



## **2013 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 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 CNCS State Office.
  4. 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 username 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 username 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.

Grant #13SFACT001 - Senior Corps PRS				
Reporting Date	Due Date	Extension Date	Status	
07/01/2012 - 06/30/2013	11/15/2013		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.

[cancel](#) [next](#)

For information about the Progress Report Supplement ?

**Senior Corps PRS**

**Grant#** 13SRACT002 - RSVP

**Due Date:** 11/15/2013

**Status:** PRS Initial Entry

**Reporting Period:** 07/01/2012 - 06/30/2013

Please note the Due Date **(12/6/2013)** and the Reporting Period **(07/01/2012 – 06/30/2013)**.

**PR Supplement**

- [Senior Corps PRS](#)
- [Demographics](#)
- [Service Information](#)
- [Client Information](#)
- [Service Categories](#)
- [Stations](#)
- [Review and Submit](#)

In the left column, you will notice different sections for entering specific data. You can move through the different sections by clicking each section or by clicking the “*next*” button.

**Step (4)** The first section is *Demographics* with 4 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 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**

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 67	<input type="text" value="0"/>
68 to 74	<input type="text" value="0"/>
75 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 3 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 US Armed Forces Service members serving as RSVP volunteers:**

Enter the total number of RSVP volunteers who are also US Armed Forces Service members. US Armed Forces Service members include all types of military service (Reserve, National Guard, or Active).

**NEW this year!**

**Total number of volunteers serving as RSVP with family members actively serving the military:**

Enter the total number of RSVP volunteers with family members who are actively serving in the military. Family member is defined as immediate family members related by blood, marriage, or adoption to a veteran of the US Armed Forces, including one who is deceased. This category includes only Active military.

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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**

<b>Volunteers</b>	<b># of Vols</b>
Total number of Volunteers	<input style="width: 80px;" type="text" value="0"/>
No. RSVP Vols. serving to mobilize volunteers for other organizations	<input style="width: 80px;" type="text" value="0"/>
No. of non-RSVP Vols. mobilized by RSVP vols. to serve in other orgs.	<input style="width: 80px;" type="text" value="0"/>
Number of veterans serving as RSVP volunteers	<input style="width: 80px;" type="text" value="0"/>
Total number of US Armed Forces Service members serving as RSVP volunteers	<input style="width: 80px;" type="text" value="0"/>
Total number of volunteers serving as RSVP with family members actively serving in the military	<input style="width: 80px;" type="text" value="0"/>
<b>Hours Served</b>	<b># of Vols</b>
4 or Fewer Hours per week	<input style="width: 80px;" type="text" value="0"/>
5 - 10 Hours per week	<input style="width: 80px;" type="text" value="0"/>
11 - 19 Hours per week	<input style="width: 80px;" type="text" value="0"/>
20 - 29 Hours per week	<input style="width: 80px;" type="text" value="0"/>
30 or more hours per week	<input style="width: 80px;" type="text" value="0"/>
<b>Volunteers Separated</b>	<b># of Vols</b>
Employment, moved, family, new interests	<input style="width: 80px;" type="text" value="0"/>
Health problems, death	<input style="width: 80px;" type="text" value="0"/>
Transportation problems	<input style="width: 80px;" type="text" value="0"/>
Poor performance	<input style="width: 80px;" type="text" value="0"/>

**Step (6)** The next section is *Client Information* with 1 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!**

The total number of US Armed Forces service members served includes all types of military services (Reserve, National Guard, or Active).

**NEW this year!**

The total number of family members of US Armed Forces Service members served includes all types of military services (Reserve, National Guard, or Active). Family member is defined as immediate family members related by blood, marriage, or adoption to a veteran of the US Armed Forces, including one who is deceased.

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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 type="text" value="0"/>
Total number of children mentored	<input type="text" value="0"/>
Total number of veterans served	<input type="text" value="0"/>
Total number of US Armed Forces service members served	<input type="text" value="0"/>
Total number of family members of US Armed Forces service members served	<input type="text" value="0"/>
Number of adult ex-offenders served	<input type="text" value="0"/>
Total number of Immigrants served	<input type="text" value="0"/>
Number of seniors receiving independent living services	<input type="text" value="0"/>
Number of caregivers provided with respite	<input type="text" value="0"/>

**Step (7)** The next section is *Service Categories* with 8 groups (Community and Economic Development, Disaster Recovery/Relief, Education, Environment, Health/Nutrition, Human Needs, Housing, and Public Safety). In this section, you will enter the number of hours in each field. Click “next” to continue to the next section.

