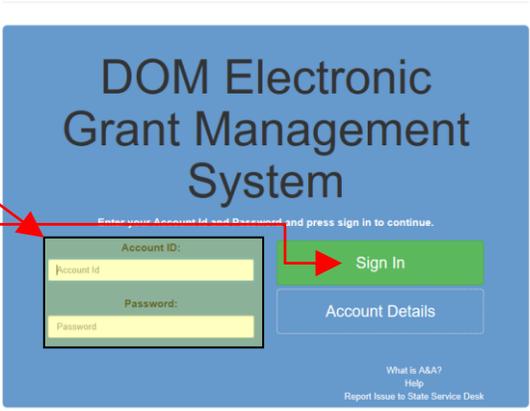
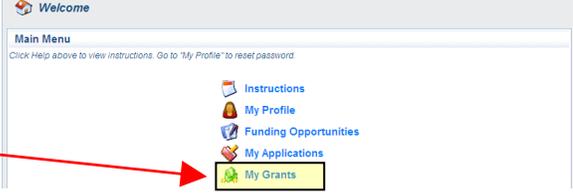


Submitting a Claim for RSVP State Funding

<p>1. Start at www.iowagrants.gov and click on <u>Returning Users Sign In Here</u>.</p>																			
<p>Enter your user ID and password (this information should have been included in a confirmation e-mail you received after you signed up).</p> <p><i>In most cases, the user name is <code>firstname.lastname@iowaid</code>.</i></p> <p>Click the “<u>Sign In</u>” button.</p> <p><i>If you have forgotten your ID or password, please use the system links for assistance; Volunteer Iowa staff cannot help with the password part of the system.</i></p>																			
<p>2. Click on <u>My Grants</u>.</p>																			
<p>You will see a list of all the grants you currently have through IowaGrants. The status will read “Underway” for your current RSVP grant.</p> <p>Click on the link “<u>xx-RSVP-xx-YourCity</u>”.</p>																			
<p>3. Click on <u>Claims</u> to open the component.</p>																			
<p>Claims have been created for you by staff DO NOT “Add” a new claim</p> <p>Click on the ID number of a claim to open it.</p> <ul style="list-style-type: none"> The first claim (#001) is due Aug. 31 The second claim (#002) is due Jan. 31 	 <table border="1"> <thead> <tr> <th>ID</th> <th>Type</th> <th>Status</th> <th>Date Submitted</th> <th>Date Paid</th> <th>Claim Amount</th> </tr> </thead> <tbody> <tr> <td>18-RSVP-JB-TEST-001</td> <td>Advance Payment</td> <td>Editing</td> <td></td> <td></td> <td>\$0.00</td> </tr> <tr> <td>18-RSVP-JB-TEST-002</td> <td>Advance Payment</td> <td>Editing</td> <td></td> <td></td> <td>\$0.00</td> </tr> </tbody> </table>	ID	Type	Status	Date Submitted	Date Paid	Claim Amount	18-RSVP-JB-TEST-001	Advance Payment	Editing			\$0.00	18-RSVP-JB-TEST-002	Advance Payment	Editing			\$0.00
ID	Type	Status	Date Submitted	Date Paid	Claim Amount														
18-RSVP-JB-TEST-001	Advance Payment	Editing			\$0.00														
18-RSVP-JB-TEST-002	Advance Payment	Editing			\$0.00														

General Information should already be checked as complete.

Click on Advance Request to open that component.

Components	Name	Complete?	Last Edited
General Information			
Advance Request		✓	
GAX Accounting Form FY18			

4. Click Edit; enter your anticipated expenses for the period (based on your approved budget).

Click Save.

If corrections are needed for any line item, click Edit, make the needed changes, and re-save the form.

Budget	Approved	Expenses	Paid	Total	Unclaimed
Category				(All Statuses)	(1-4)
Budget Details FY19					
Personnel Expenses	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Personnel Fringe Benefits	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Staff Local Travel	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Staff Long Distance Travel	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Equipment	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Supplies	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
Contractual and Consultant Services	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Training	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Evaluation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Volunteer Support Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Volunteer Stipends	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Volunteer Meals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Volunteer Uniforms	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Volunteer Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Volunteer Recognition	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Volunteer Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Volunteer Physical Exams	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Allowable Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total:	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00

If/when everything is correct, click Mark as Complete.

General Information and Advance Request should now both be checked as complete.

5. Click on GAX Accounting Form-FYxx to open the component.

Components	Name	Complete?	Last Edited
General Information			
Advance Request		✓	
GAX Accounting Form FY18		✓	07/09/2018

Click on Download blank GAX form HERE to download the form and save it to your computer.

If you prefer to prepare the form in advance, you can download it at <https://volunteeriowa.org/rsvp>.

6. Complete ALL highlighted sections of the GAX.

You may use an electronic signature graphic if you have one, then save the document (and convert it to a PDF file).

If you do not have an electronic signature, print, sign, and scan the document (as a PDF file).

Once the form is completed, signed, and saved as a PDF, return to this section of Iowa Grants to complete the submission process (follow steps 1-3, 5, then skip to 7).

7. Click on the Browse... button; navigate to the PDF file on your computer and click on the Open button.

Click on the Certification Check off box to verify that you are authorized to submit a claim on behalf of your organization.

Click Save (which will automatically upload your PDF to the system).

lowaGrants.gov

Menu | Help | Log Out

Grant Tracking

Claim: 0001-TEST-1-001

Grant: 0001-TEST-JB RSVP test FY18

Status: Editing

Program Area: RSVP Funding

Grantee Organization: J'Beez' Creations

Program Manager: Jody Benz

Claim Certification

General Accounting Form (GAX)

ALL HIGHLIGHTED SECTIONS OF THE GAX FORM MUST BE COMPLETED! Download blank GAX form HERE. Save or scan your completed closed form (AS A PDF FILE PLEASE!), and use the GAX Attachment icon to upload it. Then click Mark as Complete above.

GAX Attachment*

Certification

By checking the "Certification Check Off" box below, I certify that I am authorized to submit the form on behalf of the organization. I further certify that the charges submitted were proper under the authority of law and that the charges are reasonable, proper and correct and that no part of this claim has been paid. CLICK THE SAVE BUTTON ABOVE AFTER YOU CLICK THE CHECKBOX.

Certification Check off*

Click Mark as Complete.

lowaGrants.gov

Claim Certification

General Accounting Form (GAX)

ALL HIGHLIGHTED SECTIONS OF THE GAX FORM MUST BE COMPLETED! Download blank GAX form HERE. Save or scan your completed closed form (AS A PDF FILE PLEASE!), and use the GAX Attachment icon to upload it. Then click Mark as Complete above.

GAX Attachment* [IEDA Visitor Protocol.pdf](#)

Certification

By checking the "Certification Check Off" box below, I certify that I am authorized to submit the form on behalf of the organization. I further certify that the charges submitted were proper under the authority of law and that the charges are reasonable, proper and correct and that no part of this claim has been paid. CLICK THE SAVE BUTTON ABOVE AFTER YOU CLICK THE CHECKBOX.

Certification Check off*

[Mark as Complete](#) | [Go to Claim Forms](#)

At this point, all three components should be checked complete.

You may wish to Preview your claim to make certain it's accurate (use the "Back" button on the preview screen to return here.)

Components

Complete each component of the Claim and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information	<input checked="" type="checkbox"/>	
Advance Request	<input checked="" type="checkbox"/>	07/08/2018
GAX Accounting Form-FY18	<input checked="" type="checkbox"/>	07/08/2018

[Preview](#) | [Submit](#)

8. Final Steps

- **CLICK SUBMIT**

- **Log Out**

lowaGrants.gov

Components

Complete each component of the Claim and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information	<input checked="" type="checkbox"/>	
Advance Request	<input checked="" type="checkbox"/>	06/29/2017
GAX Accounting Form-FY18	<input checked="" type="checkbox"/>	06/29/2017

lowaGrants.gov

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

What happens next? Once your claim is submitted, Volunteer Iowa staff will review it and approve it or send it back to you for corrections. Either way, you will receive an e-mail update. If you have any questions or difficulty completing these steps, contact Volunteer Iowa at icvs@iowaeda.com or 515.348.6226 (toll-free: 1.800.308.5987).