HRSA EHBs USER GUIDE

National Training and Technical Assistance Cooperative Agreements (NCAs)

Last updated on: 21 April 2011

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

Table of Contents

Table of Figures

1. Introduction

1.1. Document Purpose and Scope

The purpose of this document is to provide detailed instructions to help applicants to complete program-specific forms for National Training and Technical Assistance Cooperative Agreements (NCAs) applications in the Health Resources and Services Administration (HRSA) Electronic Handbooks (EHBs). 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 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.
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.

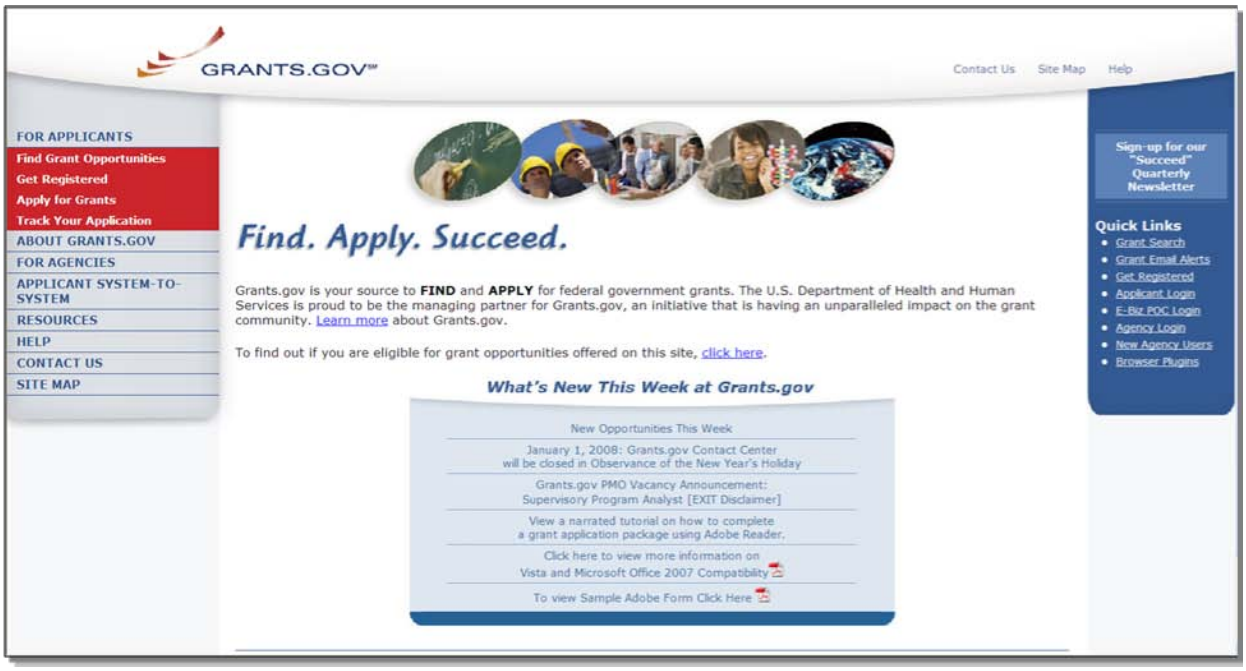
For registration information, see *HRSA's Electronic Submission User Guide* (http://www.hrsa.gov/grants/userguide.htm).

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

1. To submit an application through Grants.gov, you must do the following:
2. Go to Grants.gov and locate the funding opportunity.
3. Download the application package and instructions. The program guidance is also part of the instructions that must be downloaded.
4. 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.
5. Submit the application package through Grants.gov. (Requires registration)
6. 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

