
HRSA EHB USER GUIDE

Property Tracking Report User Guide for Grantees

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1. Introduction

1.1. Document Purpose and Scope

The purpose of this document is to provide detailed instructions to help grantees complete Property Reports for their grant within the HRSA Electronic Handbook (EHB). Property Reports in EHBs consist of:

- Basic Information
- SF-428S
- SF-428
- Other Information

Note: This user guide can be used to complete **Property Report** for any grant program.

1.2. Document Organization and Version Control

This document contains four sections in addition to the Introduction. Following is the summary:

Section	Description
Before You Access a Property Report	Provides information that grantees need to know before they initiate Property Reports.
Completing the Property Report in HRSA Electronic Handbooks	Describes the steps necessary to complete and submit the Property Report in the Electronic Handbooks.
Customer Support Information	Provides contact information to address technical and programmatic questions.
FAQs	Provides answers to frequently asked questions by various categories.

Note: None of the screens displayed in this user guide are for real grants.

Revision History

Date	Reason for change(s)	Author(s)
10/10/2012	Original document	REI –Barbara Gould

2. Before You Access a Property Report

To initiate your Property Report, you will have to access the HRSA Electronic Handbooks (EHBs). To do this, you must register within the EHBs. The purpose of the registration process is to collect consistent information from all users, avoid collection of redundant information, and allow for the unique identification of each system user. Note that **registration within HRSA EHBs is required only once for each user regardless of the organizations they represent.**

If you already have a user account, you do not need to create another account. **Do not create duplicate user accounts.** If you are a new grantee organization user, you need to complete the following two steps to get appropriate access:

Individual users from an organization who participate in the grants process must create individual accounts in the system. To get registration guidance, go to <https://grants.hrsa.gov/webexternal/home.asp> and click [Registration](#) in the left navigation panel.

The user must then associate their account with the specific grantee organization. While searching for your organization, use your 10 digit grant number from box 4b of the NoA. If you recently received a grant from HRSA and have not registered before, this step will be applicable to you. Note that EHBs offers these roles – Project Director, Authorizing Official, Business Official and an Other Employee role. To work on and submit the progress report within the EHBs, please request the Project Director for the grant to assign you appropriate access (i.e. Edit Other Submissions, Submit Other Submissions).

For detailed steps on registration information, see *HRSA's Electronic Submission User Guide* (<http://www.hrsa.gov/grants/userguide.htm>).

For assistance in registering with HRSA EHBs, call 877-GO4-HRSA (877-464-4772) between 9:00 am to 5:30 pm ET or email callcenter@hrsa.gov.

3. Completing the Property Report in HRSA Electronic Handbooks

The next step is to complete your Property Report in the HRSA Electronic Handbook (HRSA EHB).

Users new to the EHBs should be mindful that the system times-out after 30 minutes of inactivity. Some forms may take a long time to complete. Users should ensure that they save their work at frequent intervals.

3.1. Login and Access the Property Report

3.1.1. Logging Into the HRSA Electronic Handbooks

Point your browser to <https://grants.hrsa.gov/webexternal/login.asp>.

1. Enter your username and password.

Figure 1: EHB Login

The screenshot shows the HRSA EHB Login page. It is organized into three main sections. The top section, 'Existing Users', features a blue header with a lock icon, followed by input fields for 'Username' and 'Password'. Below these fields are a blue 'Login' button and a 'Forgot Password?' link. The middle section, 'New Users', has a blue header with a person icon, a 'Create an Account' button, and a 'Click here to get started' link with an external icon. The bottom section, 'Contact Us', has a blue header and lists contact information: 'Phone: 877-Go4-HRSA/877-464-4772', 'Time: 9:00 a.m. to 5:30 p.m. Eastern Time (E.T.) Monday through Friday', and 'Email: CallCenter@HRSA.GOV'. A 'Contact Us' link is provided at the end of the contact information.

2. Click the **Login** button. The View/Update Profile page opens.

Figure 2: View/Update Profile Page

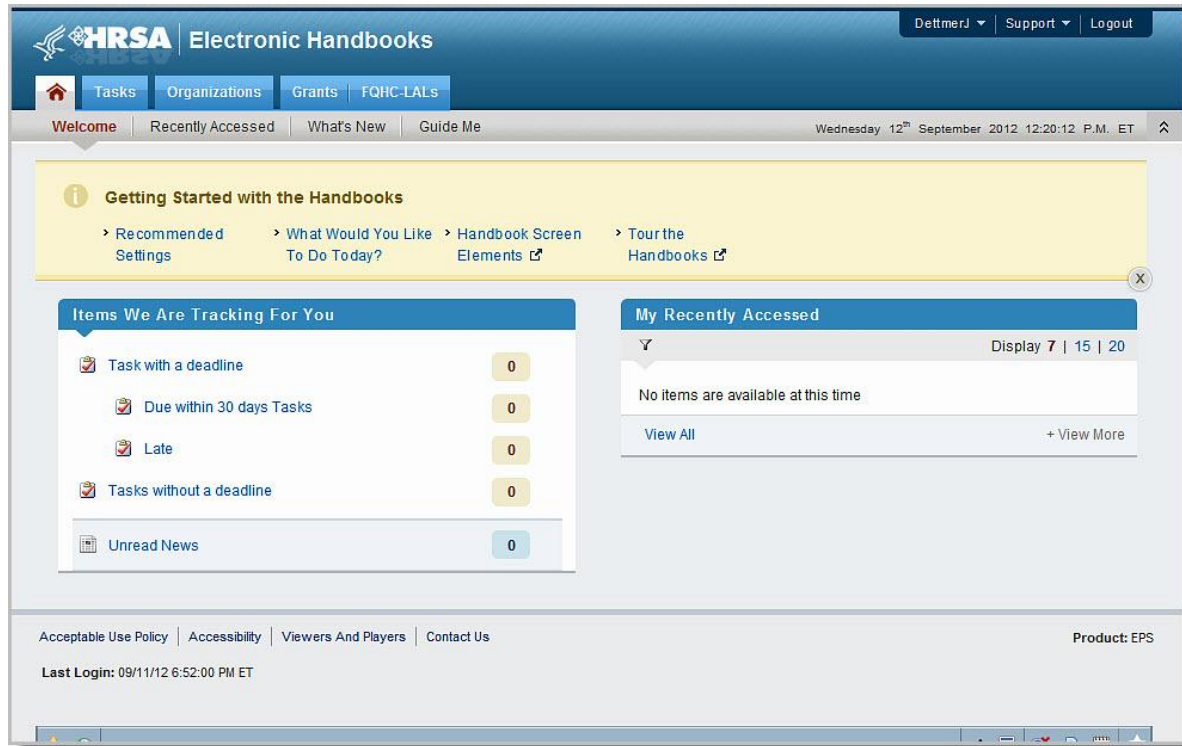
The screenshot displays the 'View/Update Profile' page within the HRSA Electronic Handbooks system. The page header includes the HRSA logo and navigation links like 'HealthCenters', 'Support', and 'Logout'. Below the header, there are tabs for 'EHBs Home', 'Organizations', 'Grants', and 'FQHC-LALs'. The main content area is titled 'View/Update Profile' and contains a form with the following fields:

- User Information:**
 - User Name: HealthCenters
 - Title: Chief Executive Officer
 - Salutation: Ms.
 - * First Name: Lore
 - Middle Initial: (empty)
 - * Last Name: Pease
- Location Information:**
 - * City: Espanola (Required if Zip is not specified)
 - Urbanization: (empty) (Used only for Puerto Rico(PR))
 - * State: NM (Required if City is specified)
 - * Zip Code (Lookup): 87532 - 2627 (Required if City is not specified)

A 'Continue' button is located at the bottom right of the form, highlighted with a red box.

3. Ensure that all required fields are filled and are up to date.
4. Click the **Continue** button. The **View/Update Profile** confirm page opens.
5. Click the **Confirm** button. The **View/Update Profile** page opens with a green Success banner at the top of the page
6. Click the **Continue** button. The **HRSA EHB Home (Welcome)** page (**Figure 3**) opens.

Figure 3: HRSA EHB Home (Welcome) Page



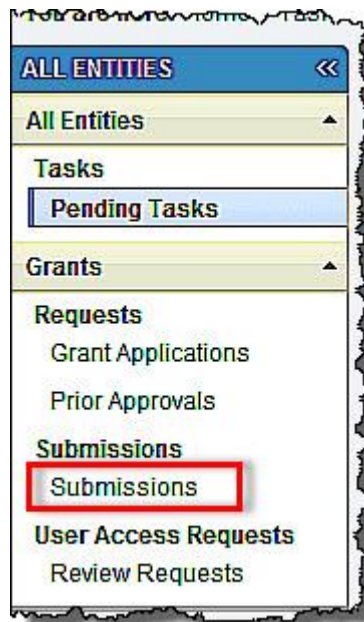
Note: Depending on your program, your **HRSA EHB Home (Welcome)** page may appear differently, and may not contain all the items listed in this figure.

3.1.2. Accessing the Property Report

Users who are accessing a progress report should follow these steps:

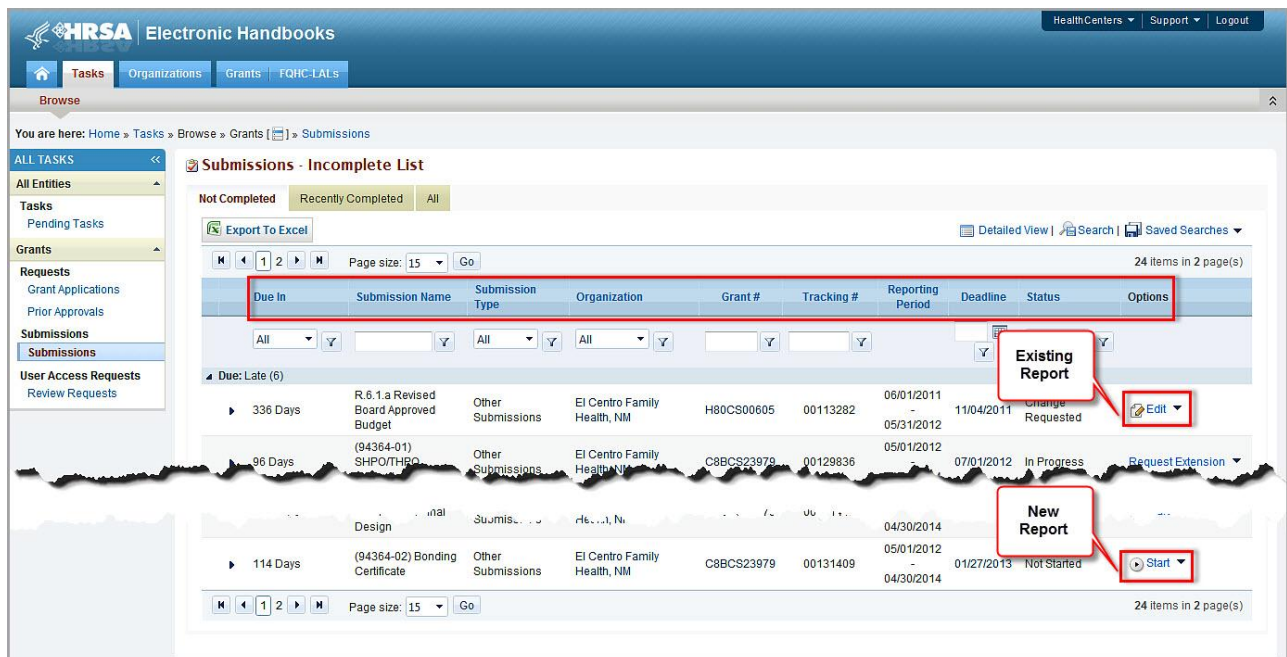
On the **HRSA EHB Home (Welcome)** page (Figure 3), click the **Tasks** tab. The **Tasks** page opens with the **All Tasks** list in the left navigation panel (Figure 4).

Figure 4: All Entities– Left Navigation Panel



1. Click the **Submissions** link. The **Submissions – Incomplete List** page opens (Figure 5).
2. Use the filters (in the red box in [Figure 5: Submissions – Incomplete List Page](#)) to find the submission you’re working on by **Tracking #**, **Submission Name**, or **Grant #**.

Figure 5: Submissions – Incomplete List Page



3. Choose the appropriate **Grant (Entity)** and click the **Start** or **Edit** link. The **Property Report – Status Overview** page opens ([Status Overview](#) Page
4. [Figure 6](#)).

Note: The screen contains a different left navigation panel than it did before.

