HRSA EHB USER GUIDE

Planning Grant (PG)

User Guide for Grant Applicants

Last updated on: 13 January 2011

U.S. Department of Health and Human Services
HRSA
Health Resources and Services Administration

Table of Contents

1. INTRODUCTION 1

1.1. DOCUMENT PURPOSE AND SCOPE 1

1.2. DOCUMENT ORGANIZATION AND VERSION CONTROL 1

2. BEFORE YOU APPLY 2

2.1. GRANTEE ORGANIZATION MUST REGISTER WITH GRANTS.GOV 2

2.2. PROJECT DIRECTOR AND AUTHORIZING OFFICIAL MUST REGISTER WITH HRSA EHBS 2

3. APPLYING THROUGH GRANTS.GOV 3

3.1. LOCATE FUNDING OPPORTUNITY 3

3.2. DOWNLOAD APPLICATION PACKAGE AND INSTRUCTIONS 5

3.3. COMPLETE THE APPLICATION 6

3.4. SUBMIT APPLICATION 7

3.5. TRACK STATUS OF APPLICATION 9

3.6. REVIEW GRANTS.GOV ERRORS 9

4. COMPLETE THE APPLICATION IN HRSA ELECTRONIC HANDBOOKS 11

4.1. LOG IN AND ACCESS THE APPLICATION 11

4.1.1 Log In to the HRSA Electronic Handbooks 11

4.1.2 Initiating the Application for the First Time 12

4.1.3 Reviewing Grants.gov Errors 16

4.1.4 Navigating within the Application 18

4.1.5 Accessing the Application 20

4.2. STANDARD FORMS (SF-424) 21

4.3. PROGRAM SPECIFIC FORMS 23

4.3.1 Form 1 – Part A: General Information Worksheet 24

4.3.2 Form 12: Contact Information 32

4.3.3 Project Work Plan 34

4.4. REVIEW APPLICATION 57

4.4.1 Program Specific Information 57

4.4.2 All Forms 60

4.5. SUBMIT APPLICATION 64

5. CUSTOMER SUPPORT INFORMATION 68

5.1. BPHC HELP DESK 68

5.2. HRSA CALL CENTER 68

5.3. HRSA PROGRAM SUPPORT 68

6. FREQUENTLY ASKED QUESTIONS.....69

6.1. SOFTWARE.....69

6.1.1 What are the software requirements for HRSA EHBs?.....69

6.1.2 What are the system requirements for using HRSA EHBs on a Macintosh computer? 69

6.1.3 What document types can I upload?.....69

Table of Figures

Figure 1: Grants.gov Home 3
Figure 2: Apply for Grants Page (at Grants.gov) 4
Figure 3: Download Application Package Page (at Grants.gov) 4
Figure 4: Select Grant Application to Download Page (at Grants.gov) 5
Figure 5: Download Opportunity Instructions and Application Page (at Grants.gov) 6
Figure 6: Grant Application Package Page (at Grants.gov) 6
Figure 7: Command Buttons in the Grant Application Package (at Grants.gov) 7
Figure 8: Grants.gov Log In 7
Figure 9: Application Submission Confirmation Page (at Grants.gov) 8
Figure 10: Application Submission Confirmation Page, showing Tracking Number (at Grants.gov) 8
Figure 11: Application Status Page (with Grants.gov Data Validation Comments Link) 9
Figure 12: Grants.gov Data Validation Comments Window 10
Figure 13: Section of Login Screen 11
Figure 14: HRSA EHB Home Page 12
Figure 15: Left Side Menu on HRSA EHB Home Page 13
Figure 16: View Applications Page (before Grants.gov Application is added) 13
Figure 17: Validate Grants.Gov Application Page 14
Figure 18: Grants.gov Application Validated Successfully Page 14
Figure 19: Application Status Overview Page 15
Figure 20: Status Overview Page, Program Specific Information 16
Figure 21: Application Status Page (with Grants.gov Data Validation Comments Link) 17
Figure 22: Grants.gov Data Validation Comments Window 18
Figure 23: Menu Progression for Planning Grant Applications 19
Figure 24: Left Side Menu of HRSA EHB Home Page 20
Figure 25: View Applications Page 20
Figure 26: Application Status Overview Page 21
Figure 27: Application Forms Status Table 22
Figure 28: Left Side Menu of Application Status Overview 23
Figure 29: Program Specific Status Overview 24
Figure 30: Form 1 – Part A: General Information Worksheet 24
Figure 31: Form 1 – Part A, Applicant Information 25
Figure 32: Form 1 – Part A, Proposed Service Area 25
Figure 33: Add Service Area Zip Codes Page 26

Figure 34: Form 1 – Part A, Target Population 27
Figure 35: Form 1 – Part A, Funding Priorities 27
Figure 36: Form 4: Community Characteristics 29
Figure 37: Form 4, Race 30
Figure 38: Form 4, Hispanic or Latino Identity 30
Figure 39: Form 4, Income as Percent of Poverty Level 30
Figure 40: Form 4, Primary Third Party Payment Source 31
Figure 41: Form 4, Special Population 31
Figure 42: Form 12, Contact Information 32
Figure 43: Contact Information, Chief Executive Officer 32
Figure 44: Contact Information, Contact Person 33
Figure 45: Sample Contact Information Data Entry Page for Form 12 33
Figure 46: Menu of Project Work Plan Sections 34
Figure 47: Project Work Plan - Section A 35
Figure 48: Project Work Plan – Section A: Add Objective 36
Figure 49: Project Work Plan – Section A: Add Goal 36
Figure 50: Project Work Plan – Section A: Add Additional Goal 37
Figure 51: Project Work Plan – Section A: Add Additional Goal Page 37
Figure 52: Project Work Plan – Section A: Actions Links 38
Figure 53: Project Work Plan – Section A: Update Objective 38
Figure 54: Project Work Plan – Section A: Delete Objective 38
Figure 55: Project Work Plan – Section A: View Objective Details 39
Figure 56: Project Work Plan – Section A: Add Objective 39
Figure 57: Project Work Plan – Section A: View Goal Details 40
Figure 58: Project Work Plan – Section A: Key Action Steps 40
Figure 59: Project Work Plan – Section A: Add Key Action Step(s) 41
Figure 60: Project Work Plan – Section A: Add Key Action Step Area 41
Figure 61: Project Work Plan – Section A: Add Key Action Steps 42
Figure 62: Project Work Plan – Section A: Add Additional Key Steps 42
Figure 63: Project Work Plan – Section A: Update Key Action Step Area 43
Figure 64: Project Work Plan – Section A: Update Key Action Steps 43
Figure 65: Project Work Plan – Section A: Delete Key Action Steps Area 43
Figure 66: Project Work Plan – Section A: Delete Key Action Steps 44
Figure 67: Project Work Plan – Section A: Expected Outcomes 44
Figure 68: Project Work Plan – Section A: Add Expected Outcomes 44

Figure 69: Project Work Plan – Section A: Add Expected Outcomes Area 45
Figure 70: Project Work Plan – Section A: Add Expected Outcomes 45
Figure 71: Project Work Plan – Section A: Add Additional Outcomes 46
Figure 72: Project Work Plan – Section A: Update Expected Outcomes Area 46
Figure 73: Project Work Plan – Section A: Update Expected Outcomes 47
Figure 74: Project Work Plan – Section A: Delete Expected Outcomes Area 47
Figure 75: Project Work Plan – Section A: Delete Expected Outcomes 47
Figure 76: Project Work Plan – Section A: Data Evaluation and Measurement 48
Figure 77: Project Work Plan – Section A: Add Data Evaluation and Measurement 48
Figure 78: Project Work Plan – Section A: Add Data Evaluation and Measurement Area 48
Figure 79: Project Work Plan – Section A: Add Data Evaluation and Measurement 49
Figure 80: Project Work Plan – Section A: Add Additional Data Evaluation and Measurement 50
Figure 81: Project Work Plan – Section A: Update Data Evaluation and Measurement Area 50
Figure 82: Project Work Plan – Section A: Update Data Evaluation and Measurement 51
Figure 83: Project Work Plan – Section A: Delete Data Evaluation and Measurement Area 51
Figure 84: Project Work Plan – Section A: Delete Data Evaluation and Measurement 51
Figure 85: Project Work Plan – Section A: Person/Area Responsible 52
Figure 86: Project Work Plan – Section A: Add Person/Area Responsible 52
Figure 87: Project Work Plan – Section A: Add Person/Area Responsible Area 52
Figure 88: Project Work Plan – Section A: Add Person/Area Responsible 53
Figure 89: Project Work Plan – Section A: Add Additional Person/Area Responsible 54
Figure 90: Project Work Plan – Section A: Update Person/Area Responsible 54
Figure 91: Project Work Plan – Section A: Update Person/Area Responsible 55
Figure 92: Project Work Plan – Section A: Delete Person/Area Responsible Area 55
Figure 93: Project Work Plan – Section A: Delete Person/Area Responsible 55
Figure 94: Project Work Plan – Section A: Comments 56
Figure 95: Project Work Plan – Section B: Goal B2 56
Figure 96: Status Overview Page for Program Specific Information Forms 57
Figure 97: Status Overview Page for Program Specific Forms 58
Figure 98: Program Specific Forms Link 58
Figure 99: Program Specific Forms Review 59
Figure 100: Complete Status Link in the All Forms Left Side Menu 60
Figure 101: Status Overview Page for the Entire Application 61
Figure 102: Review Link in the Application Process Left Side Menu 62
Figure 103: Review Page for the Entire Application 63

Figure 104: Status Overview Page for the Entire Application 64
Figure 105: Ready for Submission Page 65
Figure 106: Submit – Certifications and Acceptances Page 66
Figure 107: Application Submission Confirmation Page 67

1. Introduction

1.1. Document Purpose and Scope

The purpose of this document is to provide detailed instructions to help applicants and grantees complete program-specific forms for Planning Grant (PG) applications in Health Resources and Services Administration (HRSA) Electronic Handbooks (EHB). It is intended as a supplement to *HRSA's Electronic Submission User Guide*, available at http://www.hrsa.gov/grants/userguide.htm.

This document is not meant to replace program guidance documents for funding announcements; applicants and grantees are directed to follow program guidance documents for all programmatic questions.

1.2. Document Organization and Version Control

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

Section	Description
Before You Apply	Provides information grantees need to know before they submit applications.
Applying through Grants.gov	Describes the steps necessary to complete and submit an application through Grants.gov.
Completing the Application in HRSA Electronic Handbooks	Describes the steps necessary to complete and submit an application in the Electronic Handbooks.
Grant Attachments Forms: Changes from Previous Versions	Summarizes, in tabular form, changes from previous versions of the forms.
Customer Support Information	Provides contact information to address technical and programmatic questions.
FAQs	Provides answers to frequently asked questions by various categories.

2. Before You Apply

2.1. Grantee Organization Must Register with Grants.gov

> ➢ **If an applicant organization has already completed Grants.gov registration for another Federal agency, this section can be skipped.**

Grants.gov requires all applicant organizations to complete a **one-time** registration. This registration will provide the individuals from the organization the required credentials to apply. The registration process can take up to two weeks to complete, so applicants should register as soon as possible.

For those applicant organizations needing to register with Grants.gov, registration information can be found at http://www.grants.gov/applicants/get_registered.jsp.

Please direct questions regarding Grants.gov registration to the Grants.gov Contact Center. Visit the following URL: http://www.grants.gov/contactus/contactus.jsp.

2.2. Project Director and Authorizing Official Must Register with HRSA EHBs

> ➢ **Registration with HRSA EHBs is independent of Grants.gov registration. Do not confuse the two.**

In order to complete your application, you will have to access the HRSA EHBs, which requires you to register with 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 for each organization they represent.**

For 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) or 301-998-7373 between 9:00 am to 5:30 pm ET or email callcenter@hrsa.gov.

3. Applying through Grants.gov

To submit an application through Grants.gov, you must do the following:

1. Go to Grants.gov and locate the funding opportunity.
2. Download the application package and instructions. The program guidance is also part of the instructions that must be downloaded.
3. Save a local copy of the application package on your computer and complete all the forms based on the instructions provided in the program guidance.
4. Submit the application package through Grants.gov. (Requires registration)
5. Track the status of your submitted application at Grants.gov until you receive a notification from Grants.gov that your application has been received by HRSA.

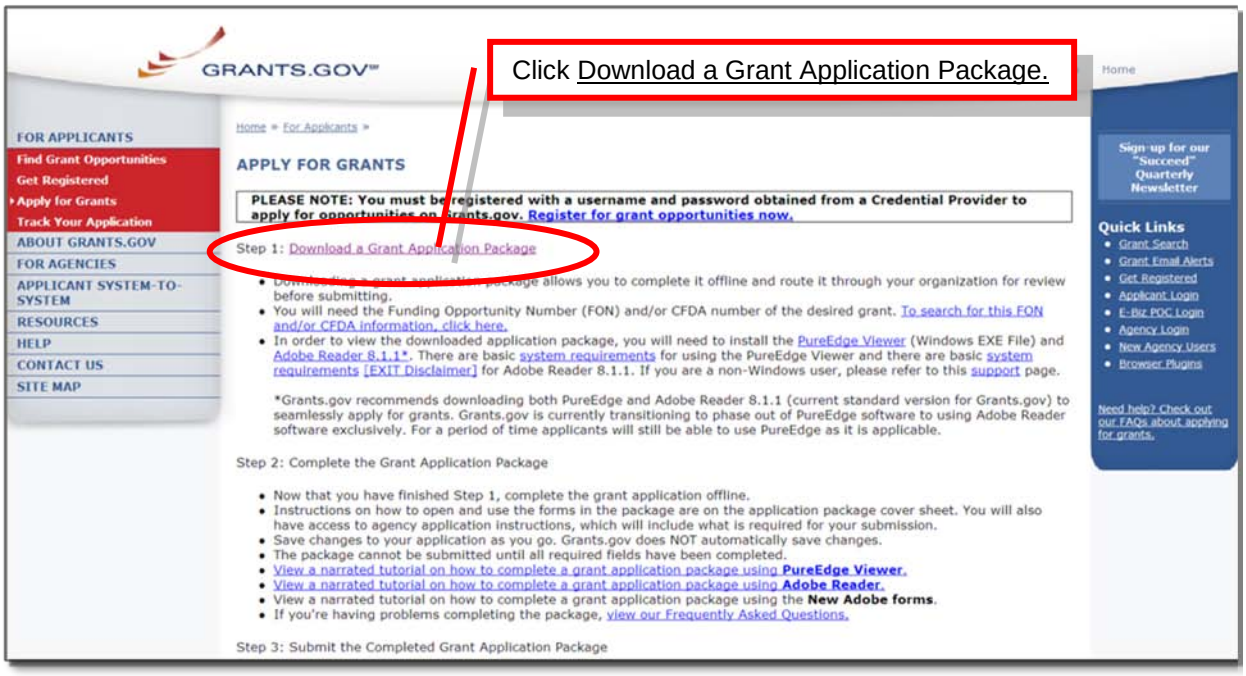
Figure 1: Grants.gov Home

3.1. Locate Funding Opportunity

> ➢ **The following instructions assume that you know the Funding Opportunity Number (FON) or Catalog of Federal Domestic Assistance (CFDA) number for the grant you are applying for. If this is not the case, go to http://www.grants.gov/applicants/find_grant_opportunities.jsp to locate this information.**

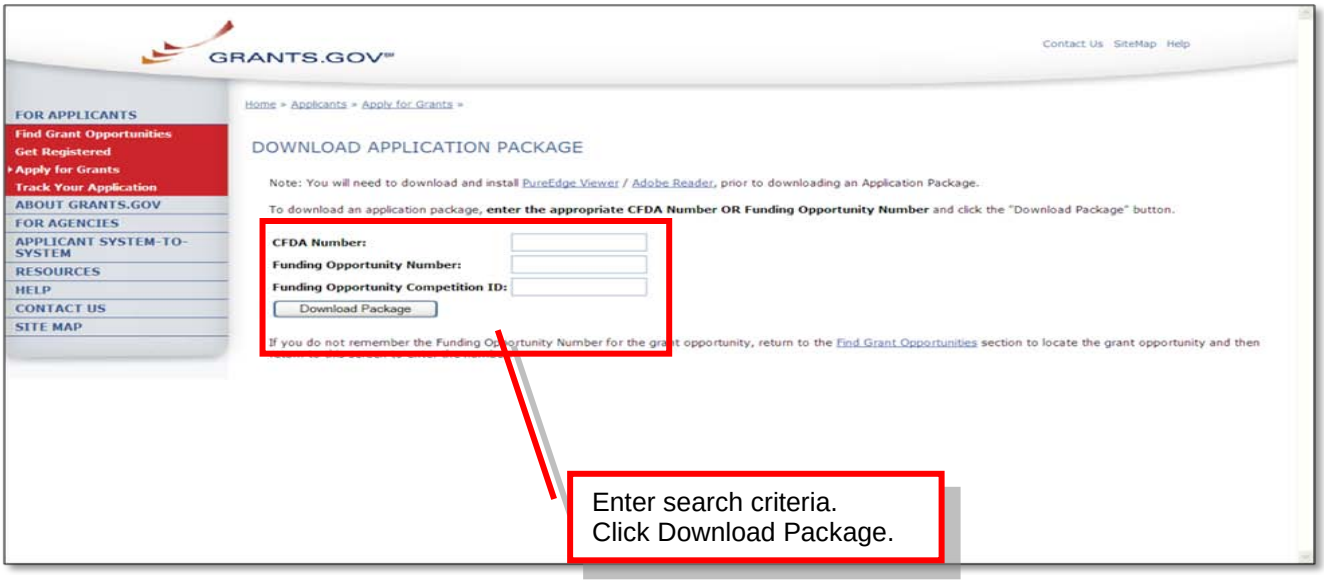
1. Point your browser to http://www.grants.gov/applicants/apply_for_grants.jsp . The Grants.gov portion of the application process is described on this page.
2. Click the Download a Grant Application Package link.

Figure 2: Apply for Grants Page (at Grants.gov)



1. On the download page, enter the CFDA number in the field *CFDA Number*, or the announcement number in the field *Funding Opportunity Number*. (Example announcement number: HRSA-08-113)
2. Click the Download Package button.

Figure 3: Download Application Package Page (at Grants.gov)

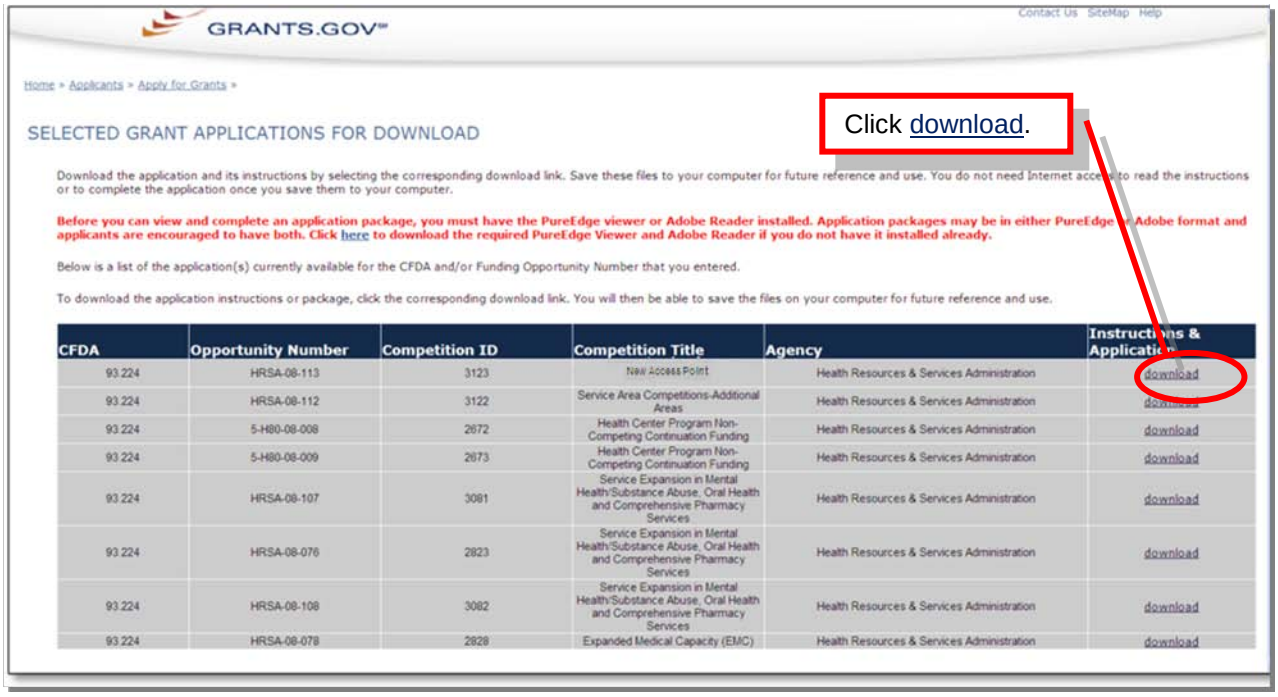


3.2. Download Application Package and Instructions

- **To view application package and instructions, you will need to download and install the PureEdge Viewer and Adobe Reader 8.1.1. These free programs will allow you to access, complete, and submit applications electronically and securely.**
- **Please review the system requirements for these programs at http://www.grants.gov/applicants/apply_for_grants.jsp.**

1. Click the download link for the funding opportunity.

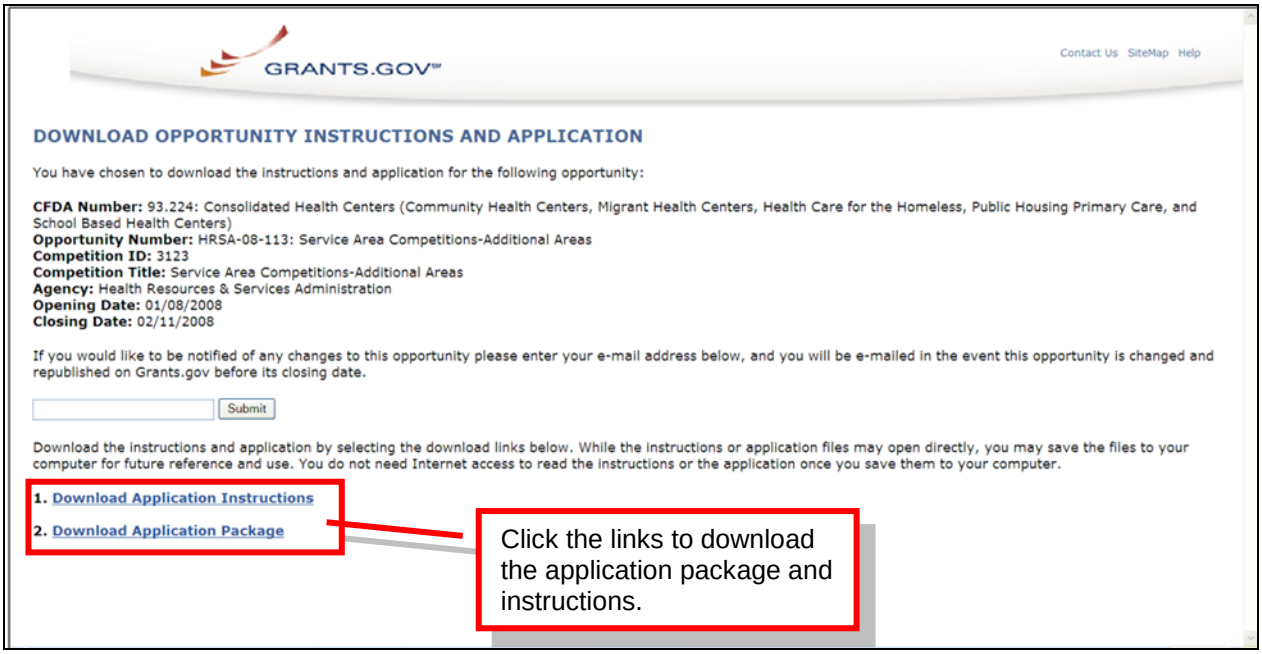
Figure 4: Select Grant Application to Download Page (at Grants.gov)



CFDA	Opportunity Number	Competition ID	Competition Title	Agency	Instructions & Application
93.224	HRSA-08-113	3123	New Access Point	Health Resources & Services Administration	download
93.224	HRSA-08-112	3122	Service Area Competitions-Additional Areas	Health Resources & Services Administration	download
93.224	5-H80-08-008	2672	Health Center Program Non-Competing Continuation Funding	Health Resources & Services Administration	download
93.224	5-H80-08-009	2673	Health Center Program Non-Competing Continuation Funding	Health Resources & Services Administration	download
93.224	HRSA-08-107	3081	Service Expansion in Mental Health/Substance Abuse, Oral Health and Comprehensive Pharmacy Services	Health Resources & Services Administration	download
93.224	HRSA-08-076	2823	Service Expansion in Mental Health/Substance Abuse, Oral Health and Comprehensive Pharmacy Services	Health Resources & Services Administration	download
93.224	HRSA-08-108	3082	Service Expansion in Mental Health/Substance Abuse, Oral Health and Comprehensive Pharmacy Services	Health Resources & Services Administration	download
93.224	HRSA-08-078	2828	Expanded Medical Capacity (EMC)	Health Resources & Services Administration	download

2. The Download Opportunity Instructions and Application page (Figure 5) opens.
3. Click the links to download the application package and instructions.

Figure 5: Download Opportunity Instructions and Application Page (at Grants.gov)

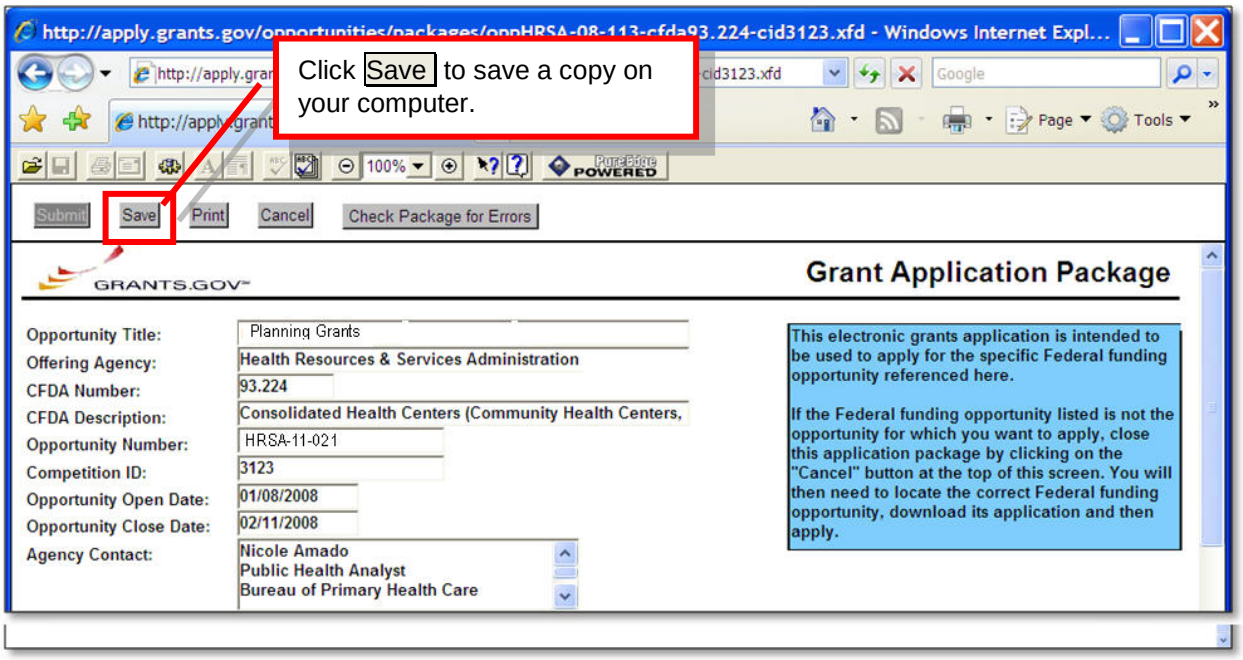


3.3. Complete the Application

> ➢ **You can complete the application offline – you do not need to be connected to the Internet.**

1. Click the Save button to save a copy of the application on your computer.

Figure 6: Grant Application Package Page (at Grants.gov)



2. Complete the application using both the built-in instructions and the instructions provided in the program guidance.

For assistance with program guidance related questions, please contact the program contact listed on the program guidance.

3.4. Submit Application

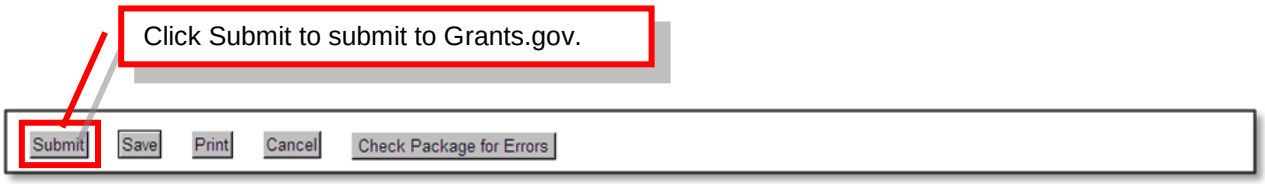
- **You must be connected to the Internet and must have a Grants.gov username and password to submit the application package.**
- **Please direct questions regarding application submission to the Grants.gov Contact Center at Tel.: 1-800-518-4726. Contact Center hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. Eastern Time, excluding Federal holidays.**

The Submit button on the application package cover page will become active once you have downloaded the application package, completed all required forms, attached all required documents, and saved your application package.

Follow these steps when you have done all this and are ready to send your completed application to Grants.gov.

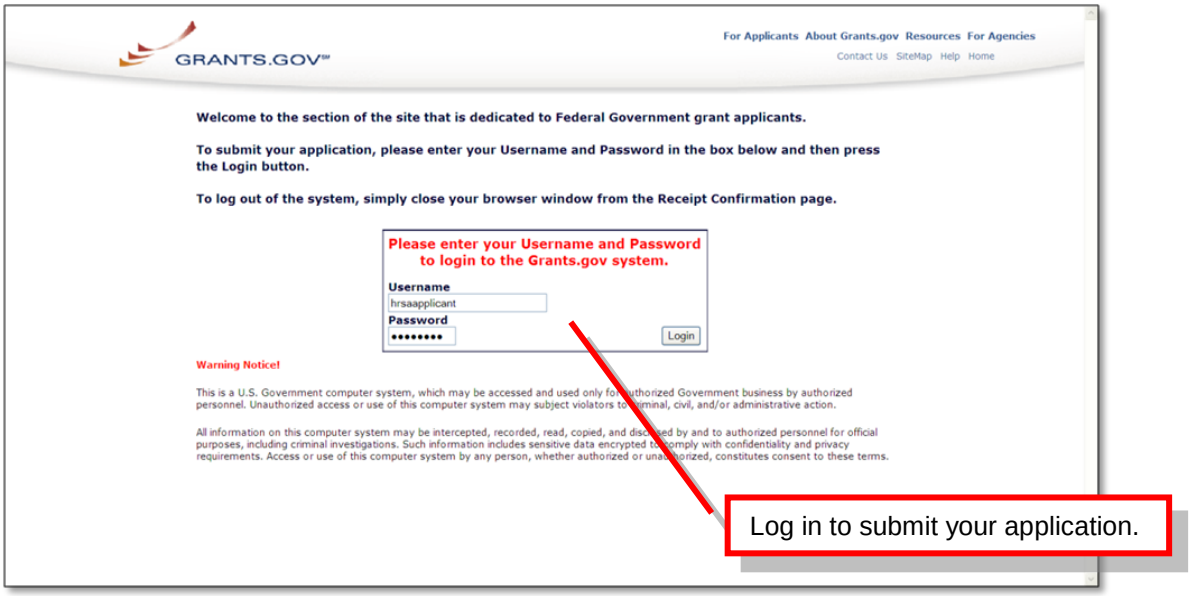
1. Click the Submit button on the application package cover page.

