



HRSA
Healthy
Grants
WORKSHOP
Presented as a Web Series

HRSA
Health Resources & Services Administration

Electronic Handbooks Overview

2022 HRSA Healthy Grants Workshop

June 29, 2022

Melissa Reyes

Systems Operations Branch

Office of Federal Assistance Management (OFAM)

Vision: Healthy Communities, Healthy People



What is HRSA EHBs?

One-stop Grants Management online:

- Grant Applications
- Notices of Award
- Non-Competing Continuations, Prior Approval Requests, and other Post-Award Reports

Visit Electronic Handbooks (EHBs)

<https://grants.hrsa.gov/webexternal/login.asp>



EHBs Post Award Overview

EHBs Grantee Handbook allows award recipients to:

- View award history and past Notices of Award.
- Administer user access to grant.
- Monitor Post-Award activity schedule.
- Access Post-Award requirements such as Non-Competing Continuations and Performance Reports.



Accessing HRSA EHBs

Visit Electronic Handbooks (EHBs)

<https://grants.hrsa.gov/webexternal/login.asp>

- All award recipients needing access to work on post award requests should register to EHBs.
- Who within the recipient organization should register?
 - Project Directors
 - Data Submitters for Post-Award reports



EHBs Registration

- **Registration is a two part process:**
 - **STEP 1:** Create a User Account.
 - **STEP 2:** Associate your account with your organization.
- **Only register if you do not already have an account.**

If you have forgotten your password, please select the “forgot password” link on the login page to have your password reset.
- **To associate your account with your organization, you can search for the organization with information such as grant number or UEI.**



Organization Roles

- **Authorizing Official** - The individual, named by the applicant organization, who is authorized to act for the organization and to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to grant applications or grant awards.
- **Business Official** - The individual, named by the applicant organization, who is authorized to review and submit the financial status report, and, interact with the payment management system.
- **Other** - All other individuals of an organization who wish to participate in the electronic process should register using this role.



Grant Roles

- **Project Director** - This is the individual who is most closely tied to programmatic aspects of the award. The PD's name appears on the Notice of Award (NoA). This person will have all permissions to non-financial submissions for the award after successful registration and will be responsible for approving grant handbook privileges for other individuals in the organization. Non-financial submissions include performance reports, progress reports, noncompeting continuations, and other submissions.
- **Other Employee** - Individuals in the organization other than the PD.



Tasks Tab

The screenshot shows the HRSA Electronic Handbooks interface. The top navigation bar includes the HRSA logo, the text 'Electronic Handbooks', a search bar, and a 'Logout' link. Below this is a secondary navigation bar with tabs for 'Home', 'Tasks', 'Organizations', 'Grants', 'Free Clinics', 'FQHC-LALs', and 'Resources'. The 'Tasks' tab is selected.

Breadcrumbs indicate the current path: 'You are here: Home » Tasks » Browse » All Entities []'. A left-hand sidebar lists various entity categories, with 'Grant Applications' under the 'Grants' section highlighted by a red box and a mouse cursor.

The main content area is titled 'Pending Tasks - List'. It features two tabs: 'Not Completed' (active) and 'Recently Completed'. Below the tabs are options for 'Detailed View', 'Search', and 'Saved Searches'. A pagination control shows 'Page size: 15' and 'Go', with '1 items in 1 page(s)'.

Deadline (Due)	Task Category	Tracking #	Task	Entity	Organization	Options
▶ 11/28/2017 05:00 PM (18 Days)	Grant Applications	151970	Grant Applications	H80CS00000 (Grant)	HEALTHCARE NETWORK	Edit ▼

Another pagination control at the bottom of the table shows 'Page size: 15' and 'Go', with '1 items in 1 page(s)'.

