

Entering RSVP State information in IowaGrants.gov

Before you get started, make sure you have pdf copies of your approved CNCS grant narrative, budget narrative, and latest PPR 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](#).

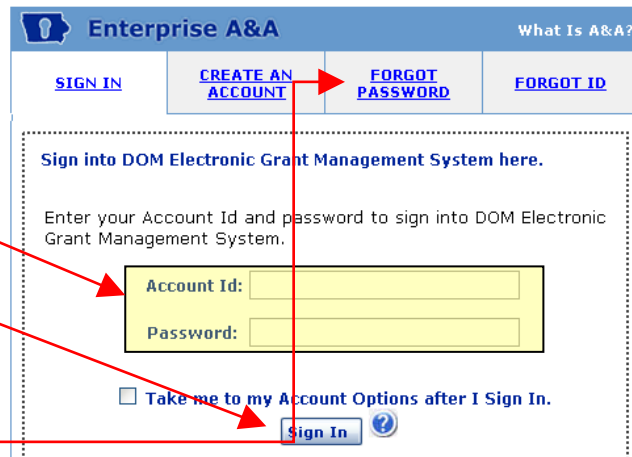


2. Enter your user ID and password (this information should have been included in a confirmation e-mail you received after you signed up). *In most cases, the user name is firstname.lastname@iowaio*

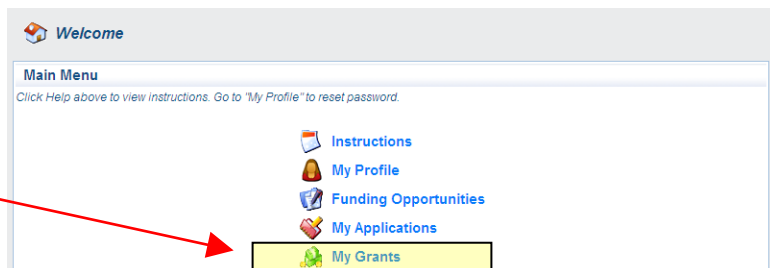
Click the "[Sign In](#)" button.

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).

lowaGrants.gov

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Grant Tracking

Current Grant/Projects Closed Grant/Projects | Claims

Grant/Projects in the status Underway or Suspended appear on this list. To view other Grant/Projects, click the closed Grant/Projects link.

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
RSVPTestFY14	Underway	2013	RSVP-FY14 Jody's TEST	RSVP-FY14	Jody Benz	\$200.00
testJuly242012	Underway	2012	Jody Test RSVP Jan 2012	RSVP state funding	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

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

- RSVP General Info FYxx
- Budget-StateRSVPxx

Grant/Project Components

You can define your own alerts in the Alerts section

Component	Last Edited
General Information	07/07/2014
RSVP General Info FY15	07/07/2014
Budget-StateRSVP15	07/07/2014
Claims	-
Status Reports	-
Opportunity	-

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

Grant/Project Components

You can define your own alerts in the Alerts section

Component	Last Edited
General Information	07/07/2014
RSVP General Info FY15	07/07/2014
Budget-StateRSVP15	07/07/2014
Claims	-
Status Reports	-
Opportunity	-

7. Click Edit.

Complete all the required information.

Click Save.

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Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Grant/Project Tracking

8. Add a pdf copy of your most recent PPR by clicking on the Upload icon. Navigate to the file on your computer and upload it to the system by following the on screen instructions.

Repeat this step to add the project narrative and budget narrative documents.

PDF Attachments

You must complete the previous fields and SAVE this form before you will be able to upload your documents.

Most recent PPR	Upload
CNCS Project Narrative	Upload
CNCS Budget Narrative	Upload

Last Edited By:

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

RSVP General Info FY15

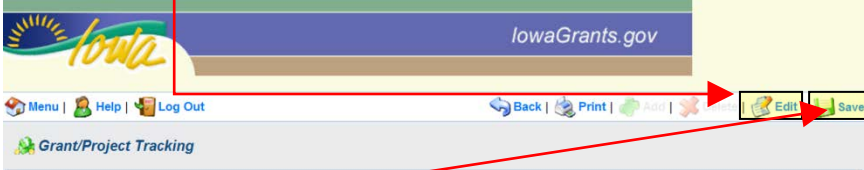
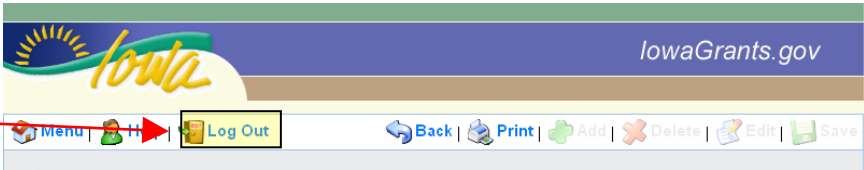
Return to Components

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

Grant/Project Components

You can define your own alerts in the Alerts section

Component	Last Edited
General Information	07/07/2014
RSVP General Info FY15	07/07/2014
Budget-StateRSVP15	07/07/2014
Claims	-
Status Reports	-
Opportunity	-

<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 amount has been entered by ICVS staff. Your detailed budget must not exceed this figure.</i></p> <p>Click <u>Save</u>. ♦</p>	 <p>The screenshot shows the Iowa Grants website interface. At the top, there is a header with the 'Iowa' logo and 'IowaGrants.gov'. Below the header is a navigation bar with icons for Menu, Help, and Log Out. A secondary navigation bar contains icons for Back, Print, Add, Delete, Edit, and Save. The main content area is titled 'Grant/Project Tracking'. A red box highlights the 'Edit' button, and a red arrow points from the 'Edit' button in the screenshot to the 'Edit' text in the instruction above. Another red arrow points from the 'Save' button in the screenshot to the 'Save' text in the instruction below.</p>
<p>12. You're done! Click on the "Log Out" icon. ♦</p>	 <p>The screenshot shows the same Iowa Grants website interface as above. A red box highlights the 'Log Out' button in the navigation bar, and a red arrow points from the 'Log Out' text in the instruction to this button.</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 Jody Benz: jody.benz@iowaeda.com, 515.725.3094 (toll-free: 1.800.308.5987).