
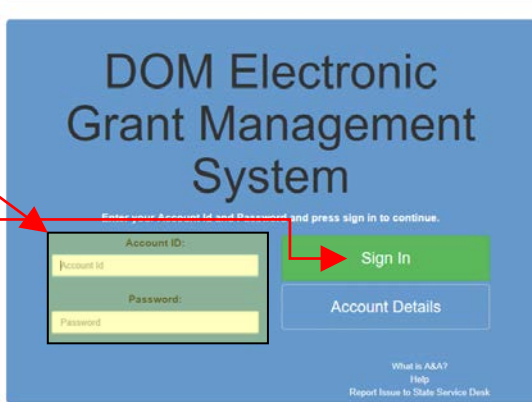
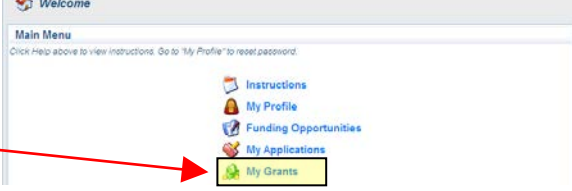


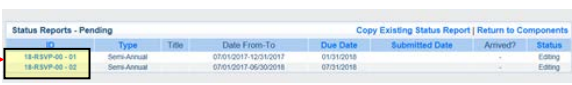


Submitting a Financial Status Report for RSVP State Funding

<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 <u>“Underway”</u> for your current RSVP grant.</p> <p>Click on the link <u>“xx-RSVP-xx-YourCity”</u>.</p>																									
<p>3. Click on <u>Status Reports</u> to open the component.</p>																									
<p>Click on the ID number of a Status Report to open it.</p> <ul style="list-style-type: none"> The first report (mid-year) is due Jan. 31 The second report (closeout) is due July 31 	 <table border="1" data-bbox="885 1816 1453 1879"> <thead> <tr> <th>ID</th> <th>Type</th> <th>Title</th> <th>Date From-To</th> <th>Due Date</th> <th>Submitted Date</th> <th>Arrived?</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>18-RSVP-06-01</td> <td>Semi-Annual</td> <td></td> <td>07/01/2017-12/31/2017</td> <td>01/31/2018</td> <td></td> <td></td> <td>Editing</td> </tr> <tr> <td>18-RSVP-06-02</td> <td>Semi-Annual</td> <td></td> <td>07/01/2017-06/30/2018</td> <td>07/31/2018</td> <td></td> <td></td> <td>Editing</td> </tr> </tbody> </table>	ID	Type	Title	Date From-To	Due Date	Submitted Date	Arrived?	Status	18-RSVP-06-01	Semi-Annual		07/01/2017-12/31/2017	01/31/2018			Editing	18-RSVP-06-02	Semi-Annual		07/01/2017-06/30/2018	07/31/2018			Editing
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18-RSVP-06-02	Semi-Annual		07/01/2017-06/30/2018	07/31/2018			Editing																		

General Information should already be checked as complete.

Click on RSVP Financial Report to open that component.



4. Enter numbers of Active Volunteers and Resources Provided.

For the mid-year report due in January, include the total number of unique volunteers engaged throughout the entire previous calendar year (Jan. – Dec.). That number will be used to calculate the next fiscal year's grant amount.

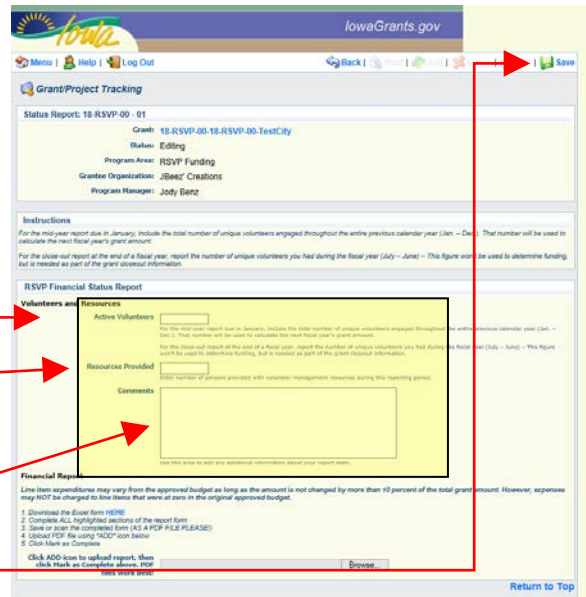
For the close-out report at the end of a fiscal year, report the number of unique volunteers you had during the fiscal year (July – June).

Enter the number of persons provided with volunteer management resources during the reporting period.

Include any comments you would like to share with ICVS staff about your statistics (optional).

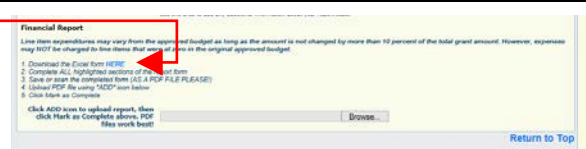
Click Save

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



Click on Download the Excel 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 www.volunteeriowa.org/rsvp



5. Complete **ALL highlighted sections** of the Financial Status 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 6).

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

COMPLETE ALL HIGHLIGHTED AREAS!

Grant/Contract Period: _____
 Reporting Period: _____
 Program Sponsor: _____
 Program Name: _____
 Contract Number: _____

Cost Category	Approved Budget	Actual Expenses
	for entire contract period	for reporting period
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: _____

6. Click Edit

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

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

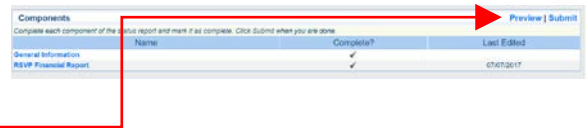


If/when everything is correct, click Mark as Complete.



General Information and RSVP Financial Report should now both be checked as complete.

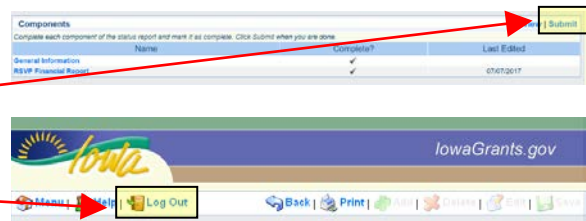
You may wish to Preview your claim to make certain it's accurate (use the "Back" button on the preview screen to return here.)



7. 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 Jody Benz at jody.benz@iowaeda.com or 515.725.3094 (toll-free: 1.800.308.5987).