Organization Tab

The screenshot displays the HRSA system's Organization Tab. At the top, a navigation bar includes links for Home, Tasks, Organization (selected), Grants, Free Clinics, FQHC-LALs, Dashboards, and Resources. Below the navigation bar, a breadcrumb trail reads "You are here: Home » Organizations » Browse". The main heading is "My Registered Organizations - List", with a "Register to Another Organization" button and a "Detailed View" link. A table lists four organizations, each with a folder icon and a dropdown arrow. The table columns are Organization Name, City, State, CRS-EIN, Organization Role, and UEI. The footer contains links for Acceptable Use Policy, Accessibility, Viewers And Players, and Contact Us, along with a "Product: EPS" label and a toolbar with icons for zooming and printing.

You are here: Home » Organizations » Browse

My Registered Organizations - List

[Register to Another Organization](#) [Detailed View](#)

Page size: 15 Go 4 items in 1 page(s)

Organization Name	City	State	CRS-EIN	Organization Role	UEI	Options
		All		All		
	MILES CITY	MT		AO		Organization Folder ▼
	BUTTE	MT		AO		Organization Folder ▼
	GRAND JUNCTION	CO		AO		Organization Folder ▼
	Billings	MT		AO		Organization Folder ▼

Page size: 15 Go 4 items in 1 page(s)

Acceptable Use Policy | Accessibility | Viewers And Players | Contact Us Product: EPS



Organization Tab (Continued)

The screenshot displays the 'Organization Home' page for 'MILES CITY, MT'. The left sidebar contains a navigation menu under 'ALL FUNCTIONS' with categories: Organization Folder, Organization Overview (Home, Profile, Users), Entities (Funded Grants, Designated LALs), Sites (Performance Sites), and Navigation Functions (Return to Organization List). The main content area is titled 'Organization Home' and shows details for 'MILES CITY, MT'. It includes fields for 'CRS/EIN:', 'Organization Type: Corporate Entity, Federal Tax Exempt', and 'Organization Role: AO'. Below this is a 'Resources' section with a 'View' button and a link to 'Authorizing Officials'. The 'Organization' section is expanded to show 'Users' (Add Communication Contact, Update Communication Contact) and 'Organization Role (AO, BO, Other Employee)' (Update My Role). The 'Grants' section is also expanded, showing 'Submissions' (Progress Reports, Performance Reports, NCC Reports, Other Submissions), 'Requests' (Existing Prior Approvals, Request New Prior Approval, Grant Access Requests, Applications, Existing H80 Health Center CIS), and 'Portfolio' (My Portfolio, Add Grant to Portfolio). Each list has a '+ View More' link. The bottom of the page shows a Windows taskbar with icons for Start, Internet Explorer, and other applications.



Grants Tab

[Home](#) » [Grants](#) » [Browse](#)

[My Grant Portfolio - List](#)

[Add Grant To Portfolio](#)

[My Grant Portfolio \(2\)](#)
[My Grant Access Requests \(0\)](#)

[Detailed View](#) | [Search](#) | [Saved Searches](#)

Page size: 15 | Go | 2 items in 1 page(s)

Grant Number	Organization Name	Current Budget Period	Current Project Period End Date	CRS-EIN	Grant Role	Grant Active	Last Award Issue Date	Options
		09/01/2021-08/31/2024	08/31/2024		PD	Yes	10/07/2021	Grant Folder
		07/01/2021-06/30/2022	06/30/2022		PD	Yes	07/23/2021	Grant Folder

Page size: 15 | Go | 2 items in 1 page(s)



Grants Tab (Continued)

The screenshot displays a web application interface for managing grants. On the left is a navigation sidebar with the following sections:

- ALL FUNCTIONS** (with a back arrow icon)
- Other Functions** (with an expand arrow icon)
- My Portfolio**
 - [Return to Grants List](#)
- Grant Folder** (with an expand arrow icon)
- Grant Overview**
 - Grant Home** (highlighted)
 - [Award History](#)
 - [Users](#)
 - [Approved Scope](#)

The main content area is titled **Grant Home** and features a dropdown menu currently set to **Miles City, MT**. Below this, key information is displayed:

- Current Budget Period:** 07/01/2021 - 06/30/2022
- Current Project Period:** 07/01/2021 - 06/30/2022
- CRS-EIN:**
- Budget Support Year:** 1
- Project Title:** Rural Health Clinic Vaccine Confidence Program
- Grant Period:** 07/01/2021 - 06/30/2022

A **Resources** section includes a **View** button and a list of links: [Last NoA](#), [HRSA Contacts](#), and [Awarded Funding Opportunities](#).