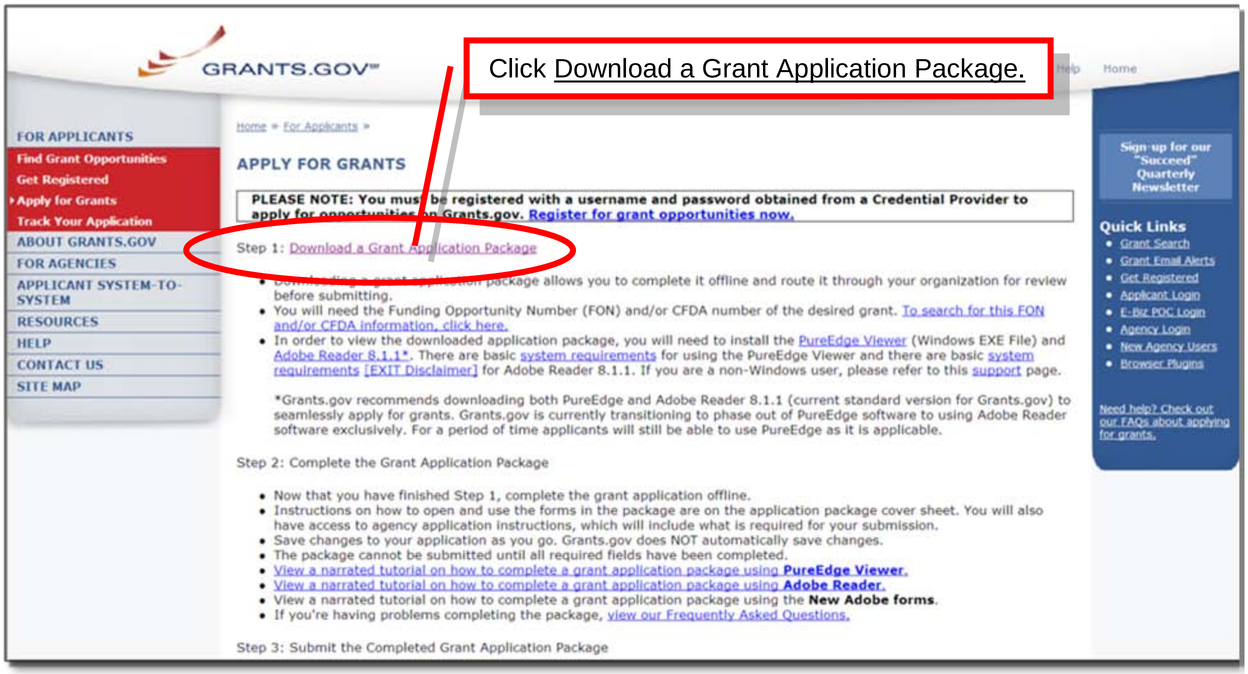


3.1. Locate Funding Opportunity

> ➢ 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.

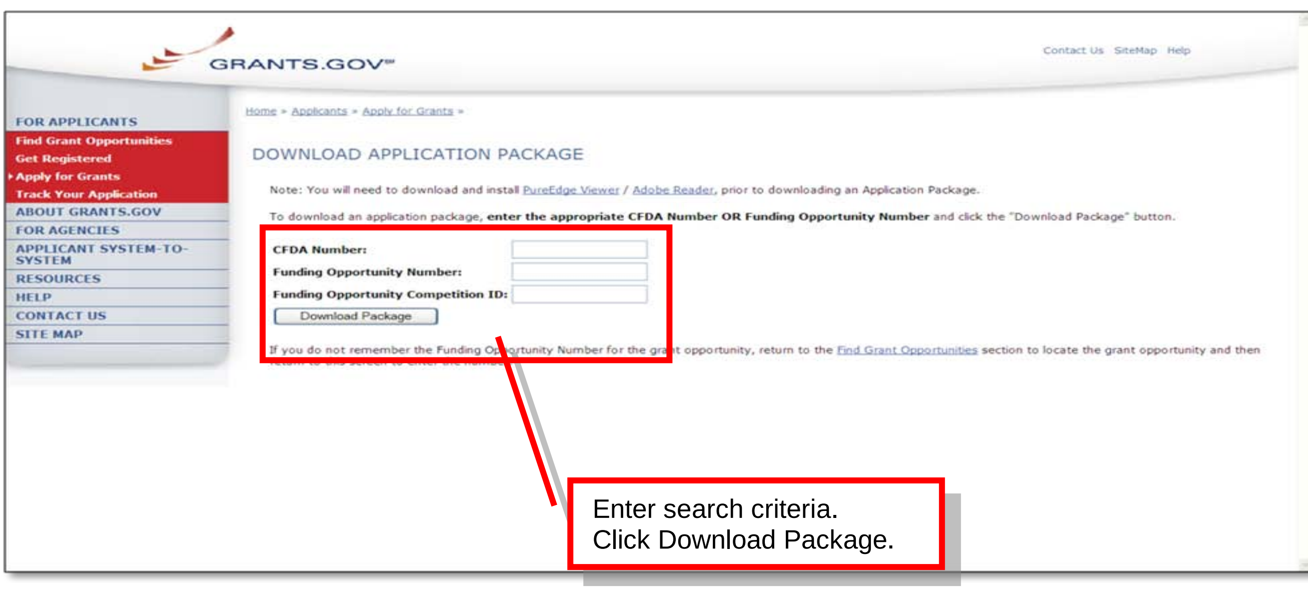
1. Point your browser to http://www.grants.gov/applicants/apply_for_grants.jsp. The Grants.gov portion of the application process is described on this page.
2. Click the Download a Grant Application Package link (Figure 2).

