2010 SENIOR COMPANION PROGRAM (SCP)
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
• What Is Senior Corps?	• How Can Senior Corps Help Our Organization?	• Why Get Involved?
• Impact of Senior Corps	• New Grant Opportunities	• I'm Ready to Get Involved
• Senior Corps Programs	• Manage Current Grants	• Frequently Asked Questions
• Newsroom	• Senior Corps Grantees and Fund Raising	• Current Volunteers
• Media Kit Materials		• Spread the Word
• National Service Calendar	• Find Volunteers for Your Program	More For Individuals
• Make a Donation	• Tools, Training, and Information	
• Search	• The Resource Center	**Senior Corps Programs**
• Contact Us	• Senior Corps Tech Center	• Foster Grandparents
• National Service Catalog	• For Faith-Based and Other Community Organizations	• Senior Companions
• National Service Publications		• RSVP
• Office of Inspector General	• For Native American Communities	More About Our Programs
More About Senior Corps	• Frequently Asked Questions	
	More For Organizations	Join Now
System Operating Status		
	eGrants	

eGrants

- eGrants Home
  - + Help / Assistance
  - + 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: [-- ▼]

Find Opportunities Now

Powered by
VolunteerMatch

Advanced Search

Senior Corps in Your State

| Select a State ▼ |

National Service Websites

| Other National Service Websites ▼ |

Site Tools

Grab a Widget!
⊕ WIDGETS ▪🔲🐾...
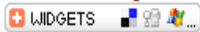
Subscribe to RSS / XML Feeds:
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Google Translate
| Select Language ▼ |

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.

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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.
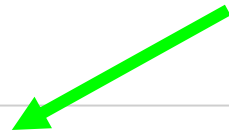

Help Desk Information:

Phone: 888-677-7849
Email: egrantshelp@cns.gov
Hours of operation: 8:00 AM to 6:00 PM Eastern time, Monday through Friday
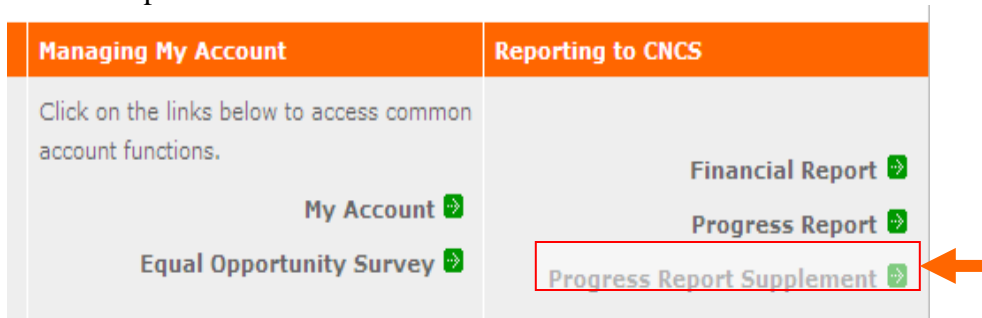
Login:
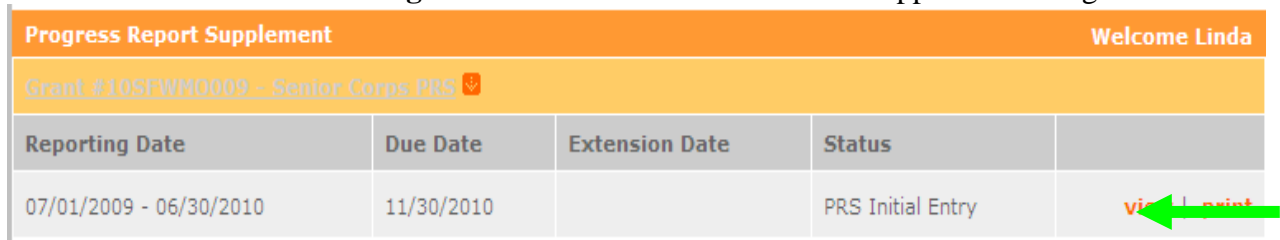

Please click here
to Use eGrants

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.

Step (3)
- Select the most current **grant number and "edit PRS"** will appear on the right column.

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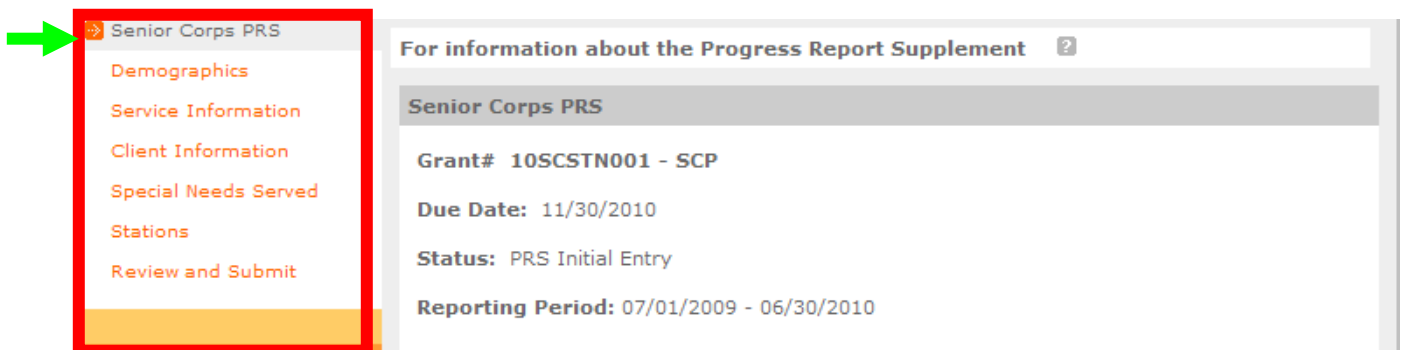
Step (5) "Demographics" is the first data category. Fill in the number of volunteers in each field.