The **Grants** section is divided into three columns:

- Submissions**
 - [Work on Progress Report](#)
 - [Performance Report](#)
 - [Work on My NCC Report](#)
 - [Work on Other Submissions](#)[+ View More](#)
- Requests**
 - [Applications](#)
 - [Existing Prior Approvals](#)
 - [Request New Prior Approval](#)
 - [Existing H80 Health Center CIS](#)
 - [Request New H80 Health Center CIS](#)
 - [Legacy H80 Health Center CIS](#)[+ View More](#)
- Users**
 - [Approve Requests](#)
 - [Update Privileges](#)
 - [Authorize New](#)[+ View More](#)

The **Others** section at the bottom lists additional actions:

- [FTCA Program](#)
- [HRSA Accreditation/PCMH Initiative](#)
- [Project Work Plan](#)
- [Patient Target Management](#)
- [Manage Contracts](#)

The interface includes a footer with a star icon, a refresh icon, and a taskbar with icons for a printer, a document, and a plus sign.

Free Clinics Tab

Getting Started with Free Clinic

- > How to Create an Initial Deeming Application?
- > How to Create a Redeeming Application?
- > How to Create a Supplemental Application?
- > How to access my Free Clinic Portfolio?
- > How can I work on my existing applications?

You are here: Home » Free Clinics » Browse

Free Clinics - Portfolio

[Add Free Clinic to My Portfolio](#)

My Free Clinic Portfolio

[Show Detailed View](#)

Page size: 15 Go 0 items in 1 page(s)

Free Clinic Number	Free Clinic Name	Free Clinic Role	FC Active	Last Deeming Issue Date	Options
No records found					

Page size: 15 Go 0 items in 1 page(s)



FQHC-LALs Tab

Home | Tasks | Organization | Grants | Free Clinics | **FQHC-LALs** | Dashboards | Resources

You are here: Home » FQHC-LALs » Browse

My FQHC-LAL Portfolio - List

[Add Look-Alike to Portfolio](#)

Detailed View | Search | Saved Searches

Page size: 15 | Go | 0 items in 1 page(s)

LAL Number	Organization Name	Current Certification Period	Current Designation Period End Date	CRS-EIN	LAL Role	LAL Active	Last NLD Issue Date	Options
					All	All		


There are no FQHC-LAL(s) to be displayed

Page size: 15 | Go | 0 items in 1 page(s)

Acceptable Use Policy | Accessibility | Viewers And Players | Contact Us

Product: FQHCLA | Platform #: 4.7.30.0 | Build #: 8.2.0.6 | Environment: OS

Last Login: 04/06/22 2:05:00 PM ET



Dashboard Tab

The screenshot shows a web dashboard with a dark blue navigation bar at the top containing tabs for Home, Tasks, Organization, Grants, Free Clinics, FQHC-LALs, **Dashboards**, and Resources. Below the navigation bar, a breadcrumb trail reads "You are here: Home".

A secondary navigation bar features five filter buttons: "All" (7 items), "Favorites" (0 items), "Trending" (7 items), "Newest" (0 items), and "Last Updated" (1 item).

On the left side, there is a search bar and a list of "All Dashboards" with "Actions" (star and eye icons):

- Demonstration of Improvement (selected)
- Healthy Start Monitoring and Evaluation Data System (HSMED) Reports Dashboard
- MCHB HVIS Form 1
- MCHB HVIS Form 1 Infographic

The main content area features a featured dashboard card titled "Demonstration of Improvement" with a question mark icon. The card includes a thumbnail image of a dashboard with various charts and a "View Dashboard" button. Below the thumbnail, it states "Last Updated: 3/25/2021".