Figure 7: Command Buttons in the Grant Application Package (at Grants.gov)



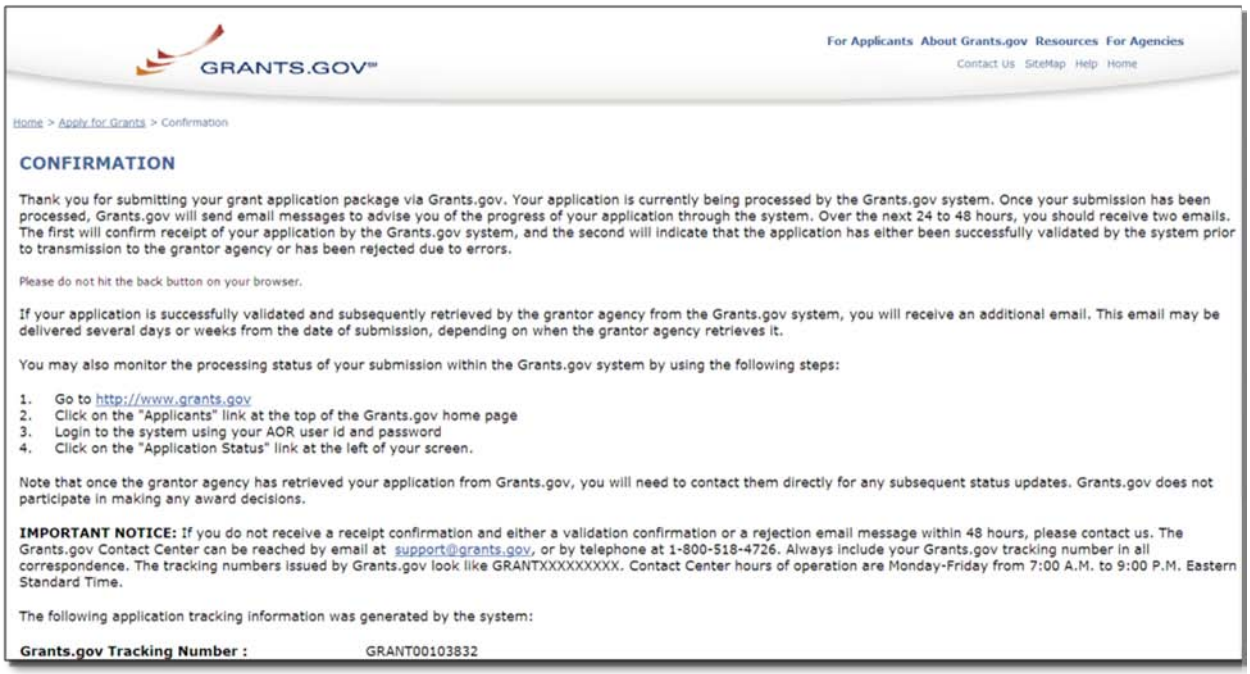
2. When prompted, log into Grants.gov.

Figure 8: Grants.gov Log In



3. Your application package is uploaded to Grants.gov. A confirmation screen will appear once the upload is complete.

Figure 9: Application Submission Confirmation Page (at Grants.gov)



GRANTS.GOV

For Applicants About Grants.gov Resources For Agencies
Contact Us SiteMap Help Home

Home > Apply for Grants > Confirmation

CONFIRMATION

Thank you for submitting your grant application package via Grants.gov. Your application is currently being processed by the Grants.gov system. Once your submission has been processed, Grants.gov will send email messages to advise you of the progress of your application through the system. Over the next 24 to 48 hours, you should receive two emails. The first will confirm receipt of your application by the Grants.gov system, and the second will indicate that the application has either been successfully validated by the system prior to transmission to the grantor agency or has been rejected due to errors.

Please do not hit the back button on your browser.

If your application is successfully validated and subsequently retrieved by the grantor agency from the Grants.gov system, you will receive an additional email. This email may be delivered several days or weeks from the date of submission, depending on when the grantor agency retrieves it.

You may also monitor the processing status of your submission within the Grants.gov system by using the following steps:

1. Go to http://www.grants.gov
2. Click on the "Applicants" link at the top of the Grants.gov home page
3. Login to the system using your AOR user id and password
4. Click on the "Application Status" link at the left of your screen.

Note that once the grantor agency has retrieved your application from Grants.gov, you will need to contact them directly for any subsequent status updates. Grants.gov does not participate in making any award decisions.

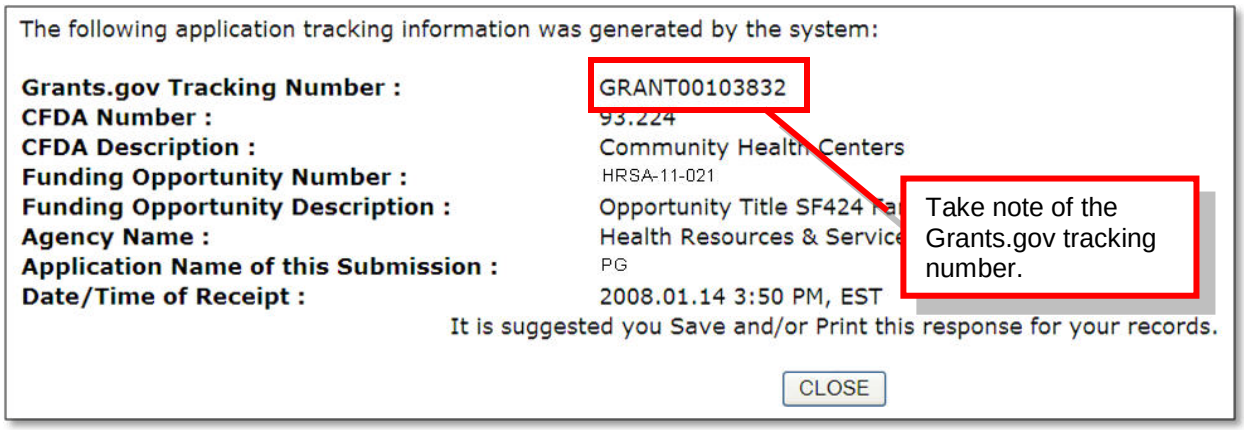
IMPORTANT NOTICE: If you do not receive a receipt confirmation and either a validation confirmation or a rejection email message within 48 hours, please contact us. The Grants.gov Contact Center can be reached by email at support@grants.gov, or by telephone at 1-800-518-4726. Always include your Grants.gov tracking number in all correspondence. The tracking numbers issued by Grants.gov look like GRANTXXXXXXXX. Contact Center hours of operation are Monday-Friday from 7:00 A.M. to 9:00 P.M. Eastern Standard Time.

The following application tracking information was generated by the system:

Grants.gov Tracking Number : GRANT00103832

4. A Grants.gov Tracking number is provided on this screen. Please record this number so that you may refer to it for all subsequent help.

Figure 10: Application Submission Confirmation Page, showing Tracking Number (at Grants.gov)



The following application tracking information was generated by the system:

Grants.gov Tracking Number :	GRANT00103832
CFDA Number :	93.224
CFDA Description :	Community Health Centers
Funding Opportunity Number :	HRSA-11-021
Funding Opportunity Description :	Opportunity Title SF424 Fa
Agency Name :	Health Resources & Service
Application Name of this Submission :	PG
Date/Time of Receipt :	2008.01.14 3:50 PM, EST

It is suggested you Save and/or Print this response for your records.

CLOSE

Take note of the Grants.gov tracking number.

3.5. Track Status of Application

> ➢ **It is recommended that you check the status of your application in Grants.gov until the status is changed to "Agency Tracking Number Assigned".**

Visit Grants.gov to check the status of your application(s) any time after submission: http://www.grants.gov/applicants/track_your_application.jsp.

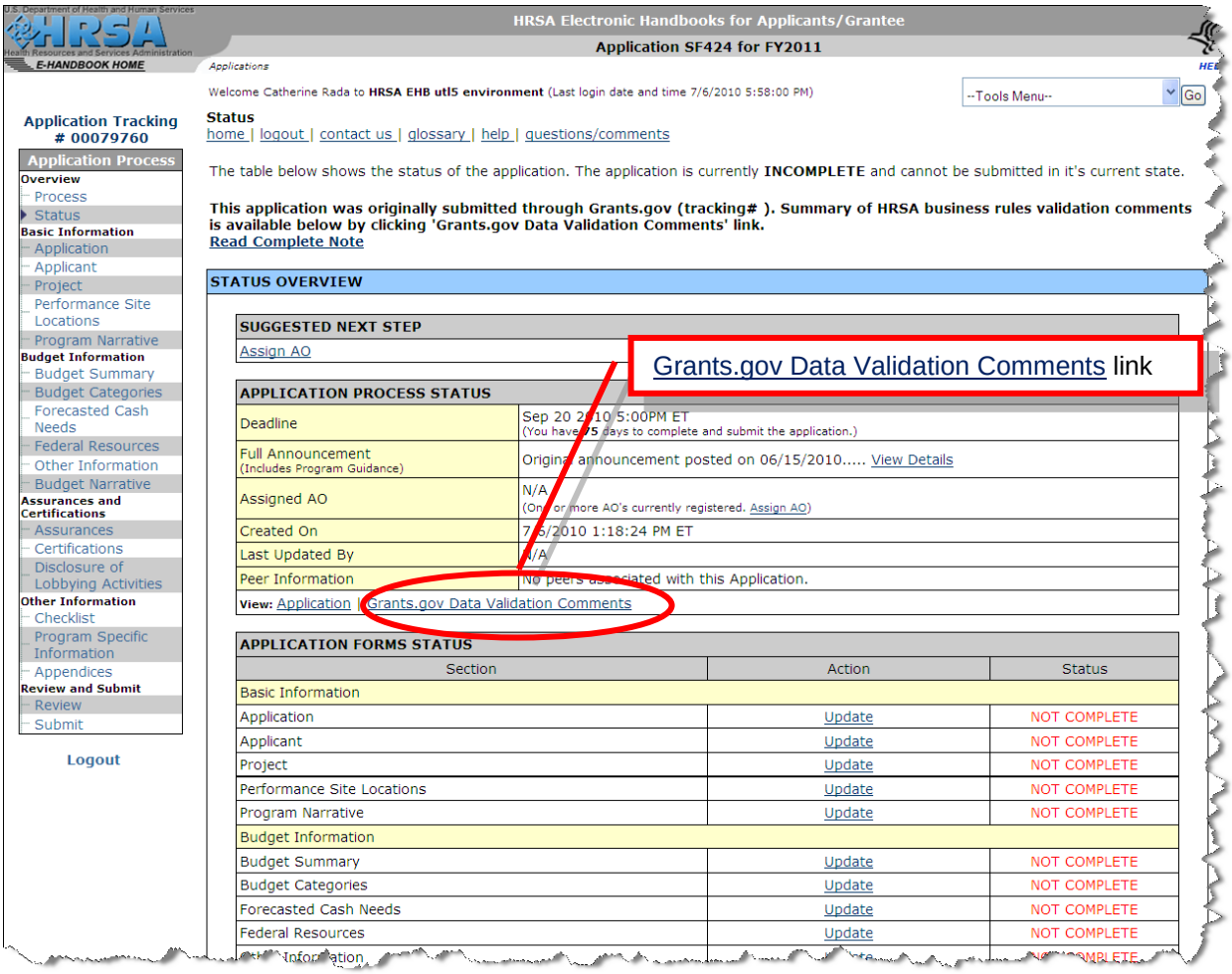
If there are no errors, the application will download automatically. On successful download at HRSA, the status of the application will change to "Received by Agency" and you will receive an email from Grants.gov. Subsequently, within two to three business days, the status will change to "Agency Tracking Number Assigned." At this point, your application is ready for review and submission in HRSA EHBs.

3.6. Review Grants.gov Errors

HRSA EHB's business rules are applied to any application received through Grants.gov. All validation errors are recorded and displayed to the applicant.

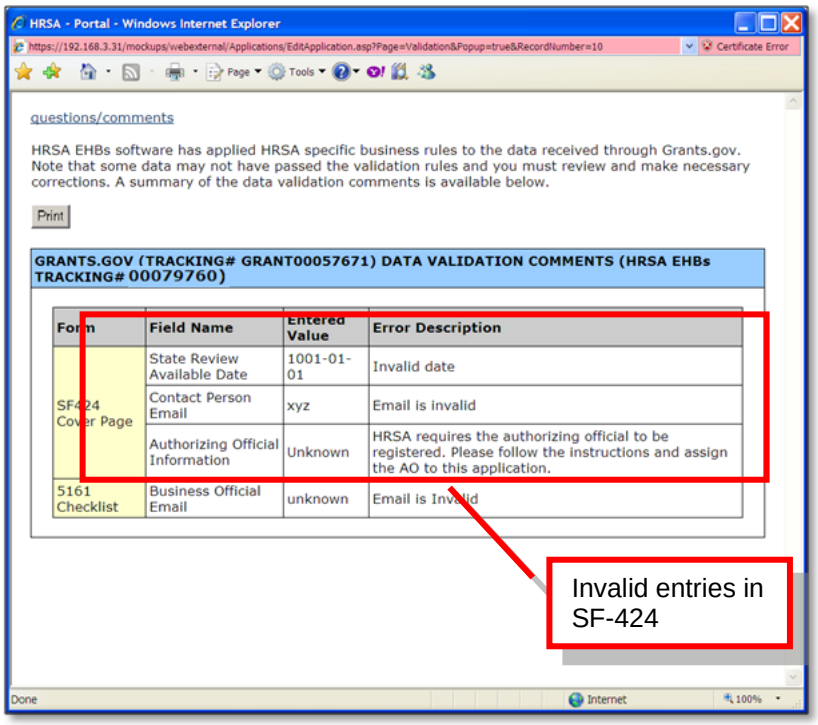
1. To view the validation errors click the Grants.gov Data Validation Comments link on the **Application Status Overview Page** in HRSA EHBs (Figure 11).

Figure 11: Application Status Page (with Grants.gov Data Validation Comments Link)



2. A summary of validation errors (Figure 12) opens in a new window.

Figure 12: Grants.gov Data Validation Comments Window



3. Review the errors and make changes if necessary.

4. Complete the Application in HRSA Electronic Handbooks

The next step is to complete your application in the HRSA EHBs. You need to submit the remaining information in HRSA EHBs within two weeks of the application due date in Grants.gov. The new due date will be listed in HRSA EHBs.

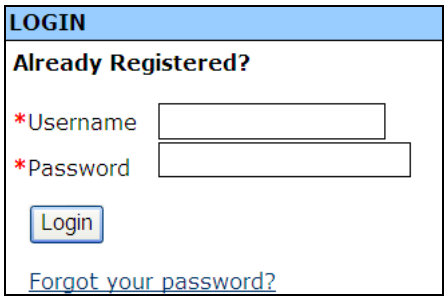
- **Users new to the EHBs should be mindful that the system times-out after 30 minutes of inactivity. Some forms may take a long time to complete. Users should be in the habit of saving their work at frequent intervals.**
- **The application face page must be printed, signed, and mailed to HRSA. This must be done from HRSA EHBs, not from the Grants.gov application.**

4.1. Log In and Access the Application

4.1.1 Log In to the HRSA Electronic Handbooks

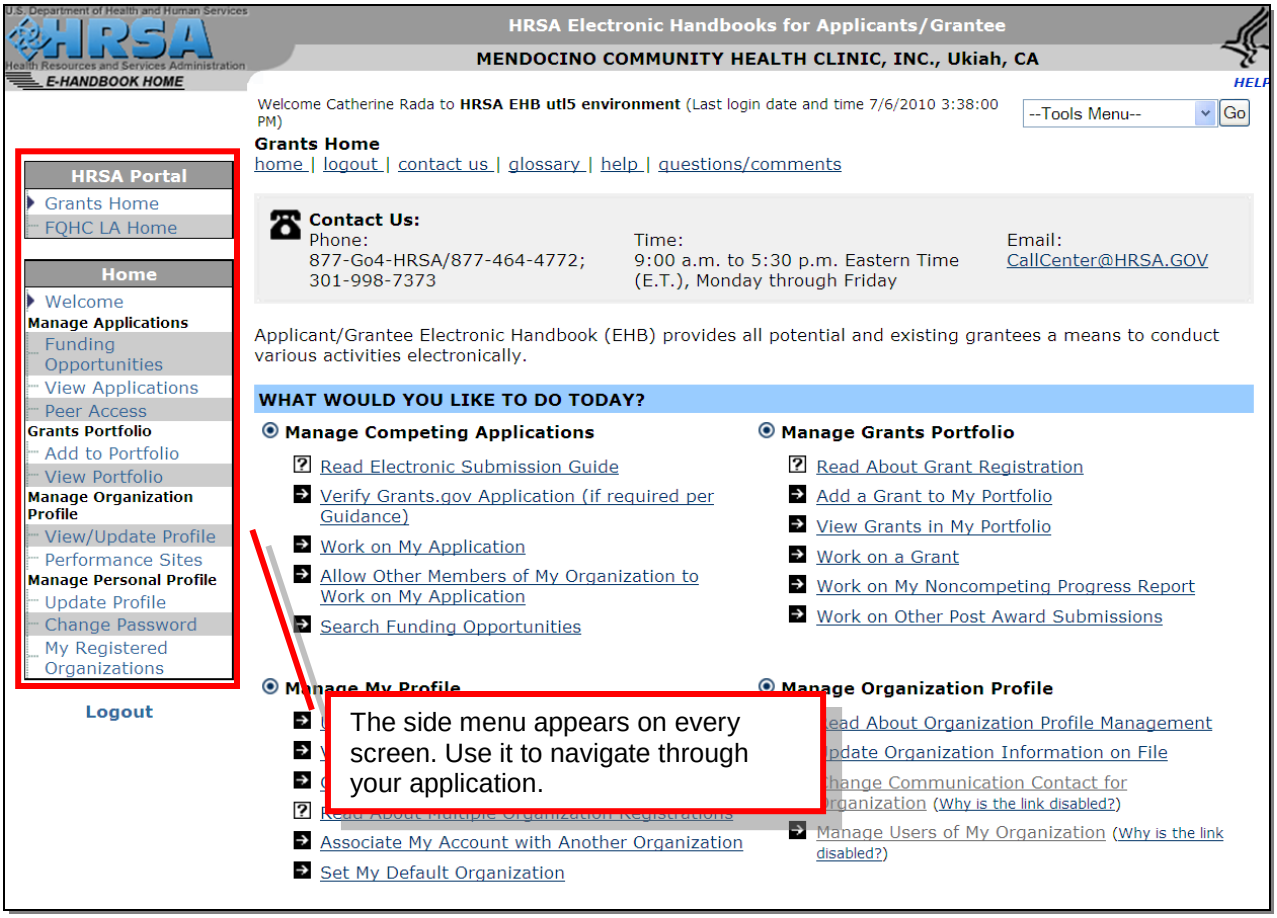
1. Point your browser to https://grants.hrsa.gov/webexternal/login.asp.
2. Enter your username and password.

Figure 13: Section of Login Screen



3. Click the Login button.
   - The **HRSA EHB Home Page** (Figure 14) opens.

Figure 14: HRSA EHB Home Page



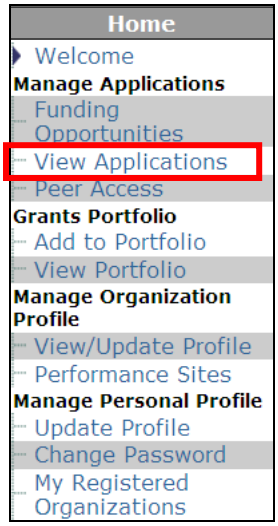
4.1.2 Initiating the Application for the First Time

When you access the application for the first time, you need to 'initiate' it. This procedure correlates your previously submitted Grants.gov application with a new HRSA EHB application. During this process, certain information is copied from the Grants.gov application to the HRSA EHB application.

In order to initiate a new HRSA EHB application, you need to 'add' the Grants.gov application to the list of pending applications:

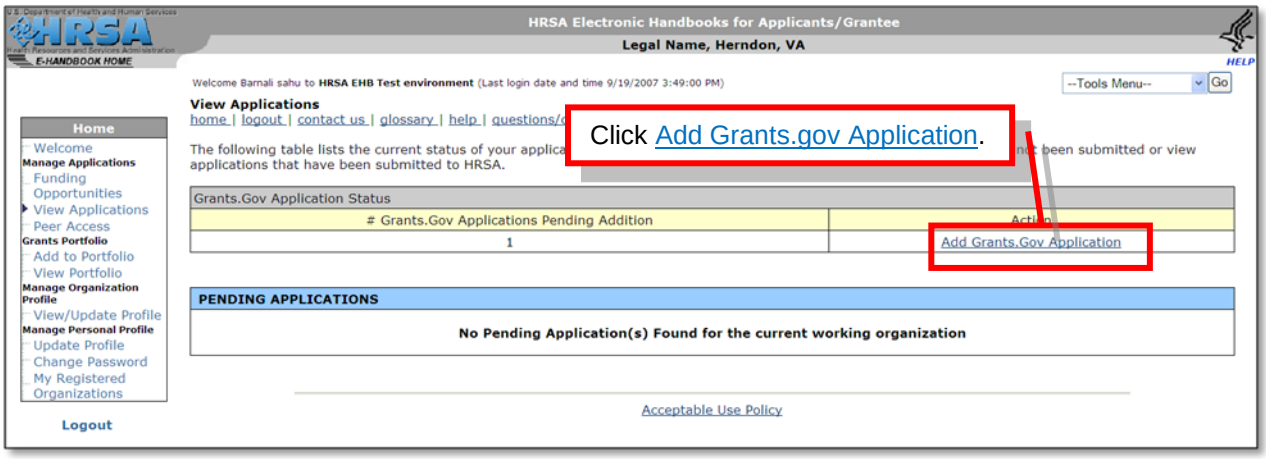
1. On the **HRSA EHB Home Page**, select the View Applications link under the **Manage Applications** heading on the left side menu.

Figure 15: Left Side Menu on HRSA EHB Home Page



2. The **View Applications Page** (Figure 16) opens. If you are accessing your application for the first time, you will find it under the Grants.gov Application Status heading.
3. Click the Add Grants.gov Application link to add your application to the list of pending applications.

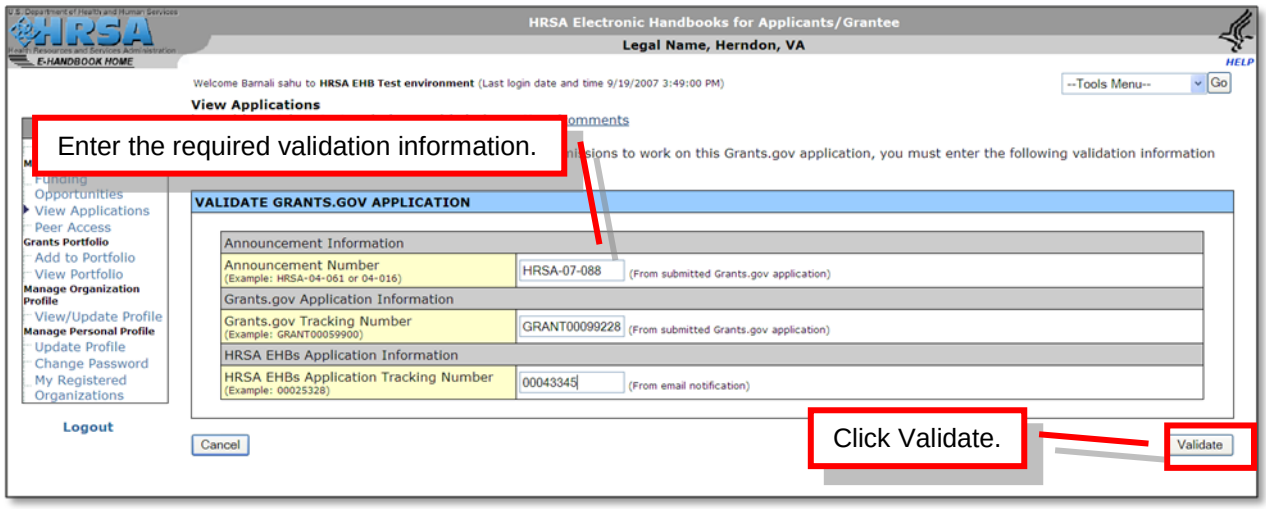
Figure 16: View Applications Page (before Grants.gov Application is added)



- ▶ The **Validate Grants.Gov Application Page** (Figure 17) opens.

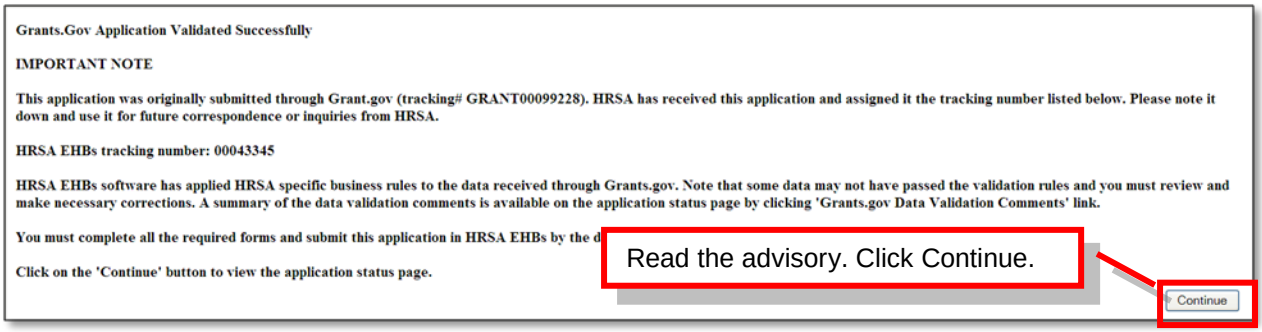
4. Enter the required validation information:
   - Announcement Number (from the Grants.gov submission confirmation page)
   - Grants.gov Tracking Number (from the Grants.gov submission confirmation page)
   - HRSA EHBs Application Tracking Number (from the email notification)
5. Click the Validate button.

Figure 17: Validate Grants.Gov Application Page



6. The **Grants.gov Application Validated Successfully Page** (Figure 18) opens.
7. Click the Continue button, after reading the advisory.

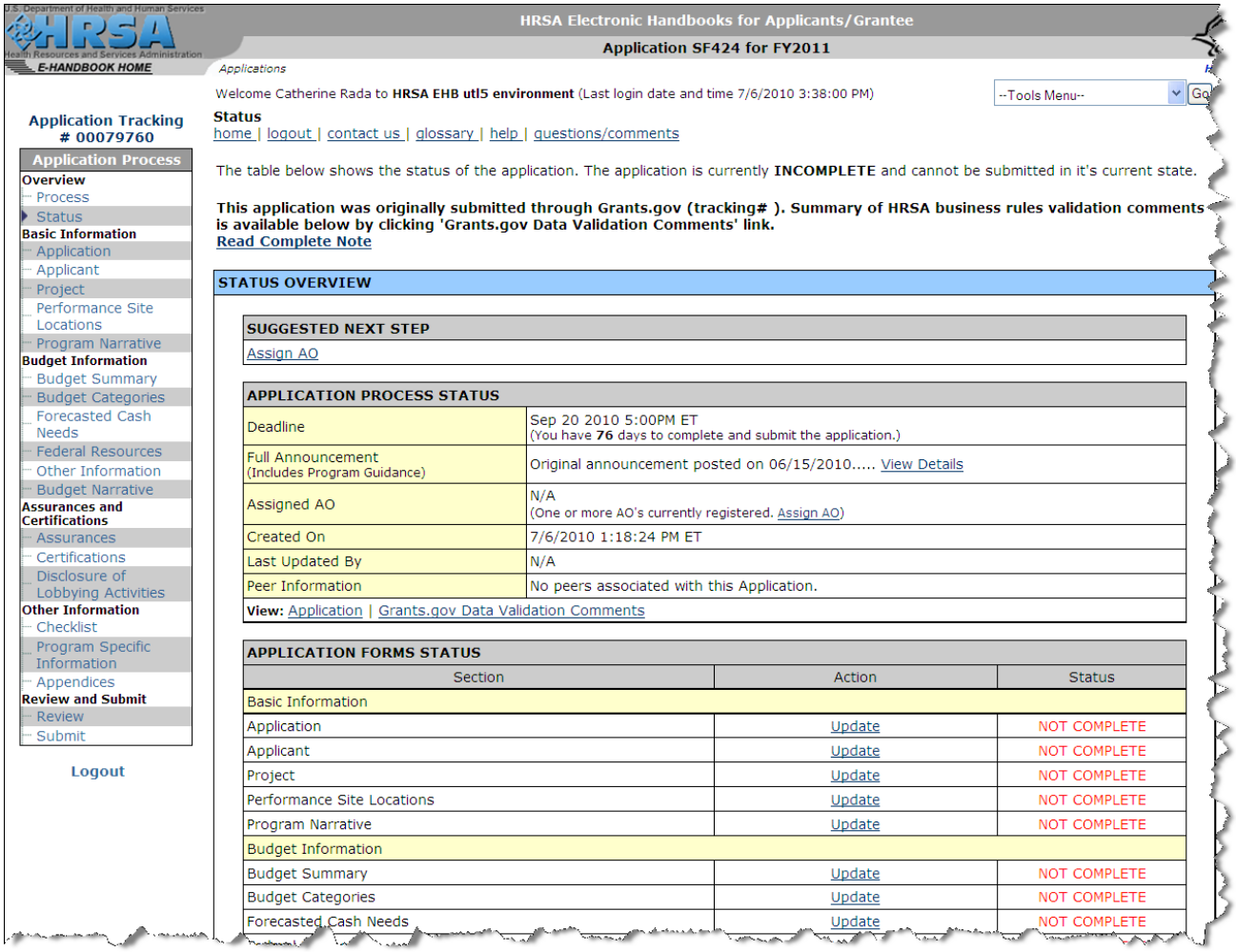
Figure 18: Grants.gov Application Validated Successfully Page



8. The application opens to the **Application Status Overview Page** (Figure 19).

> ➢ **The screen contains a different left side menu than it did before. Use this left side menu to navigate through the application.**

Figure 19: Application Status Overview Page



9. Click the **Application Process** left side menu item (or click the corresponding Update link) for the form you want to enter or revise.
   - The corresponding page will be displayed.

(The **Application Process** forms are described in the **Standard Forms (SF-424)** portion of this document, page 21.)

10. Click the Program Specific Information left side menu item (or the corresponding Update link) to enter or revise any of the program specific information forms,
    - The **Status Overview Page (for Program Specific Information)** (Figure 20) will be displayed.

> ➢ **Note that the screen contains a different left side menu than it did before. Use this left side menu to navigate through the Program Specific Information.**

Figure 20: Status Overview Page, Program Specific Information

Fields marked with an asterisk (*) are required.