3.1.3. Status Overview Page

Figure 6: Property Report – Status Overview Page

The screenshot shows the 'Property Report - Status Overview' page. At the top, the 'Header Section' contains identifying information: Grant Number, Reporting Period (05/01/2012 - 04/30/2014), Due Date (7/29/2014 11:59:59 PM), Report Status (In Progress), Submission Name (SF-428), Submission Type (Other Submissions), and Reporting Cycle (One Time Submission). Below this is the 'Resources' section with a 'View' tab and sub-tabs for 'Property Report TOC', 'SF-428', 'SF-428S', 'Related NoA', 'Related Condition/ Reporting Requirement', and 'Action History'. The 'Download Guidance' section lists a document named 'Hello REI.docx' with a 'Download' link. Below that is a section for 'Users with permission on Other Submissions (3)'. The 'Property Report Status' section is a table with columns for Section, Status, and Options.

Section	Status	Options
Basic Information	Not Complete	Update
SF-428S	Not Complete	Update
SF-428	Not Complete	Update
Other Information	Not Complete	Update

The **Property Report – Status Overview** page lists the status of each form making up the Property Report, links to read-only versions of the forms, and links to editable versions of the forms that need to be completed or updated.

The **Header** section contains all identifying information about the Submission.

Under the **Resources** section **view** tab, there are sub-tabs that open read-only versions of the documents they represent.

The **Download Guidance** section contains a link to download a guidance document for your Property Report.

The fourth section, when expanded, lists the **Users with permissions on Other Submissions**.

The **Property Report Status** section lists all forms required for the report and their completion status: Not Complete or Complete.

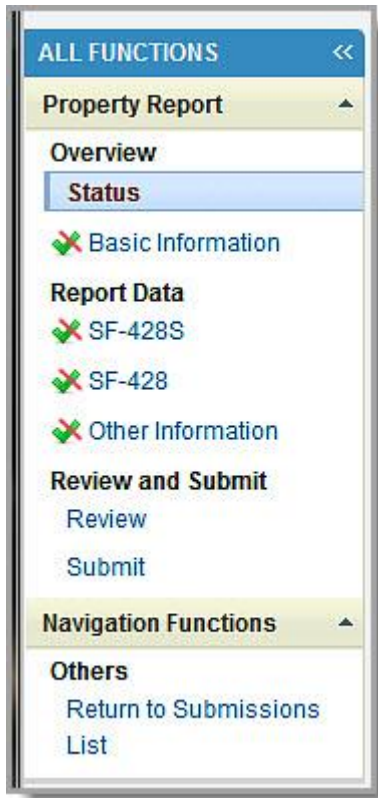
Figure 7: Property Report – Status Overview Page Left Navigation Panel



The **Property Report – Status Overview** page lists each section of the property report and its status: Not Complete, or Complete.

3.1.4. Navigating within the Property Report

Figure 8: Side Menu in Grantee Handbook



A navigation panel (Figure 8) appears on the left side of every screen in the Electronic Handbook. Use this panel to access the various pages of your **Property Report**.

You can always click **Status** under **Overview** go to the **Property Report – Status Overview** page to check your progress toward completing your entire submission.

The **Property Report – Status Overview** page shows the status of each Basic Information form (i.e., the SF-428 forms) and Other Information forms.

Note: You cannot submit your Property Report until all forms in all sections are complete.

Your session will remain active for 30 minutes since your last activity. Please save your work every 5 minutes to avoid unexpected behavior.

Note: For the purpose of this document, the left navigation panel will be used to access each form.

3.2. Navigating to the Standard Forms

To get to any of the forms used in the **Property Report**, click the appropriate link in the left navigation panel, or click the **Update** link for that form on the **Property Report – Status Overview** (Figure 6).

3.2.1. Basic Information – Update Page

The **Basic Information – Update** (Figure 9) page gathers or contains basic information about the property purchased with your Grant money, your Point of Contact (POC), and your Project Director. All fields with red asterisks (*) are required.

Figure 9: Basic Information Page – Update Page

Basic Information - Update

▶ 00133784: RICHMOND, CITY OF, RICHMOND, VA Due Date: 3/31/2013 11:59:59 PM | Section Status: Not Complete

▼ Resources [↗](#)

View

[Property Report TOC](#) | [SF-428](#) | [SF-428S](#) | [Related NoA](#) | [Related Condition/ Reporting Requirement](#) | [Action History](#)

Fields with * are required

* 1. Did your organization purchase tangible personal property under this award with an acquisition cost of \$5,000 or more and/or do you have a balance of unused supplies with an aggregate value of \$5,000 or more?

Yes No

If No, then Explain

(Max 2000 Characters): 2000 Characters left.

[Design](#) [Preview](#)

[Show Detailed View](#)

Role	Name	Phone	Email	Options
* Primary POC	Burson, Hannah	(804) 253-1988	reitester88743@hotmail.com	Update
Project Director	Causey, Tracy	(804) 253-1968	reitester1@hotmail.com	

[Go to Previous Page](#) [Save](#) [Save and Continue](#)

1. Answer question 1 by clicking the appropriate radio button. If the answer is **No**, you **must** enter an explanation in the space provided.

Note: If you select “No” and click the [Save](#) button, the system will auto-complete section **SF-428S** and the **Other Information** section. You will not have to enter any information in these two pages. The default values for the two **Other Information** questions will be **N/A**.

2. If you want to view the details of the **Contact Information** section, click the [Show Details](#) link. The **Contact Information** section will expand as shown in (Figure 10).

Figure 10: Contact Information Section – Detailed View

Role	Name	Phone	Email	Options
* Primary POC		No Primary POC Added.		<input type="button" value="Add"/>
Title:		Registered in EHBs:		
EHB Role:		Grant Role:		
Project Director	Pease, Lore	(505) 753-7218	reitester1@hotmail.com	
Title: Chief Executive Officer		Registered in EHBs: Yes		
EHB Role: Authorizing Official		Grant Role: Program Director		

Go to Previous Page

- If there is no POC listed, click the [Add](#) button under **Options**. The **Primary POC – Add** page opens.

3.2.1.1. The Primary POC – Add Page

The **Primary POC – Add** page gives you two different methods for selecting a POC. You can select from **Existing Users**, as shown in [Figure 11](#), or you can expand the **Add New Contact Information** section and add a User to the list of Existing Users, as shown in [Figure 12](#).