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



3. On the download page (Figure 3), 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)
4. Click the **Download Package** button.

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

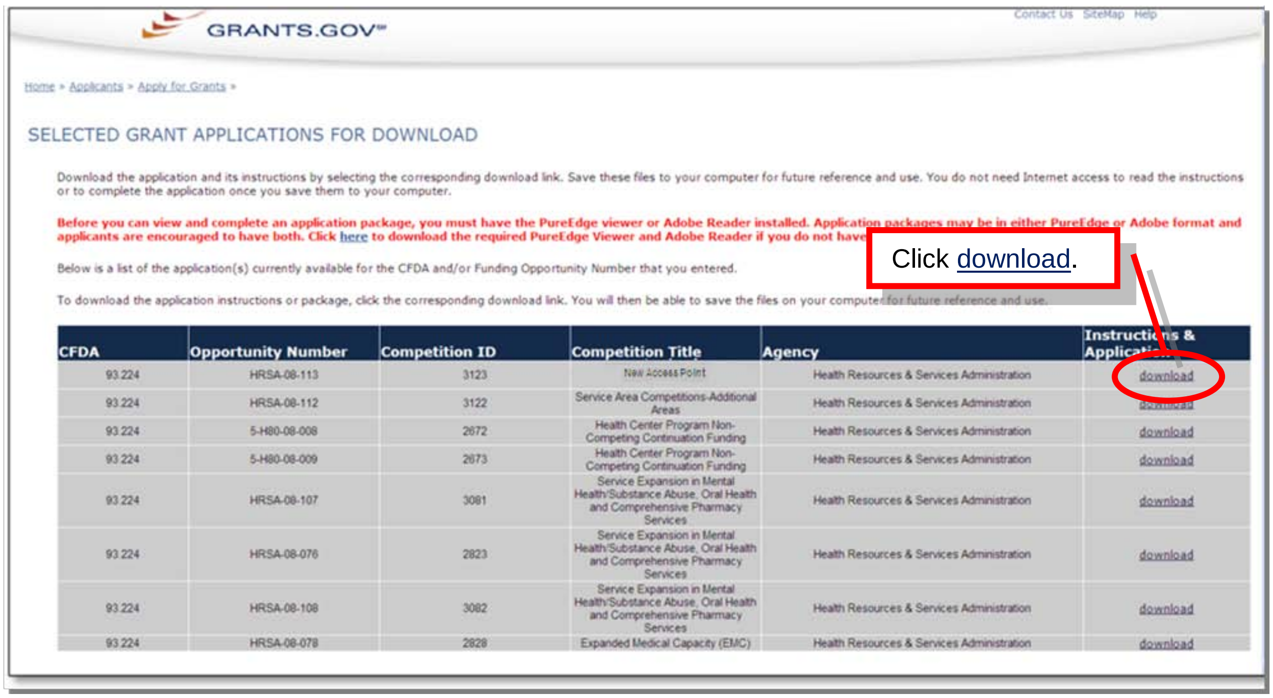


3.2. Download Application Package and Instructions

> - 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.