STATUS OVERVIEW

PROGRAM SPECIFIC FORM STATUS		
Section	**Action**	**Status**
General Information		
Form 1: Part A - General Information Worksheet	Update	COMPLETE
Community Characteristics		
Form 4: Community Characteristics	Update	COMPLETE
Other Forms		
Form 12: Contact Information	Update	COMPLETE
Project Work Plan		
Section A - Comprehensive Needs Assessment	Update	COMPLETE
Section B - Service Delivery	Update	COMPLETE
Section C - Securing Financial, Professional and Technical Assistance	Update	NOT COMPLETE
Section D - Developing Community Involvement/Participation	Update	NOT COMPLETE
Section E - Establishing Collaborative Working Relationships With Other Area	Update	COMPLETE

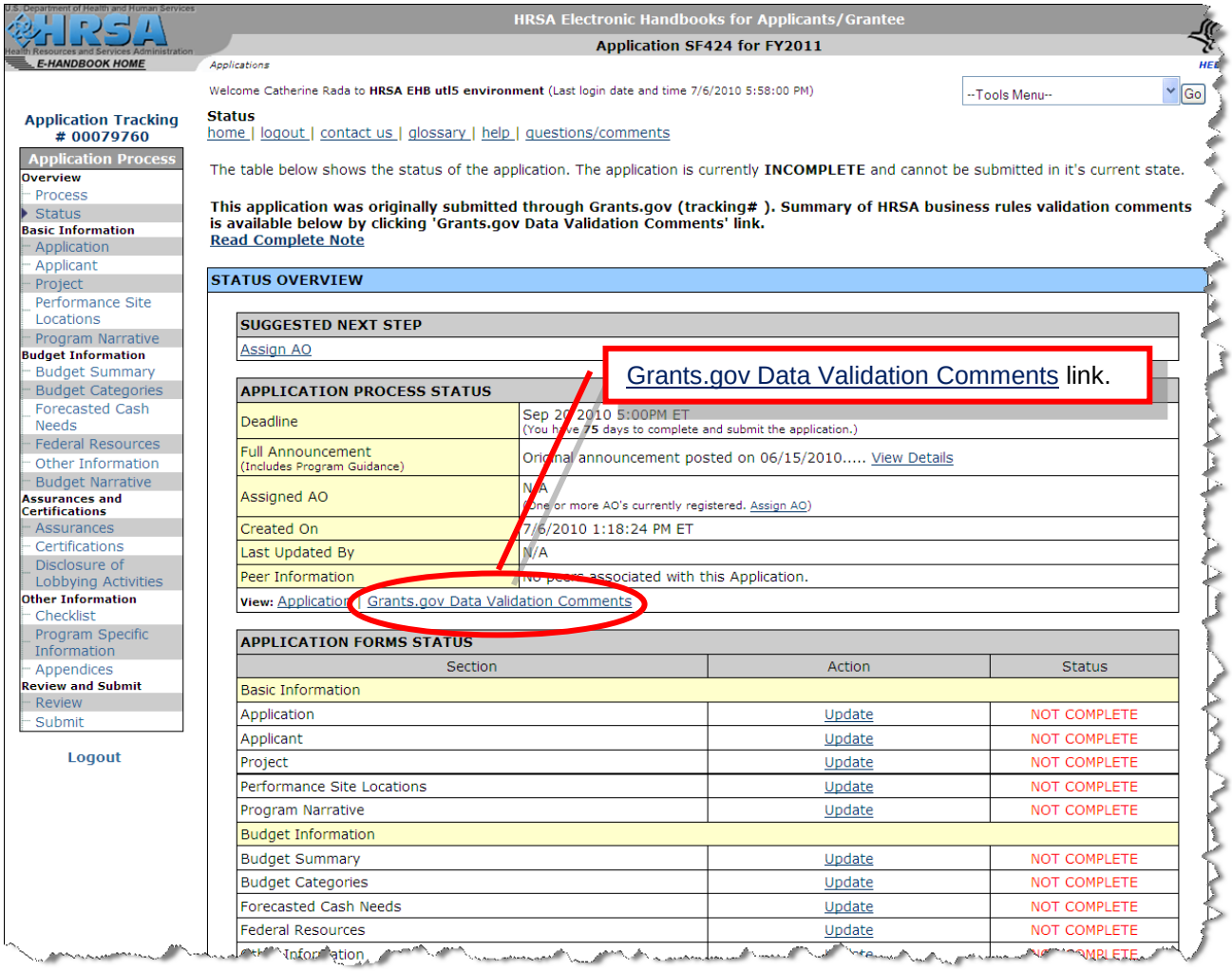
The details of the **Program Specific Information** forms are covered in the **Program Specific Forms** portion of this document, page 23.

4.1.3 Reviewing Grants.gov Errors

HRSA EHB's business rules are applied to any application received through Grants.gov. All validation errors are recorded and displayed to the applicant.

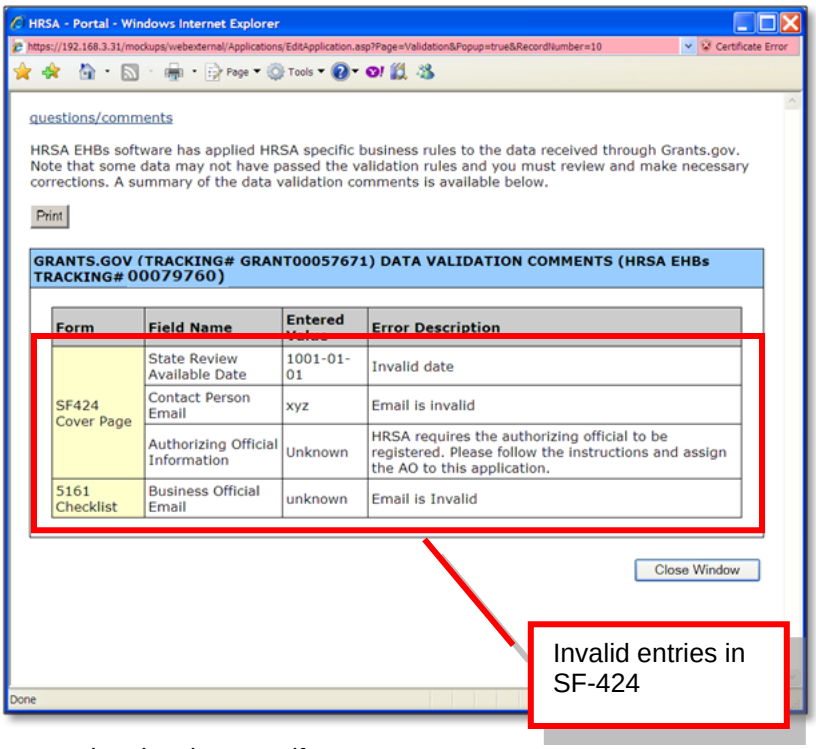
1. To view the validation errors click the Grants.gov Data Validation Comments link on the **Application Status Overview Page** in HRSA EHBs (Figure 21).

Figure 21: Application Status Page (with Grants.gov Data Validation Comments Link)



2. A summary of validation errors (Figure 22) opens in a new window.

Figure 22: Grants.gov Data Validation Comments Window



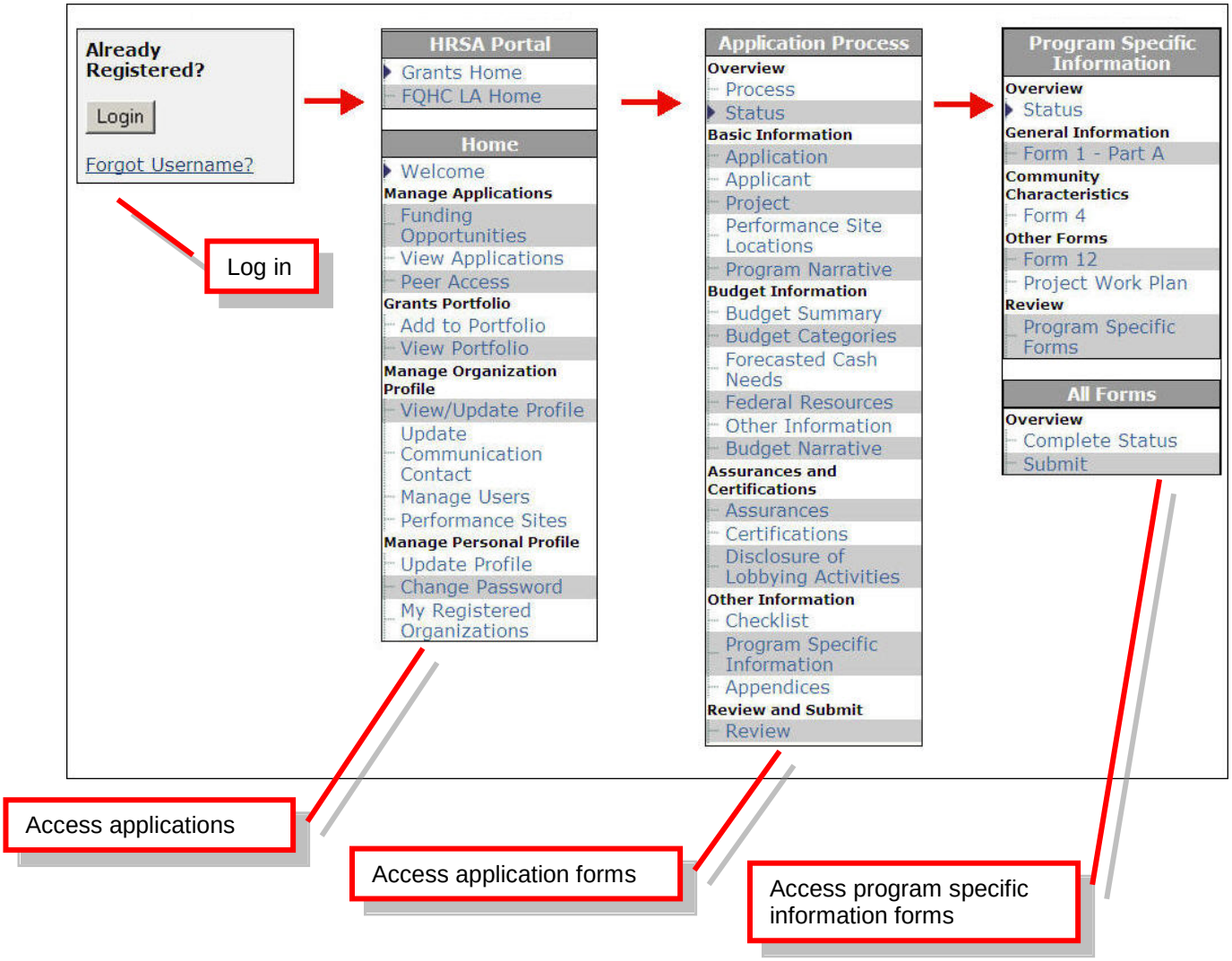
3. Review the errors and make changes, if necessary.

4.1.4 Navigating within the Application

A navigation menu appears on the left side of every screen in the HRSA Electronic Handbook. Use these menus to log in, access applications, application forms, and program specific forms (Figure 23).

To view the status of the application as a whole from any page, click Complete Status in the **All Forms** left side menu (Figure 102). To view the status of the program specific information forms from any page, click Status in the **Program Specific Information** left side menu (Figure 97).

Figure 23: Menu Progression for Planning Grant Applications

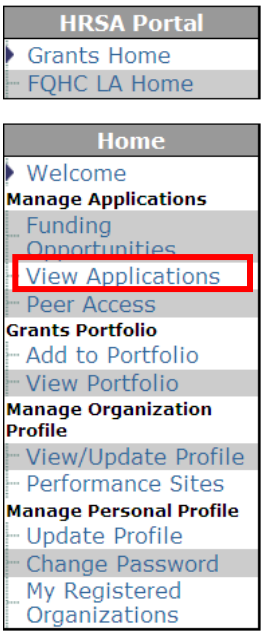


4.1.5 Accessing the Application

Users who have already added initiated their application and added it to the list of pending applications in the EHBs, should follow these steps to access their application.

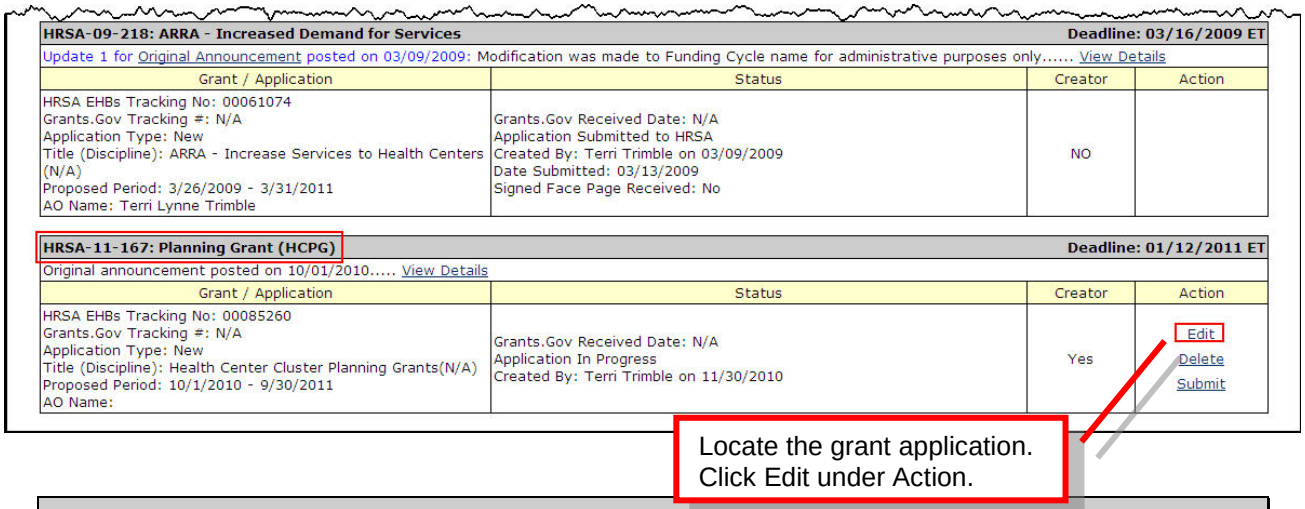
1. Click the View Applications link under **Manage Applications** on the left side menu of the **HRSA EHB Home Page** (Figure 24).

Figure 24: Left Side Menu of HRSA EHB Home Page



2. The **View Applications Page** (Figure 25) opens.
3. Locate the Planning Grant application in the list of pending applications, and click its Edit link.

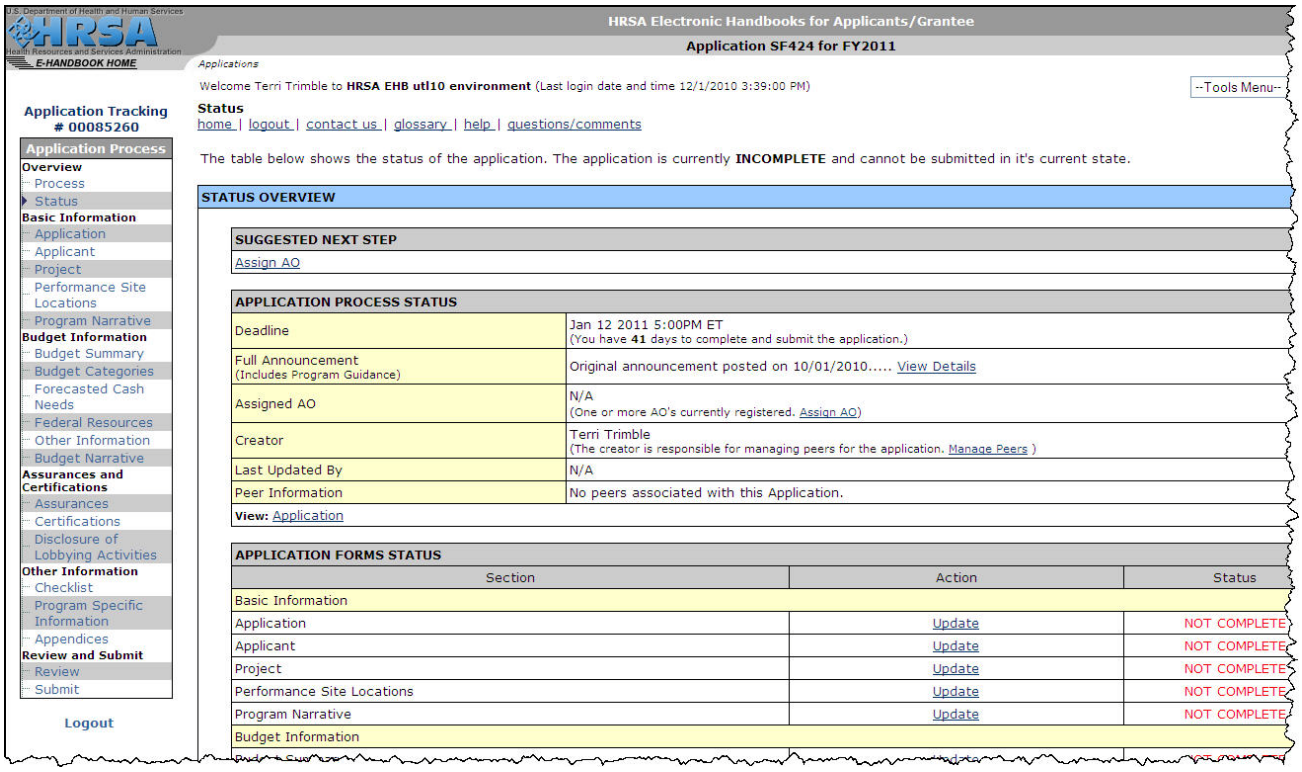
Figure 25: View Applications Page



➢ **The screen contains a different left side menu than it did before. Use this left side menu to navigate through the SF-424 application forms.**

- The **Application Status Overview Page** (Figure 26) will be displayed.

Figure 26: Application Status Overview Page



4.2. Standard Forms (SF-424)

When you open your application, the first screen that appears is the **Application Status Overview Page** (Figure 26), showing the various sections of SF-424. Note that this contains information that was imported from Grants.gov that has undergone a data validation check as discussed in the **Reviewing Grants.gov Errors** section (page**Error! Bookmark not defined.**).

The **Application Form Status Table** on the screen (Figure 27) shows the status of each standard form. You cannot submit your application until all forms in all sections are complete.

To update any Standard (SF-424) Application Form,

1. Click the appropriate link within the left side menu of the **Application Status Overview Page**.
2. Click the Update link corresponding to the form in the **Application Forms Status Table** (Figure 27).

Follow the standard procedures for updating the Standard (SF-424) Application Forms.

- **Follow the guidance document to update the standard (SF-424) forms.**

Figure 27: Application Forms Status Table

APPLICATION FORMS STATUS		
Section	Action	Status
Basic Information		
Application	Update	NOT COMPLETE
Applicant	Update	NOT COMPLETE
Project	Update	NOT COMPLETE
Performance Site Locations	Update	NOT COMPLETE
Program Narrative	Update	NOT COMPLETE
Budget Information		
Budget Summary	Update	NOT COMPLETE
Budget Categories	Update	NOT COMPLETE
Forecasted Cash Needs	Update	NOT COMPLETE
Federal Resources	Update	NOT COMPLETE
Other Information	Update	NOT COMPLETE
Budget Narrative	Update	NOT COMPLETE
Assurances and Certifications		
Assurances		NOT COMPLETE
Certifications		NOT COMPLETE
Disclosure of Lobbying Activities		NOT COMPLETE
Other Information		
Checklist		NOT COMPLETE
Checklist A	Update	NOT COMPLETE
Checklist B	Update	NOT COMPLETE
Checklist C	Update	NOT COMPLETE
Checklist D	Update	NOT COMPLETE
Inventions	Update	NOT COMPLETE
Program Specific Information	Update	NOT COMPLETE
Appendices	Update	NOT COMPLETE

An application cannot be submitted until all application forms are complete (including Program Specific Information forms.

Click this link to access Program Specific Information forms.

4.3. Program Specific Forms

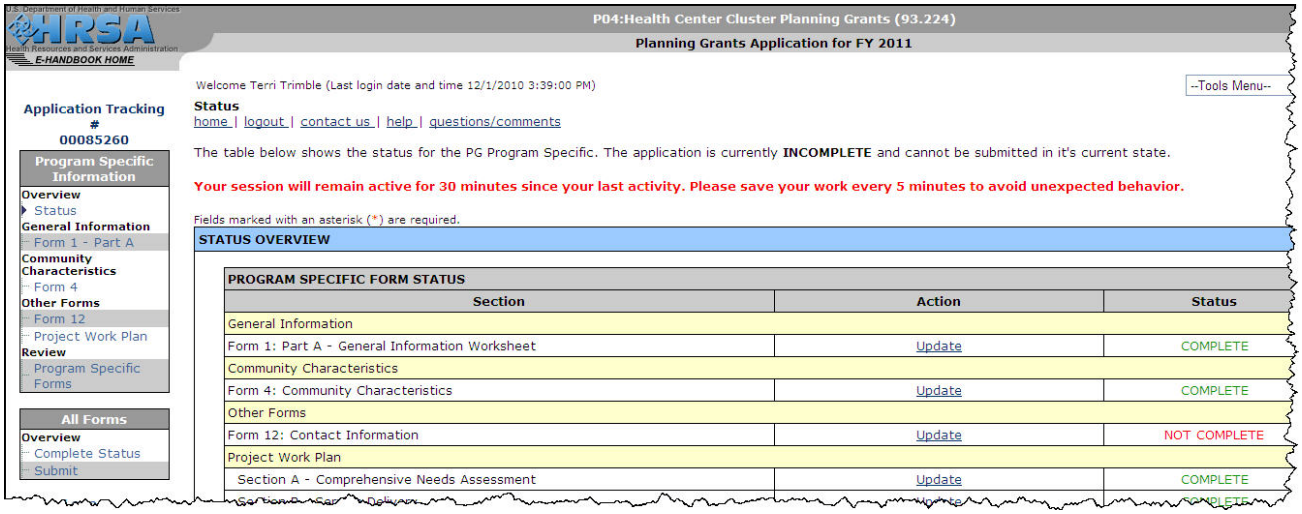
To access Program Specific Information forms,

1. Click the Program Specific Information link within the left side menu of the **Application Status Overview Page** (Figure 28).

Figure 28: Left Side Menu of Application Status Overview

2. Click the Update link for Program Specific Information in the **Application Forms Status Table** (Figure 29)

Figure 29: Program Specific Status Overview

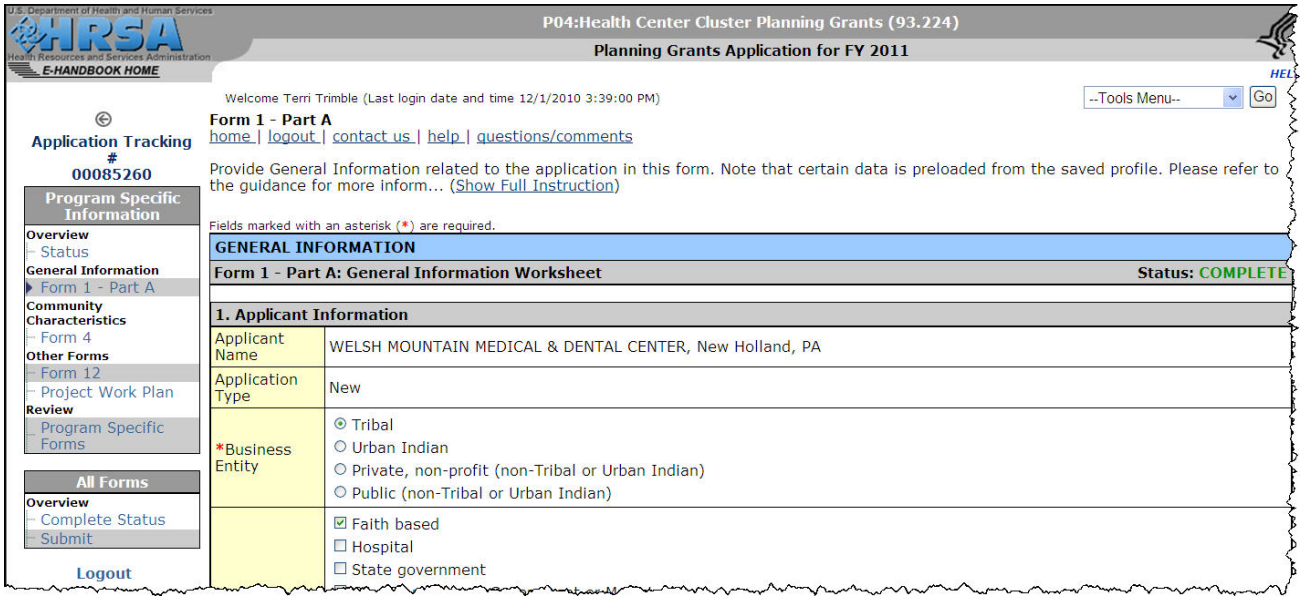


4.3.1 Form 1 – Part A: General Information Worksheet

Form 1 – Part A: General Information Worksheet provides a summary of information related to the applicant's organization, service area, and funding priorities. The following instructions are intended to clarify the information to be reported in each section of the form.

1. Click **Update** in the Action column or click Form 1 – Part A on the **Program Specific Information** left side menu to access this form (Figure 30).

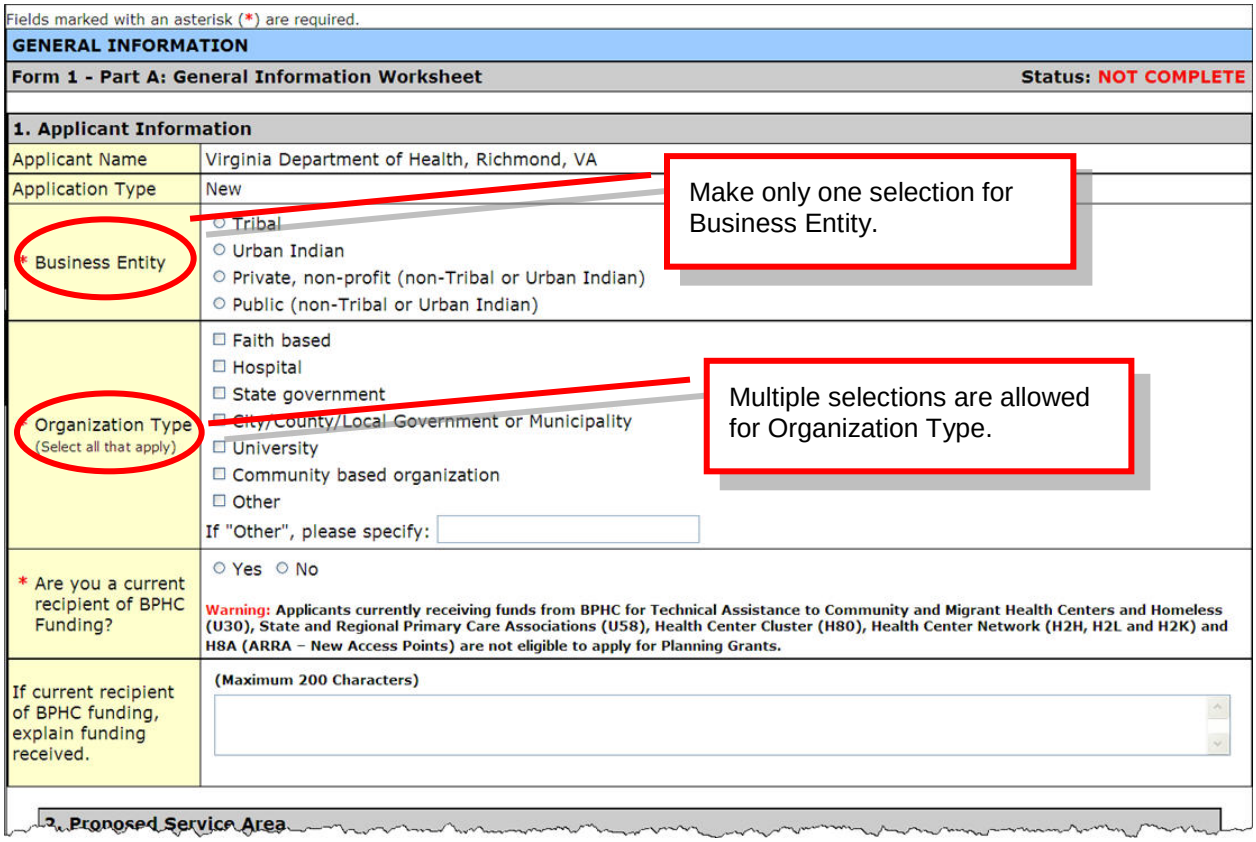
Figure 30: Form 1 – Part A: General Information Worksheet



Enter the information into the form. Fields marked with an asterisk (*) are required.

2. Under **Applicant Information,** select your Business Entity, the organization characteristics that best describe your organization, and indicate whether you are a current recipient of Bureau of Primary Health Care (BPHC) funding..

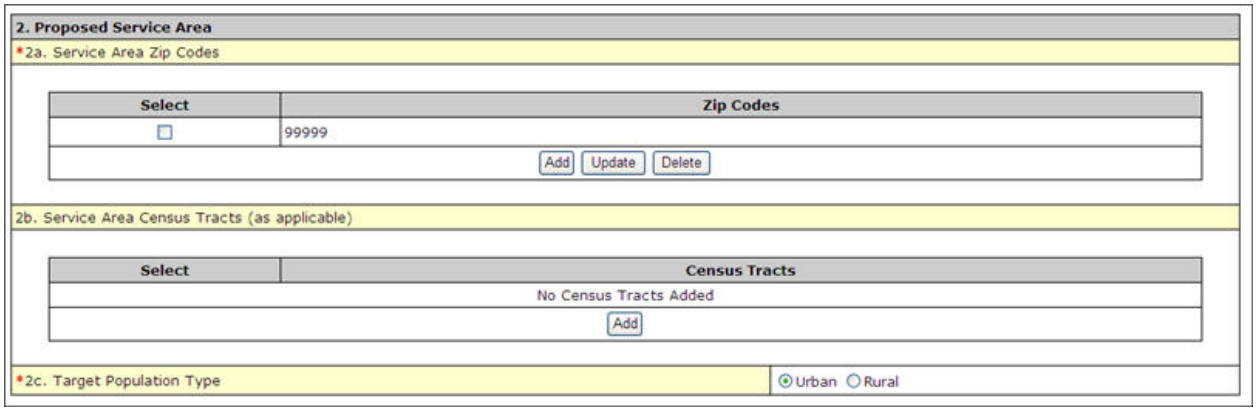
Figure 31: Form 1 – Part A, Applicant Information



> ➢ **Applicants currently receiving funds from BPHC for Technical Assistance to Community and Migrant Health Centers and Homeless (U30), State and Regional Primary Care Associations (U58), Health Center Cluster (H80), Health Center Network (H2H, H2L and H2K) and H8A (ARRA – New Access Points) are not eligible to apply for Planning Grants.**

Enter the ZIP codes and census tracts that you propose to serve in the **Proposed Service Area** (Figure 32).