Figure 11: The Primary POC – Add Page (Existing Users)

Primary POC - Add

00134066: EL CENTRO FAMILY HEALTH, ESPANOLA, NM Due Date: 7/29/2014 11:59:59 PM | Section Status: Not Complete

Resources [View](#)

[Property Report TOC](#) | [SF-428](#) | [SF-428S](#) | [Related NoA](#) | [Related Condition/ Reporting Requirement](#) | [Action History](#)

Fields with * are required

Select	Name	Email	Phone
<input checked="" type="radio"/>	Esquibel, Randy J	reitester1@hotmail.com	(505) 795-6015
<input type="radio"/>	KAIN, FRANCINE	reitester1@hotmail.com	(505) 747-5911
<input type="radio"/>	Pease, Lore	reitester1@hotmail.com	(505) 753-7218

OR

[Add New Contact Information](#)

Figure 12: The Primary POC – Add New User

Note: In the **Add New Contact Information** section, all fields except the **Title of the position** field are required.

4. Click the **Continue** button after you have selected an existing user or click the **Save and Continue** button after you have created a new user to be returned to the **Basic Information – Update** page.
5. When all information has been entered on the **Basic Information – Update** page, click the **Save and Continue** button to proceed to the next form.

After a POC has been entered on the **Basic Information – Update** form, the **Add** link becomes the **Update** drop-down with three links, **Update**, **Change**, and **Delete**, as shown in [Figure 13](#).

Figure 13: POC Contact Information – Action Options



Options:

- ❖ UPDATE the POC information
- ❖ CHANGE the POC. This Option includes adding a new POC.
- ❖ DELETE the POC

3.2.1.2. To Update the POC information

1. On the **Basic Information – Update** page ([Figure 9](#) **Error! Reference source not found.**), click the **Update** drop-down for POC and then select **Update** from the drop-down. The **Primary POC – Update** page opens ([Figure 14](#)), and is populated with the information for the selected POC.

Figure 14: Primary POC – Update Page

2. Verify and revise the contact information, as necessary.
3. Click the **Save and Continue** button to save your information and return to the **Basic Information – Update** page (Figure 9).

3.2.1.3. To Change the Selected POC

1. Click the **Update** link for a POC and then select **Change** from the drop-down. The **Primary POC – Change** page opens (Figure 15), and is populated with all the POCs registered for the grant.

Figure 15: Primary POC – Change Page

Select	Name	Email	Phone
<input checked="" type="radio"/>	Reitester, Robert	reitester1@hotmail.com	(555) 555-5555
<input type="radio"/>	Reitester, Robert	reitester1@hotmail.com	(555) 555-5555
<input type="radio"/>	Reitester, Robert	reitester1@hotmail.com	(555) 555-5555

2. To change from the current POC to an existing user, select the user to be designated as the POC, if more than one user is listed, and click the **Continue** button to be returned to the **Basic Information – Update** page (**Figure 9**) with a green Success banner at the top of the page.

OR

To change from the current POC to a **new** user, expand the **Add New Contact Information** section, enter the required information, and click the **Save and Continue** button to be returned to the **Basic Information – Update** page (**Figure 9**). with a green Success banner at the top of the page.

Note: New HRSA employee users must register with the EHB. After the new users are registered within the EHB, you must return to the **Primary POC - Add** page to select the newly registered HRSA employee as a POC.

3.2.1.4. To Delete a POC

1. On the **Basic Information – Update** page (**Figure 9**), click the **Update** drop-down for a POC and then select **Delete** from the drop-down. The **Primary POC – Delete Confirm** page opens.
2. Click the **Confirm** button. The **Basic Information – Update** page re-opens and the POC that you deleted has been removed as the Primary POC. (However it will still be listed in the **Primary POC – Add** (Figure 15).

If you are satisfied with the information on the **Basic Information – Update** page, click the **Save and Continue** button to save your work and proceed to the next form.

3.2.2. SF-428 – Update Page

Figure 16: SF-428 – Update Page

The screenshot shows the SF-428 Update page. At the top, it says "You are here: Home » Tasks » Browse » Grants [] » Submissions » Property Report (00134066)". The main heading is "SF-428 - Update". Below this, there's a "Resources" section with a "View" button and a list of links: "Property Report TOC", "SF-428S", "Related NoA", "Related Condition/ Reporting Requirement", and "Action History". A red callout points to a small icon in the "View" button area, labeled "Expand or Collapse Icon".

Below the resources is a section for "Items 1 - 7 from SF428 form". A "Hide Details" button is visible. The form contains several fields:

- 1. Federal Agency and Organization Element to Which Report is Submitted: Health Resources Services Administration (HRSA)
- 2. Federal Grant or Other Identifying Number Assigned by Federal Agency: [Redacted]
- 3a. DUNS: [Redacted]
- 3b. EIN: [Redacted]
- 4. Recipient Organization (Name and complete address including Zip code): [Redacted]
- 5. Recipient Account or Identifying Number: N/A
- 6. Attachment (Check applicable):
 - Annual Report (SF-428-A)
 - Final (Award Closeout) Report (SF-428-B)
 - Disposition Report/Request (SF-428-C)
- 7. Supplemental Sheet:
 - Yes
 - No

Below these fields is a "8. Comments" section with a text area and a rich text editor toolbar. A red callout points to the text area, stating "You attach up to 20 supporting documents - or none at all".

At the bottom of the form, there is a section for "Other Supporting Documents (Minimum 0) (Maximum 20)". It includes an "Attach File" button, which is highlighted with a red box. Below this section, it says "No documents attached". At the very bottom, there are "Go to Previous Page", "Save", and "Save and Continue" buttons, with the latter two also highlighted with a red box.

The **SF-428 – Update** page allows you to attach up to 20 documents to update the descriptions of the property purchased with your grant for the period covered by the **Property Report**.

1. To open a read-only view of Items 1 – 7 from the SF-428 form, click on the Expand or Collapse icon, as shown in .

Note: Item number 6, **Attachment (Check Applicable)**, is not available in **Form SF428** at this time, nor is it applicable.

2. Item **8. Comments** is a required field for entering any explanations or additional information regarding your **SF-428 – Update** page updates or attachments.
3. To attach a file to the page, click the **Attach File** button. The **Other Supporting Documents** section expands, as shown in .

Figure 17: SF-428 – Update Page (Attach File)

4. In the **Document** field, enter the file name or click the **Browse** button to select the file you wish to attach.
5. Enter a **Description**, if appropriate.
6. Click the **Attach** button. The **SF-428 – Update** page refreshes, listing the document you just attached.
7. When you have completed your entries, changes, and attachment, click the **Save and Continue** button to proceed to the next form.

You can perform the following functions on this screen related to **SF-428 – Update** documents:

	<p>Options:</p> <ul style="list-style-type: none"> ❖ Attach a document ❖ Update a document description ❖ Delete a document
--	--

3.2.2.1. Attaching A Supporting Document

To attach a supporting document to the **SF-428 – Update** page, follow steps [3 through 6](#) of section [1.1.1](#).

