2017 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.

Instructions for Logging into eGrants

To log into eGrants: go to 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.
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.

*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 (11/03/2017) and the Reporting Period (10/01/2016 – 09/30/2017).

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.
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.
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.

**Revised language this year! Total number of children benefitting indirectly from the presence of a Senior Corps volunteer.**

Indirect benefit 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 benefit 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](image)

<table>
<thead>
<tr>
<th>Client Information</th>
<th># of Clients</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of children of prisoners served</td>
<td>0</td>
</tr>
<tr>
<td>Total number of children mentored</td>
<td>0</td>
</tr>
<tr>
<td>Total number of veterans served</td>
<td>0</td>
</tr>
<tr>
<td>Total number of US Armed Forces Service members served</td>
<td>0</td>
</tr>
<tr>
<td>Total number of family members of US Armed Forces service members served</td>
<td>0</td>
</tr>
<tr>
<td>Number of adult ex-offenders served</td>
<td>0</td>
</tr>
<tr>
<td>Total number of Immigrants served</td>
<td>0</td>
</tr>
<tr>
<td>Number of seniors receiving independent living services</td>
<td>0</td>
</tr>
<tr>
<td>Number of caregivers provided with respite</td>
<td>0</td>
</tr>
<tr>
<td>Total number of children benefitting indirectly from the presence of a Senior Corps volunteer</td>
<td>0</td>
</tr>
</tbody>
</table>

Step (7) The next section is *Stations* with three groups (Faith-based Stations, Disaster Recovery/Relief, and Federal Priorities). 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.

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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](http://www.ed.gov/stem).

- **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](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.

**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.