Figure 32: Form 1 – Part A, Proposed Service Area

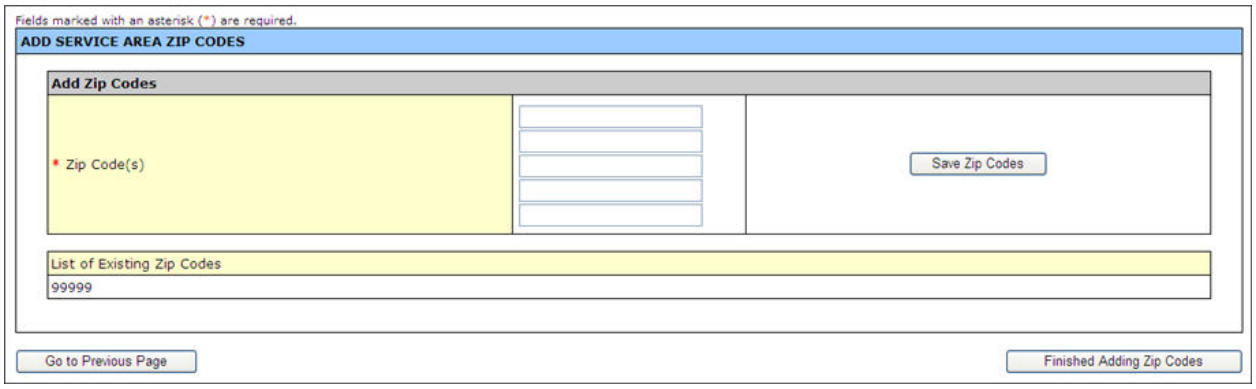


> ➢ **ZIP Codes are required for service sites. Multiple entries under Service Area ZIP Codes and Service Area Census Tracts are allowed. Service Area Census Tracts are not required for administrative only sites.**

To enter new ZIP codes:

1. Click the Add button under *Zip Codes*.
    - The **Add Service Area Zip Codes Page** opens (Figure 33).

Figure 33: Add Service Area Zip Codes Page

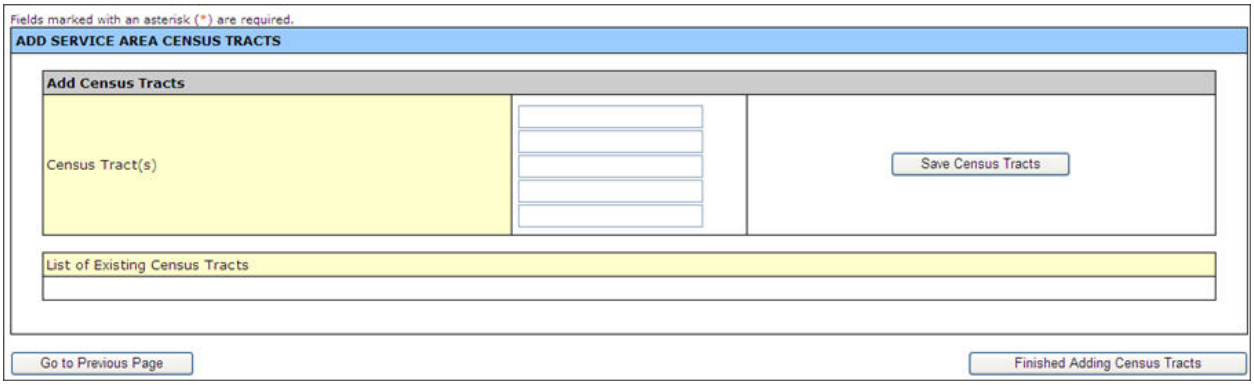


2. Add the ZIP codes.
    - Fields marked with an asterisk (*) are required.
3. Click the Save Zip Codes button to save entries
4. Click the Finished Adding Zip Codes button when you have entered all ZIP codes.
    - You will be returned to Form 1A.

To update ZIP codes, Click the Update button under *Zip Codes.* Repeat the steps for adding new ZIP codes.

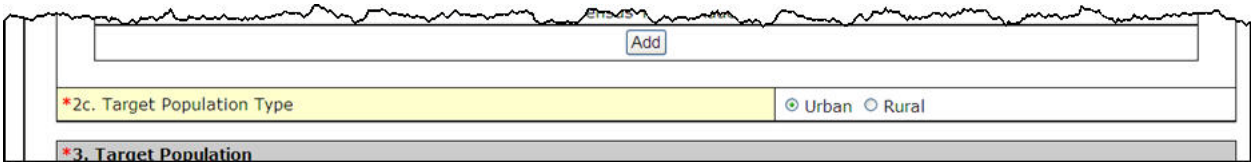
To enter a new census tract:

1. Click the Add button under *Census Tracts* to add a census tract.
    - The **Add Service Area Census Tracts Page** opens



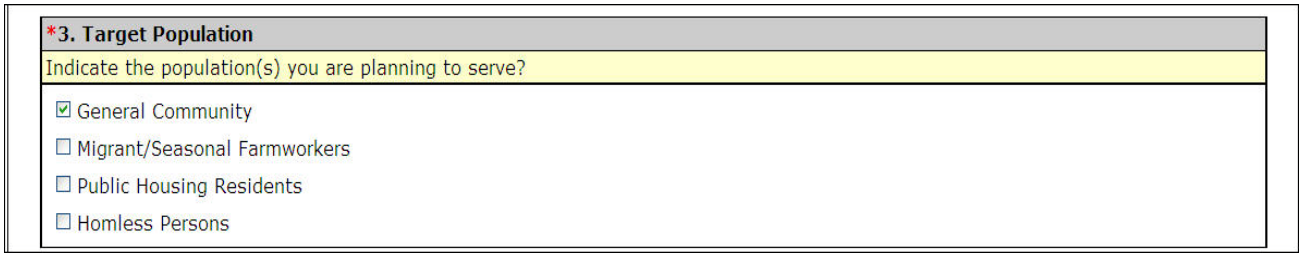
2. Add the census tracts.
   - Fields marked with an asterisk (*) are required.
3. Click the Save Census Tracts button to save entries
4. Click the Finished Adding Census Tracts button when you have added all census tracts.
   - You will be returned to Form 1A.

When you have finished adding ZIP codes and census tracts, select the target population type (urban or rural) that you plan to serve.



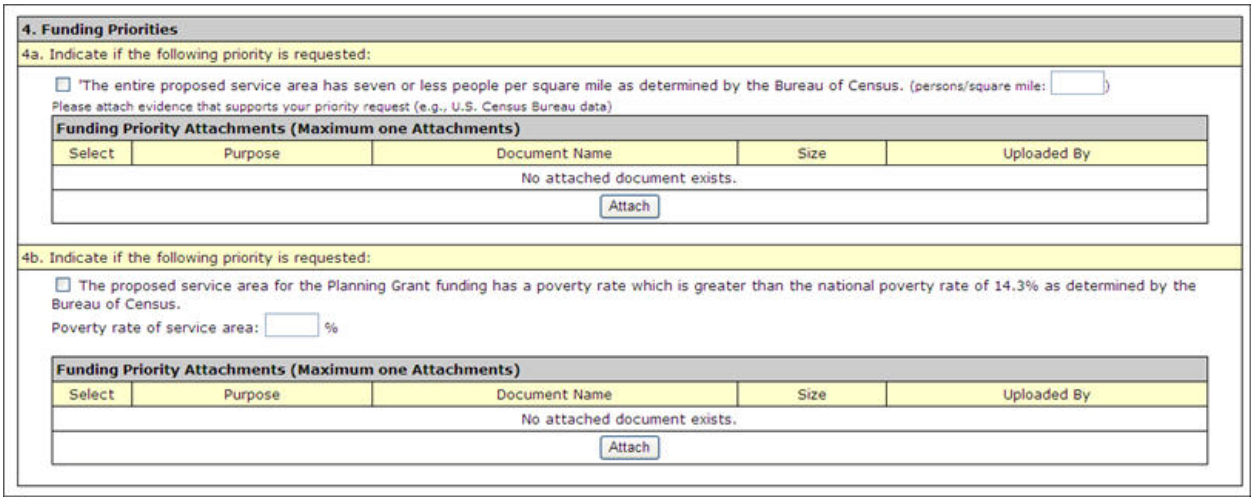
5. Under **Target Population**, select the population(s) you plan to serve. Multiple selections are permitted.

Figure 34: Form 1 – Part A, Target Population



6. Under Funding Priorities, indicate whether you are requesting a funding priority for a sparsely populated area or an area with a poverty rate that is greater than the national poverty rate, as determined by the Bureau of Census.

Figure 35: Form 1 – Part A, Funding Priorities



4. Funding Priorities

4a. Indicate if the following priority is requested:

☐ 'The entire proposed service area has seven or less people per square mile as determined by the Bureau of Census. (persons/square mile:)

Please attach evidence that supports your priority request (e.g., U.S. Census Bureau data)

Funding Priority Attachments (Maximum one Attachments)

Select	Purpose	Document Name	Size	Uploaded By
No attached document exists.				

Attach

4b. Indicate if the following priority is requested:

☐ The proposed service area for the Planning Grant funding has a poverty rate which is greater than the national poverty rate of 14.3% as determined by the Bureau of Census.

Poverty rate of service area: %

Funding Priority Attachments (Maximum one Attachments)

Select	Purpose	Document Name	Size	Uploaded By
No attached document exists.				

Attach

7. Click the Save and Continue button at the bottom of the screen to save your work and proceed to the next form when you have finished your entries.

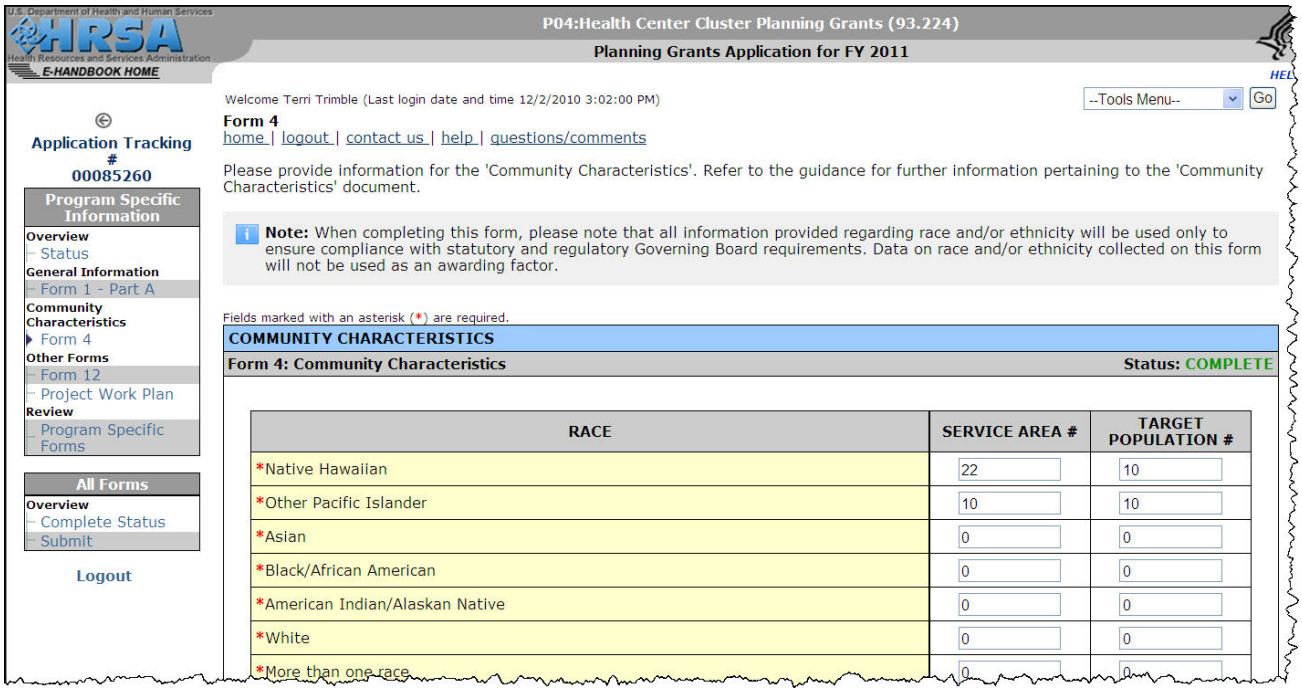
- **Funding priorities are factors that cause a grant application to receive a fixed amount of extra rating points, which may similarly affect the order of applicants on a funding list.**
- **A sparsely populated area is a geographical area with seven people or less per square mile for the entire service area. In order to be considered for a funding priority, an applicant must demonstrate that the entire service area to be served by the proposed grant has seven or less people per square mile.**

4.3.1.1 Form 4: Community Characteristics

Form 4: Community Characteristics (Figure 41) reports service area and target population data for the entire scope of the project (i.e., all sites) for the most recent period for which data are available.

Click **Update** in the Action column or click Form 4 on the **Program Specific Information** left side menu to access this form.

Figure 36: Form 4: Community Characteristics



Enter the information into the form. Fields marked with an asterisk (*) are required.

1. Under **Race**,
   a. In the Service Area Number (#) column, enter the number of patients of a given race who live within the service area.
   b. In the Target Population Number (#) column, enter the number of patients of a given race who can be included in your target population.

   Example: Your service area has a population of 100,000 people and your target population is migrant/ seasonal farm workers. There are 20,000 African Americans in the Service Area (Service Area Number), but only 5,000 African American migrant/seasonal farm workers (Target Population Number).

Figure 37: Form 4, Race

RACE	SERVICE AREA #	TARGET POPULATION #
*Native Hawaiian	22	10
*Other Pacific Islander	10	10
*Asian	0	0
*Black/African American	0	0
*American Indian/Alaskan Native	0	0
*White	0	0
*More than one race	0	0
*Unreported/Refused to report (if applicable)	0	0
Total:	32	20
Click "Save" button to save all information within this page.		Save

> ➢ **When completing this form, please note that all information provided regarding race and/or ethnicity will be used only to ensure compliance with statutory and regulatory Governing Board requirements. Data on race and/or ethnicity collected on this form will not be used as an awarding factor.**

2. Enter the number of patients for each item in the service area and the corresponding target population for each item under the section headings:

- Hispanic or Latino Identity

Figure 38: Form 4, Hispanic or Latino Identity

HISPANIC OR LATINO IDENTITY	SERVICE AREA #	TARGET POPULATION #
*Hispanic or Latino	22	10
*Non-Hispanic or Latino	10	10
*Unreported/Refused to report	0	0
Total:	32	20
Click "Save" button to save all information within this page.		Save

- Income as a Percent of Poverty Level

Figure 39: Form 4, Income as Percent of Poverty Level

INCOME AS A PERCENT OF POVERTY LEVEL	SERVICE AREA #	TARGET POPULATION #
*Below 100%	4	4
*100-199 percent	0	0
*200 percent and above	0	0
*Unknown	0	0
Total:	4	4
Click "Save" button to save all information within this page.		Save

- Primary Third Party Payment Source

Figure 40: Form 4, Primary Third Party Payment Source

PRIMARY THIRD PARTY PAYMENT SOURCE	SERVICE AREA #	TARGET POPULATION #
*Medicaid/Capitated	6	6
*Medicaid/Not Capitated	0	0
*Medicare	0	0
*Other Public Insurance	0	0
*Private Insurance, including capitation	0	0
*None/Uninsured	0	0
Total:	6	6
Click "Save" button to save all information within this page.		Save

3. Under Special Population, enter the number of patients for each item in the service area and the corresponding target population for each item.
4. In the *Other* field, specify the category and then enter the number of patients for the category and the target population for that category.

Figure 41: Form 4, Special Population

SPECIAL POPULATION	SERVICE AREA #	TARGET POPULATION #
*Migrant/Seasonal Farmworkers and Families	0	0
*Homeless	0	0
*Residents of Public Housing	0	0
*HIVAIDS-Infected Persons	0	0
*Persons with Behavioral Health/Substance Abuse Needs	0	0
*School Age Children	0	0
*Infants Birth to 2 years of Age	0	0
*Women Age 25-44	0	0
*Persons Age 65 and Older	0	0
*Other Please specify: (maximum 200 characters)	0	0
Total:	0	0

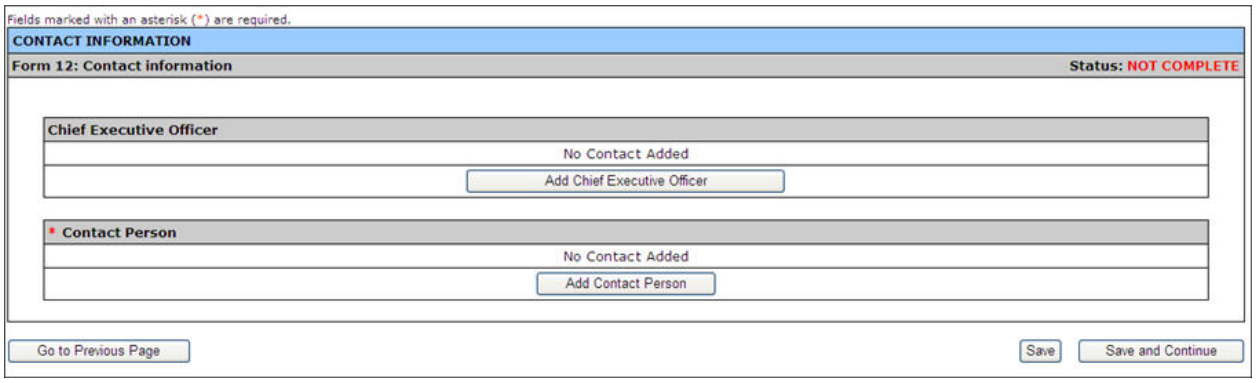
5. Click the Save and Continue button at the bottom of the screen to save your work and proceed to the next form.

4.3.2 Form 12: Contact Information

Use Form 12: **Contact Information** to list contact information in your current project scope.

Click Form 12 on the **Program Specific Information** left side menu to access this form, if you are not already on the form (Figure 43).

Figure 42: Form 12, Contact Information

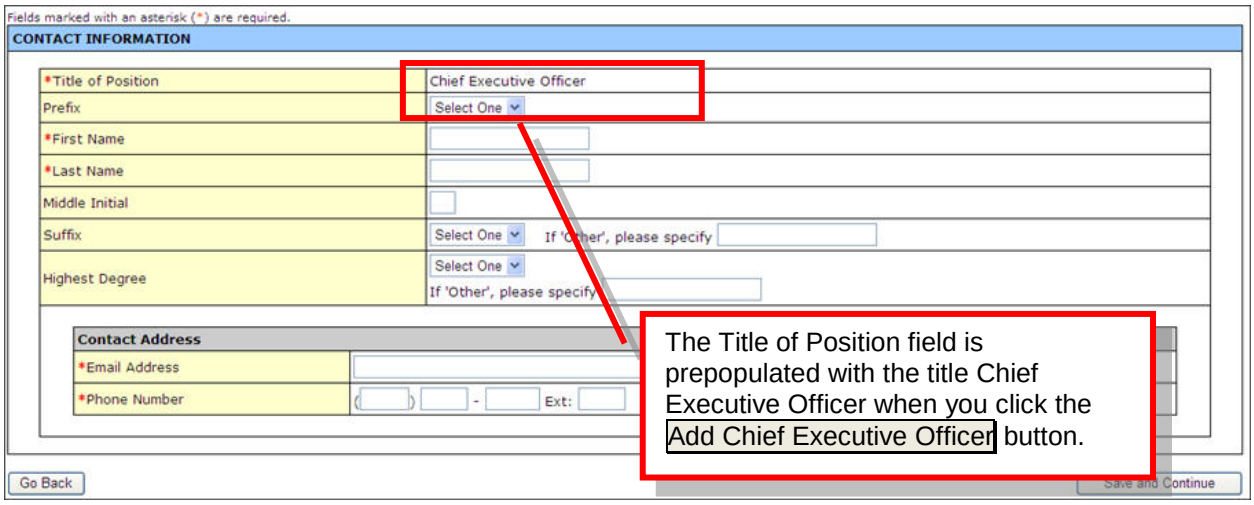


Applicants should enter a chief executive officer and a contact person. The contact person should be the primary communications liaison for any program specific information being submitted as part of this application. Fields marked with an asterisk (*) are required.

To add a Chief Executive Officer,

1. Click the Add Chief Executive Officer button
   - The **Contact Information Page** opens (Figure 43).

Figure 43: Contact Information, Chief Executive Officer

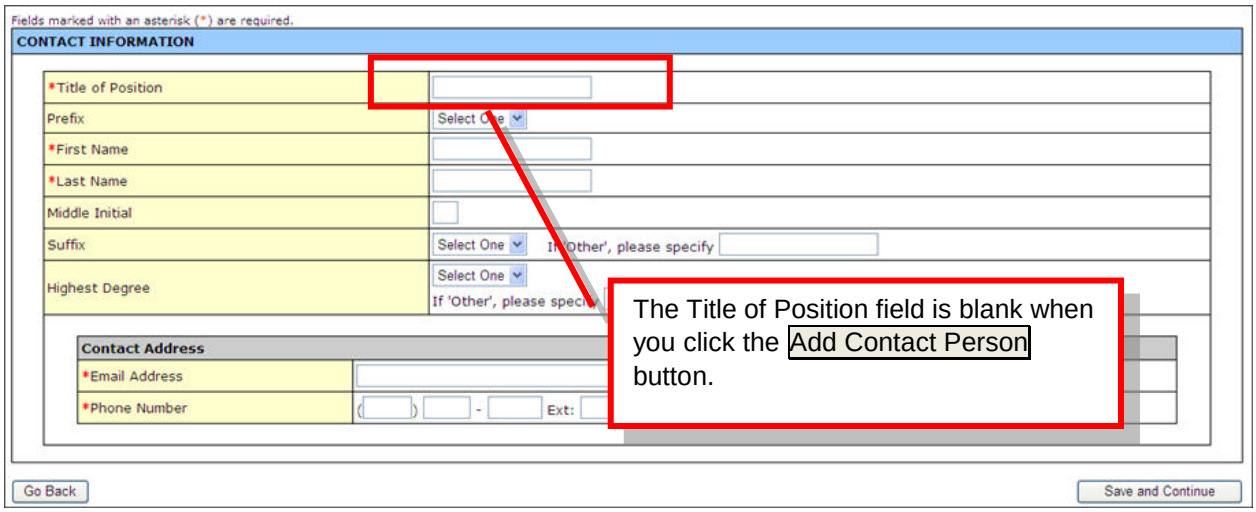


2. Complete the information fields.
3. Click the Save and Continue button.

To add a contact person,

1. Click the Add Contact Person button
   - The **Contact Information Page** opens (Figure 44).

Figure 44: Contact Information, Contact Person

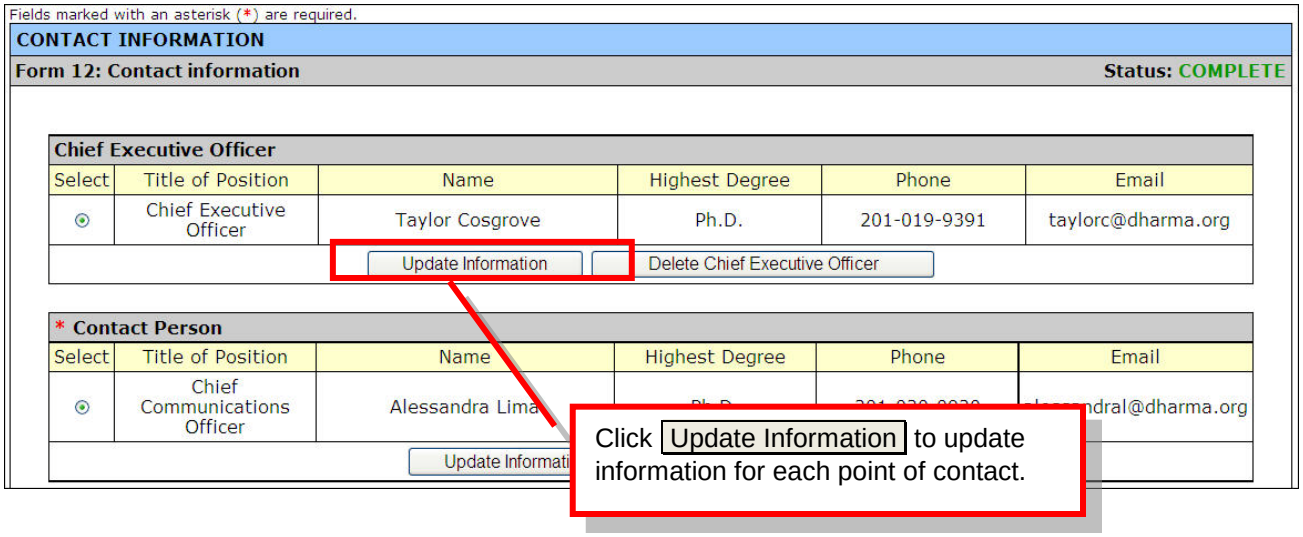


2. Complete the information fields.
3. Click the Save and Continue button.

To update contact information,

1. Click the Update Information button to update the information for either the Chief Executive Officer or contact person.
   - The **Contact Information Data Entry Page** (Figure 45) will be displayed for the contact you are adding.
2. Enter the information on the page. Fields marked with an asterisk (*) are required.

Figure 45: Sample Contact Information Data Entry Page for Form 12



1. Click the Save and Continue button at the bottom of the screen to save your work and return to **Form 12: Contact Information** (Figure 42).
2. Click the Save and Continue button at the bottom of **Form 12: Contact Information** to save your work and proceed to the next form after you have added all the contacts,.

4.3.3 Project Work Plan

The Project Work Plan describes how the new health care center plans to meet the needs of the target population. The Project Work Plan consists of five sections. Complete each section before proceeding to the next section.

Each section includes standard goals and additional goals. You are required to complete the standard goals. You can provide additional goals that will allow you to achieve the objective.

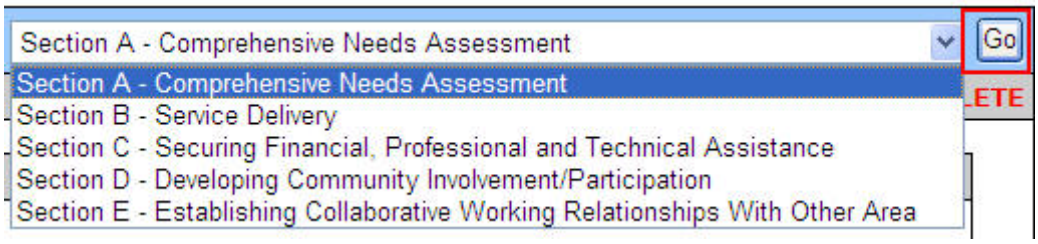
- **Complete all the Standard Goals in each Section.**
- **Additional Goals are optional.**

Complete each section of the Project Work Plan as follows:

4.3.3.1 Section A

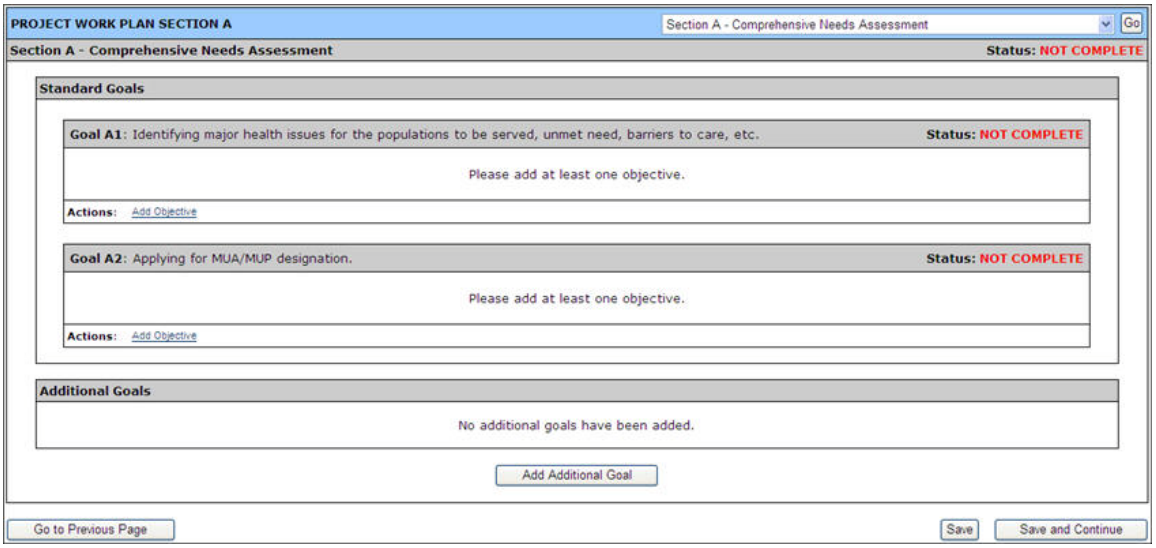
1. Select Section A from the dropdown menu at the top of the screen (Figure 46).