Note: You are not required to attach any documents, but you may attach up to 20 files.

3.2.2.2. Updating a Document Description

When at least one document has been attached, you can perform the following:

1. On the **SF-428 – Update** page, in the expanded **Other Supporting Documents** section, click the **Update Description** drop-down.
2. Click the **Update Description** link.
3. Enter any changes you need to the **Description** of the attachment.
4. Click the **Save** button The **SF-428 – Update** page refreshes showing modified description.
5. Click the **Save and Continue** button. The next form opens with a green Success banner at the top of the page.

3.2.2.3. Deleting a Document,

1. On the **SF-428 – Update** page, in the expanded **Other Supporting Documents** section, click the **Update Description** drop-down.
2. Click the **Delete** link.
3. The **SF-428 – Update** page refreshes without the file you just deleted.

3.2.3. SF-428s (Supplemental Sheet) – Update Page

The **SF-428s (Supplemental Sheet) – Update** page contains information about the property for which you are creating or updating the **Property Report**.

1. Click the **SF-428S** link on the left navigation panel (Figure 16) to access the **SF-428s (Supplemental Sheet) – Update** page (Figure 19), if it is not already displayed.

Figure 18: SF-428s – Left Navigation Panel

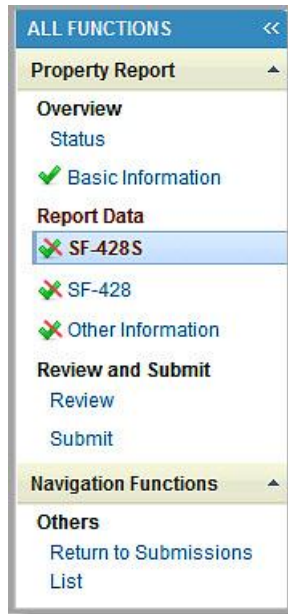
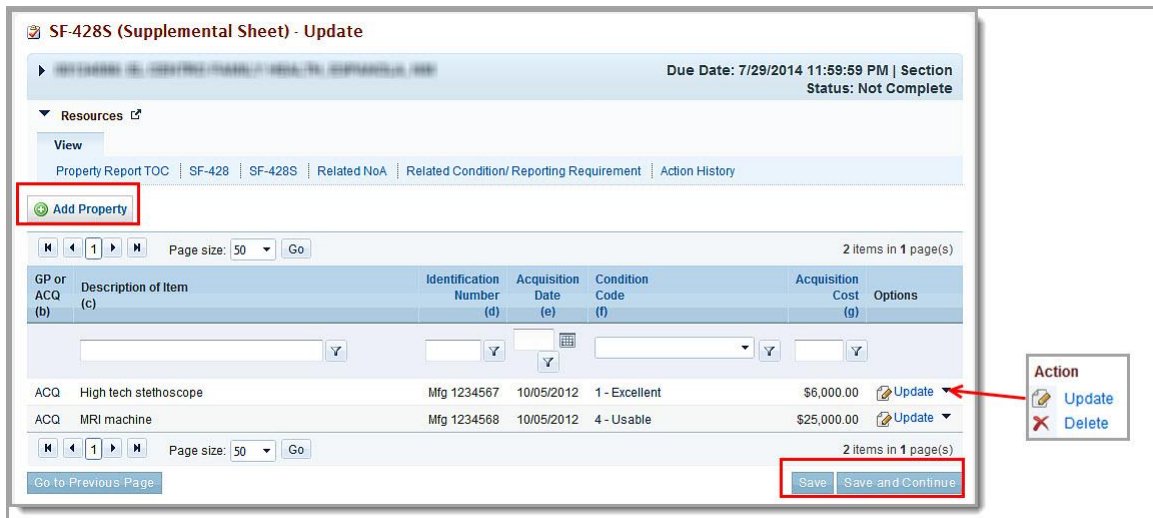



Figure 19: SF-428s (Supplemental Sheet) – Update Page



Use the filters for the **Description of Item**, **Identification Number**, **Acquisition Date**, **Condition Code**, or **Acquisition Cost** to help you find the item you wish to update. After a property has been added, you can update or delete it from this screen.


You can perform the following functions on the screen:

	<p>Options:</p> <ul style="list-style-type: none"> ❖ Add Property ❖ Update Property ❖ Delete Property
---	---

3.2.3.1. Adding Property

1. On the **SF-428s (Supplemental Sheet) – Update** page, click the [Add Property](#) button. The **Property – Add** page opens.

Figure 20: Property - Add Page

Note: If you hover your mouse over one of the Information icons , a pop-up will appear to explain or describe the information that belongs in the related field.

2. Click the **Property Ownership (ACQ)** drop-down to select the ownership code.
3. Enter a **Description** of the item.
4. Enter the **Identification Number**.
5. Enter or select the **Acquisition Date** from the calendar icon.

6. Click the **Condition Code** drop-down to select the condition code that best describes the current condition of the equipment (as of reporting date).
7. Enter the **Acquisition Cost** (just numbers – the system will add the dollar sign).
8. Click the **Save and Add New Property** button to stay on this page and add more property.
9. Click the **Save and Continue** button to return to the **SF-428s (Supplemental Sheet) – Update** page ([Figure 19](#)).

3.2.3.2. Updating the Property Information

1. On the **SF-428s (Supplemental Sheet) – Update** page, click the **Update drop-down** for an equipment item and then select **Update** from the drop-down. The **Property - Update** page ([Figure 21](#)) will open.
2. Verify or revise the contact information, as necessary.
3. Click the **Save and Continue** button to save your information. The **SF-428s (Supplemental Sheet) – Update** page re-opens with a green Success banner, showing the changes you made to equipment entries.

Figure 21: Property - Update Page

3.2.3.3. Deleting Equipment from the Report

4. On the **SF-428s (Supplemental Sheet) – Update** page, click the **Update** drop-down for an equipment item and then select **Delete** from the drop-down. The **Property – Delete Confirm** page ([Figure 22](#)) opens.

Figure 22: Property - Delete Confirm Page

Property - Delete Confirm

Confirmation:
 This is a confirmation page! You must click the appropriate button to complete your action.

Due Date: 7/29/2014 11:59:59 PM | Section Status: Not Complete

Resources

View
 Property Report TOC | SF-428 | SF-428S | Related NoA | Related Condition/ Reporting Requirement | Action History

Delete Property Information

Property Ownership (GP or ACQ) (b)	ACQ
Description of Item (c)	10 Wheelchairs
Identification Number (d)	Mfg 12345555
Acquisition Date (e)	10/5/2012
Condition Code (f)	1 - Excellent
Acquisition Cost (g)	\$20,000.00

Buttons:

You must click "Confirm" to complete the deletion!

