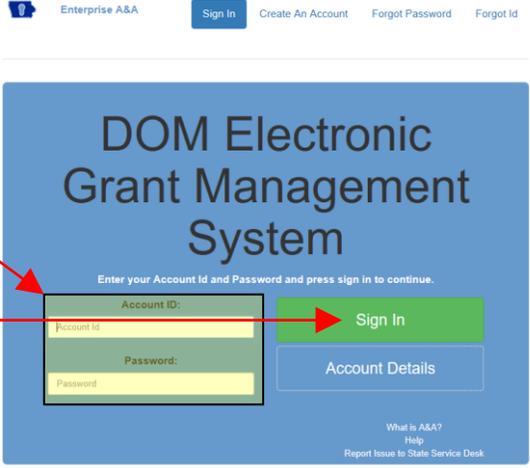
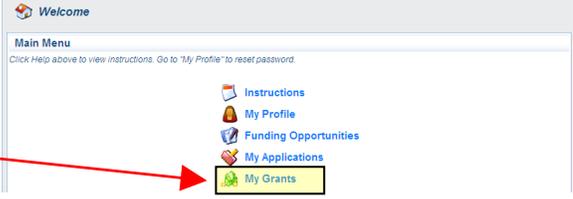


Submitting a Close-out Report for FY20 RSVP State Funding

<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>	 <table border="1"> <thead> <tr> <th>GrantProject</th> <th>Status</th> <th>Year</th> <th>Start Date</th> <th>End Date</th> <th>City</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>18-RSVP-08</td> <td>Underway</td> <td>2017</td> <td>10/30/16</td> <td>06/30/17</td> <td>Jody Benz</td> <td>\$2,500.00</td> </tr> <tr> <td>RSVPrest 7-25-2016</td> <td>Underway</td> <td>2016</td> <td>08/16/16</td> <td>07/25/16</td> <td>Jody Benz</td> <td>\$2,500.00</td> </tr> <tr> <td>JBRSDTTestFY15</td> <td>Underway</td> <td>2014</td> <td>July Test RSVP</td> <td>July 2014</td> <td>Jody Benz</td> <td>\$100.00</td> </tr> <tr> <td>2235</td> <td>Underway</td> <td>2011</td> <td>2011 RSVP</td> <td>08/01/11</td> <td>Kathie Hanz</td> <td>\$4,200.00</td> </tr> <tr> <td>11 Adults Competitive</td> <td>Underway</td> <td>2011</td> <td>TEST - 2011 RSVP</td> <td>Adults Award</td> <td>Kathie Hanz</td> <td>\$112.00</td> </tr> <tr> <td colspan="6">Total</td> <td>\$9,412.00</td> </tr> </tbody> </table>	GrantProject	Status	Year	Start Date	End Date	City	Amount	18-RSVP-08	Underway	2017	10/30/16	06/30/17	Jody Benz	\$2,500.00	RSVPrest 7-25-2016	Underway	2016	08/16/16	07/25/16	Jody Benz	\$2,500.00	JBRSDTTestFY15	Underway	2014	July Test RSVP	July 2014	Jody Benz	\$100.00	2235	Underway	2011	2011 RSVP	08/01/11	Kathie Hanz	\$4,200.00	11 Adults Competitive	Underway	2011	TEST - 2011 RSVP	Adults Award	Kathie Hanz	\$112.00	Total						\$9,412.00
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General Information should already be checked as complete.

Click on RSVP Closeout Report to open that component.

Click on Download blank financial closeout report form [HERE](#) to download and save it to your computer.

You will need to complete, print, and sign this form, then scan it to your computer prior to finalizing your status report.

4. Complete ALL highlighted sections of the Financial Close-out Report.

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, then skip to step 5).

CERTIFICATION OF STATE FUNDING EXPENSES
FINANCIAL CLOSE-OUT REPORT
Schedule of Expenses Compared to Budget
 Iowa Grants Program Area: RSVP Funding

COMPLETE ALL HIGHLIGHTED AREAS!

Grant/Contract Period: July 1 to June 30
 Reporting Period: July 1 to June 30
 Program Sponsor:
 Program Name:
 Contract Number:

Line item expenditures may vary from the approved budget as long as the amount is not changed by more than 10 percent of the total grant amount. However, expenses may NOT be charged to line items that were at zero in the original approved budget.

Cost Category	Approved Budget	Actual Expenses
Personnel Expenses		
Personnel Fringe Benefits		
Staff Local Travel		
Staff Long Distance Travel		
Equipment		
Supplies		
Contractual and Consultant Services		
Training		
Evaluation		
Other Volunteer Support Costs		
Indirect Costs		
Volunteer Stipends		
Volunteer Meals		
Volunteer Uniforms		
Volunteer Insurance		
Volunteer Recognition		
Volunteer Travel		
Volunteer Physical Exams		
Other Allowable Expenses		
TOTAL	\$0.00	\$0.00
REMAINING FUNDS		\$0.00

Unexpended funds as of June 30 must be returned to Volunteer Iowa by July 31

By checking this box, I certify that our agency has accomplished all program and financial requirements; secured all reports; and reconciled all funding with respect to state funding we have received under the above-referenced grant.

Signature: _____
 Typed Name: _____
 Title: _____
 Date: _____

5. Click Edit

Enter the information requested based on data from July 1, 2019 – June 30, 2020. Include any comments you would like to share with ICVS staff about your statistics (optional).

Upload your program’s PPR and FFR for the reporting period as noted in IowaGrants.

Click Save

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

When everything is correct and complete, click Mark as Complete.

General Information and RSVP Closeout Report should now both be checked as 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.)

Name	Complete?	Last Edited
General Information	✓	07/12/2018
RSVP Closeout Report	✓	07/12/2018

6. Final Steps

● **CLICK SUBMIT**

● Log Out

What happens next? Once your report 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).