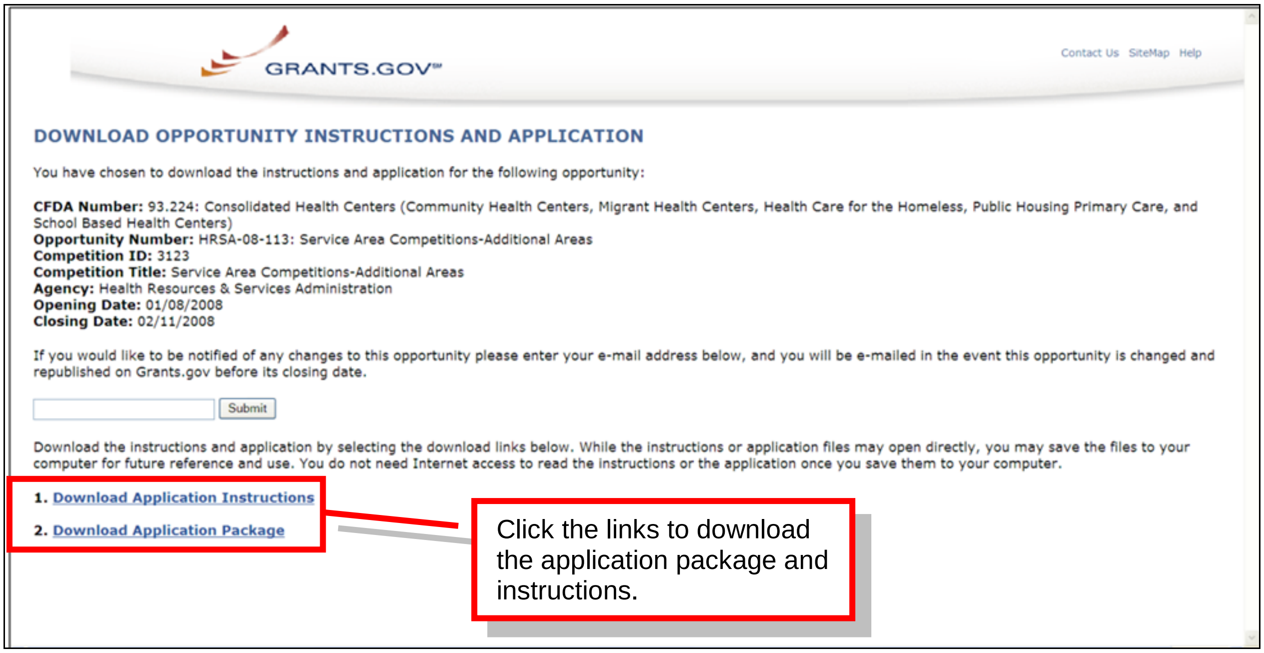
1. Click the download link for the funding opportunity (Figure 4).

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



- The *Download Opportunity Instructions and Application* page (Figure 5) opens.