5. Click the **Confirm** button. The **SF-428s (Supplemental Sheet) – Update** page re-opens with a green Success banner, and the equipment that you deleted is no longer listed.
6. If you are satisfied with the information on the **SF-428s (Supplemental Sheet) – Update**, click the **Save and Continue** button to save your work and proceed to the next form.

3.2.4. Other Information

The **Other Information** page (Figure 23) relates to continued use of the equipment purchased and whether the equipment listed in the Property Report is part of your current, approved budget.

Figure 23: Other Information Page

Other Information

00133784: RICHMOND, CITY OF, RICHMOND, VA Due Date: 3/31/2013 11:59:59 PM | Section Status: Not Complete

Resources

View

Property Report TOC | SF-428 | SF-428S | Related NoA | Related Condition/ Reporting Requirement | Action History

1. Will you continue to use the property (equipment) purchased under this award for the original purpose for which it was acquired?

Note:
The recipient shall use the equipment in the project or program for which it was acquired as long as needed, whether or not the project or program continues to be supported by Federal funds and shall not encumber the property without approval of the HHS awarding agency. Please refer to the Federal Property Standards in 45 CFR 74 and 92 for further information about when agency approval is required. All prior approvals must be submitted through the prior approval module in EHB.

Yes No N/A

If no, please provide explanation below.
(Max 5000 Characters): 4975 Characters left.

It is no longer necessary

2. Was the property listed in this report included in your most recent approved budget?

Yes No N/A

If no, please provide explanation below.
(Max 5000 Characters): 5000 Characters left.

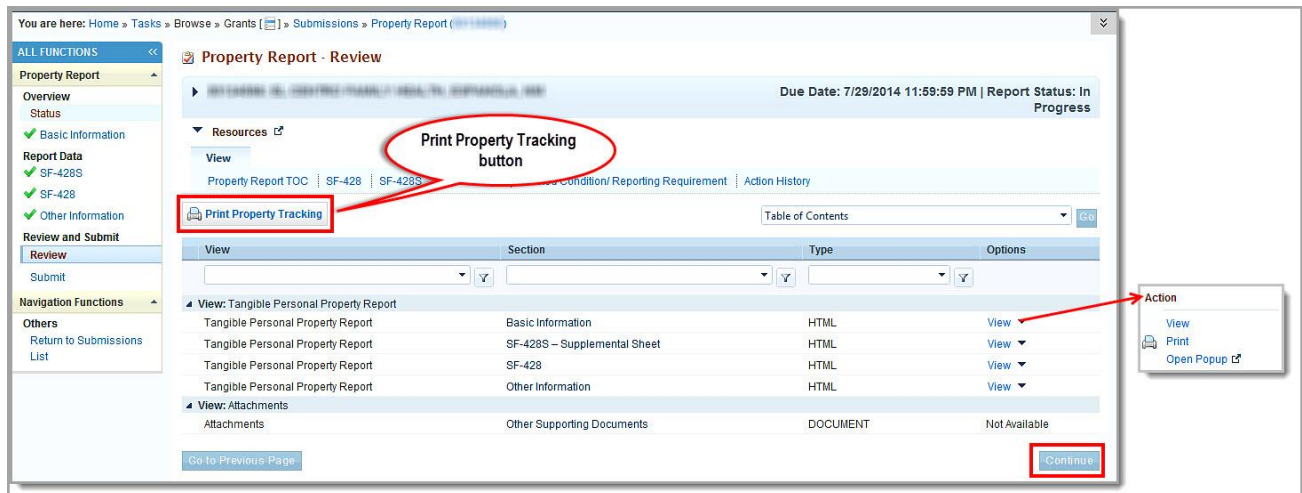
Go to Previous Page Save Save and Continue

If you answer "No," you must provide an Explanation!

1. Answer questions 1 and 2 by clicking the appropriate radio button.
2. If the answer to either question is "No," then enter explanations in the appropriate areas.
3. Click the **Save and Continue** button to proceed to the next form.

3.3. Property Report – Review Page

Figure 24: Property Report - Review Page



The **Property Report - Review** provides a means to view or print read-only versions of each section of the **Tangible Personal Property Report**, or to print the entire report. All forms must be complete before you can submit your **Tangible Personal Property Report**.

1. To open the **Property Report – Review** page, click the **Review** link in the left navigation panel.
2. When you are satisfied that all information for your **Property Report** has been entered, is accurate, and is up-to-date, click the **Continue** button at the bottom right corner of the **Property Report - Review** page. The **Property Report – Submit** page opens. See section [3.4, Submit the Property Report](#) for details concerning the submission of the **Property Report**.

3.3.1. Printing the Property Tracking Report

1. To print the entire **Property Tracking Report**, click the **Print Property Tracking** button. A PDF version of the **Property Tracking Report** opens in Adobe Acrobat.
2. Click on the Adobe Print icon to print the **Property Tracking Report**.
3. Close the window to return to the **Property Report – Review** page.

3.3.2. Viewing a Section of the Property Tracking Report

1. To view any **Property Report** form, click the **View** drop-down for the section you want to view.
2. Click the **View** link. A read-only version of the related online form opens. [Figure 25](#) shows a read-only version of the **Property Report – Basic Information** page.

3.3.3. Printing a Section of the Property Tracking Report

3. To view any **Property Report** form, click the **View** drop-down for the section you want to view.
4. Click the **Print** link. A read-only version of the related online form opens. [Figure 25](#) shows a read-only version of the **Property Report – Basic Information** page. You can print a copy of the HTML form

Figure 25: Read-Only Report Section (1)

The screenshot shows the 'Property Report - Basic Information' page. At the top right, it displays 'Due Date: 7/29/2014 11:59:59 PM | Report Status: In Progress'. Below this is a 'Resources' section with a 'View' button and a list of tabs: 'Property Report TOC', 'SF-428', 'SF-428S', 'Related NoA', 'Related Condition/Reporting Requirement', and 'Action History'. A callout box labeled '1' points to the 'SF-428S' tab, stating: '1. Takes you to a pop-up version of this section of the Property Tracking Report'. Below the tabs is a 'Table of Contents' dropdown menu with a 'Go' button, highlighted by a callout box labeled '2' which says: '2. Both return you to the Property Report - Review page'. The main content area contains a question: '1. Have you purchased any equipment with an acquisition cost of at least \$5000?' with radio buttons for '[X] Yes' and '[_] No', and a 'Comments' field. Below this is a 'Contact Information' table with columns for Role, Name, Phone, and Email. At the bottom left is a 'Return to TOC' button, and at the bottom right is a 'Next Section' button. A callout box labeled '3' points to the 'Next Section' button, stating: '3. Takes you to the next section of the Property Tracking Report'.

