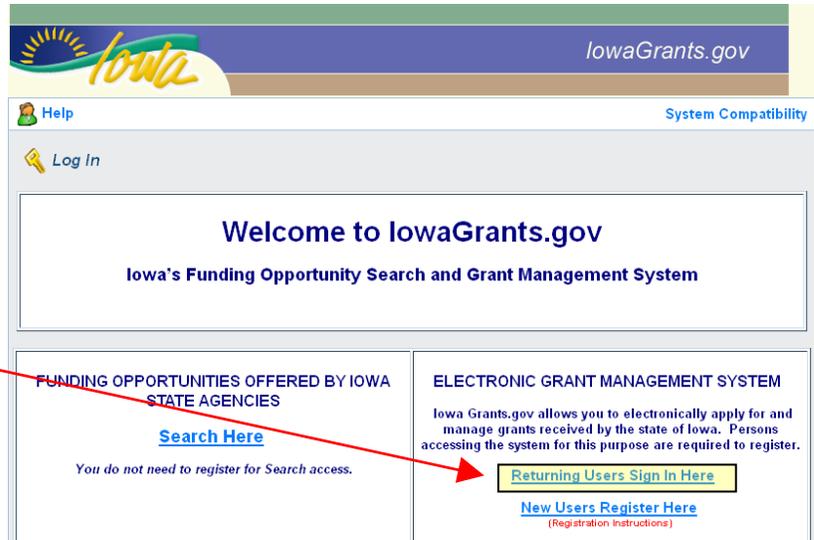


Entering RSVP State information in IowaGrants.gov

Before you get started, make sure you have pdf copies of your CNCS-approved Application for Federal Assistance and budget narrative saved on your computer in a location where you can easily locate them when it's time to add them to IowaGrants.

1. Start at www.iowagrants.gov and click on [Returning Users Sign In Here](#).

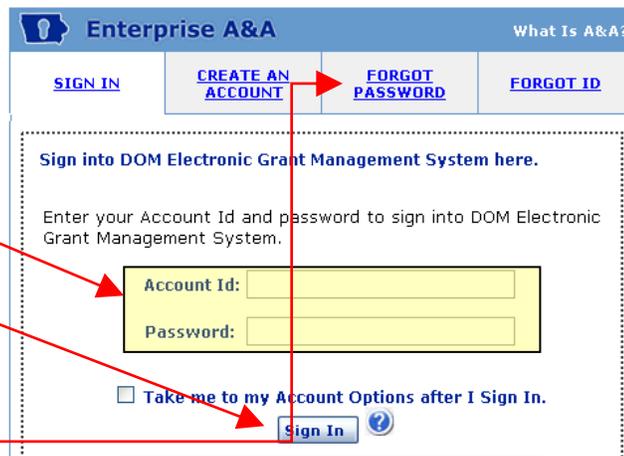


2. Enter your user ID and password (this information should have been included in a confirmation e-mail you received after you signed up). *In most cases, the user name is firstname.lastname@iowaio*

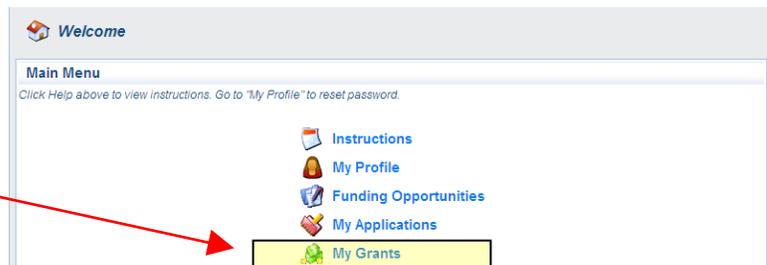
Click the "[Sign In](#)" button.

If you have forgotten your ID or password, please use the system links for assistance; ICVS staff cannot help with the password part of the system.

DOM Electronic Grant Management System



3. Click on [My Grants](#).



4. You will see a list of all the grants you currently have through IowaGrants. The status will read "Underway" for your FYxx RSVP grant. Click on the link that starts with "RSVP-FYxx-" (the city where your office is located will be the last part of the grant title; the Program Area will be RSVP-FYxx).

The screenshot shows the IowaGrants.gov website with the 'Grant Tracking' section. A table lists 'Current Grant/Projects' with columns for ID, Status, Year, Title, Program Area, Grant Administrator, and Grant/Project Amount. A red box highlights the row for 'JBRSPVTestFY15' with status 'Underway' and program area 'RSVP-FY15'. A red arrow points from the text in step 4 to this row.

ID	Status	Year	Title	Program Area	Grant Administrator	Grant/Project Amount
JBRSPVTestFY15	Underway	2014	Jody Test RSVP- July 2014	RSVP-FY15	Jody Benz	\$100.00
JBRSPVTestFY14	Underway	2014	JB Test2	RSVP-FY15	Jody Benz	\$200.00
testing123	Underway	2013	RSVP-FY14.Jody's TEST	RSVP-FY14	Jody Benz	\$300.00
TestJuly242012	Underway	2012	JBeeztestJuly2012	RSVP-FY13	Jody Benz	\$100.00
TestJan2012-2	Underway	2012	JBeezTESTforJan2012.updated	RSVP-Jan 2012	Jody Benz	\$0.00
22370	Underway	2011	2011 APPROVED GRANT	AmeriCorps	Kristin Honz	\$4,200.00
11 Admin Competitive	Underway	2011	TEST - 2011 ICVS Admin Award	AmeriCorps	Kristin Honz	\$112.00
RSVP12-TEST01	Underway	2011	RSVP state funding 2012	RSVP state funding	Jody Benz	\$12.00
RSVP11-TEST01	Underway	2010	RSVP state funding 2011	RSVP state funding	Jody Benz	\$0.00
Total						\$5,024.00

5. There are just two components you need to complete at this time:

- RSVP General Information
- Budget-FYxx

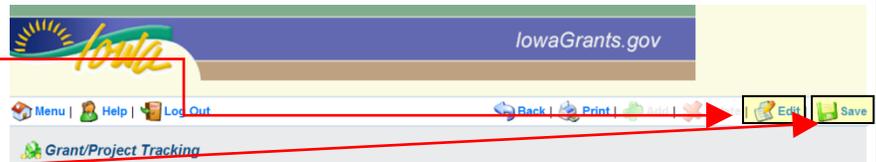
The screenshot shows the 'Grant/Project Components' page. A table lists components with columns for Component and Last Edited. Two components are highlighted with red boxes: 'RSVP General Info' and 'BudgetFY19'. Red arrows point from the text in step 5 to these two components.

Component	Last Edited
RSVP General Info	05/16/2018
BudgetFY19	05/16/2018
Claims	
Status Reports	
Opportunity	

6. Click on RSVP General Information FYxx to open the component.

This screenshot is identical to the previous one, but with a red box around the 'RSVP General Info' component and a red arrow pointing to it from the text in step 6.

7. Click Edit.
Complete all the required information.
Click Save.



8. Add a pdf copy of your most recent Application for Federal Assistance by clicking on the Browse button. Navigate to the file on your computer and upload it to the system by following the on-screen instructions.
Repeat this step to add your budget narrative document.

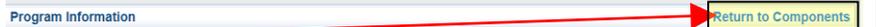
The screenshot shows the 'PDF Attachments' section. A red box highlights two 'Browse...' buttons. Red arrows point from the text in step 8 to these buttons.

PDF Attachments
You may need to complete the previous fields and SAVE this form before you will be able to upload your documents.

Application for Federal Assistance as submitted to and approved by CNCS via eGrants

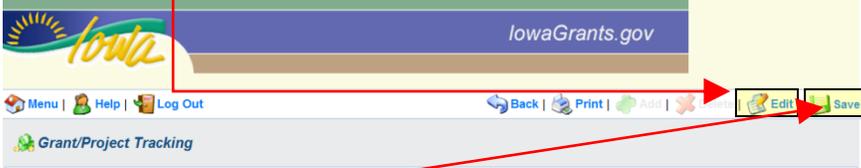
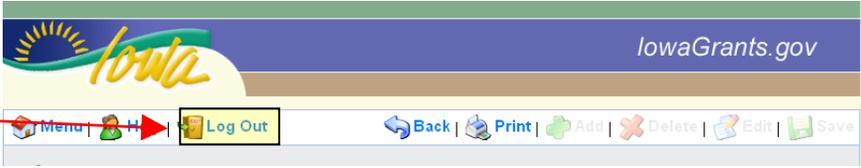
Budget Narrative as submitted to and approved by CNCS via eGrants

9. Click on Return to Components (it will be close to the top of the screen).



10. Click on Budget-FYxx to open this component.

This screenshot is identical to the previous one, but with a red box around the 'BudgetFY19' component and a red arrow pointing to it from the text in step 10.

<p>11. Click <u>Edit</u>. ♦</p> <p>Complete the budget information detailing your plans for using the state RSVP funding.</p> <p><i>NOTE: Your approved grant award amount has been entered by staff. Your detailed budget must not exceed this figure.</i></p> <p>Click <u>Save</u>. ♦</p>	
<p>12. You're done! Click on the "Log Out" icon. ♦</p>	

What happens next? Once the Closeout Report from the grant that ended June 30, and your new fiscal year grant information are submitted, and your signed contract is returned to Volunteer Iowa staff, you will be able to add a claim to request your first funding disbursement (instructions will be sent separately). If you have any questions or difficulty completing these steps, contact Volunteer Iowa: icvs@iowaeda.com, 515.348.6226 (toll-free: 1.800.308.5987).