Figure 46: Menu of Project Work Plan Sections



2. Click the Go button.
   - The screen displays the section's home page (Figure 47).

Figure 47: Project Work Plan - Section A



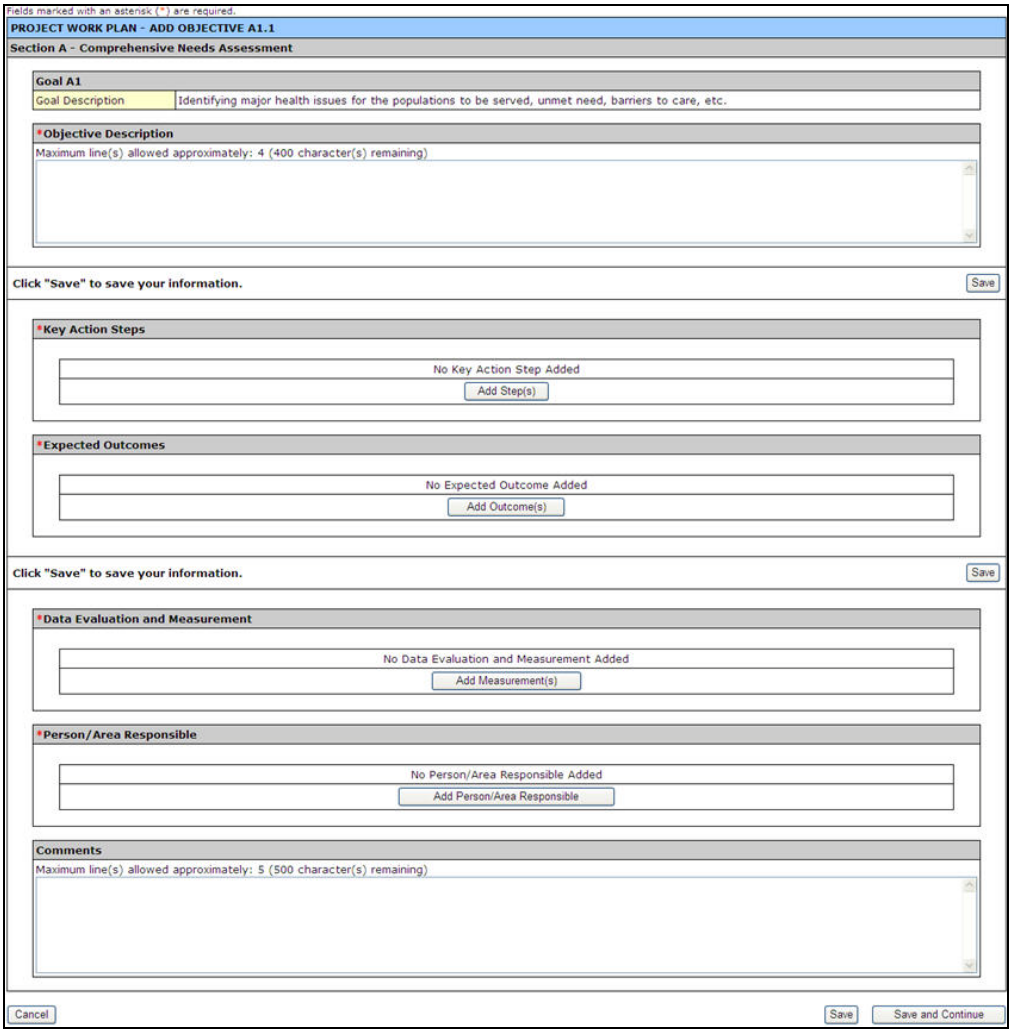
3. Enter information as follows:

Goals

1. To add a goal, click the **Add Objective** link to open the **Add Objective Page** (Figure 48).

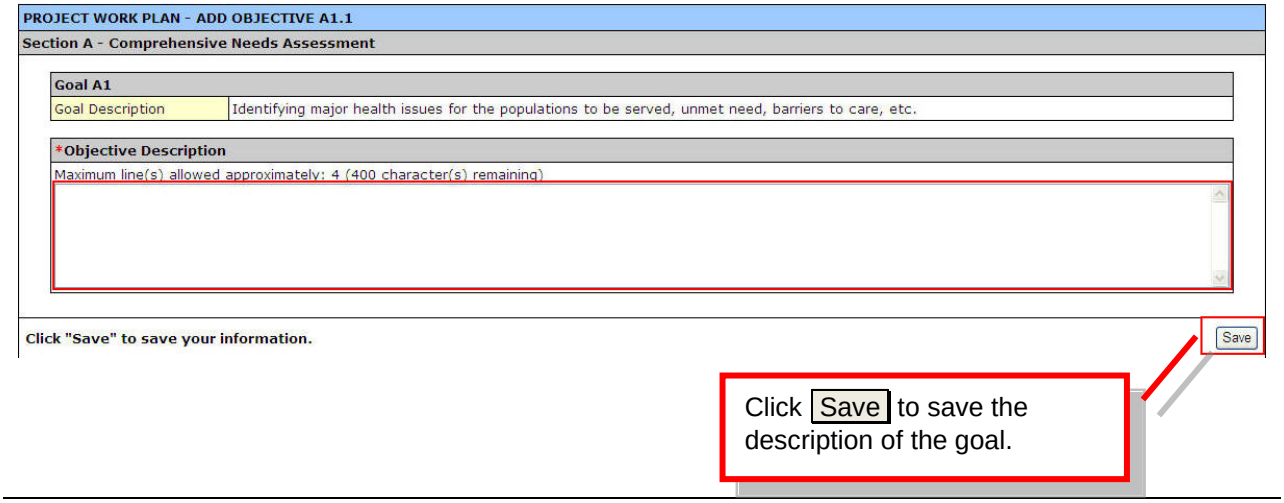
- **You can add a maximum of 10 Objectives to each goal.**
- **Optional: You can add a maximum of five Additional Goals.**

Figure 48: Project Work Plan – Section A: Add Objective



2. Enter a description of the goal in the space provided (Figure 49).

Figure 49: Project Work Plan – Section A: Add Goal



3. Click the Save button at the bottom of the Goal section.

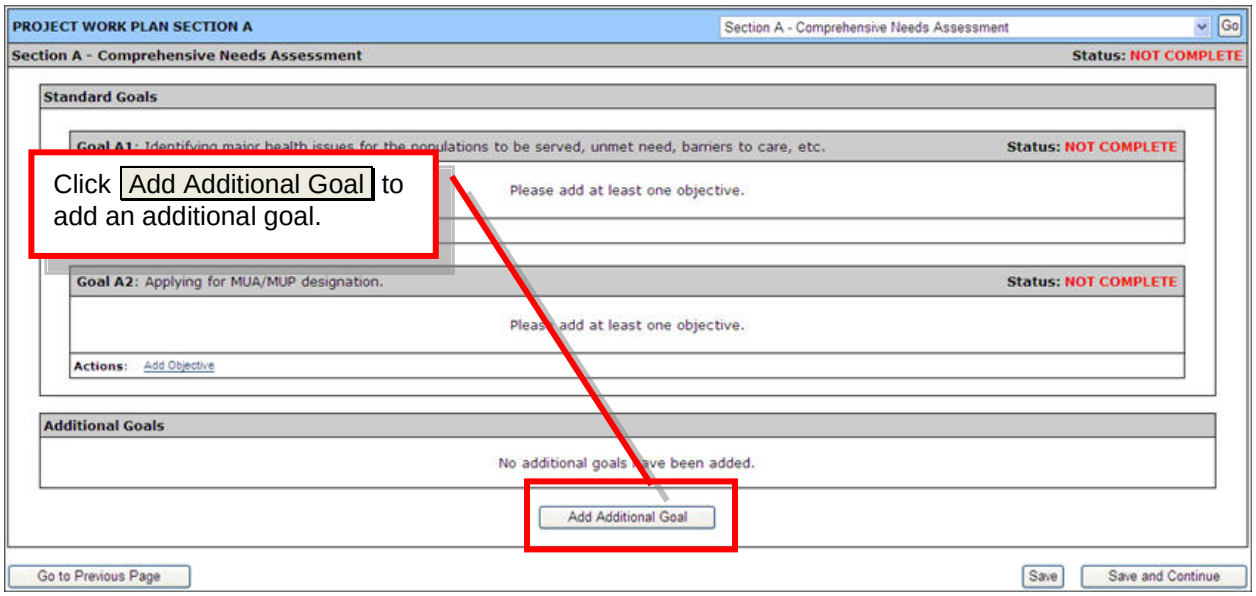
Add Additional Goals

If necessary, you may add additional goals to your application.

> ➢ **Additional Goals are not required.**

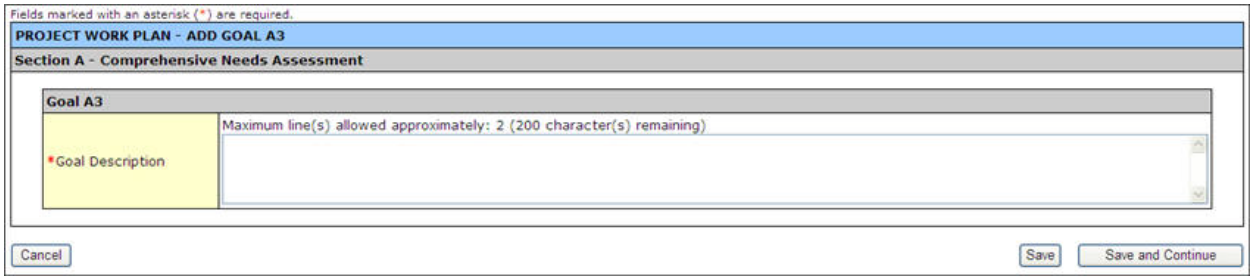
1. Click the Add Additional Goal button to add a goal (Figure 50).

Figure 50: Project Work Plan – Section A: Add Additional Goal



- ▶ The **Project Work Plan – Add Goal Page** opens (Figure 51).

Figure 51: Project Work Plan – Section A: Add Additional Goal Page

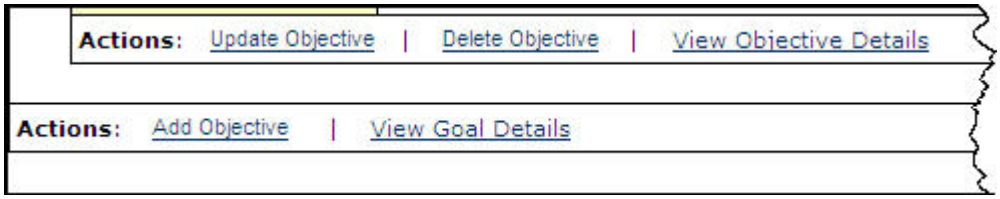


2. Enter the goal description in the space provided.
3. Click the Save and Continue button to save your work and proceed to the next form.

Update and Delete Objectives

Once you have added objectives to the application, use the **Actions** links to update or delete them (Figure 52).

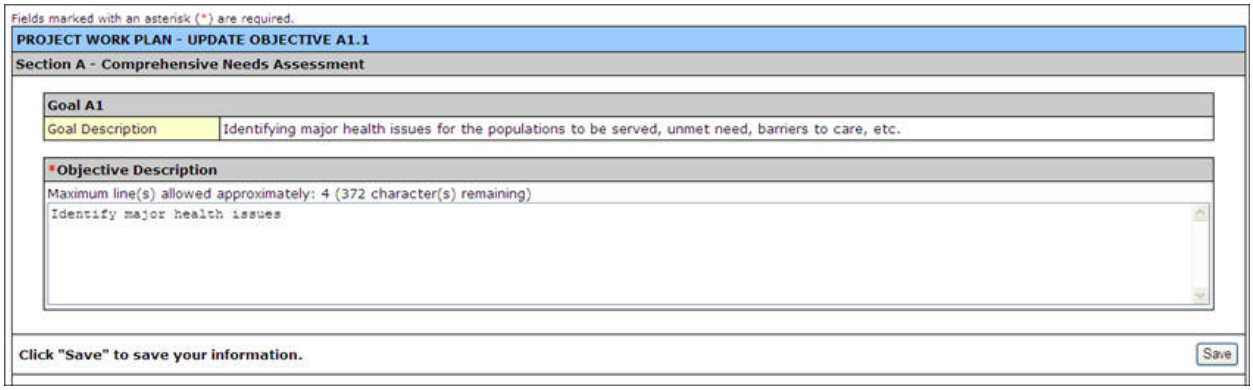
Figure 52: Project Work Plan – Section A: Actions Links



Update the Objective

1. Click the **Update Objective** link.
2. Modify the Objective Description (Figure 53).

Figure 53: Project Work Plan – Section A: Update Objective

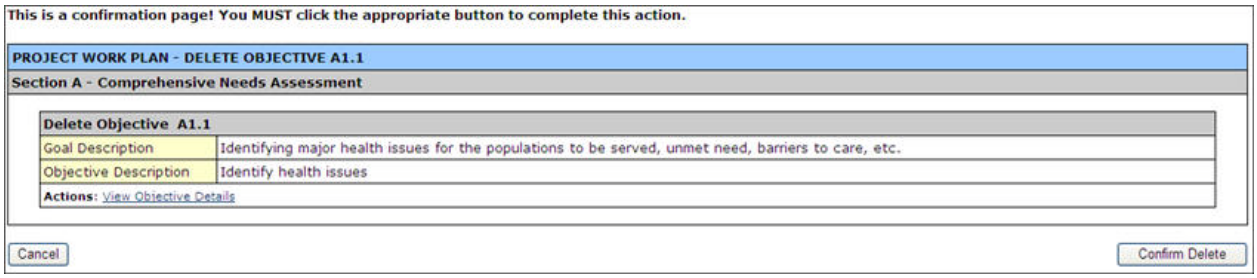


3. Click the Save button.

Delete Objective

1. Click **Delete Objective** link.
   - The Project Work Plan – Delete Objective confirmation page opens (Figure 54).

Figure 54: Project Work Plan – Section A: Delete Objective

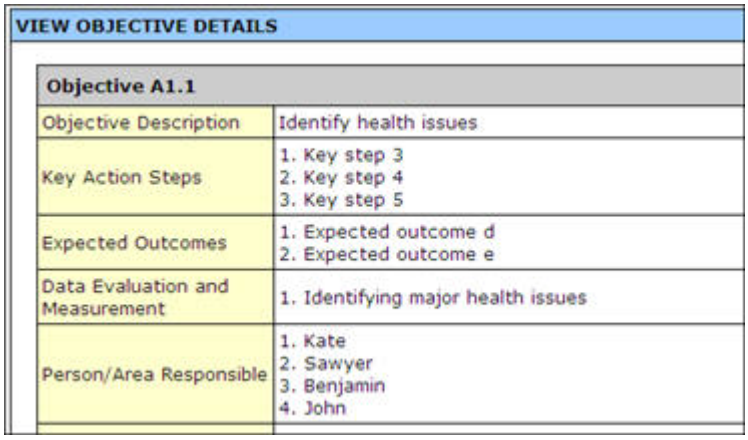


2. Click the Confirm Delete button.

View Objective Details

Click the **View Objective Details** link to see a summary of the objective (Figure 55).

Figure 55: Project Work Plan – Section A: View Objective Details



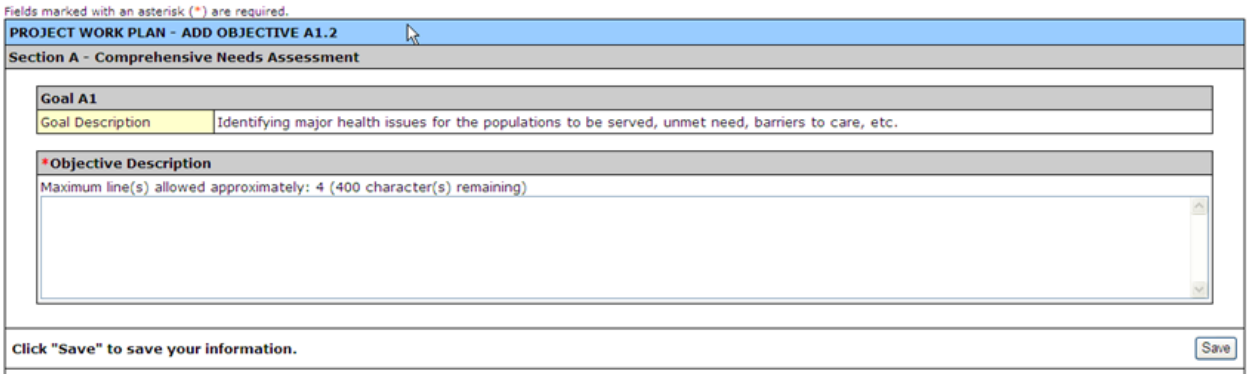
VIEW OBJECTIVE DETAILS

Objective A1.1	
Objective Description	Identify health issues
Key Action Steps	1. Key step 3 2. Key step 4 3. Key step 5
Expected Outcomes	1. Expected outcome d 2. Expected outcome e
Data Evaluation and Measurement	1. Identifying major health issues
Person/Area Responsible	1. Kate 2. Sawyer 3. Benjamin 4. John

Add Objective

1. Click this link to add an objective to the goal
   - The **Project Work Plan - Add Objective** page opens (Figure 56).

Figure 56: Project Work Plan – Section A: Add Objective



Fields marked with an asterisk (*) are required.

PROJECT WORK PLAN - ADD OBJECTIVE A1.2

Section A - Comprehensive Needs Assessment

Goal A1	
Goal Description	Identifying major health issues for the populations to be served, unmet need, barriers to care, etc.

*Objective Description

Maximum line(s) allowed approximately: 4 (400 character(s) remaining)

Click "Save" to save your information. Save

2. Enter the new objective.
3. Click the Save button.

View Goal Details

Click the **View Goal Details** link to see a summary of the goal and the objective (Figure 57).

Figure 57: Project Work Plan – Section A: View Goal Details

Click the 'Close Window' button to close this window.

VIEW GOAL DETAILS

Goal A1: Identifying major health issues for the populations to be served, unmet need, barriers to care, etc.

Objective A1.1	
Objective Description	Identify health issues
Key Action Steps	1. Key step 3 2. Key step 4 3. Key step 5
Expected Outcomes	1. Expected outcome d 2. Expected outcome e
Data Evaluation and Measurement	1. Identifying major health issues
Person/Area Responsible	1. Kate 2. Sawyer 3. Benjamin 4. John
Comments	

Close Window

Key Steps

1. Click the Add Step(s) button to enter key action steps necessary to achieve the objective (Figure 58).

Figure 58: Project Work Plan – Section A: Key Action Steps

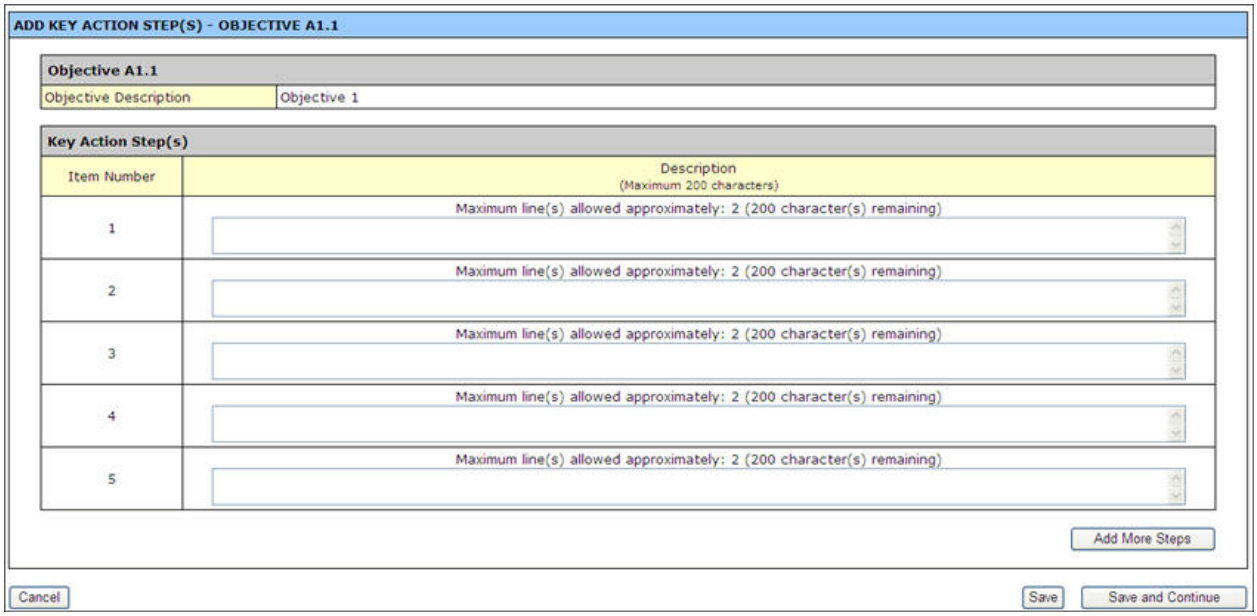
*Key Action Steps

No Key Action Step Added

Add Step(s)

2. Enter key action steps in the **Add Key Action Steps Page** (Figure 59).

Figure 59: Project Work Plan – Section A: Add Key Action Step(s)

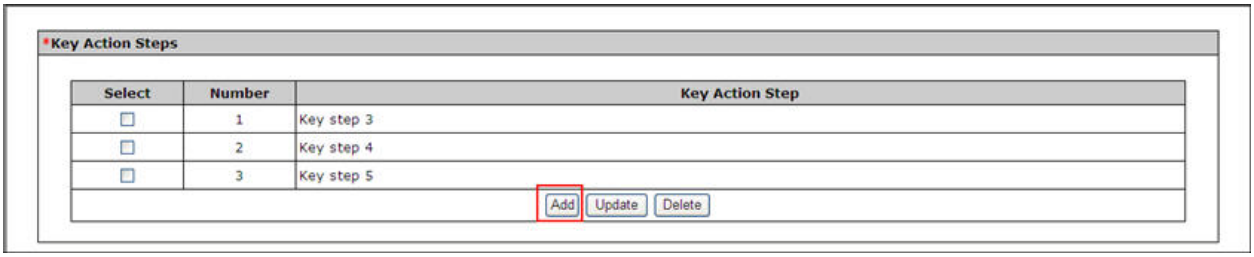


> ➢ **Note: Add at least one Key Action Step**

Add Additional Key Action Steps

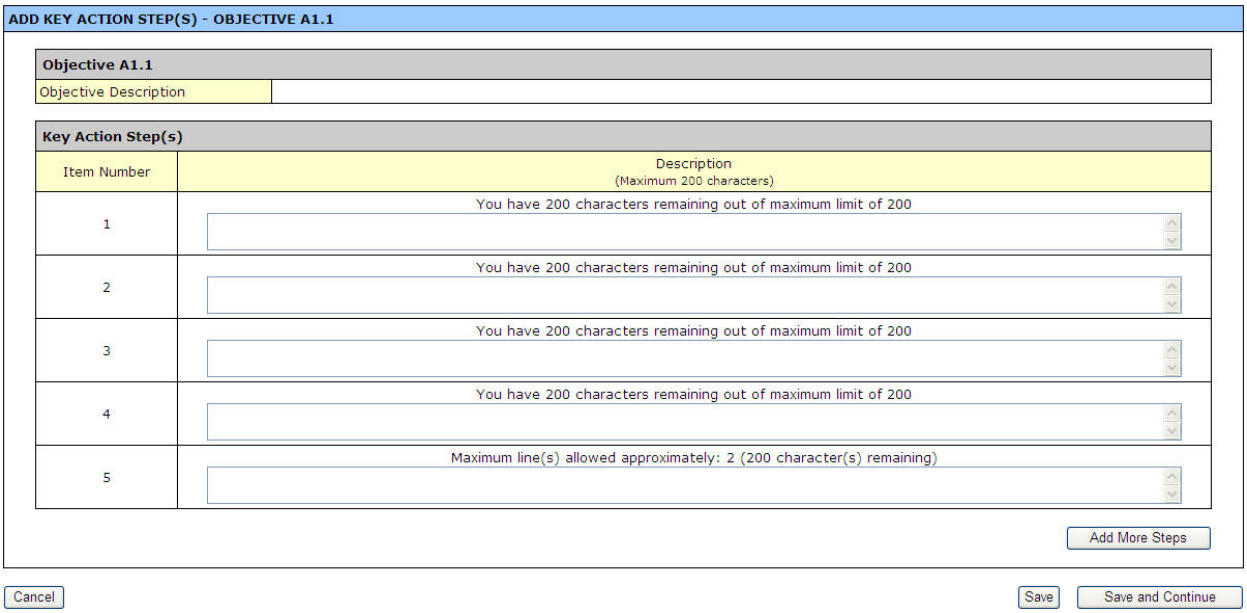
To add additional Key Action Steps, click the Add button in the Key Action Steps area (Figure 60).

Figure 60: Project Work Plan – Section A: Add Key Action Step Area



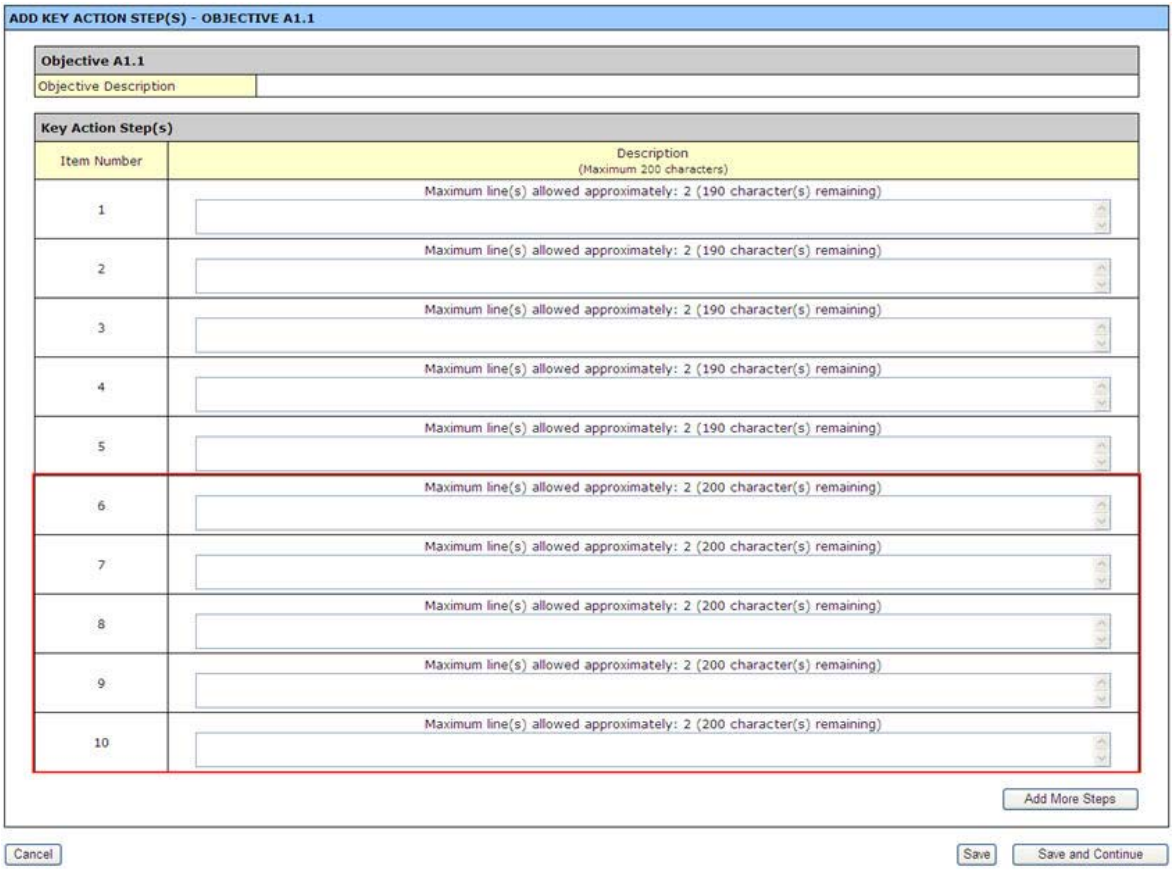
The **Add Key Action Step(s) page** opens. Enter the Key Action Steps (Figure 61).

Figure 61: Project Work Plan – Section A: Add Key Action Steps



Once you have entered five Key Action Steps, click the Add More Steps button if you need to add more steps. The next five steps appear below the first five steps (Figure 62).

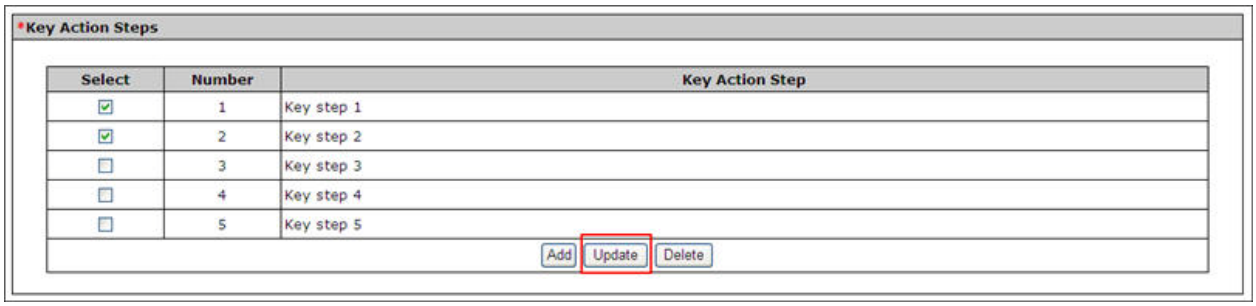
Figure 62: Project Work Plan – Section A: Add Additional Key Steps



Update Key Action Steps

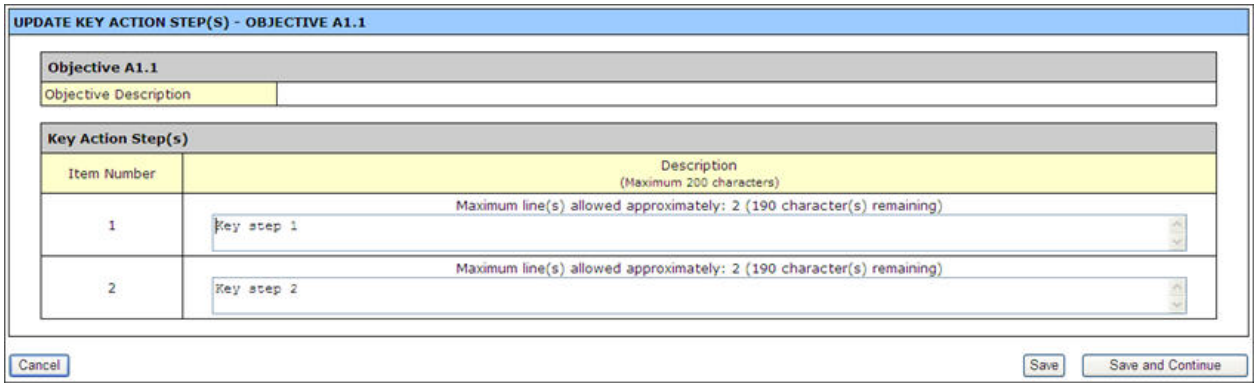
To update the Key Action Steps, select the Key Action Steps you wish to update and click the Update button in the Key Action Steps area (Figure 63).

Figure 63: Project Work Plan – Section A: Update Key Action Step Area



Revise the Key Action Steps on the **Update Key Action Step(s) page** (Figure 64**)**.

Figure 64: Project Work Plan – Section A: Update Key Action Steps

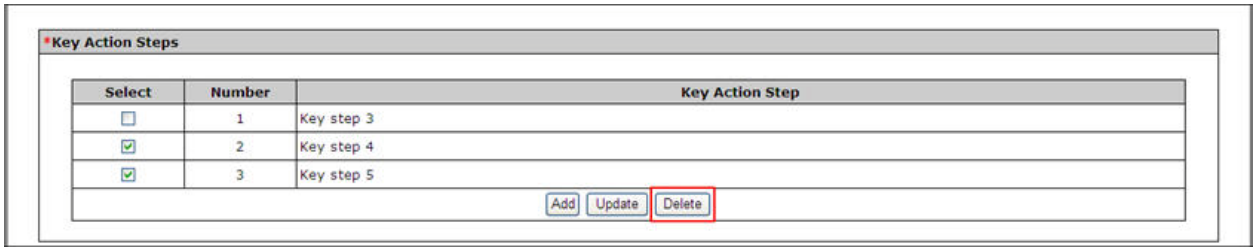


Click the Save and Continue button.

Delete Key Action Steps

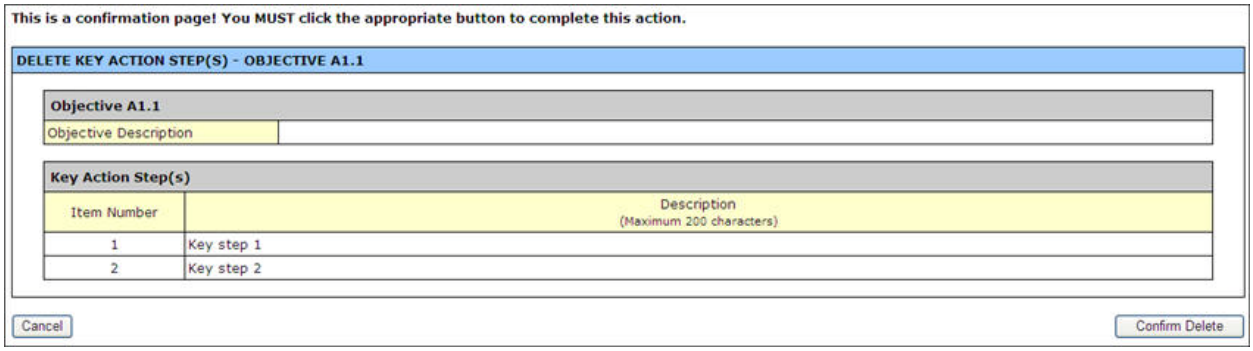
To delete the Key Action Steps, select the Key Action Steps you wish to delete and click the Delete button in the Key Action Steps area (Figure 65).

Figure 65: Project Work Plan – Section A: Delete Key Action Steps Area



The **Delete Key Action Step(s)** confirmation page opens. Click the Confirm Delete button (Figure 66).

