Other Education	<input type="text"/>
	Environment	Hours
	Clean Air	<input type="text"/>
	Clean and Safe Waters	<input type="text"/>
	Community/Neighborhood Restoration/Clean-up	<input type="text"/>
	Energy Conservation	<input type="text"/>
	Environmental Awareness	<input type="text"/>
	Indoor Environment	<input type="text"/>

Step (10) RSVP: Service Categories (Continued). Fill in the number of hours in each field.

	Indoor Environment	<input type="text"/>
	Toxic Waste Management	<input type="text"/>
	Waste Reduction, Management and Recycling	<input type="text"/>
	Wildlife, Land, & Vegetation Protection or Restoration	<input type="text"/>
	Other Environment	<input type="text"/>
	Health/Nutrition	Hours
	Boarder Babies	<input type="text"/>
	CHIPS, SCHIPS	<input type="text"/>
	Congregate Meals	<input type="text"/>
	Delivery of Health Services	<input type="text"/>
	Food Distribution/Collection	<input type="text"/>
	Health Education	<input type="text"/>
	Health Screening	<input type="text"/>
	HIV/AIDS	<input type="text"/>
	Hospice/Terminally Ill	<input type="text"/>
	Immunization	<input type="text"/>
	In-Home Care	<input type="text"/>
	Maternal/Child Health Services	<input type="text"/>
	Mental Health	<input type="text"/>
	Mental Retardation	<input type="text"/>
	Physical Disabilities Programs	<input type="text"/>
	Substance Abuse	<input type="text"/>
	Other Health/Nutrition	<input type="text"/>
	Human Needs	Hours
	Adoption	<input type="text"/>
	Adult Day Care	<input type="text"/>
	Companionship/Outreach	<input type="text"/>
	Crisis Intervention	<input type="text"/>
	Mentoring	<input type="text"/>

Step (11) RSVP: Service Categories (Continued). Fill in the number of hours in each field.

	Mentoring	<input type="text"/>
	Respite	<input type="text"/>
	Senior Center Programs (Non-Residential)	<input type="text"/>
	Senior Citizens Assistance	<input type="text"/>
	Teen Pregnancy/Parent Support Education	<input type="text"/>
	Other Human Needs	<input type="text"/>
	Housing	Hours
	Home Management Support/Education	<input type="text"/>
	Homeless	<input type="text"/>
	Housing Referrals/Relocation/Other Housing Related Services	<input type="text"/>
	Housing Rehabilitation/Construction	<input type="text"/>
	Independent Living - Disabled	<input type="text"/>
	Independent Living - Seniors	<input type="text"/>
	Tenant Organizing	<input type="text"/>
	Transitional Housing	<input type="text"/>
	Other Housing	<input type="text"/>
	Public Safety	Hours
	Adult Offender/Ex-offender Services & Rehabilitation	<input type="text"/>
	Child Abuse/Neglect	<input type="text"/>
	Children and Youth Safety Programs	<input type="text"/>
	Community Policing/Community Patrol	<input type="text"/>
	Conflict Resolution/Mediation	<input type="text"/>
	Crime Awareness/Crime Avoidance	<input type="text"/>
	Elder Abuse/Neglect	<input type="text"/>
	Family Violence	<input type="text"/>
	Improvement of Household Security	<input type="text"/>
	Juvenile Justice, Delinquency/Gangs	<input type="text"/>
	Legal Assistance	<input type="text"/>
	Neighborhood Watch/Block Watch	<input type="text"/>

Step (12) RSVP: Service Categories (Continued). Fill in the number of hours in each field.

Neighborhood Watch/Block Watch	<input type="text"/>
Safe Havens	<input type="text"/>
Safety/Fire Prevention/Accident Prevention	<input type="text"/>
Sexual Abuse/Rape	<input type="text"/>
Victim/Witness Assistance	<input type="text"/>
Other Public Safety	<input type="text"/>

508 Approved | Contact Help Desk | disable the pictures back save next

Step (13) Faith-based Stations: Fill in the total number of faith-based volunteer stations and the number of total volunteers serving with these stations.

Note: Other Volunteer Station is collected via the Station Rosters submitted to the State Office at the time of the grant application submission

Service Categories	Stations		
Stations			
Review and Submit			
Grant Info			
Grant #: 08SRNMN005			
Faith Based Stations		# of Stations	# of Vols
Total number of faith-based Stations / Volunteers		<input type="text"/>	<input type="text"/>
Disaster Recovery/Relief		# of Stations	# of Vols
Total number of disaster services stations/volunteers		<input type="text"/>	<input type="text"/>

Step (14) Review and Submit:

- Click on “View/Print PRS Report” to confirm your responses. **(PLEASE SEE CHECKLIST ON NEXT PAGE)**
- If you need to change any responses you can do so by clicking “edit” in the appropriate section(s).
- After editing, click “View/Print PRS Report” again to confirm your answers are correct.
- Click “Submit PRS Report” to complete the final step. This step submits your report to your Program Officer in the State Office.

Review and Submit

Please review and submit your information

Grant# 08SRNMN005 - RSVP
Due Date: 11/30/2010
Status: PRS Initial Entry
Reporting Period: 07/01/2009 - 06/30/2010

Demographics: [edit](#)

Service Information: [edit](#)

Client Information: [edit](#)

Service Categories: [edit](#)

Stations: [edit](#)

Available Actions: [View/Print PRS](#)

There are no actions currently available for this PRS.

Demographics

Service Information

Client Information

Service Categories

Stations

Review and Submit

Grant Info

Grant #: 08SRNMN005

Project Period
01/01/2008 - 12/31/2010

Legal Applicant Info

RSVP of Southwest
Minnesota
2401 Broadway Avenue
Slayton, MN 56172

RSVP PRS Grantee Checklist

- Have you **printed a copy** of the report and **verified the information** before submitting?
- Do all fields contain a number? If no information is available, is a “0” entered?
- Do the totals for all subcategories under **Age Group** equal **Total Number of Volunteers**?
- Do the totals for all subcategories under **Gender** equal **Total Number of Volunteers**?
- *Do the totals for all subcategories under **Ethnicity** equal **Total Number of Volunteers**?
- *Do the totals for all subcategories under **Racial Group** equal **Total Number of Volunteers**?
- Do the totals for all subcategories under **Hours Served** equal **Total Number of Volunteers**?
- Do the entries for all subcategories listed under **Service Categories Section** reflect the Number of **Hours** and **NOT Volunteers**?

*We understand that some grantees do not collect information related to race and ethnicity. If this is the case, either not answering or entering incomplete information is allowed. If you do not have data, please enter “0” in these fields.

Questions? Please contact your Program Officer in your Corporation State Office.