To the right of the featured card, there is a "Purpose" section and a "Key Features" section:

Purpose

This dashboard provides awardees access to their Form 2 Performance and Systems Outcome data as well as comparison values calculated for the MIECHV Demonstration of Improvement (DOI). The purpose of the DOI dashboard is to provide enhanced access to performance data and to increase data use and understanding of measure-level improvement for all 19 performance measures.

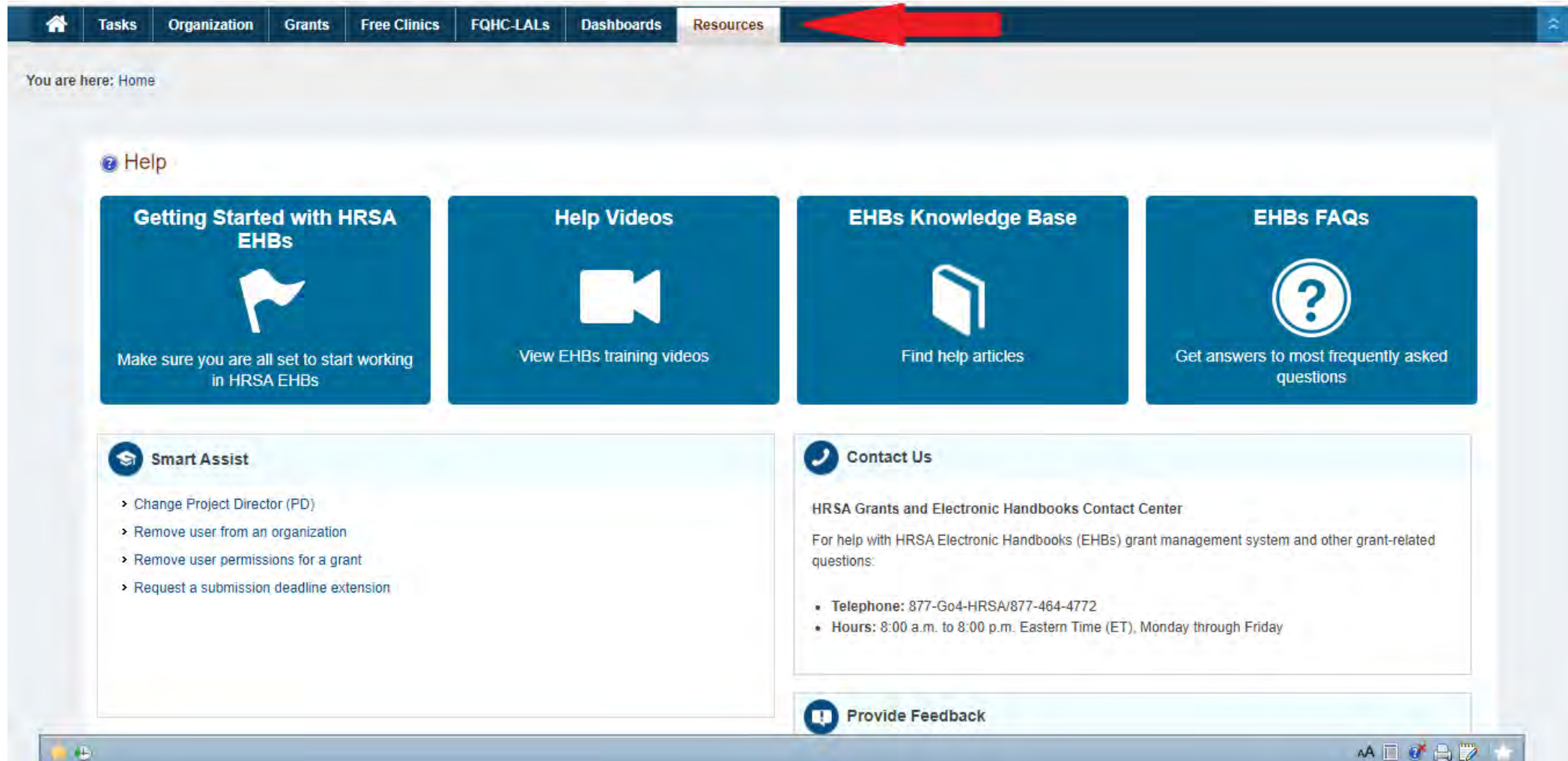
[Show More](#)