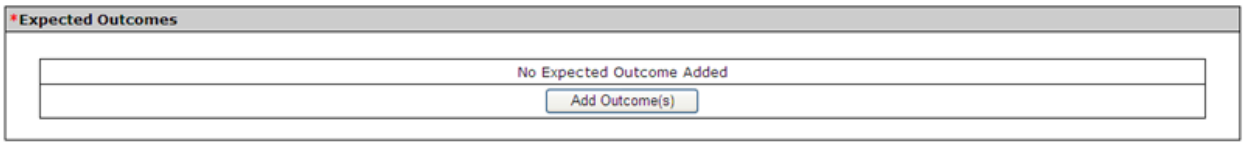
Figure 66: Project Work Plan – Section A: Delete Key Action Steps



Expected Outcomes

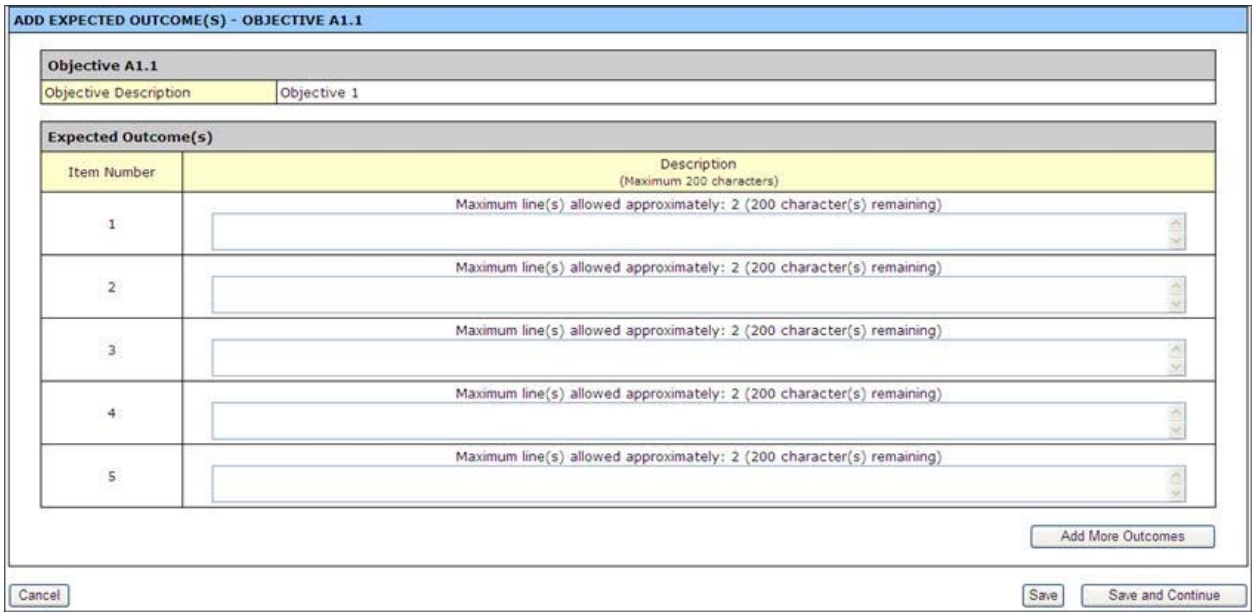
1. Click the Add Outcome(s) button to enter the expected outcome of the objective (Figure 67).

Figure 67: Project Work Plan – Section A: Expected Outcomes



2. Enter expected outcomes in the **Add Expected Outcomes page** (Figure 68).

Figure 68: Project Work Plan – Section A: Add Expected Outcomes

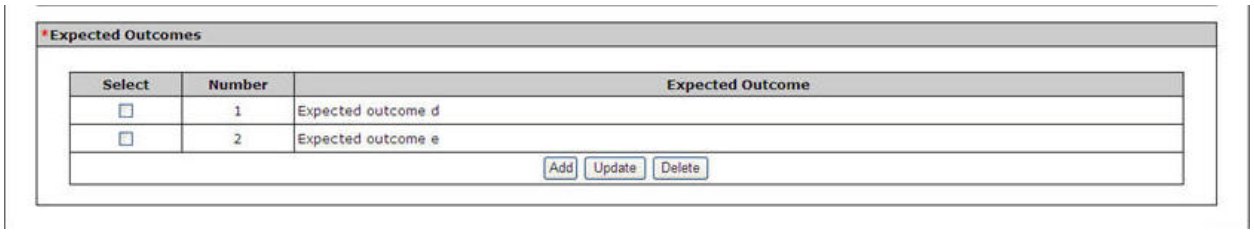


➢ **Note: Add at least one Outcome**

Add Additional Expected Outcomes

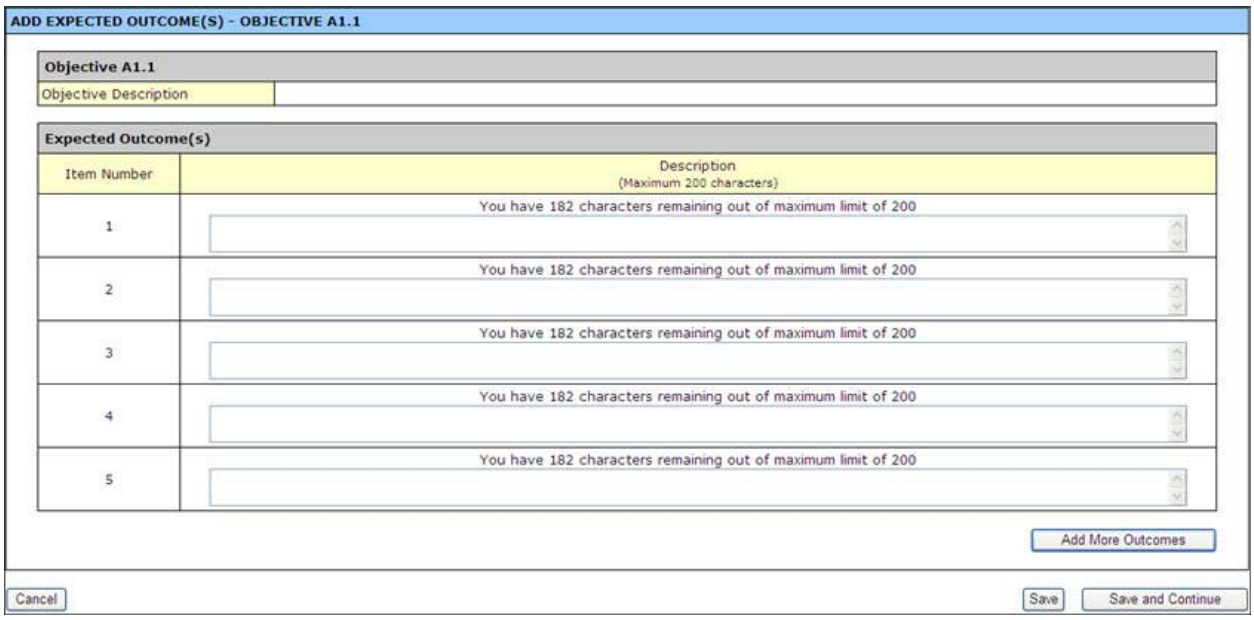
To add additional Expected Outcomes, click the Add button in the Expected Outcomes area (Figure 69).

Figure 69: Project Work Plan – Section A: Add Expected Outcomes Area



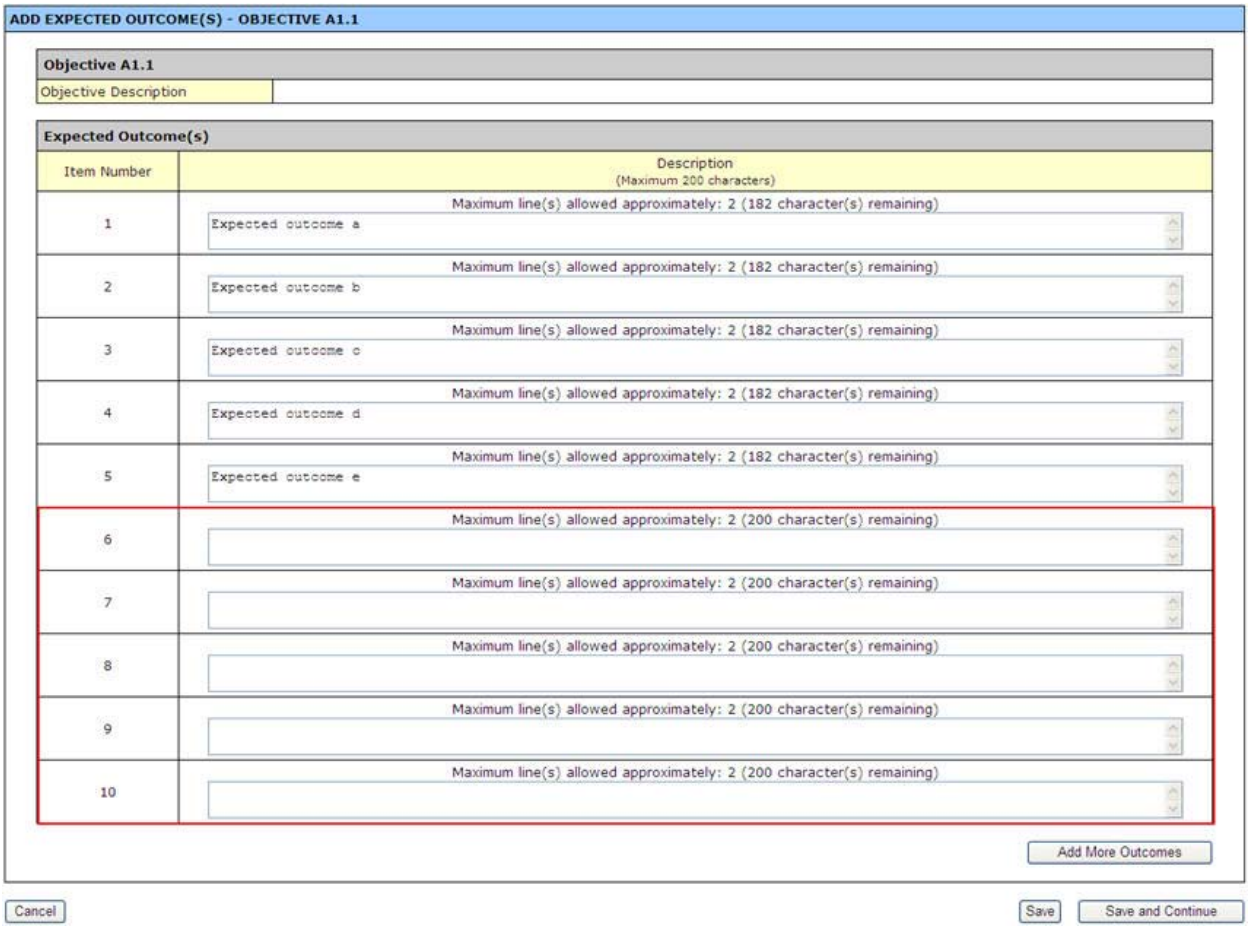
The **Add Expected Outcomes** page opens. Enter the Expected Outcomes (Figure 70).

Figure 70: Project Work Plan – Section A: Add Expected Outcomes



Once you have entered five Expected Outcomes, click the Add More Outcomes button if you need to add additional outcomes. The next five outcomes appear below the first five outcomes (Figure 71).

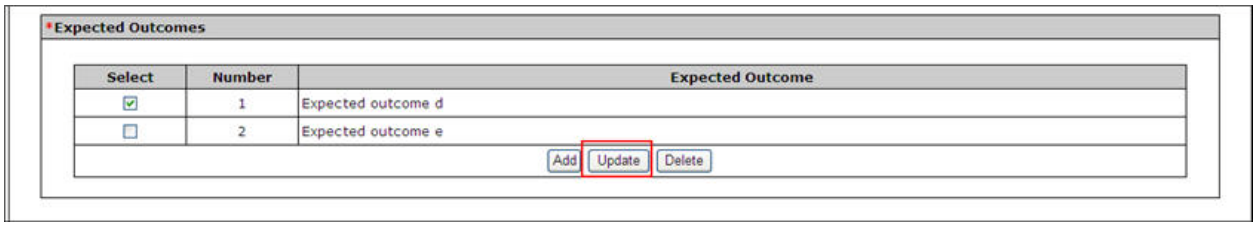
Figure 71: Project Work Plan – Section A: Add Additional Outcomes



Update Expected Outcomes

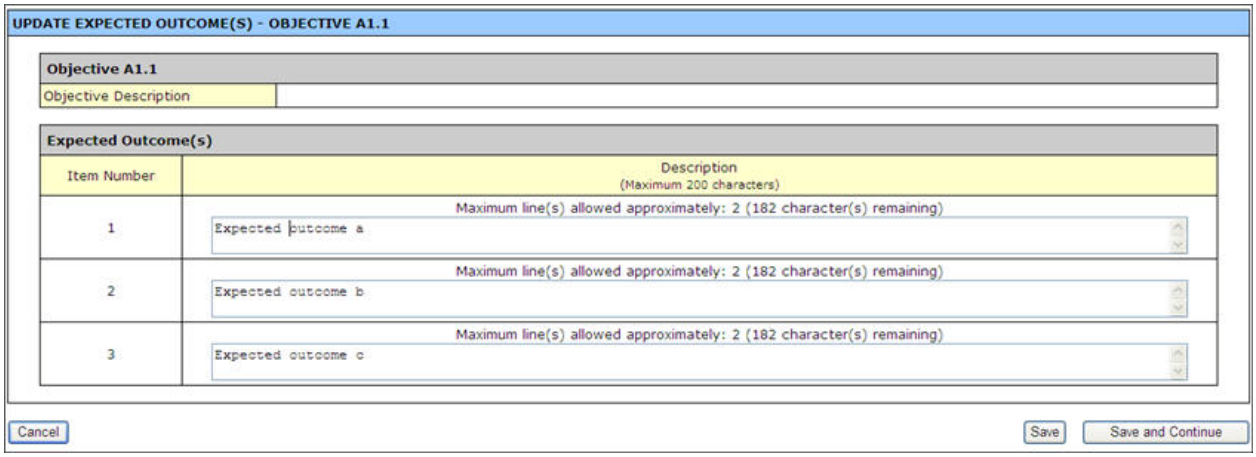
To update the Expected Outcomes, select the Expected Outcomes you wish to update and click the Update button in the Expected Outcomes area (Figure 72).

Figure 72: Project Work Plan – Section A: Update Expected Outcomes Area



Revise the Expected Outcomes on the **Update Expected Outcomes page** (Figure 73).

Figure 73: Project Work Plan – Section A: Update Expected Outcomes

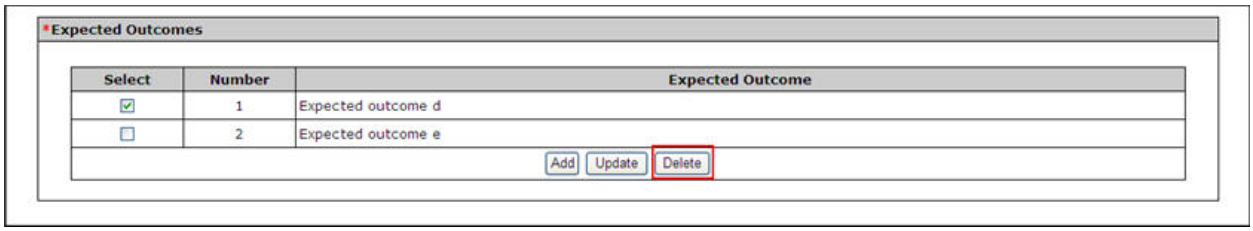


Click the Save and Continue button.

Delete Expected Outcomes

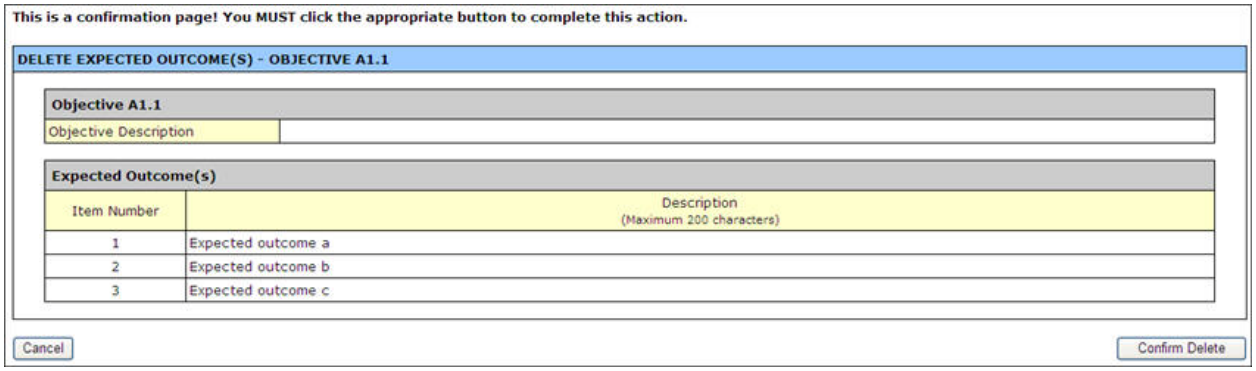
To delete the Expected Outcomes, select the Expected Outcomes you wish to delete and click the Delete button in the Expected Outcomes area (Figure 74).

Figure 74: Project Work Plan – Section A: Delete Expected Outcomes Area



The **Delete Expected Outcomes** confirmation page opens. Click the Confirm Delete button (Figure 75).

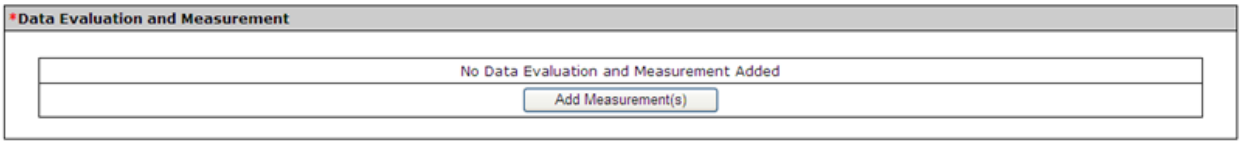
Figure 75: Project Work Plan – Section A: Delete Expected Outcomes



Data Evaluation and Measurements

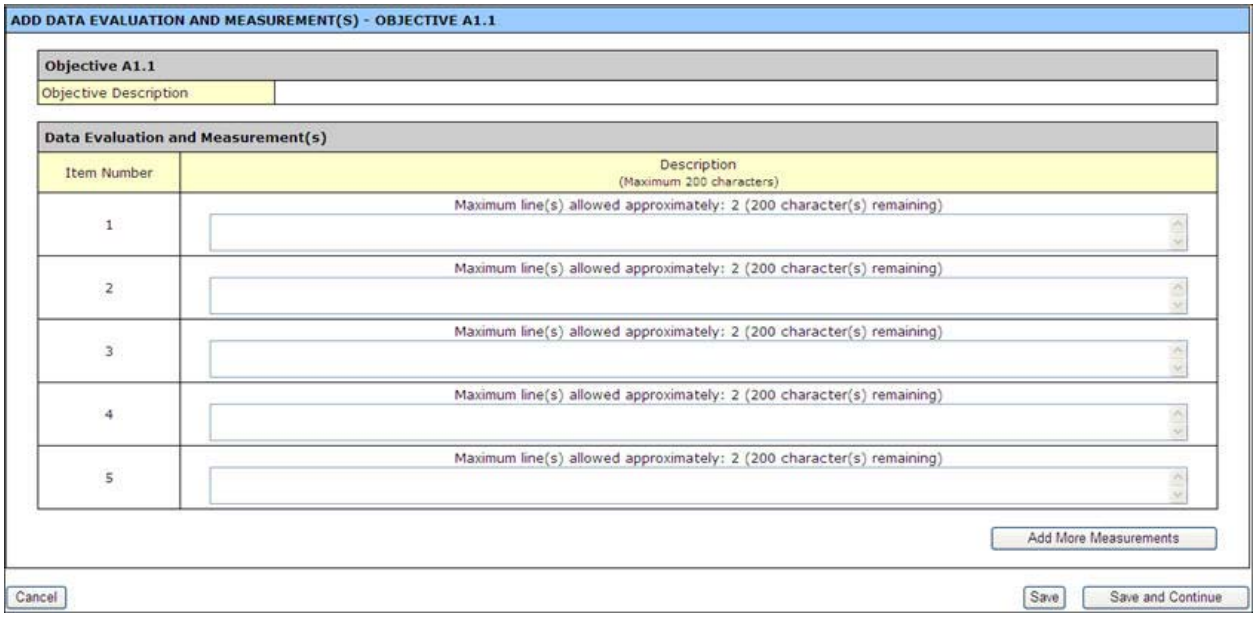
1. Click Add Measurement(s) button to describe how you will measure progress toward achieving the goal (Figure 76).

Figure 76: Project Work Plan – Section A: Data Evaluation and Measurement



2. Enter measurements in the **Add Data Evaluation and Measurement(s) page** (Figure 77).

Figure 77: Project Work Plan – Section A: Add Data Evaluation and Measurement

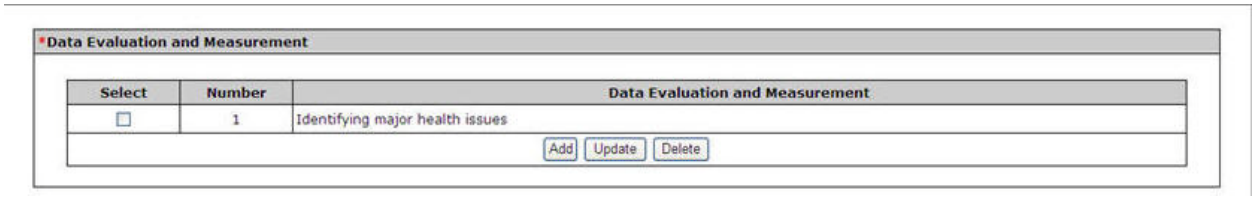


> ➢ **Note: Add at least one Measurement**

Add Additional Data Evaluation and Measurement

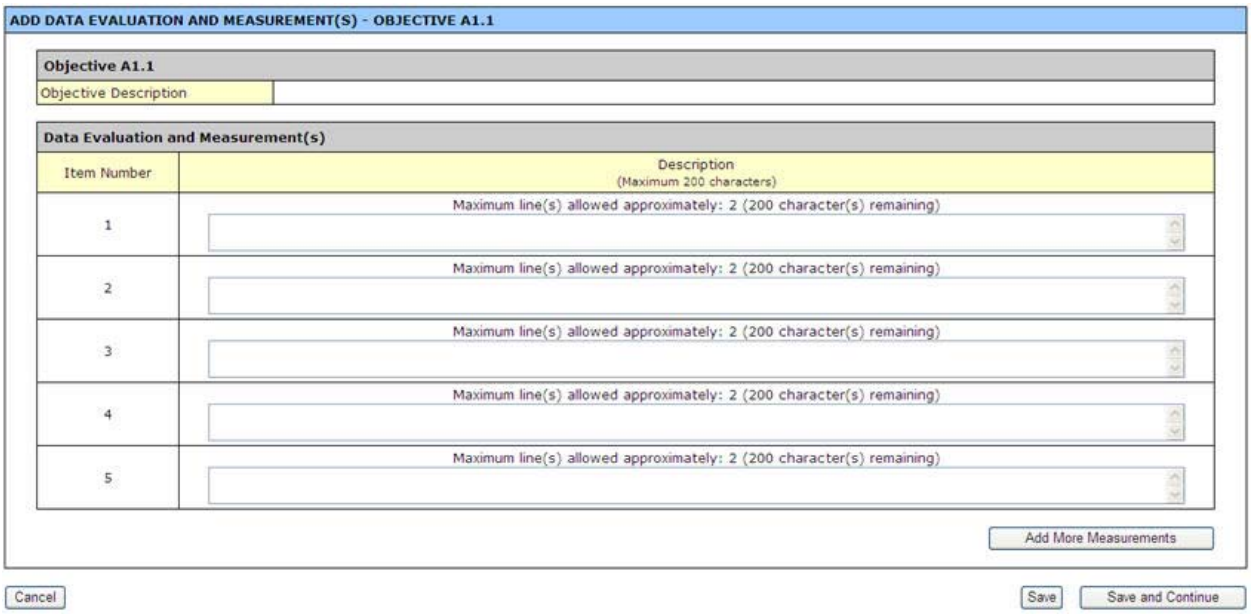
To add additional measurements, click the Add button in the Data Evaluation and Measurement area (Figure 78).

Figure 78: Project Work Plan – Section A: Add Data Evaluation and Measurement Area



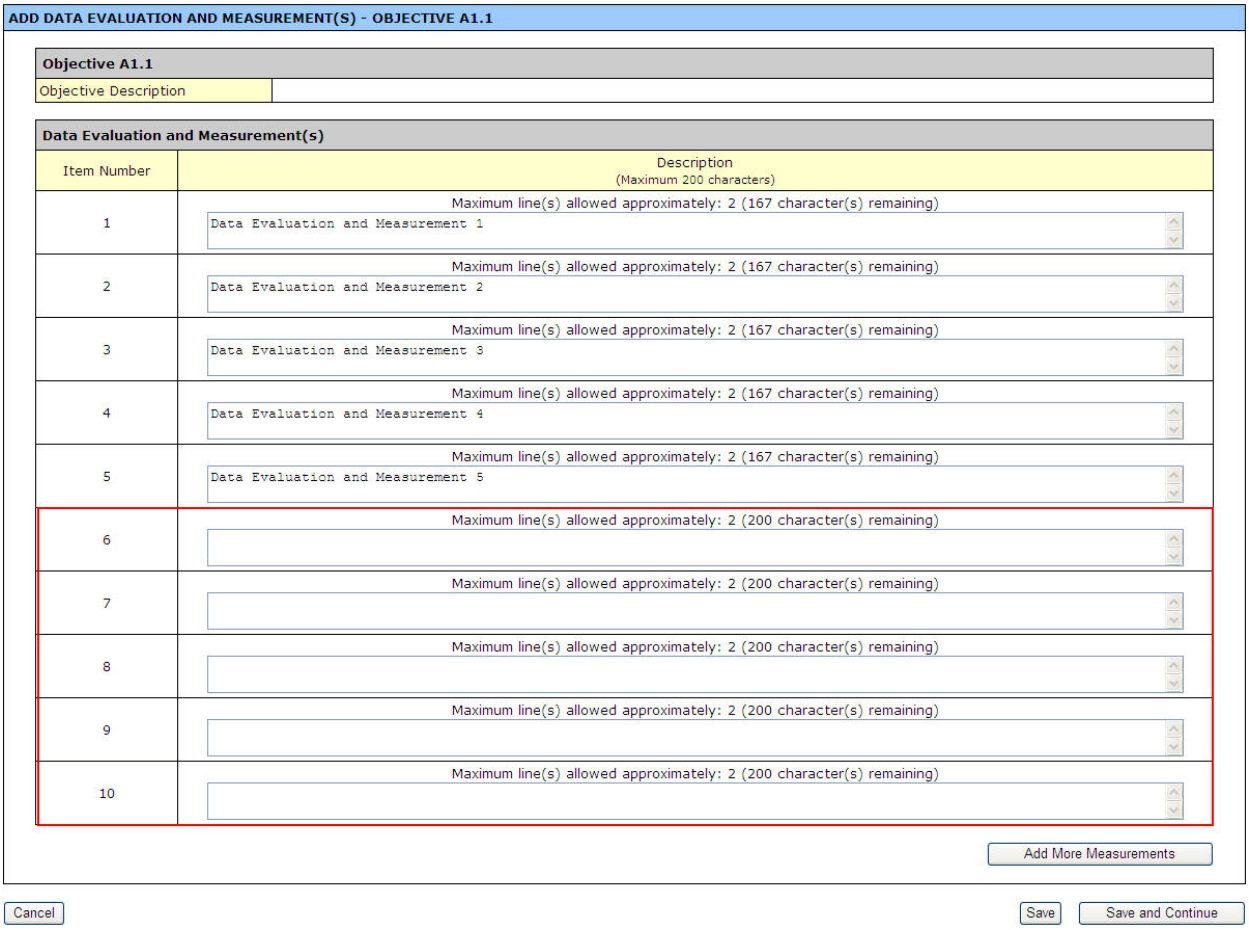
The **Add Data Evaluation page** opens. Enter the measurement criteria (Figure 79).

Figure 79: Project Work Plan – Section A: Add Data Evaluation and Measurement



Once you have entered five measurement criteria, click the Add More Measurements button if you need to add additional measurements. The next five measurements appear below the first five measurements (Figure 80).

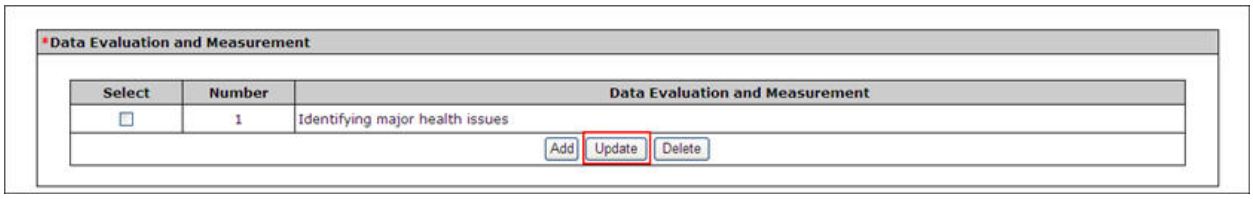
Figure 80: Project Work Plan – Section A: Add Additional Data Evaluation and Measurement



Update Data Evaluation and Measurement

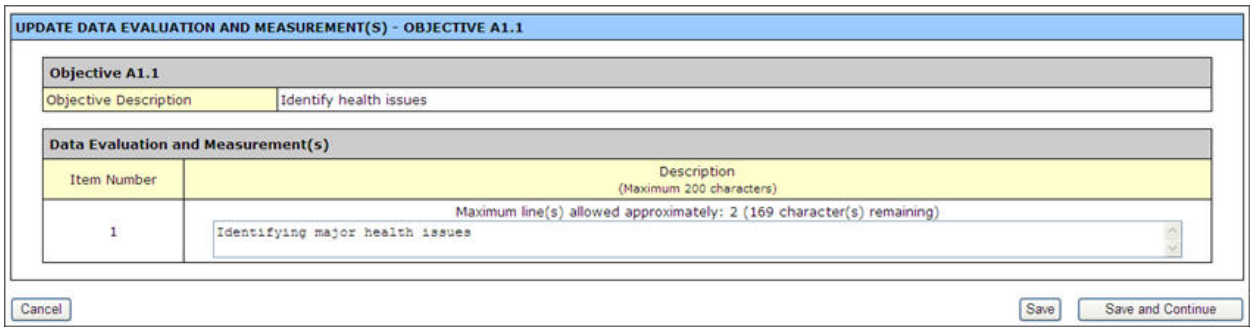
To update the measurement criteria, select the measurement you wish to update and click the Update button in the Data Evaluation and Measurement area (Figure 81).

Figure 81: Project Work Plan – Section A: Update Data Evaluation and Measurement Area



Revise the measurement on the Update Data Evaluation page (Figure 82).

Figure 82: Project Work Plan – Section A: Update Data Evaluation and Measurement

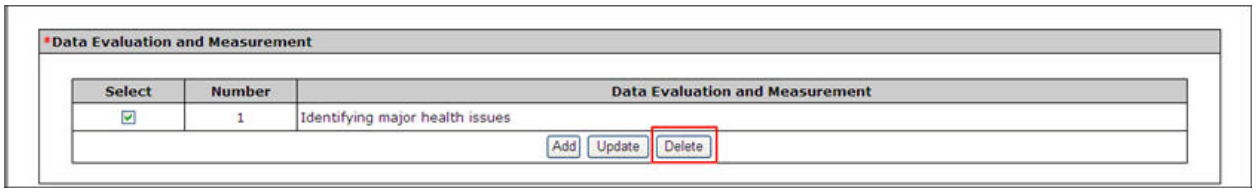


Click the Save and Continue button.