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.

Senior Corps PRS
▶ Demographics
Service Information
Client Information
Special Needs Served
Stations
Review and Submit

Grant Info

Grant #: 10SCSTN001

Project Period
01/01/2010 - 12/31/2012

Legal Applicant Info

Van Buren Community
Development Services Board
PO Box 3
Spencer, TN 38585

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.

For more Information click here ❓

Demographics

Age Group	# of Vols
55 to 64	
65 to 69	
70 to 79	
80 to 84	
85 and over	

Gender	# of Vols
Female	
Male	

Ethnicity	# of Vols
Hispanic or Latino	
Non-Hispanic or Non-Latino	

Racial Group	# of Vols
American Indian or Alaskan Native	
Asian	
Black or African American	
Native Hawaiian or Pacific Island	
White	

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

Senior Corps PRS
Demographics
→ Service Information
Client Information
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Be sure to scroll down to the end of each category to ensure completion of all required fields.

For more Information click here 🔲

Service Information

Volunteers	# of Vols
Total number of Volunteers	
Total Number of Non-Stipend Volunteers	
Total number of Volunteers who served in private homes	
Total number of veterans serving as Senior Companions	
Total number of hours served	

Applicants	# of Vols
Able to enroll due to age set to 55	
Able to enroll due to income eligibility change	

Volunteers Separated	# of Vols
Employment, moved, family, new interests	
Health problems, death	
Transportation problems	
Income became over allowable guidelines to receive stipend	
Poor performance	

Hours Served	# of Vols
Number of Volunteers serving 15 - 19 Hours per week	
20 - 29 Hours per week	
30 - 40 Hours per week	

Volunteer Leaders	# of Vols
Number of Senior Companion Leaders	
Senior Companions recruited by Senior Companion Leaders	
Community Volunteers recruited by Senior Companion Leaders	

Volunteer Client Ratio	# of Vols
Serve 1 client weekly	
Serve 2 clients weekly	
Serve 3 - 5 clients weekly	
Serve 6 - 10 clients weekly	
Serve 11 or more weekly	

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

Service Information

▶ Client Information

Special Needs Served

Stations

Review and Submit

Grant Info

Grant #: 10SCSTN001

Project Period
01/01/2010 - 12/31/2012

Legal Applicant Info

Van Buren Community
Development Services Board

For more Information click here ❓

Client Information

Clients Served	# of Clients
Total number of clients served	
Number of potential clients awaiting services of a Senior Companion	
Total number of veterans served	
Ages of Clients Served	**# of Clients**
Ages 22 - 44	
Ages 45 - 64	
Ages 65 - 74	
Ages 75 - 84	
Ages 85 or higher	

Step (8) SCP Special Needs Served

Each type of special need served has 2 columns: "# of Vols", "# of Clients"
- "For # of Vols", please fill in the number of volunteers. If zero then please enter a "0"
- "# of Clients", please fill in the number of volunteers. If zero then please enter a "0"

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.

For more Information click here ❓

Special Needs Served

Special Needs	# of Vols	# of Clients
Alzheimer's Disease		
Chronic Care Disabilities/Frail Elderly		
Developmentally Disabled Adult		
Emotionally Impaired Adult		
Hearing Impaired Adult		
Short-Term Disabilities		
Substance Abuse (Adult)		
Terminally Ill Adult		
Visually Impaired Adult		
Caregivers receiving respite through Senior Companion Services		
Other Special Needs		

Sidebar navigation:
- Senior Corps PRS
- Demographics
- Service Information
- Client Information
- ▶ Special Needs Served
- Stations
- Review and Submit

Grant Info

Grant #: 10SCSTN001

Project Period
01/01/2010 - 12/31/2012

Legal Applicant Info

Van Buren Community
Development Services Board
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Spencer, TN 38585

Step (9) 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

Sidebar navigation:
- Special Needs Served
- ▶ Stations
- Review and Submit

Grant Info

Stations

Faith Based Stations	# of Stations	# of Vols
Total number of faith-based Stations / Volunteers		

Step (10) 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.

SCP 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 totals for all subcategories under **Volunteer Client Ratio** equal **Total Number of Volunteers**? ☐

- Do the entries for the **In Home** column under **Special Needs** reflect the Number of **Children** and **NOT** **Volunteers**? ☐

- Do the entries for the **Not in Home** column under **Special Needs** reflect the Number of **Children** 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 the Corporation State Office.