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



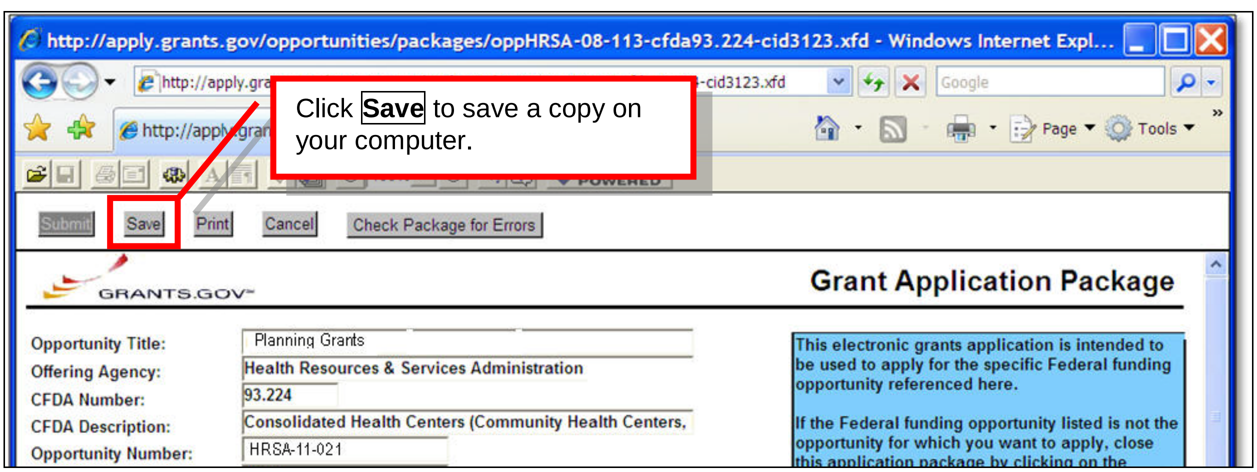
2. Click the links to download the application package and instructions.

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).

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



2. Complete the application using the built-in instructions and those 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

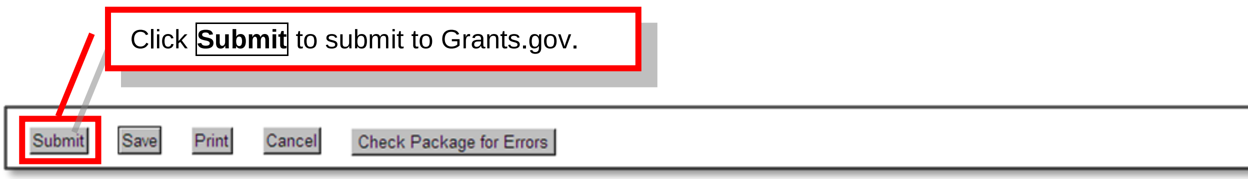
- You must be connected to the Internet and have a Grants.gov username and password to submit the application package.
- Please direct questions regarding application submission to the Grants.gov Contact Center at Tel.: 1-800-518-4726. Contact Center hours of operation are Monday-Friday from 7:00 a.m.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