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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 Categories**

Community and Economic Development	Hours
Community Revitalization/Improvement	0
Community-Based Volunteer Programs	0
Consumer Education	0
Cooperatives/Credit Unions	0
Food Production/Community Gardens	0
Job Development/Placement	0
Management Consulting	0
Micro Enterprise	0
Regional/State/City Planning	0
Small and Minority Business Development	0
Social Services Planning & Delivery	0
Tax Consulting/Counseling	0
Technology Access	0
Thrift Store	0
Transportation Services	0
Welfare to Work	0
Other Community and Economic Development	0
<b>Disaster Recovery/Relief</b>	
Disaster Preparedness	0
Disaster Mitigation	0
Disaster Response	0
Disaster Recovery	0
Other Disaster	0
<b>Education</b>	
Adult Education and Literacy	0
Afterschool Programs	0
America Reads	0
Computer Literacy	0
Cultural Heritage	0
Elementary Education	0
ESL	0
GED/Dropouts	0
Head Start, School Preparedness	0
Job Preparedness, School to Work	0
Secondary Education	0
Service Learning	0
Special Education	0
Tutoring and Child (Elementary) Literacy	0
Tutoring and Child (Middle Sch.) Literacy	0
Tutoring and Child (High Sch.) Literacy	0
Vocational Education	0
Youth Leadership Development	0
Other Education	0
<b>Environment</b>	
Clean Air	0
Clean and Safe Waters	0
Community/Neighborhood Restoration/Recreation	0
Energy Conservation	0
Environmental Awareness	0
Indoor Environment	0
Toxic Waste Management	0
Waste Reduction, Management and Recycling	0
Wildlife, Land, & Vegetation Protection or Restoration	0
Other Environment	0
<b>Health/Nutrition</b>	
Boarder Babies	0
CHIPS, SCHIPS	0
Congregate Meals	0
Delivery of Health Services	0
Food Distribution/Collection	0
Health Education	0
Health Screening	0
HIV/AIDS	0
Hospice/Terminally Ill	0
Immunization	0
In-Home Care	0
Maternal/Child Health Services	0
Mental Health	0
Mental Retardation	0
Physical Disabilities Programs	0
Substance Abuse	0
Other Health/Nutrition	0
<b>Human Needs</b>	
Adoption	0
Adult Day Care	0
Companionship/Outreach	0
Crisis Intervention	0
Mentoring	0
Respite	0
Senior Center Programs (Non-Residential)	0
Senior Citizens Assistance	0
Teen Pregnancy/Parent Support Education	0
Other Human Needs	0
<b>Housing</b>	
Home Management Support/Education	0
Homeless	0
Housing Referrals/Relocation/Other Housing Related Services	0
Housing Rehabilitation/Construction	0
Independent Living - Disabled	0
Independent Living - Seniors	0
Tenant Organizing	0
Transitional Housing	0
Other Housing	0
<b>Public Safety</b>	
Adult Offender/Ex-offender Services & Rehabilitation	0
Child Abuse/Neglect	0
Children and Youth Safety Programs	0
Community Policing/Community Patrol	0
Conflict Resolution/Mediation	0
Crime Awareness/Crime Avoidance	0
Elder Abuse/Neglect	0
Family Violence	0
Improvement of Household Security	0
Juvenile Justice, Delinquency/Gangs	0
Legal Assistance	0
Neighborhood Watch/Block Watch	0
Safe Havens	0
Safety/Fire Prevention/Accident Prevention	0

**Step (8)** The next section is *Stations* with 2 groups (Faith-based Stations and Disaster Recovery/Relief). In this section, you will enter the total number of faith-based stations and volunteers in each field. Click “next” to continue to the next section.

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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* [?](#)

**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"/>

**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 (9)** 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 Project 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.

**Review and Submit**

Please review and submit your information

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**Grant#** 13SRACT002 - RSVP  
**Due Date:** 11/15/2013  
**Status:** PRS Initial Entry  
**Reporting Period:** 07/01/2012 - 06/30/2013

**Demographics:** [edit](#)

**Service Information:** [edit](#)

**Client Information:** [edit](#)

**Service Categories:** [edit](#)

**Stations:** [edit](#)

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

[Submit Progress Report Supplement](#) 

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**?
- 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 you do not have data, please enter “0” in these fields.

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