Key Features

- Summary page listing measure-level improvement results for all 19 measures
- Graphical views of performance data for all 19 measures:
 - Compare performance measure data against awardee baseline value
 - Compare performance measure data against national baseline value

[Show More](#)

Resources Tab



Knowledge Base

HRSA | Electronic Handbooks Help and Knowledge Base Search

EHBs KB for Grantees

Pages

Knowledge Base

- EHBs Home Page and Navigati
- Add HRSA as a Trusted Site FA
- Access Support and Help FAQs
- Application Access Overview
- Archive Tasks
- Assistance with EHBs Using Scr
- BHW Grantee Balanced Scorec
- BHW MGATT - Quarterly Progr
- BHW Performance Managemer
- BPHC Diabetes Action Plan - U
- BPHC Loan Guarantee Program
- BPHC Progress Reports
- Compliance Resolution Opport
- Correspondence Request for Bl
- COVID-19 Progress Report Terr
- Creating Prior Approval Reque

Pages / Index

Knowledge Base

Created by Basak Gazioglu, last modified by Kasey Struble on Oct 28, 2019

Welcome to the HRSA Electronic Handbooks Knowledge Base!

EHBs Knowledge Base allows you to access articles, frequently asked questions, and other resources to help you successfully navigate through the EHBs. We offer up-to-date information in a single location with topics ranging from Registration and User Account Management, Competing Applications and Post Award related items, and much more.

Topics

- [EHBs Home Page and Navigation](#)
- [Add HRSA as a Trusted Site FAQs](#)
- [Access Support and Help FAQs](#)
- [Application Access Overview](#)
- [Archive Tasks](#)
- [Assistance with EHBs Using Screen Sharing](#)
- [BHW Grantee Balanced Scorecard Dashboard](#)
- [BHW MGATT - Quarterly Progress Update \(QPU\) Submission](#)
- [BHW Performance Management Handbook \(BPMH\)](#)
 - [BPMH FAQs - 2014](#)
 - [BPMH FAQs - 2013](#)
 - [BPMH FAQs - 2012](#)
 - [BPMH Glossary](#)
 - [BPMH Videos](#)
 - [BPMH - System Overview](#)



Prior Approval Requests

Prior Approval Requests can be submitted for the following reasons:

- Administrative Supplements
- Approval to Draw-Down Funds
- Capital Update
- Carryover of Unobligated Balances
- Extension with Funds
- Extension without Funds (No Cost Extension)
- Other (e.g. Name Change, Construction, Deviation from Terms, etc)
- Project Director (PD) Change
- Property Actions (e.g. Disposition, Encumbrance)
- Rebudgeting (e.g. A&R, Transfers, etc.)



Prior Approval Requests - New

Previously users would submit budget information as PDF attachments. Users can now submit Prior Approval Requests using structured web based forms instead of uploading PDF attachments. The SF 424 A and SF 424 C forms are now embedded into several prior approval request types.



Contact Information

For more help with EHBs, please contact the HRSA Customer Support Center at:

<https://bphccommunications.secure.force.com/EHBExternalForm>

Or phone:

877-Go4-HRSA/877-464-4772



Contact Information (Continued)

For questions concerning the content of this presentation, please contact:

Melissa Reyes
OFAM, Systems Operations Branch
Email Melissa
mreyes2@hrsa.gov

If you have a question or concern regarding a specific grant issue or program:

For budget, reporting and other grant administrative requirement questions,
please contact your Grants Management Specialist.

For project goals, scope, and other programmatic requirement questions,
please contact your Project Officer.

Full contact information for both individuals is listed on the front page of your most recent Notice of Award.



Questions



Connect with HRSA

Learn more about our agency

www.HRSA.gov



Sign up for the HRSA eNews

FOLLOW US:

