



**2016 Progress Report Supplement (PRS) Data  
Collection**  
eGrants Step-by-Step Instructions for Grantees



**RSVP**

## BEFORE GETTING STARTED

The following eGrants screen shots and instructions will walk you through completing the Progress Report Supplement (PRS) formerly known as the Project Profile and Volunteer Activity (PPVA). Below are a few tips to remember when completing your PRS.

1. All of the fields on the PRS are required. Each field must be completed in order to submit the PRS. If there are no numbers to report for a particular data field, please enter a "0".
  2. For questions introduced this year, you may not have collected the relevant data to inform this report. Where possible, please provide an estimate for these questions this year and plan to collect this data for future reports.
  3. Please be sure to **scroll down to the end of each category** to ensure all required fields are filled in.
  4. You will be unable to make changes once the report has been submitted. To make changes after the submission, please contact your CNCS State Office.
  5. To print a copy of the PRS report, click on the **"Print PRS"** button on the "Review and Submit" screen.
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## Instructions for Logging into eGrants

To log into eGrants: go to [www.nationalservice.gov](http://www.nationalservice.gov) and scroll down to click on eGrants link.



You will be directed to the eGrants page on our website which gives you a brief introduction to eGrants and the eGrants Help Desk Information. You will then click on the eGrants Log-in link.



The eGrants log-in screen will appear.

**\*Note: You may have to temporarily enable pop-ups in order to move forward.**

All current and previous grantees can type in their grantee user name and password. Click the “*Login to eGrants*” link.

If you cannot remember your eGrants user name or password, please contact the National Service Hotline at (800) 942-2677 (M -Th., 9:00A.M. – 7:00P.M. Eastern Time).

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## Instructions for Entering Information in the Progress Report Supplement

Once you have logged into eGrants with your user name and password, you will be taken to the home screen.

**Step (1)** Click on the “*Progress Report Supplement*” under Reporting to CNCS.

**Step (2)** Select the most current grant number. The “**edit**” link will appear on the right column; click on it to fill out the PRS form. To ensure that you have selected the correct grant number, you can check the reporting period.

Change the screenshots below with the correct reporting date and due date.

Grant #14SRNOH001 - Senior Corps PRS				
Reporting Date	Due Date	Extension Date	Status	
10/01/2015 - 09/30/2016	12/30/2016		PRS Initial Entry	<a href="#">edit</a>   <a href="#">print</a>

\*Note: If you do not know your current grant number, please contact your CNCS State Office.

**Step (3)** The next screen verifies the grant number with the program, the due date, the status, and the reporting period.

Please note the Due Date (**12/30/2016**) and the Reporting Period (**10/01/2015 – 09/30/2016**).

Senior Corps PRS

cancel
next

For information about the Progress Report Supplement ?

Senior Corps PRS

**Grant#** 14SRNOH001 - RSVP

**Due Date:** 12/30/2016

**Status:** PRS Initial Entry

**Reporting Period:** 10/01/2015 - 09/30/2016

**PR Supplement**

- Senior Corps PRS
- Demographics
- Service Information
- Client Information
- Stations
- Review and Submit

In the left column, you will notice different sections for entering specific data. You cannot move to the next section until you have completed all fields. By clicking the “*next*” button, you will be able to move to the next section.

**Step (4)** The first section is *Demographics* with four groups (Age Group, Gender, Ethnicity, and Racial Group). In this section, you will enter the number of volunteers in each field. All RSVP volunteers must be accounted for in the Age Group and Gender group. The sum of the number of volunteers in the subcategories of each group should be equal the total number of volunteers serving with your RSVP project. For Ethnicity and Racial Group, please enter all available information regarding the number of volunteers in each subcategory. Click “next” to continue to the next section.

**Progress Report Supplement**

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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 59	<input type="text" value="0"/>
60 to 69	<input type="text" value="0"/>
70 to 79	<input type="text" value="0"/>
80 to 84	<input type="text" value="0"/>
85 and over	<input type="text" value="0"/>
Gender	# of Vols
Female	<input type="text" value="0"/>
Male	<input type="text" value="0"/>
Ethnicity	# of Vols
Hispanic or Latino	<input type="text" value="0"/>
Non-Hispanic or Non-Latino	<input type="text" value="0"/>
Racial Group	# of Vols
American Indian or Alaskan Native	<input type="text" value="0"/>
Asian	<input type="text" value="0"/>
Black or African American	<input type="text" value="0"/>
Native Hawaiian or Pacific Island	<input type="text" value="0"/>
White	<input type="text" value="0"/>

**Step (5)** The next section is *Service Information* with three groups (Volunteers, Hours Served, and Volunteers Separated). In this section, you will enter the number of volunteers in each field. Click “next” to continue to the next section.

**NEW this year! Total number of hours served.**

**Progress Report Supplement**

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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](#)

**Service Information**

Volunteers	# of Vols
Total number of Volunteers	<input type="text" value="0"/>
No. RSVP Vols. serving to mobilize volunteers for other organizations	<input type="text" value="0"/>
No. of non-RSVP Vols. mobilized by RSVP vols. to serve in other orgs.	<input type="text" value="0"/>
Number of veterans serving as RSVP volunteers	<input type="text" value="0"/>
Total number of US Armed Forces Service members serving as RSVP volunteers	<input type="text" value="0"/>
Total number of volunteers serving as RSVP with family members actively serving in the military	<input type="text" value="0"/>
Total number of hours served	<input type="text" value="0"/>
Hours Served	# of Vols
4 or Fewer Hours per week	<input type="text" value="0"/>
5 - 10 Hours per week	<input type="text" value="0"/>
11 - 19 Hours per week	<input type="text" value="0"/>
20 - 29 Hours per week	<input type="text" value="0"/>
30 or more hours per week	<input type="text" value="0"/>
Volunteers Separated	# of Vols
Employment, moved, family, new interests	<input type="text" value="0"/>
Health problems, death	<input type="text" value="0"/>
Transportation problems	<input type="text" value="0"/>
Poor performance	<input type="text" value="0"/>

**Step (6)** The next section is *Client Information* with one group (Clients Served). In this section, you will enter the number of clients in each field. Click “*next*” to continue to the next section.

**NEW this year! Total number of children positively indirectly impacted by SC volunteer involvement in CNCS programs.**

Indirect positive impact is defined as the benefit that results from having an additional adult role model present in the program (classroom, afterschool program, summer program, etc.).

Projects should consider the benefit to children or youth who are not directly served by a Senior Corps volunteer but who come into regular, positive contact with the volunteer.

Indirect positive impact may also be achieved when SC volunteers provide relief to primary instructors through alleviating time constraints related to children with special or exceptional needs. Children directly served by Senior Corps volunteers are not included in this count.

**Progress Report Supplement**

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save
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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 [?](#)

**Client Information**

Clients Served	# of Clients
Total number of children of prisoners served	<input style="width: 50px;" type="text" value="0"/>
Total number of children mentored	<input style="width: 50px;" type="text" value="0"/>
Total number of veterans served	<input style="width: 50px;" type="text" value="0"/>
Total number of US Armed Forces Service members served	<input style="width: 50px;" type="text" value="0"/>
Total number of family members of US Armed Forces service members served	<input style="width: 50px;" type="text" value="0"/>
Number of adult ex-offenders served	<input style="width: 50px;" type="text" value="0"/>
Total number of Immigrants served	<input style="width: 50px;" type="text" value="0"/>
Number of seniors receiving independent living services	<input style="width: 50px;" type="text" value="0"/>
Number of caregivers provided with respite	<input style="width: 50px;" type="text" value="0"/>
Total no. of children positively indirectly impacted by SC volunteer involvement in CNCS programs	<input style="width: 50px;" type="text" value="0"/>

**Step (7)** The next section is *Stations* with three groups (Faith-based Stations, Disaster Recovery/Relief, and Stations). In this section, you will enter the total number of stations and volunteers serving at those stations in each field. See below the screenshot for more information and definitions for these questions. Click “*next*” to continue to the next section.

**Progress Report Supplement**

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 [?](#)

**Stations**

Faith Based Stations	# of Stations	# of Vols
Total number of faith-based Stations / Volunteers	<input type="text" value="0"/>	<input type="text" value="0"/>
Disaster Recovery/Relief	# of Stations	# of Vols
Total number of disaster services stations/volunteers	<input type="text" value="0"/>	<input type="text" value="0"/>
Stations	# of Stations	# of Vols
Total number of stations/volunteers supporting Legal Aid or Elder Justice initiatives	<input type="text" value="0"/>	<input type="text" value="0"/>
Total number of stations/volunteers supporting My Brother's Keeper initiatives	<input type="text" value="0"/>	<input type="text" value="0"/>
Total number of stations/volunteers supporting Opportunity Youth initiatives	<input type="text" value="0"/>	<input type="text" value="0"/>
Total number of stations/volunteers supporting STEM programs	<input type="text" value="0"/>	<input type="text" value="0"/>
Total number of stations/volunteers supporting evidence-based programs	<input type="text" value="0"/>	<input type="text" value="0"/>

The questions listed under “Federal Priorities” ask about the participation of your stations and volunteers in certain federal priority programs.

- STEM Programs:** Science, Technology, Engineering and Math (STEM) Programs focus on increasing students’ proficiency in the fields of Science, Technology, Engineering and Math. For more information, visit <http://www.ed.gov/stem>.
- My Brother’s Keeper Initiatives:** My Brother’s Keeper initiatives address persistent opportunity gaps faced by boys and young men of color and ensure that all young people can reach their full potential. For more information, visit <https://www.whitehouse.gov/my-brothers-keeper>.
- Opportunity Youth Initiatives:** Opportunity Youth initiatives reconnect youth ages 16-24 who are not enrolled in school nor participating in the labor market to opportunities that increase their potential to succeed. For more information, visit [http://www.serve.gov/new-images/council/pdf/econ\\_value\\_opportunity\\_youth.pdf](http://www.serve.gov/new-images/council/pdf/econ_value_opportunity_youth.pdf).

- **Legal Aid or Elder Justice Initiatives:** Legal Aid initiatives support low-income people seeking civil legal assistance through the Legal Services Corporation. For more information on Legal Aid, visit <http://www.lsc.gov/>. Elder Justice initiatives combat harm against older adults. For more information, visit <https://www.justice.gov/elderjustice>. Please combine your stations and volunteers participating in each initiative and report them together here.
- **Evidence-Based Programs:** The term evidence-based program refers to a set of activities and practices supported by a theory of change tested through rigorous impact evaluation. These impact evaluations have demonstrated a causal relationship between specified program activities and outcomes. Causal evidence is typically generated through one or more quasi-experimental or experimental field tests. Good evidence-based program models provide an opportunity to reproduce positive outcomes when replicated consistently. Projects do not need to receive augmentation funding from CNCS in order to report activity in support of evidence-based programs. For more information, visit <https://www.whitehouse.gov/omb/evidence>.

**Note:** Information about other Volunteer Stations is collected via the Station Rosters submitted to the State Office at the time of the grant application submission.

**Step (8)** The last section is *Review and Submit*. In this section, you should click on “*View/Print PRS*” to confirm your responses. **Please review the Checklist on the following page to determine if the Progress Report Supplement is complete and ready to be submitted.**

If you need to change any responses, you can click any of the “*edit*” buttons for the appropriate section.

After any editing, click on the “*View/Print PRS*” again to confirm your answers are correct.

Click “*Submit Progress Report Supplement*” to complete the final step. This step submits your report to your Program Officer in the CNCS State Office.

Senior Corps PRS

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**Review and Submit**

Please review and submit your information

Grant# 14SRNOH001 - RSVP  
 Due Date: 12/30/2016  
 Status: PRS Initial Entry  
 Reporting Period: 10/01/2015 - 09/30/2016

Demographics: [edit](#)

Service Information: [edit](#)

Client Information: [edit](#)

Stations: [edit](#)

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

[Submit Progress Report Supplement](#) ➔

## 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**?
- Have you entered all available information regarding volunteer numbers in each of the subcategories under **Ethnicity**?
- Have you entered all available information regarding volunteer numbers in each of the subcategories under **Racial Group**?
- Do the totals for all subcategories under **Hours Served** equal **Total Number of Volunteers**?

\*We understand that grantees may not have collected data for questions that are new this year. Please provide an estimate for these questions this year and begin collecting data on them in the future.

\*We understand that some grantees do not collect information related to race and ethnicity. If you do not have data, please enter “0” in these fields.

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