The read-only pages of the Property Report sections provide you with several navigation options:

- Click one of the tabs to open a pop-up of a read-only version of the form it represents (1).
- Use the **Table of Contents** drop-down and then the **Go** button return to the **Property Report – Review** page or to go to read-only pages for any of the other sections.
- On the **Property Report – Basic Information** page, click the **Return to TOC** button to return to the **Property Report – Review** page (Figure 25).
- On the **Property Report - SF-428S – Supplemental Sheet** and the **Property Report – SF-428**, you can navigate to the previous or next page in the **Table of Contents** using the **Previous Section** and **Next Section** buttons, as seen in Figure 26.

Figure 26: Read-Only Report Section (2)

Property Report - SF-428S - Supplemental Sheet

Table of Contents

Federal Grant or Other Identifying Number Assigned by Federal Awarding Agency (Block 2 of SF-428)

Attachment Type
 Annual Report
 Final (Award Closeout) Report
 Disposition Request/Report

Award Number (a)	GP or ACQ (b)	Description of Item (c)	Identification Number (d)	Acquisition Date (e)	Condition Code (f)	Acquisition Cost (g)	Disposition Request (h)
C8BCS23979	ACQ	High tech stethoscope	Mfg 1234567	10/05/2012	1 - Excellent	\$6,000.00	
C8BCS23979	ACQ	MRI machine	Mfg 1234568	10/05/2012	4 - Usable	\$25,000.00	

SF-428S Supplemental Sheet - Attachment to SF-428
 OMB Approval Number: 3090-0289
 Expiration Date: 04/30/2013

Returns you to the last page you visited

Takes you to the next page listed in the ToC

- On the **Property Report – Other Information Page**, you can navigate to the previous page in the **Table of Contents** using the **Previous Section** button and go directly to the **Table of Contents** using the **Proceed to TOC** button, as seen in **Figure 27**.

Figure 27: Read-Only Report Section (3)

Property Report - Other Information

Due Date: 7/29/2014 11:59:59 PM | Report Status: In Progress

Resources

View
 Property Report TOC | SF-428 | SF-428S | Related NoA | Related Condition/ Reporting Requirement | Action History

Table of Contents

1. Will you continue to use the equipment for the original purpose they were purchased for?
 Yes No N/A

Comments:

2. Was all the equipment listed in this report part of your current approved budget?
 Yes No N/A

Comments:

Return directly to the TOC

When you have finished your review and all sections are complete, click the **Proceed to Submit** button to go to the **Property Report – Submit** page (**Figure 28**) to initiate the **Submit Property Report** process.

3.4. Submit the Property Report

Once all forms are complete, the **Property Report** can be submitted to HRSA.

To submit the **Property Report**, you must have the “Submit” privilege.

1. Under **Review and Submit** on the Property Report’s left navigation panel, click the **Submit** link to access the **Property Report - Submit** page ([Figure 28](#)) if it is not already displayed.

Figure 28: Property Report - Submit Page

Property Report - Submit

Note(s):
 The table below shows the status of the Property Report. The Property Report is currently COMPLETE and can be submitted. Please click on 'Submit' button to proceed

Due Date: 7/29/2014 11:59:59 PM | Report Status: In Progress

Grant Number: [REDACTED] Reporting Period: 05/01/2012 - 04/30/2014 Due in: 660 days
 Submission Name: SF-428 Submission Type: Other Submissions Reporting Cycle: One Time Submission
 Project Period: 05/01/2012-04/30/2014

Resources [View](#)

[Property Report TOC](#) | [SF-428](#) | [SF-428S](#) | [Related NoA](#) | [Related Condition/ Reporting Requirement](#) | [Action History](#)

Users with permission on Other Submissions (3)

Section	Status	Options
Basic Information	✓ Complete	Update
SF-428S	✓ Complete	Update
SF-428	✓ Complete	Update
Other Information	✓ Complete	Update

Submit

2. If all the forms are marked **Complete**, click the **Submit to HRSA** button. The **Property Report – Submit Confirm** page ([Figure 29](#)) will open.

Figure 29: Property Report –Submit Confirm Page

Property Report - Submit Confirm

Note(s):
 You have chosen to submit this report to HRSA. Please check the box to electronically sign the Property Report.
 Click on the 'Confirm' button below to submit the report. If you do not wish to submit the Property Report at this time, click on the 'Cancel' button to return to the previous screen.

Confirmation:
 This is a confirmation page! You MUST click on the appropriate button to complete your action.

Due Date: 7/29/2014 11:59:59 PM | Report Status: In Progress

Grant Number: [REDACTED] **Reporting Period:** 05/01/2012 - 04/30/2014 **Due in:** 660 days
Submission Name: SF-428 **Submission Type:** Other Submissions **Reporting Cycle:** One Time Submission
Project Period: 05/01/2012-04/30/2014

Resources [View](#)

[Property Report TOC](#) | [SF-428](#) | [SF-428S](#) | [Related NoA](#) | [Related Condition/ Reporting Requirement](#) | [Action History](#)

Fields with * are required

*** Electronic Signature**

I, [REDACTED] certify that the statement here in are true, COMPLETE and accurate to the best of my knowledge, and accept the obligation to comply with Public Health Service terms and conditions if a property report is accepted as a result of this request. I am aware that any false, fictitious, or fraudulent statements or claim may subject me to criminal, civil or administrative penalties.

3. Check the box to electronically sign the **Property Report**.
4. Click the **Submit Report** button to submit your **Property Report** to HRSA. The **Submissions – Incomplete List** page will be displayed.
5. Click the **Recently Completed** tab. The **Submissions – Completed List** page (**Figure 30**) will be displayed.

Figure 30: Submissions – Completed List Page

The screenshot displays the 'Submissions - Completed List' interface. At the top, there are tabs for 'Not Completed', 'Recently Completed', and 'All'. Below these are navigation and filtering options, including 'Export To Excel', 'Expand Group', 'Detailed View', 'Search', and 'Saved Searches'. A table lists submission details. The first row is highlighted, and its 'Options' column contains a 'Submission' link, which is highlighted with a red box. A red arrow points from this link to a 'View' dropdown menu. This menu is open and shows several options: 'Current Document', 'Submission', 'Action History', 'Grant', 'NoA Condition Added', 'Last NoA', and 'Related Condition/Reporting Requirement'. Each option in the menu is accompanied by a small icon and a right-pointing arrow.

6. Use the **Submission** drop-down to open links to read-only versions of the following:
 - Under the **Current Document** heading:
 - **Submission** – Opens the **Property Report – Review** page
 - **Action History** – Opens the **Action History** page, listing the actions performed on this electronic submission, who performed them and when they were performed
 - Under the **Grant** heading:
 - **NoA Condition Added** – Opens the **View NoA** page. Click the **Terms and Conditions** tab to read the Terms and Conditions connected with the Grant.
 - **Last NoA** - Opens the **View NoA** page to the most recent NoA issued for this Grant.
 - **Related Condition/Reporting Requirement** – Opens the **Related Conditions/Reporting Requirement** page. This page lists any related condition or reporting requirement associates with this Grant, its Type, whether it is a recurring requirement, its Due Date, the NoA number in which it is contained, and the text of the Condition itself.

3.5. Submitting Revised Property Reports

3.5.1. Edit and Submit Change-Requested Property Reports

Sometimes, after you submit a **Property Report**, a HRSA reviewer may request that you revise the contents provided in the Property Report.

If your Property Report is *Change-Requested*, you will receive a *Change-Request Email*, similar to the one displayed below asking you to make specific revisions in the report:

Figure 31: Sample Change-Request Email

From	HRSA@HRSA.GOV
Sent Date	10/8/2012 11:20:57 AM
To	HRSA@HRSA.GOV
CC	
Subject	Change Requested for Submission:SF-428 by HRSA
Message	<p>A Change Request for following Submission has been requested by HRSA:</p> <p>Submission Name : SF-428 Submission Tracking Number: [REDACTED] Grant Number: [REDACTED]</p> <p>Following Comments were added by the HRSA Reviewer for your information: please revise the equipment list.</p> <p>This Submission will be available in EHBs from the Monitor Schedule Screen of Grant Hand Book. If you have any questions, please contact your PO.</p> <p>For any questions regarding online submission, please contact the Contact Center at 877-Go4-HRSA/877-464-4772 or Email at CallCenter@HRSA.GOV.</p> <p>NOTE: This is a system generated message. Please do not respond to this message.</p>

After you receive the email you will need to edit and re-submit the **Property Report** noted in the email message.

1. On the **HRSA EHB Home (Welcome)** page (Figure 3), click the **Tasks** tab. The **Pending Tasks - List** page opens with the **All Entities** list in the left navigation panel (Figure 4).
2. In the left navigation panel, click the **Submissions** link. The **Submissions – Incomplete List** page opens.
3. Find the submission for which you wish to make changes and click the **Edit** drop-down.
4. Click the **Edit** link. The **Property Report – Status Overview** page for that submission opens.

Figure 32: Property Report – Status Overview Page

The screenshot displays the 'Property Report - Status Overview' page. The left navigation pane includes sections like 'ALL FUNCTIONS', 'Property Report', 'Report Data', 'Review and Submit', and 'Navigation Functions'. The main content area shows the following details:

- Due Date:** 7/29/2014 11:59:59 PM | **Report Status:** In Progress
- Grant Number:** [REDACTED] | **Reporting Period:** 05/01/2012 - 04/30/2014 | **Due in:** 660 days
- Submission Name:** SF-428 | **Submission Type:** Other Submissions | **Reporting Cycle:** One Time Submission
- Project Period:** 05/01/2012-04/30/2014

Below these details is a 'Resources' section with a 'View' button and a list of links: Property Report TOC, SF-428, SF-428S, Related NoA, Related Condition/ Reporting Requirement, and Action History.

The 'Download Guidance' section contains a table:

Document Name	Description	Options
Hello REI.docx	test test set setsets etset setse tset setse tsets tset sets set setse ts etsetset se tse tset setsetset setsetse tsets... (+ View More)	Download

At the bottom, the 'Property Report Status' table shows the following data:

Section	Status	Options
Basic Information	Not Complete	Update
SF-428S	Not Complete	Update
SF-428	Not Complete	Update
Other Information	Not Complete	Update

1. Click the **Update** link for the section that was noted in the *Change-Request Email*.
2. Follow the Update instructions for that section.
3. Click the **Review** link on the left navigation panel. The **Property Report – Review** page opens.
4. Review your entries.
5. Click the **Submit** link in the left navigation panel. The **Property Report – Submit** page opens.
6. If all the forms are marked **Complete**, click the **Submit to HRSA** button. The **Property Report – Confirm Submit** page ([Figure 29](#)) will open.
7. Click the check box to electronically sign the **Property Report**.
8. Click the **Submit Report** button.

4. FAQs

4.1. Software

4.1.1. What are the software requirements for HRSA EHBs?

HRSA EHBs can be accessed over the Internet using Internet Explorer (IE) v5.0 and above and Netscape 4.72 and above. HRSA EHBs are 508 compliant.

IE 6.0 and above is the recommended browser.

HRSA EHBs use pop-up screens to allow users to view or work on multiple screens. Ensure that your browser settings allow for pop-ups.

In addition, to view attachments such as Word and PDF, you will need appropriate viewers.

4.1.2. What are the system requirements for using HRSA EHBs on a Macintosh computer?

Mac users are requested to download the latest version of Netscape for their OS version. It is recommended that Safari v1.2.4 and above or Netscape v7.2 and above be used.

Note that Internet Explorer (IE) for Mac has known issues with SSL and Microsoft is no longer supporting IE for Mac. HRSA EHBs do not work on IE for Mac.

In addition, to view attachments such as Word and PDF, you will need appropriate viewers.

4.1.3. What document types can I upload?

The following document types are supported in HRSA EHBs:

- **.DOC** - Microsoft Word
- **.DOCX** - Microsoft Word
- **.JPEG** – Graphics Format
- **.JPG** - Graphics Format
- **.MSG** – Microsoft Mail Document
- **.PDF** - Adobe Portable Document Format
- **.PPT** – Power Point
- **.TIF** - Graphics Format
- **.RTF** - Rich Text Format
- **.TXT** - Text
- **.WPD** - Word Perfect Document
- **.XFD** - Extensible Forms Description Language files
- **.XLS** - Microsoft Excel
- **.XLSX** - Microsoft Excel