Delete Data Evaluation and Measurement

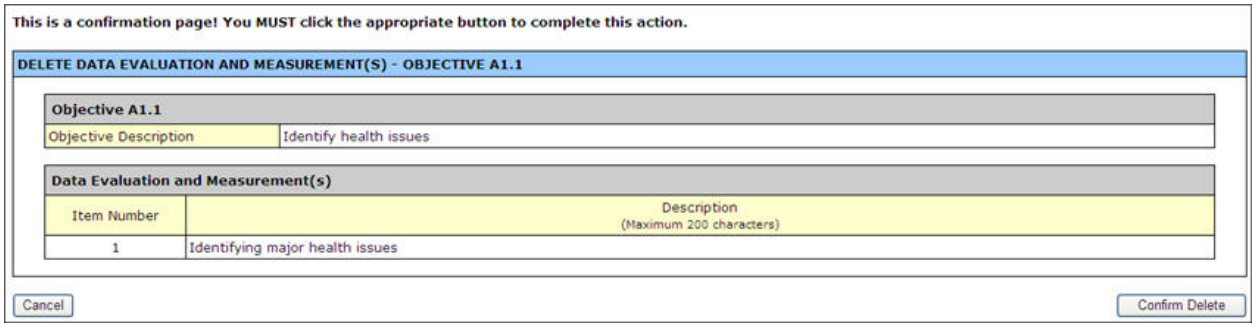
To delete a measurement criterion, select the measurement you wish to delete and click the Delete button in the Data Evaluation and Measurement area (Figure 83).

Figure 83: Project Work Plan – Section A: Delete Data Evaluation and Measurement Area



The **Delete Data Evaluation and Measurement(s)** confirmation page opens. Click the Confirm Delete button (Figure 84).

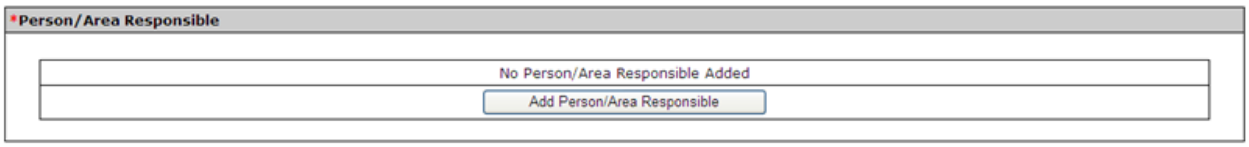
Figure 84: Project Work Plan – Section A: Delete Data Evaluation and Measurement



Area/Person Responsible

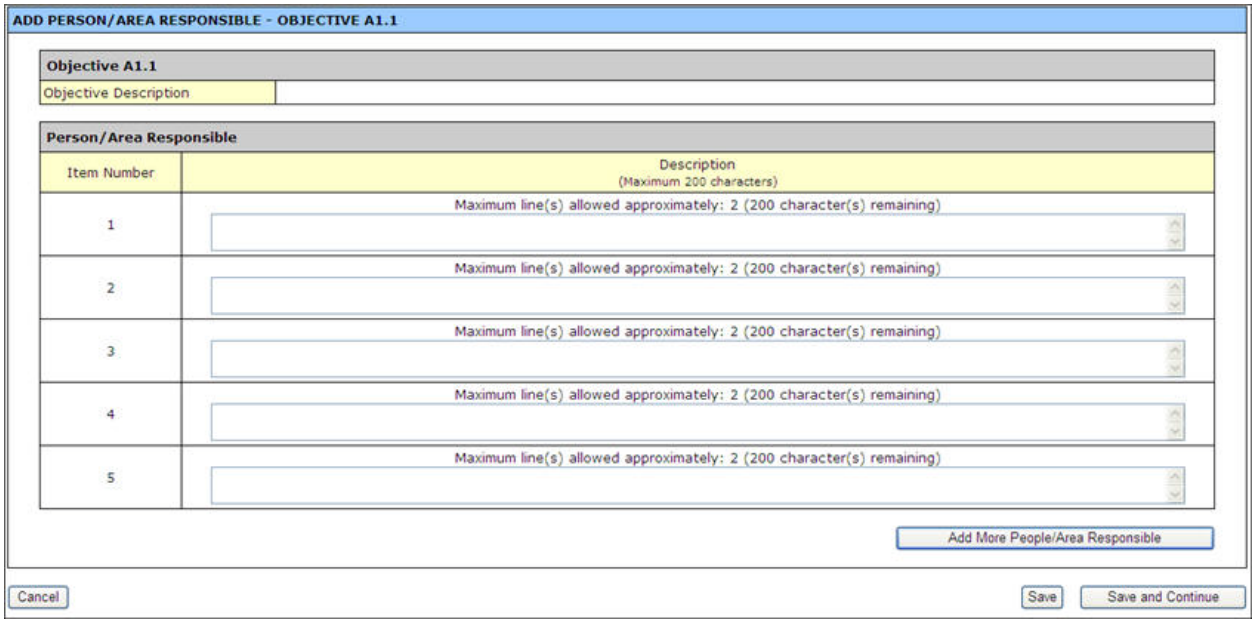
1. Click the Add Area/Person Responsible button to describe the individual(s) responsible for achieving the goal and measuring the progress (Figure 85).

Figure 85: Project Work Plan – Section A: Person/Area Responsible



2. Enter the area or person responsible in the **Add Person/Area Responsible page** (Figure 86)**.**

Figure 86: Project Work Plan – Section A: Add Person/Area Responsible

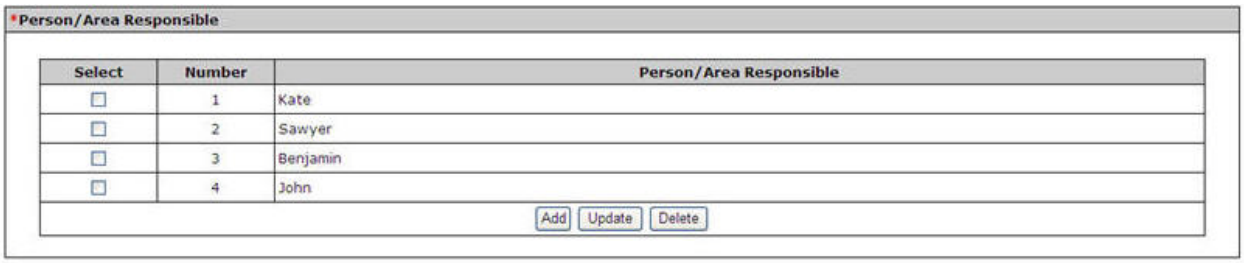


> ➢ **Note: Add at least one Area/Person responsible.**

Add Additional Person/Area Responsible

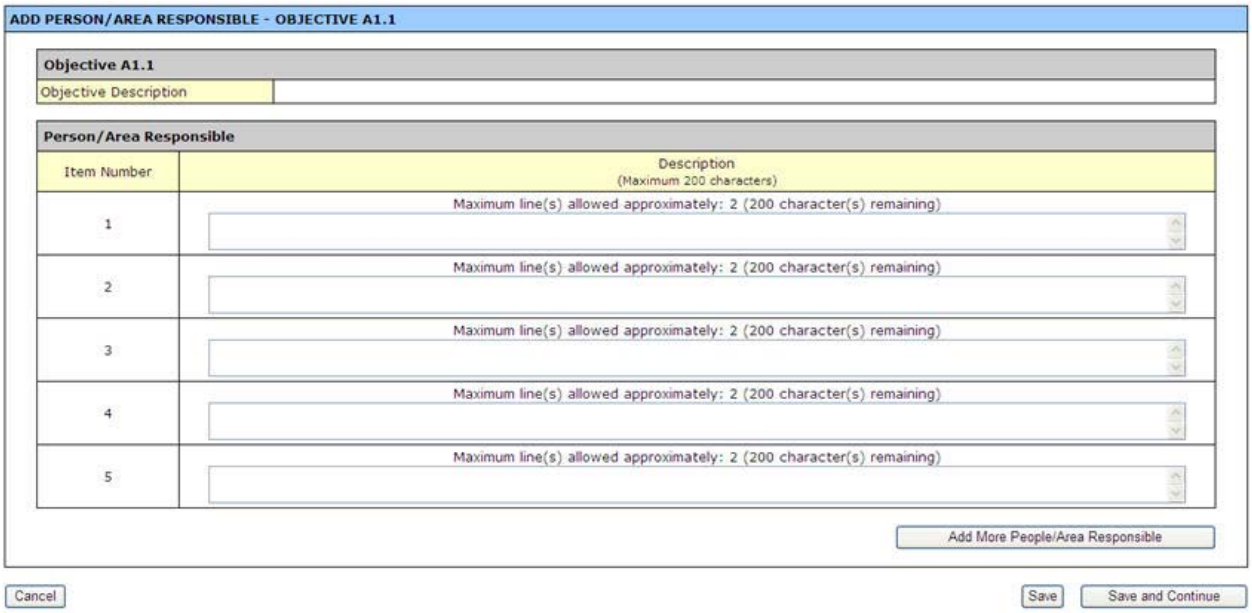
To add additional persons or areas, click the Add button in the Person/Area Responsible area (Figure 87).

Figure 87: Project Work Plan – Section A: Add Person/Area Responsible Area



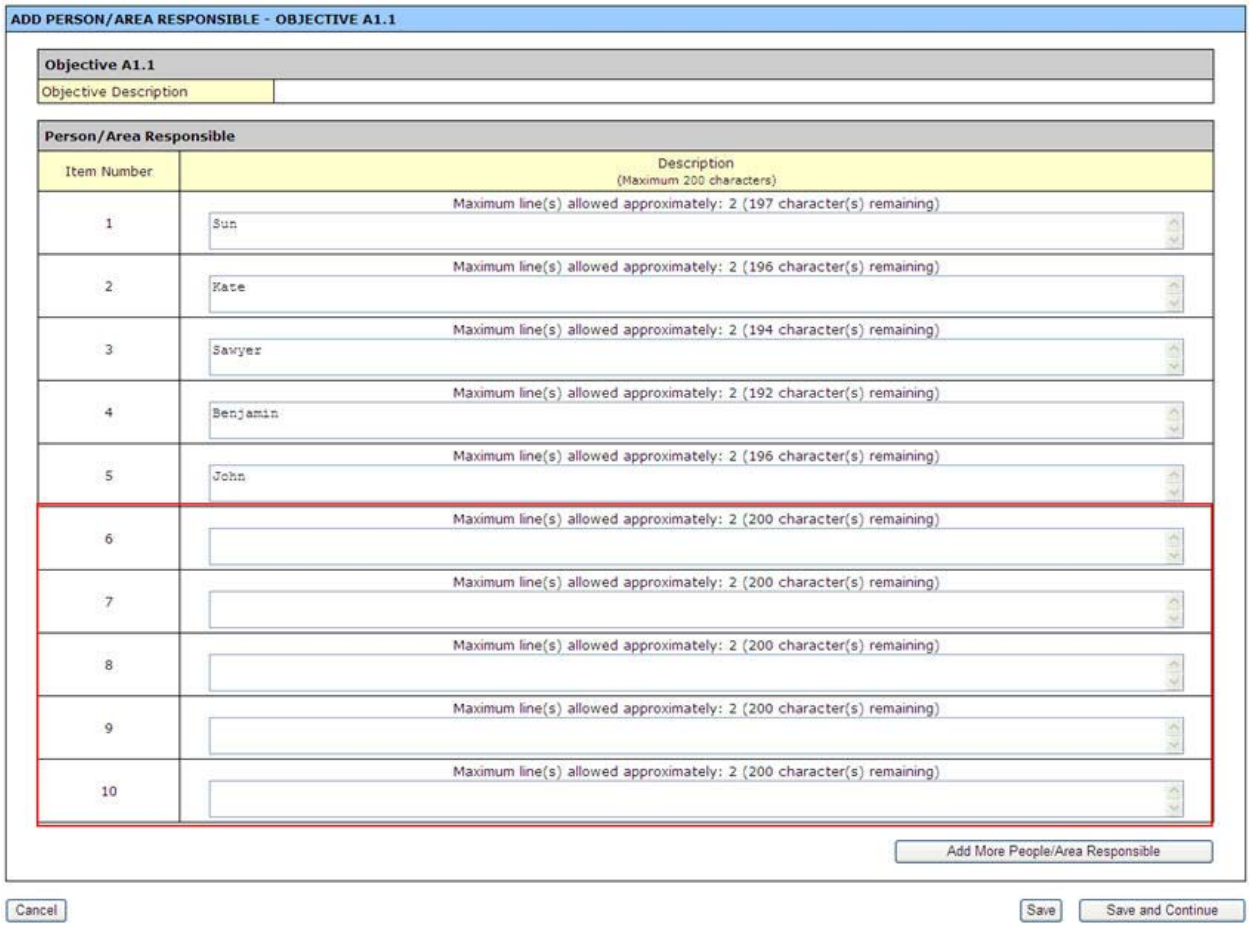
The **Add Person/Area Responsible page** opens. Enter the person or area (Figure 88).

Figure 88: Project Work Plan – Section A: Add Person/Area Responsible



Once you have entered five persons or areas, click the Add More People/Area Responsible button to add additional people or areas. The next five people or areas appear below the first five people or areas (Figure 89).

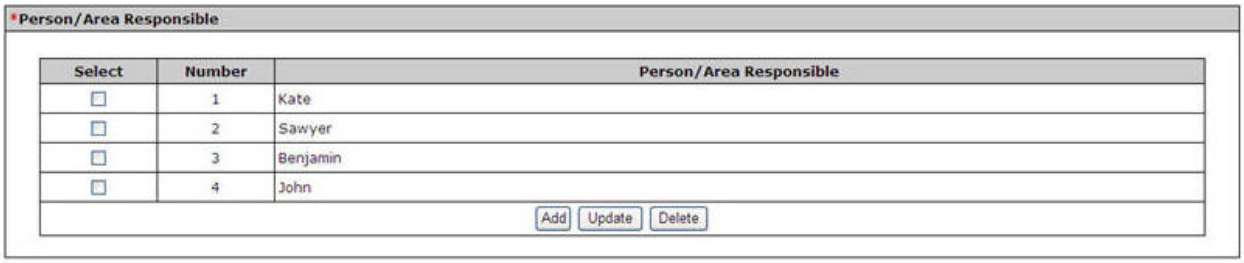
Figure 89: Project Work Plan – Section A: Add Additional Person/Area Responsible



Update Persons/Area Responsible

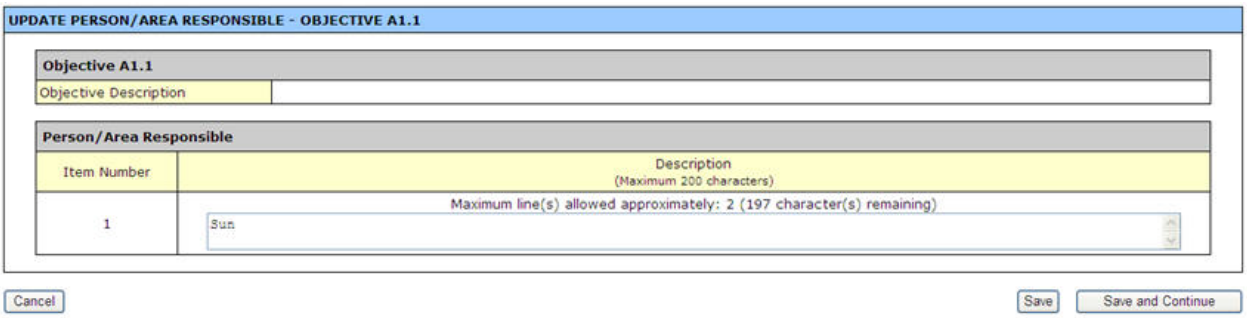
To update the Person/Area Responsible, select the person or area you wish to update and click the Update button in the Person/Area Responsible area (Figure 90).

Figure 90: Project Work Plan – Section A: Update Person/Area Responsible



Revise the person or area on the Update Person/Area Responsible page (Figure 91).

Figure 91: Project Work Plan – Section A: Update Person/Area Responsible

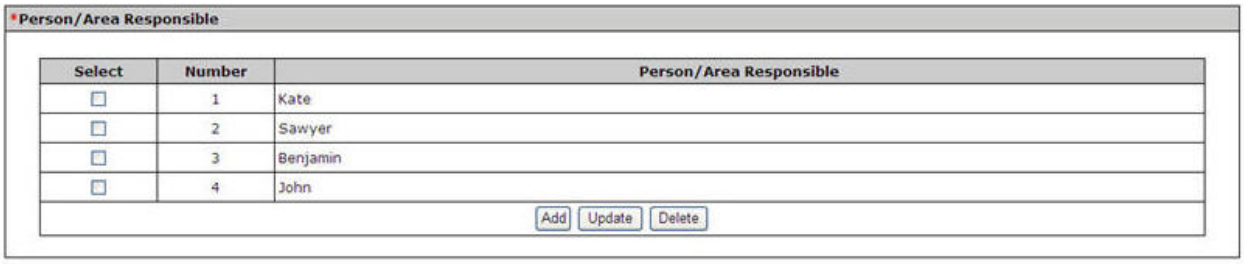


Click the Save and Continue button.

Delete Person/Area Responsible

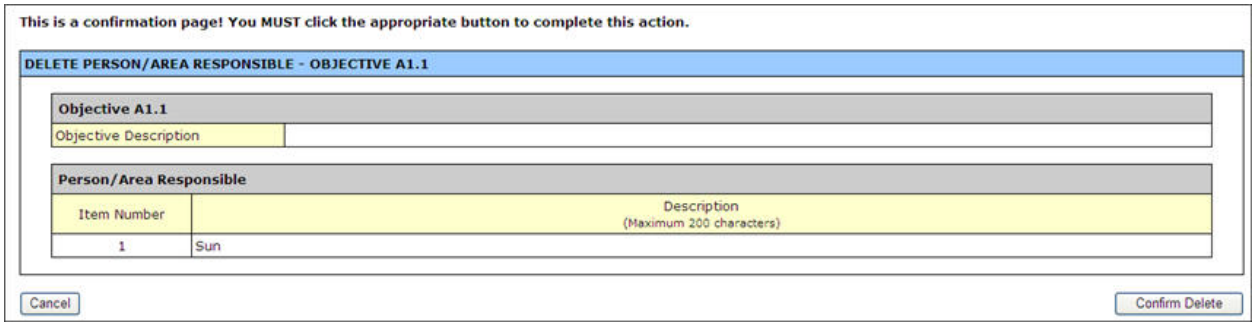
To delete a person or area, select the person or area you wish to delete and click the Delete button in the Data Evaluation and Measurement area (Figure 92).

Figure 92: Project Work Plan – Section A: Delete Person/Area Responsible Area



The **Delete Person/Area Responsible** confirmation page opens. Click the Confirm Delete button (Figure 93).

Figure 93: Project Work Plan – Section A: Delete Person/Area Responsible

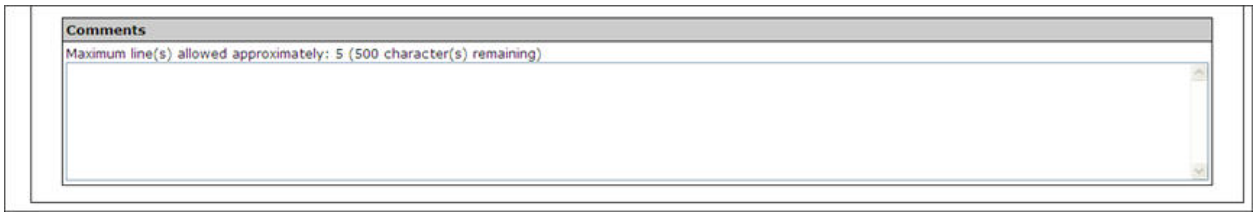


Complete Section A

After you have entered information in all parts of Section A, complete the following steps to finish the form:

1. Add comments if necessary (Figure 94).

Figure 94: Project Work Plan – Section A: Comments



2. Click the Save and Continue button to return to section's home page.
3. When you have completed all sections of the form, click the Save and Continue button at the bottom of the screen to save your work and return to the **Project Work Plan page**.

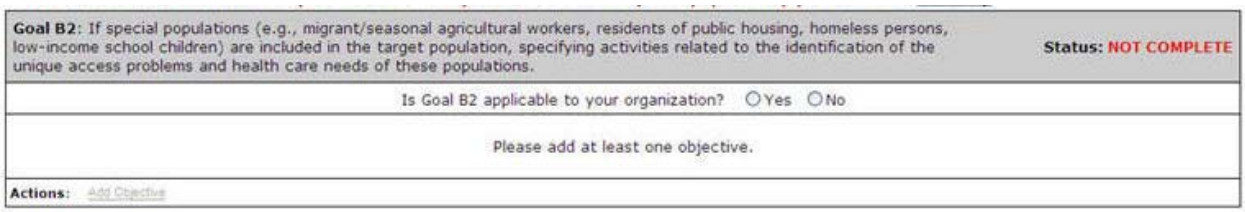
4.3.3.2 Section B

1. Select Section B form the dropdown menu.

> ➢ **Goal B2 is applicable and required only if you are planning to serve special population.**

2. Is Goal B2 applicable?
   - ▶ Yes
   - a. Answer YES to the Goal B2 question and click the Save button to save the response to the question.
   - b. Complete the objective details by following Steps 2 - 5 in section 4.3.3.1.
   - ▶ No
   - a. Answer NO to the Goal B2 question and click the Save button to save the response to the question.
   - b. You do not need to provide objective details for Goal B2.

Figure 95: Project Work Plan – Section B: Goal B2



4.3.3.3 Section C

1. Select Section C form the dropdown menu.
2. Follow the steps for completing Section A of the application in Section 4.3.3.1.

4.3.3.4 Section D

1. Select Section D form the dropdown menu.
2. Follow the steps for completing Section A of the application in Section 4.3.3.1.

4.3.3.5 Section E

1. Select Section E form the dropdown menu.
2. Follow the steps for completing Section A of the application in Section 4.3.3.1.

4.4. Review Application

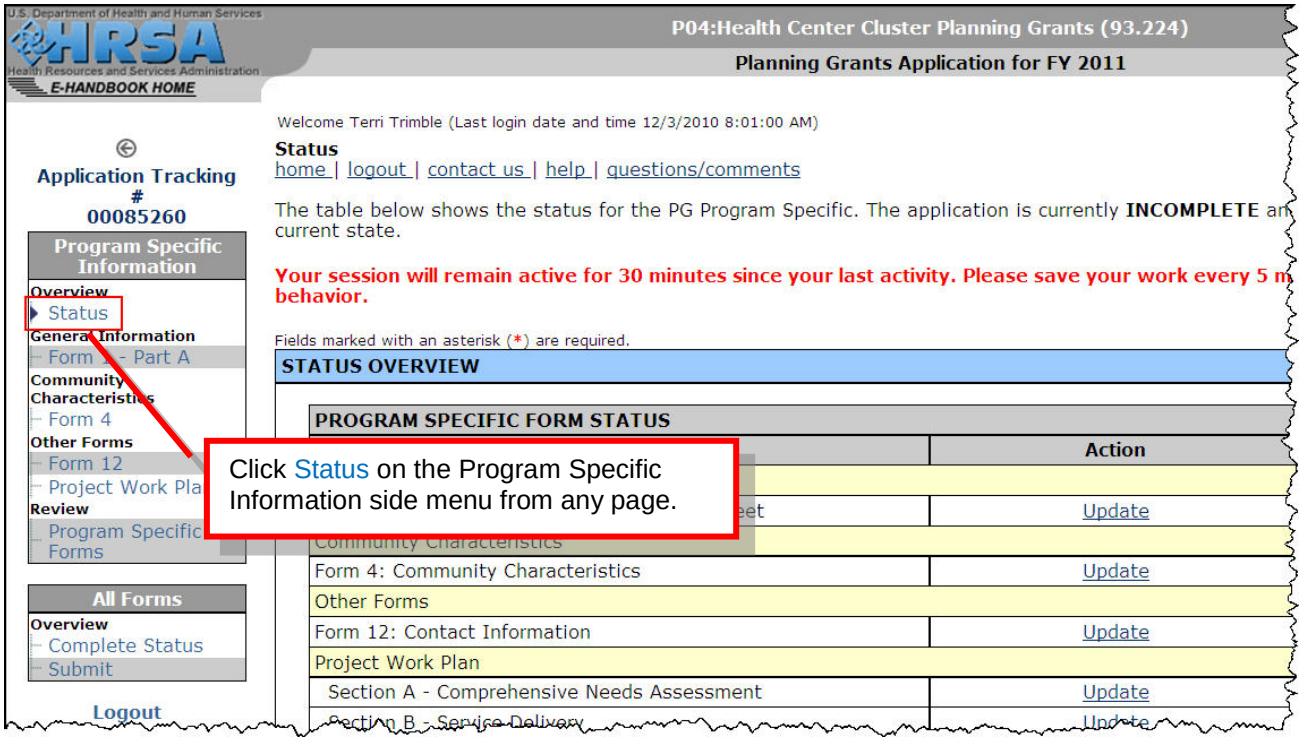
The status and review pages are provided as a convenient place from which you can check the completion status of all or any part of your application, as well as view or print your application.

4.4.1 Program Specific Information

To view the status of the program specific information forms from any page, click Status in the **Program Specific Information** left side menu (Figure 96).

> ➢ **Form 1 - Part A: General Information Worksheet will have a status of Incomplete if incorrect information has been entered in SF-424. This will occur even if all sections of Form 1 – Part A have been completed.**

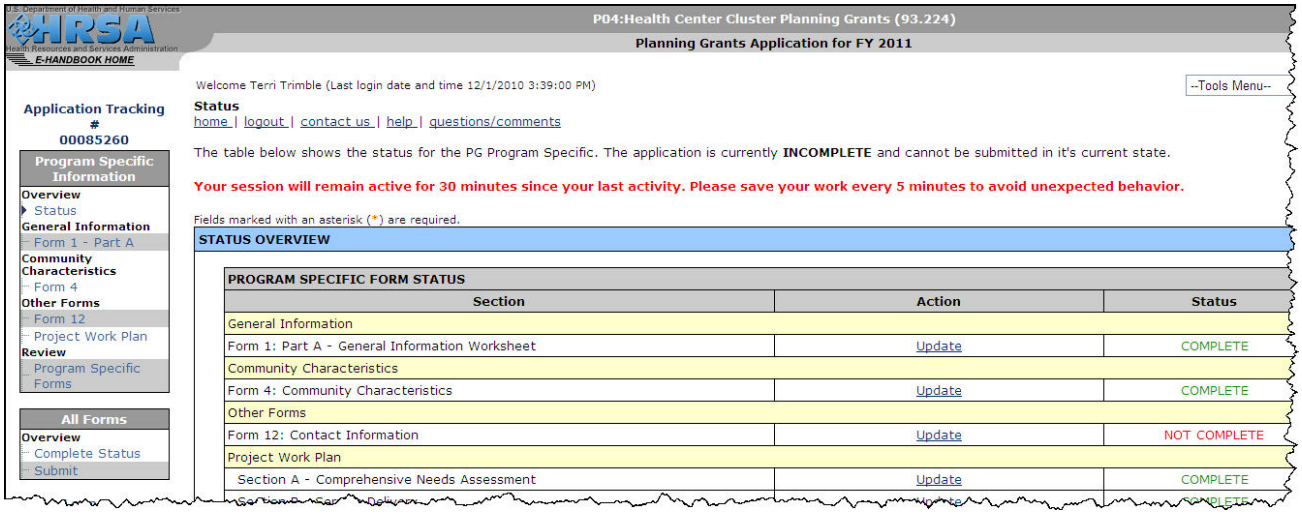
Figure 96: Status Overview Page for Program Specific Information Forms



- ▶ The **Status Overview Page for Program Specific Forms** opens (Figure 97).

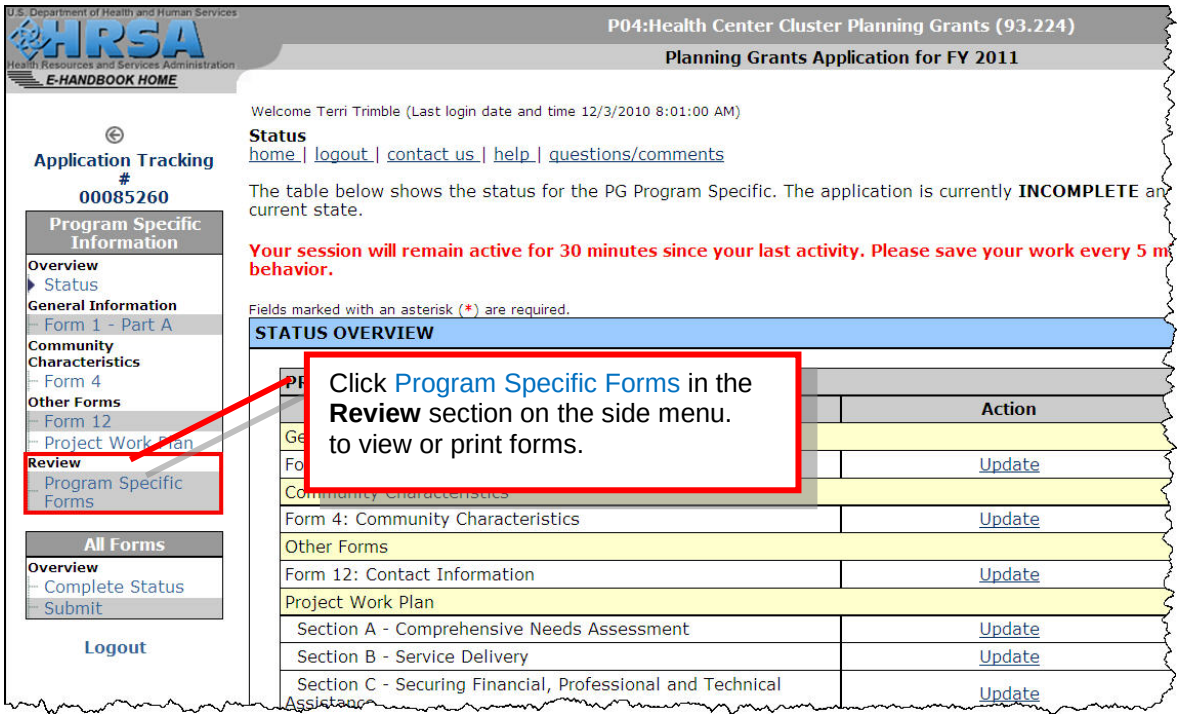
The **Program Specific Form Status Overview** shows the completion status of each program specific information form. All must be complete before you can submit your application.

