

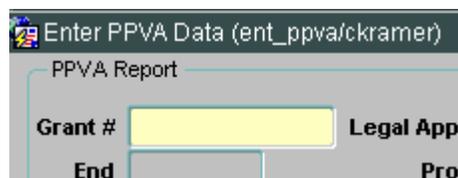
GRANTEE INSTRUCTIONS:

ENTERING YOUR PROJECT PROFILE AND VOLUNTEER ACTIVITY (PPVA) DATA INTO *eGRANTS*

- 1) From the *eGrants* menu, open the **Progress Reports** folder and click on **Enter PPVA Data**. This will bring you to the PPVA Screen.



- 2) Query on your **grant number** to find the form for your project.



- 3) You will see the entire PPVA form with your Project and Sponsor information at the top. You will also see the Reporting Period for PPVA: **October 1, 2002 – September 30, 2003** and the Due Date, **January 23, 2004**.

A screenshot of the 'PPVA Report' form. The form contains the following information:
Grant #: 03SRSVA133
Legal Applicant: Test Organization
Program: RSVP test
Status: PPVA Initial Entry
Rpt Start: 10/01/2002
Rpt End: 09/30/2003
Due Date: 12/31/2003
Extended Due Date: [empty]
Received Date: 10/16/2003
Program Period Start: [empty]
Corporate Program: Retired and Senior Volunteer Program
Checkboxes:
 Project has Internet Access
 Project Started as Non-CNCS Funded
 Project Serves More than One State
 Project is Statewide or Multi-City
Buttons: Submit, Print PPVA

- 4) Review the checkboxes located under your project information. Check them off as appropriate.

- 5) Enter your data by highlighting, or clicking on, the appropriate **PPVA Report Categories**. As you highlight each category, the fields in the lower part of the screen will change to reflect the data elements required.

PPVA Report Categories

Demographics
Stations
Client Information

PPVA Report Details

Item	If other, please specify	Vol's
Age Group		
55 to 59		
60 to 64		
65 to 74		
75 to 84		
85 and over		
Gender		
Female		
Male		

PPVA Report Categories

Demographics
Stations
Client Information

PPVA Report Details

Item	If other, please specify	Clients
Clients Served		
Total number of children of prisoners served		
Total number of children in foster care served		
Number of adult ex-offenders served		

Please note that the **PPVA Report Categories** will vary for each Senior Corps Program. An explanation of these categories is attached at the end of this document.

Important: All of the fields on the PPVA form are required. You must complete each field in order to submit the PPVA report. 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.

- 6) eGrants will force you to save your data before you move on to the next category. However, as always, you should save your information frequently!
- 7) Once you have completed entering your data, click on the **Submit** button to indicate that your report is final. You will be unable to make changes once the report has been submitted, so be sure to double check your entries.



8) If you would like to see a printed copy of your PPVA report, click on the “**Print PPVA**” button.



Detailed Senior Corps Project Information Report

Project Name: RSVP test

Grant Number: 03SRSVA133

Project and Sponsor Information

Project Name: RSVP test

Sponsor Name: Test Organization

Project Address: 123 main street

Sponsor Address: 8905 Moreland Lane Cupboard under the Stairs

City, State, Zip: adadad VA 12134

City, State, Zip: Annandale VA 22003

Project Director: Hobbes D. Cat

Sponsor Official: Cosmo Kramer

Telephone: 777777

Official's Title: Executive Director

Project Fax: fsfsfsfs

Telephone: 703-764-8561

Project Email: mcs lone@cns.com

Sponsor Fax:

Sponsor Email: jnpdavisva@msn.com

Funding and Service Area Information

CNCS Base Funding Level: \$0

CNCS-Funded Volunteer Service Years (VSUs):

PPVA REPORT CATEGORIES BY PROGRAM

RSVP PPVA Report Categories

Demographics

Volunteer demographic information. Enter the total number of volunteers serving in your program during the reporting period for each item.

Stations

Volunteer station information.

- a. Enter the number of stations serving as volunteer placement sites during the reporting period for each station type.
- b. Enter the number of volunteers serving during the reporting period for each station type.

Client Information

Enter the total number of clients being served by your program during the reporting period for each item.

Service Information

Enter the total number of volunteers serving in your program during the reporting period for each item

Service Categories

Annual hours RSVP Volunteer serve by service category. Enter the total number of hours RSVP Volunteers served during the reporting period for each service category listed.

FGP PPVA Report Categories

Demographics

Volunteer demographic information. Enter the total number of volunteers in your program for each item.

Stations

Volunteer station information.

- a. Enter the number of stations serving as volunteer placement sites during the reporting period for each station type.
- b. Enter the number of volunteers serving during the reporting period for each station type.

Special Needs

- a. Enter the total number of Foster Grandparents serving to meet each special need.

- b. Enter the total number of children the FGPs serve Not-In-Home
- c. Enter the total number of children the FGPs serve in the Children's homes.

Client Information

Enter the total number of clients being served by your program for each item.

Service Information

Enter the total number of volunteers in your program for each item.

SCP PPVA Report Categories

Demographics

Volunteer demographic information. Enter the total number of volunteers in your program for each item

Stations

Volunteer station information.

- a. Enter the number of stations serving as volunteer placement sites during the reporting period for each station type.
- b. Enter the number of volunteers serving during the reporting period for each station type

Client Information

Enter the total number of clients being served by Senior Companions during the reporting period for each item.

Special Needs

- a. Enter the total number of Senior Companions serving to meet each special need during the reporting period.
- b. Enter the total number of clients with each special need served.

Service Information

Enter the total number of Senior Corps in your program for each item.