Figure 97: Status Overview Page for Program Specific Forms



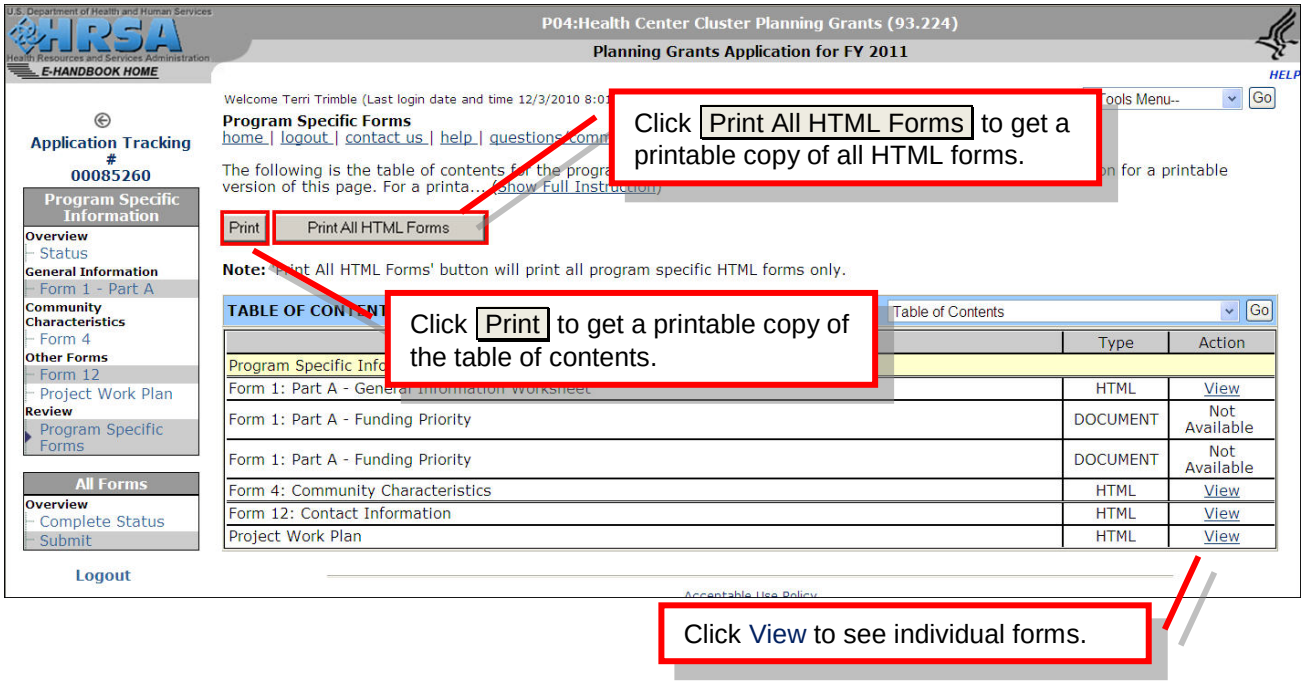
To view or print program specific information forms, click Program Specific Forms in the **Review** section on the **Program Specific Information** left side menu (Figure 98).

Figure 98: Program Specific Forms Link



- The **Program Specific Forms Review Page** will open in a Table of Contents format (Figure 99).

Figure 99: Program Specific Forms Review



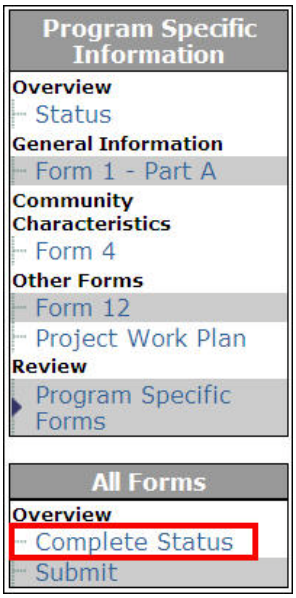
The Table of Contents lists all sections in the application.

1. Use the View links in the Action column to view any section.
2. Click the Print button to get a printable version of the Table of Contents.
3. Click the Print All HTML Forms button to print all program specific information forms that are HTML (i.e. that were not entered using attachments). Attachments can be printed by clicking on an individual View link for DOCUMENT (attachment) type forms, and then printing the document.

4.4.2 All Forms

To view the status of the application as a whole from any page, click Complete Status in the **All Forms** left side menu (Figure 100).

Figure 100: Complete Status Link in the All Forms Left Side Menu



- The **Status Overview Page for the Entire Application** opens.

The **Status Overview Page for the Entire Application** (Figure 101) shows the completion status of each SF-424 application form. All must be complete before you can submit your application.

Figure 101: Status Overview Page for the Entire Application

The table below shows the status of the application. The application is currently **INCOMPLETE** and cannot be submitted in it's current state.

STATUS OVERVIEW

SUGGESTED NEXT STEP
Assign AO

APPLICATION PROCESS STATUS	
Deadline	Jan 12 2011 5:00PM ET (You have **40** days to complete and submit the application.)
Full Announcement (Includes Program Guidance)	Original announcement posted on 10/01/2010..... View Details
Assigned AO	N/A (One or more AO's currently registered. Assign AO)
Creator	Terri Trimble (The creator is responsible for managing peers for the application. Manage Peers)
Last Updated By	N/A
Peer Information	No peers associated with this Application.
View: Application	

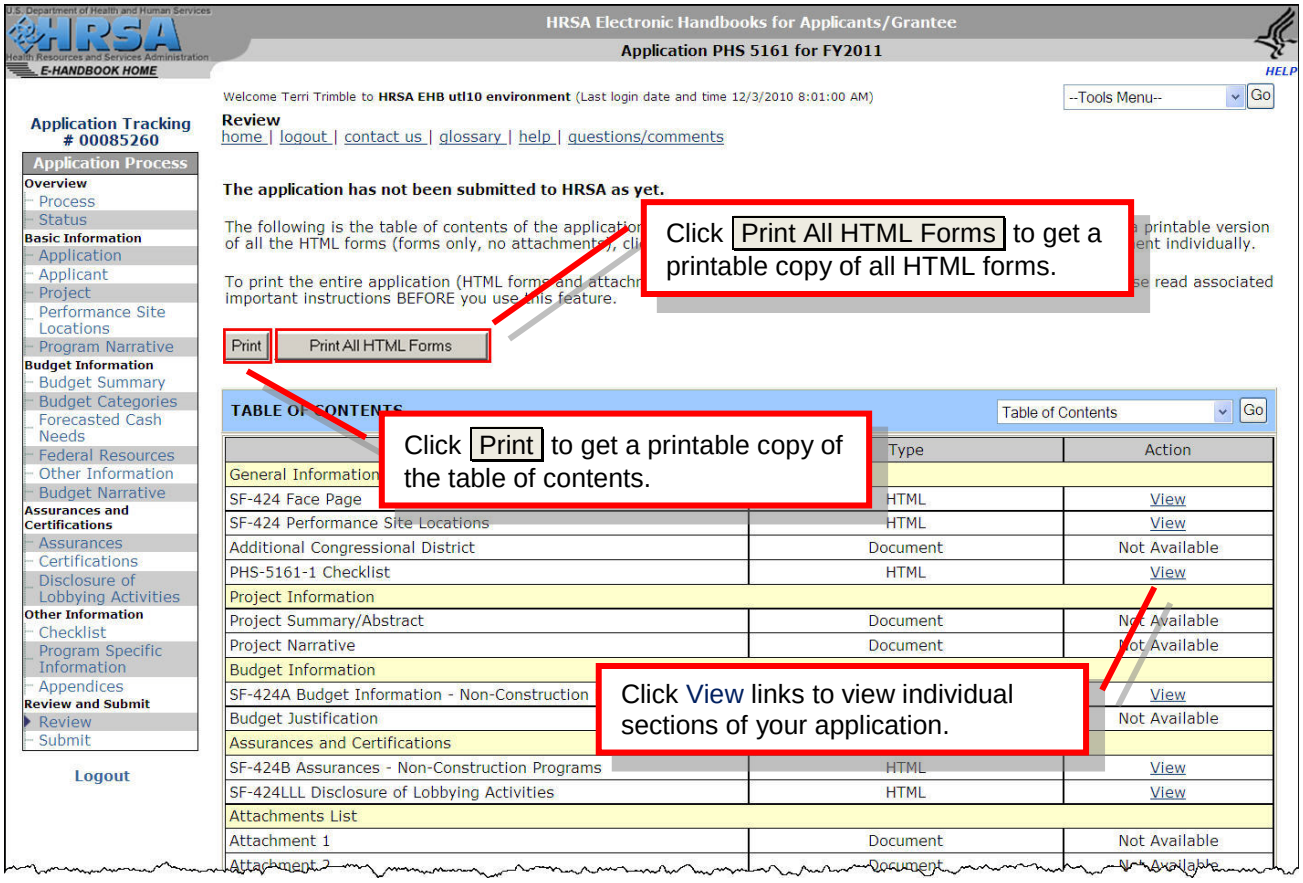
APPLICATION FORMS STATUS		
Section	Action	Status
Basic Information		
Application	Update	NOT COMPLETE
Applicant	Update	NOT COMPLETE
Project	Update	NOT COMPLETE
Performance Site Locations	Update	NOT COMPLETE
Program Narrative	Update	NOT COMPLETE
Budget Information		
Budget Summary	Update	NOT COMPLETE
Budget Categories	Update	NOT COMPLETE
Forecasted Cash Needs	Update	NOT COMPLETE
Federal Resources	Update	NOT COMPLETE
Other Information	Update	NOT COMPLETE
Budget Narrative	Update	NOT COMPLETE
Assurances and Certifications		

To view or print any application form, click Review in the **Review and Submit** section of the **Application Process** left side menu (Figure 102).

Figure 102: Review Link in the Application Process Left Side Menu

- The **Review Page for Entire Application** will open in a table of contents format (Figure 103).

Figure 103: Review Page for the Entire Application



The Table of Contents lists all sections in the application.

1. Use the View links in the Action column to view any section.
2. Click the Print button to get a printable version of the Table of Contents.
3. Click the Print All HTML Forms button to print all forms that are HTML i.e. which were not filled using attachments. Attachments can be printed by clicking on individual View link for DOCUMENT (attachment) type forms and then printing the document.
4. Click the Proceed to Submit Page button (not shown), at the bottom of the screen, to go to the **Status Overview Page for the Entire Application** to initiate the Submit Application process.

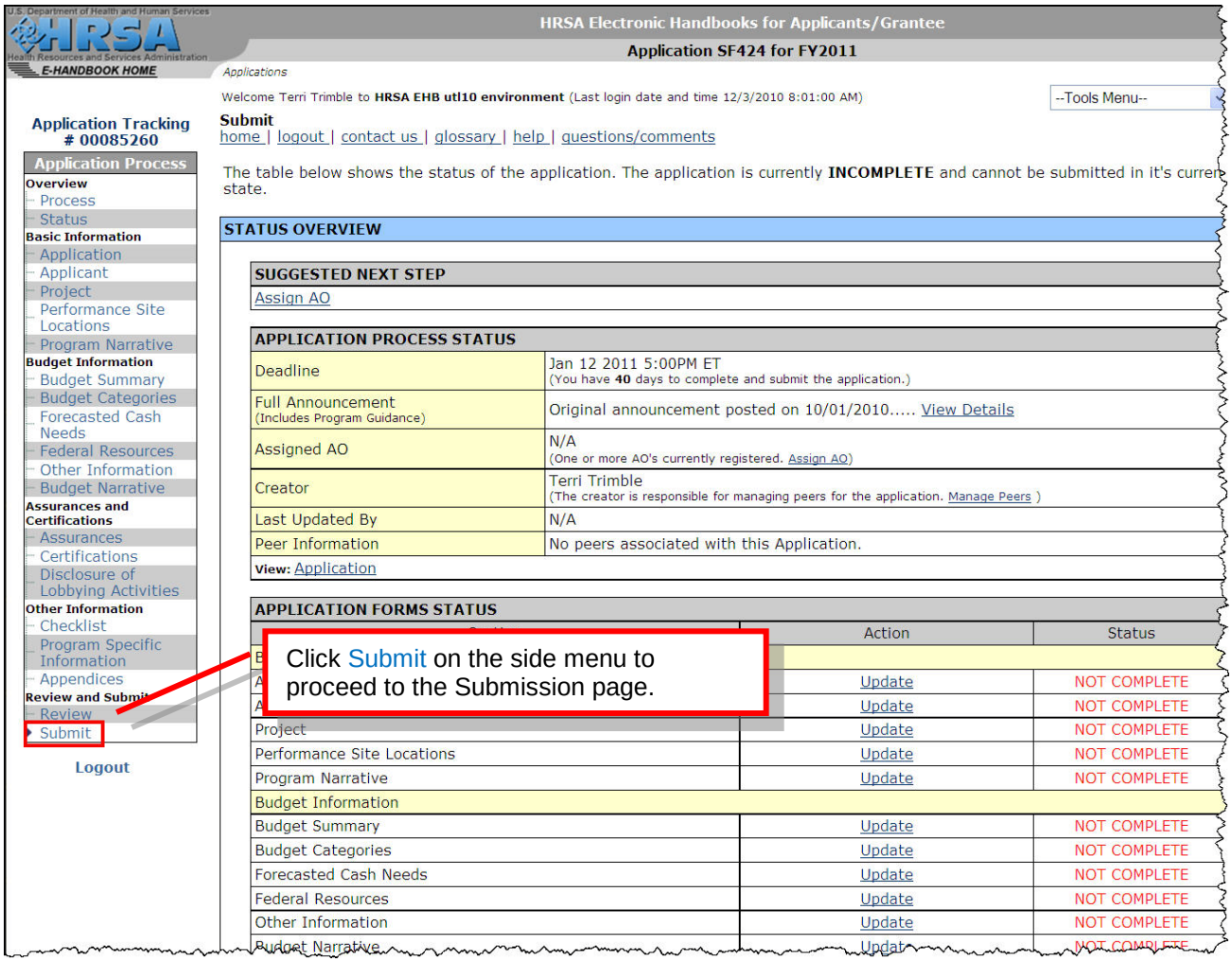
4.5. Submit Application

Once all forms are complete, the application can be submitted to HRSA.

> ➢ **To submit the application, you must have the 'Submit' privilege.**

1. Click the Submit link under **Review and Submit** on the Application Process left side menu of the **Status Overview Page for the Entire Application** (Figure 104) to start the Submit Application process.

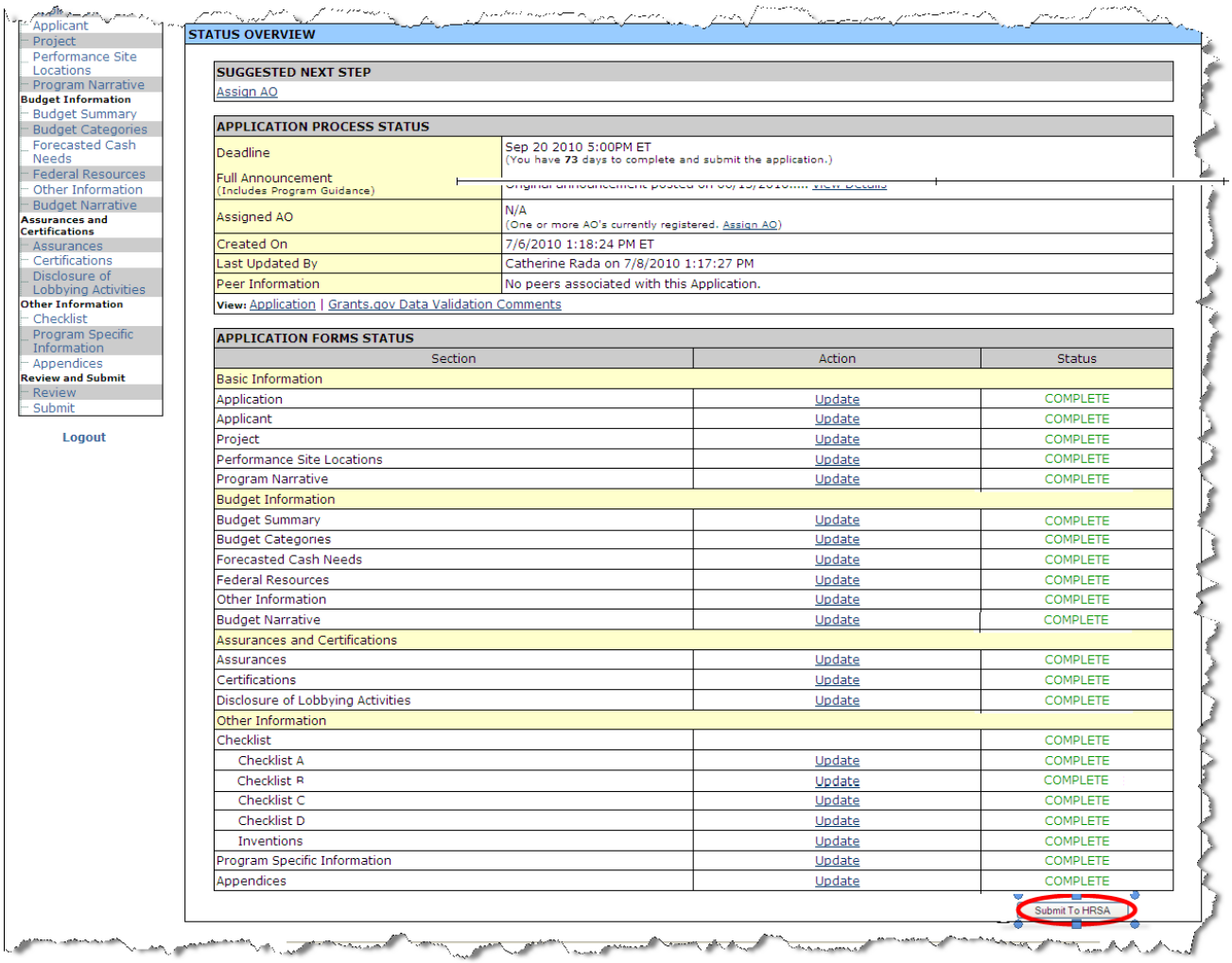
Figure 104: Status Overview Page for the Entire Application



2. If all the forms are marked COMPLETE, the **Status Overview Page for the Entire Application** will be re-displayed (as Ready for Submission), containing a Submit to HRSA button at the bottom of the screen (Figure 105).

> ➢ **If you do not have the 'Submit' privilege, a Submit to AO button will be displayed instead.**

Figure 105: Ready for Submission Page



- Applicant
- Project
- Performance Site Locations
- Program Narrative

Budget Information

- Budget Summary
- Budget Categories
- Forecasted Cash Needs
- Federal Resources
- Other Information
- Budget Narrative

Assurances and Certifications

- Assurances
- Certifications
- Disclosure of Lobbying Activities

Other Information

- Checklist
- Program Specific Information
- Appendices

Review and Submit

- Review
- Submit

Logout

STATUS OVERVIEW

SUGGESTED NEXT STEP

Assign AO

APPLICATION PROCESS STATUS

Deadline	Sep 20 2010 5:00PM ET (You have **73** days to complete and submit the application.)
Full Announcement (Includes Program Guidance)	Original announcement posted on 06/15/2010..... View Details
Assigned AO	N/A (One or more AO's currently registered. Assign AO)
Created On	7/6/2010 1:18:24 PM ET
Last Updated By	Catherine Rada on 7/8/2010 1:17:27 PM
Peer Information	No peers associated with this Application.

View: Application | Grants.gov Data Validation Comments

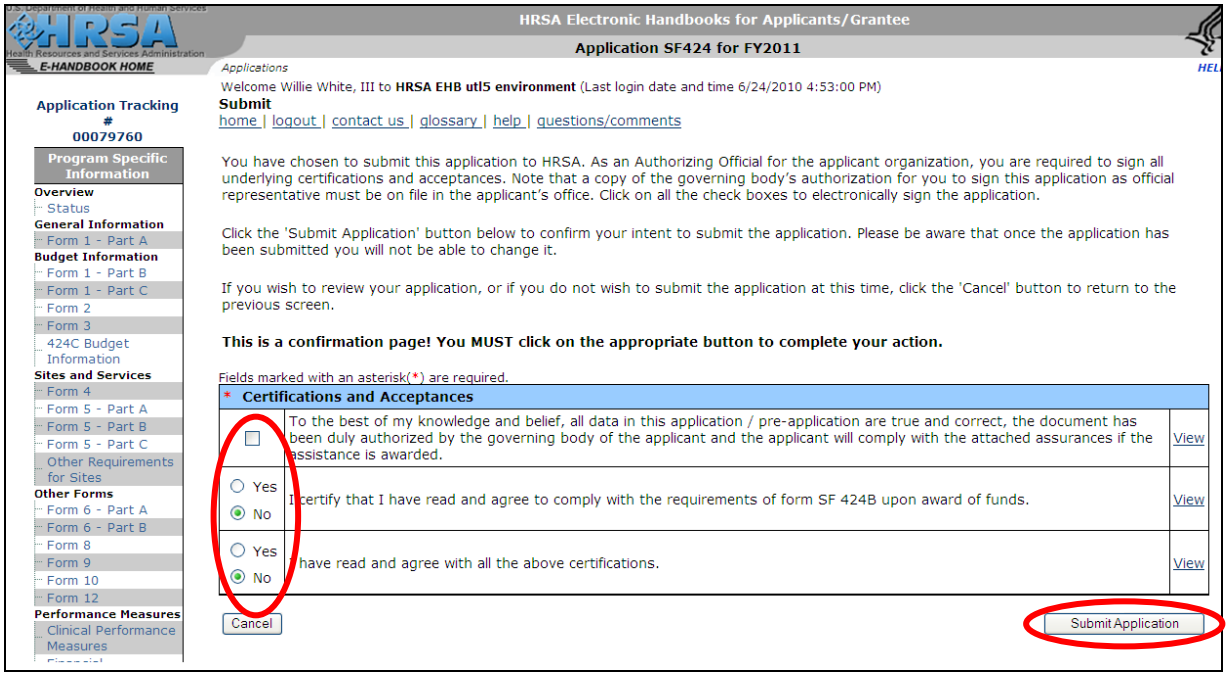
APPLICATION FORMS STATUS

Section	Action	Status
Basic Information		
Application	Update	COMPLETE
Applicant	Update	COMPLETE
Project	Update	COMPLETE
Performance Site Locations	Update	COMPLETE
Program Narrative	Update	COMPLETE
Budget Information		
Budget Summary	Update	COMPLETE
Budget Categories	Update	COMPLETE
Forecasted Cash Needs	Update	COMPLETE
Federal Resources	Update	COMPLETE
Other Information	Update	COMPLETE
Budget Narrative	Update	COMPLETE
Assurances and Certifications		
Assurances	Update	COMPLETE
Certifications	Update	COMPLETE
Disclosure of Lobbying Activities	Update	COMPLETE
Other Information		
Checklist		COMPLETE
Checklist A	Update	COMPLETE
Checklist B	Update	COMPLETE
Checklist C	Update	COMPLETE
Checklist D	Update	COMPLETE
Inventions	Update	COMPLETE
Program Specific Information	Update	COMPLETE
Appendices	Update	COMPLETE

Submit To HRSA

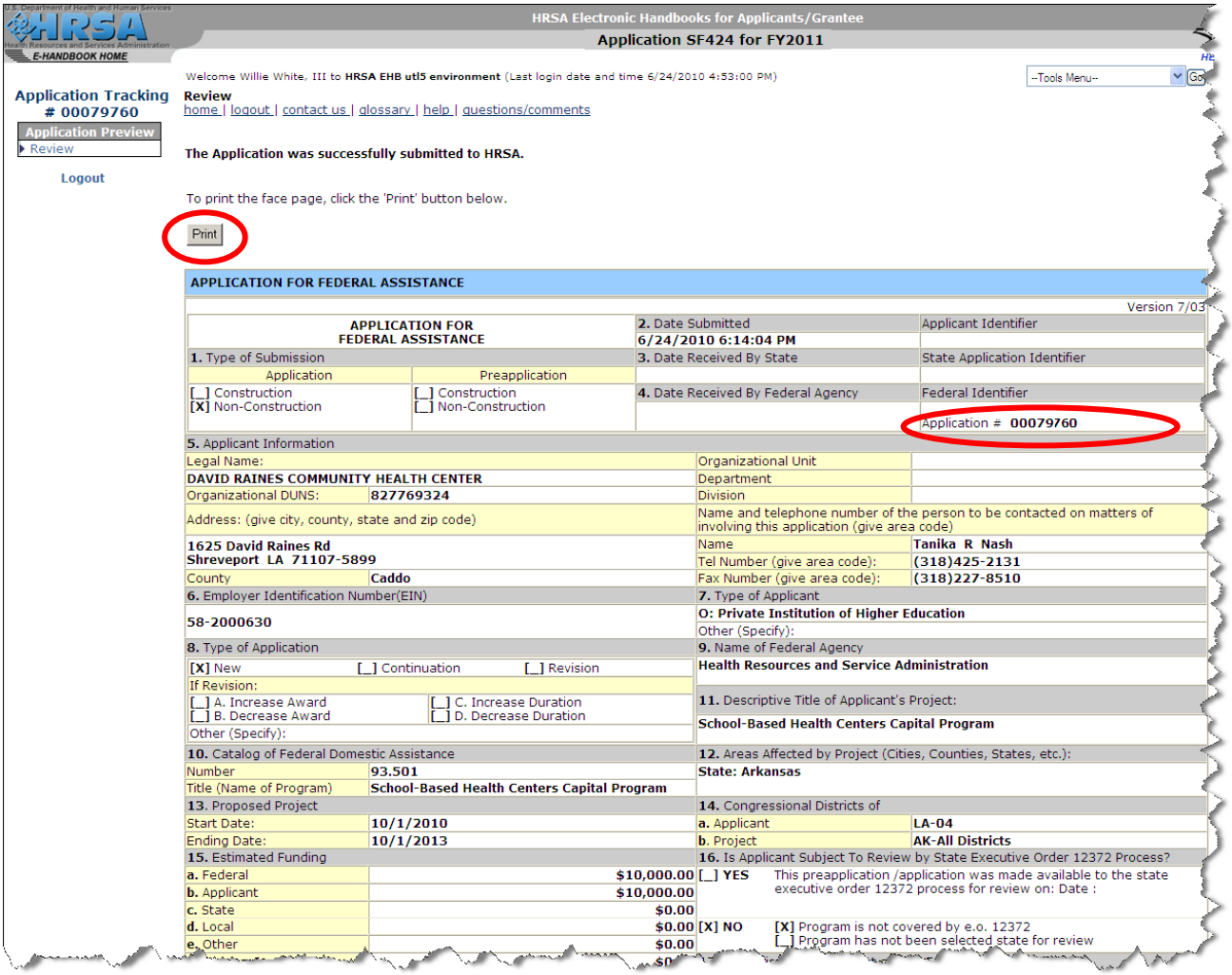
3. Click the Submit to HRSA button.
   - The **Submit –Certifications and Acceptances Page** (Figure 106) will be displayed. You must answer all the questions on the screen.

Figure 106: Submit – Certifications and Acceptances Page



4. Select the checkbox indicating that the 'data in the application is correct'.
5. Check the *Yes* options regarding 'compliance' and 'certifications'.
6. Click the Submit Application button to submit your application to HRSA.
   - The **Application Submission Confirmation Page** (Figure 107) will be displayed.

Figure 107: Application Submission Confirmation Page



HRSA Electronic Handbooks for Applicants/Grantee

Application SF424 for FY2011

E-HANDBOOK HOME

Welcome Willie White, III to **HRSA EHB utl5 environment** (Last login date and time 6/24/2010 4:53:00 PM)

--Tools Menu-- Go

Application Tracking # 00079760

Application Preview

Review

Logout

Review

home | logout | contact us | glossary | help | questions/comments

The Application was successfully submitted to HRSA.

To print the face page, click the 'Print' button below.

Print

APPLICATION FOR FEDERAL ASSISTANCE

Version 7/03

APPLICATION FOR FEDERAL ASSISTANCE		**2.** Date Submitted **6/24/2010 6:14:04 PM**	Applicant Identifier
1. Type of Submission		**3.** Date Received By State	State Application Identifier
Application	Preapplication		
[_] Construction [X] Non-Construction	[_] Construction [_] Non-Construction	**4.** Date Received By Federal Agency	Federal Identifier
			Application # **00079760**

5. Applicant Information			
Legal Name:		Organizational Unit	
DAVID RAINES COMMUNITY HEALTH CENTER		Department	
Organizational DUNS:	**827769324**	Division	
Address: (give city, county, state and zip code)		Name and telephone number of the person to be contacted on matters of involving this application (give area code)	
1625 David Raines Rd **Shreveport LA 71107-5899**		Name	**Tanika R Nash**
		Tel Number (give area code):	**(318)425-2131**
County	**Caddo**	Fax Number (give area code):	**(318)227-8510**
6. Employer Identification Number(EIN)		**7.** Type of Applicant	
58-2000630		**O: Private Institution of Higher Education**	
		Other (Specify):	
8. Type of Application		**9.** Name of Federal Agency	
[X] New [_] Continuation [_] Revision		**Health Resources and Service Administration**	
If Revision:		**11.** Descriptive Title of Applicant's Project:	
[_] A. Increase Award [_] C. Increase Duration [_] B. Decrease Award [_] D. Decrease Duration		**School-Based Health Centers Capital Program**	
Other (Specify):			
10. Catalog of Federal Domestic Assistance		**12.** Areas Affected by Project (Cities, Counties, States, etc.):	
Number	**93.501**	**State: Arkansas**	
Title (Name of Program)	**School-Based Health Centers Capital Program**		
13. Proposed Project		**14.** Congressional Districts of	
Start Date:	**10/1/2010**	**a.** Applicant	**LA-04**
Ending Date:	**10/1/2013**	**b.** Project	**AK-All Districts**
15. Estimated Funding		**16.** Is Applicant Subject To Review by State Executive Order 12372 Process?	
a. Federal	**$10,000.00**	[_] **YES**	This preapplication /application was made available to the state executive order 12372 process for review on: Date :
b. Applicant	**$10,000.00**		
c. State	**$0.00**		
d. Local	**$0.00**	[X] **NO**	[X] Program is not covered by e.o. 12372 [_] Program has not been selected state for review
e. Other	**$0.00**		
	$0		

7. Take note of the Application Number
   - Option: Click the Print button to print the confirmation page.
8. Click the Go Back to Home Page button to go to the **HRSA EHB Home Page** to perform additional work.

5. Customer Support Information

> ➢ **Use your Application Tracking Number for all correspondence.**

5.1. BPHC Help Desk

For assistance with completing Standard and Program Specific forms within the application, please contact the BPHC Help Desk:

- Phone: (877) 974-2742 (8:30 am - 5:30 pm ET)

OR

- Email: bphchelpline@hrsa.gov

> ➢ **DO NOT call the BPHC Help Desk for application guidance or programmatic questions when completing your application.**

5.2. HRSA Call Center

For assistance with registering in HRSA EHBs, or access/password related issues, please contact the HRSA Call Center:

- Phone: 877-GO4-HRSA (877-464-4772) or 301-998-7373 (9:00 am - 5:30 pm ET)

OR

- Email: callcenter@hrsa.gov

Visit HRSA EHBs for additional online help.

- Go to: https://grants.hrsa.gov/webexternal/home.asp
- Click on 'Help'

> ➢ **DO NOT call the Call Center for application guidance or programmatic questions when completing your application**

5.3. HRSA Program Support

For any application guidance or programmatic questions, contact the Program Point of Contact within Bureau of Primary Health Care (BPHC) Office of Policy and Program Development (OPPD) - as noted within the application guidance.

6. Frequently Asked Questions

6.1. Software

6.1.1 What are the software requirements for HRSA EHBs?

HRSA EHBs can be accessed over the Internet using Internet Explorer 6.0 and above and Netscape 4.72 and above. HRSA EHBs are Section 508 compliant.

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

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

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

> ➢ **Since Internet Explorer for Mac has known issues with SSL, Microsoft is no longer supporting Internet Explorer for Mac. HRSA EHBs do not work on Internet Explorer for Mac.**

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

6.1.3 What document types can I upload?

The following document types are supported in HRSA EHBs:

- .DOC - Microsoft Word
- .RTF - Rich Text Format
- .TXT - Text
- .WPD - Word Perfect Document
- .PDF - Adobe Portable Document Format
- .XLS - Microsoft Excel

> ➢ **HRSA EHBs currently do not support Microsoft Office 2007 formats (.docx, .xlsx, etc).**