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

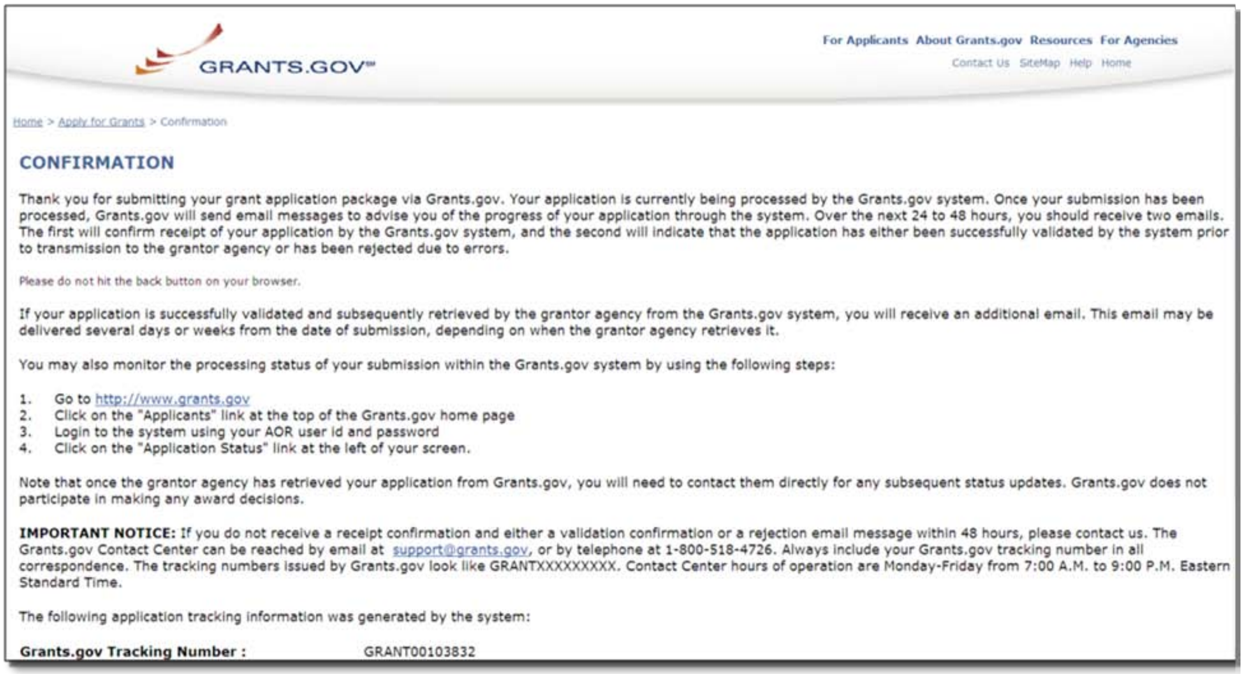


2. When prompted, log in to Grants.gov (Figure 8).

Figure 8: Grants.gov Log In

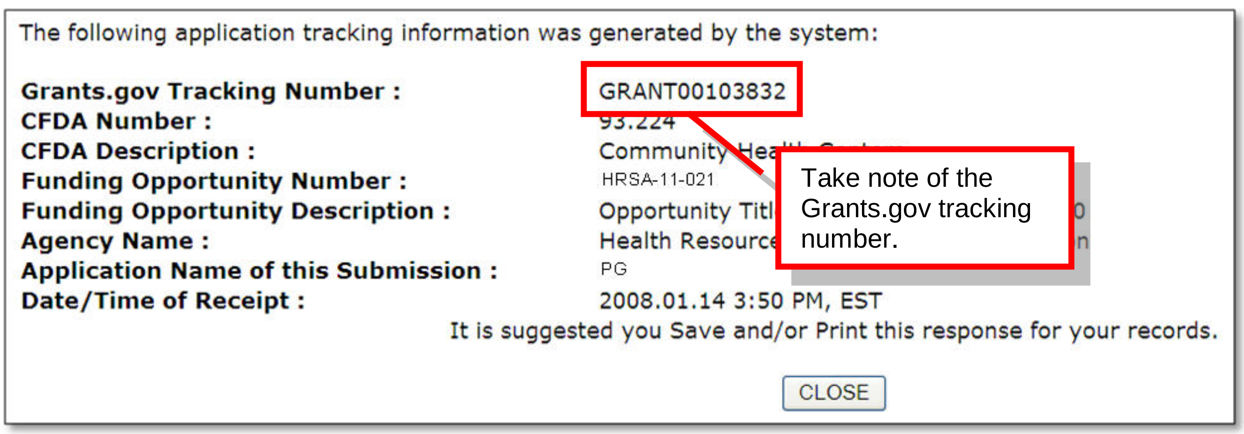
3. Your application package is uploaded to Grants.gov. A confirmation screen (Figure 9) will appear once the upload is complete.

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



4. A Grants.gov Tracking number (Figure 10) 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)



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.

4. Complete the Application in the HRSA Electronic Handbooks

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

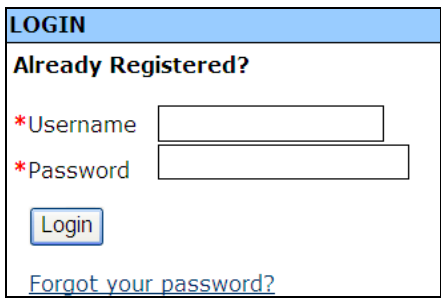
> ➢ Users new to the EHBs should be mindful that the system times-out after 30 minutes of inactivity. Some forms may take a long time to complete. Users should develop the habit of saving their work at frequent intervals.
>
> ➢ The application face page must be printed, signed, and mailed to HRSA. This 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 11).

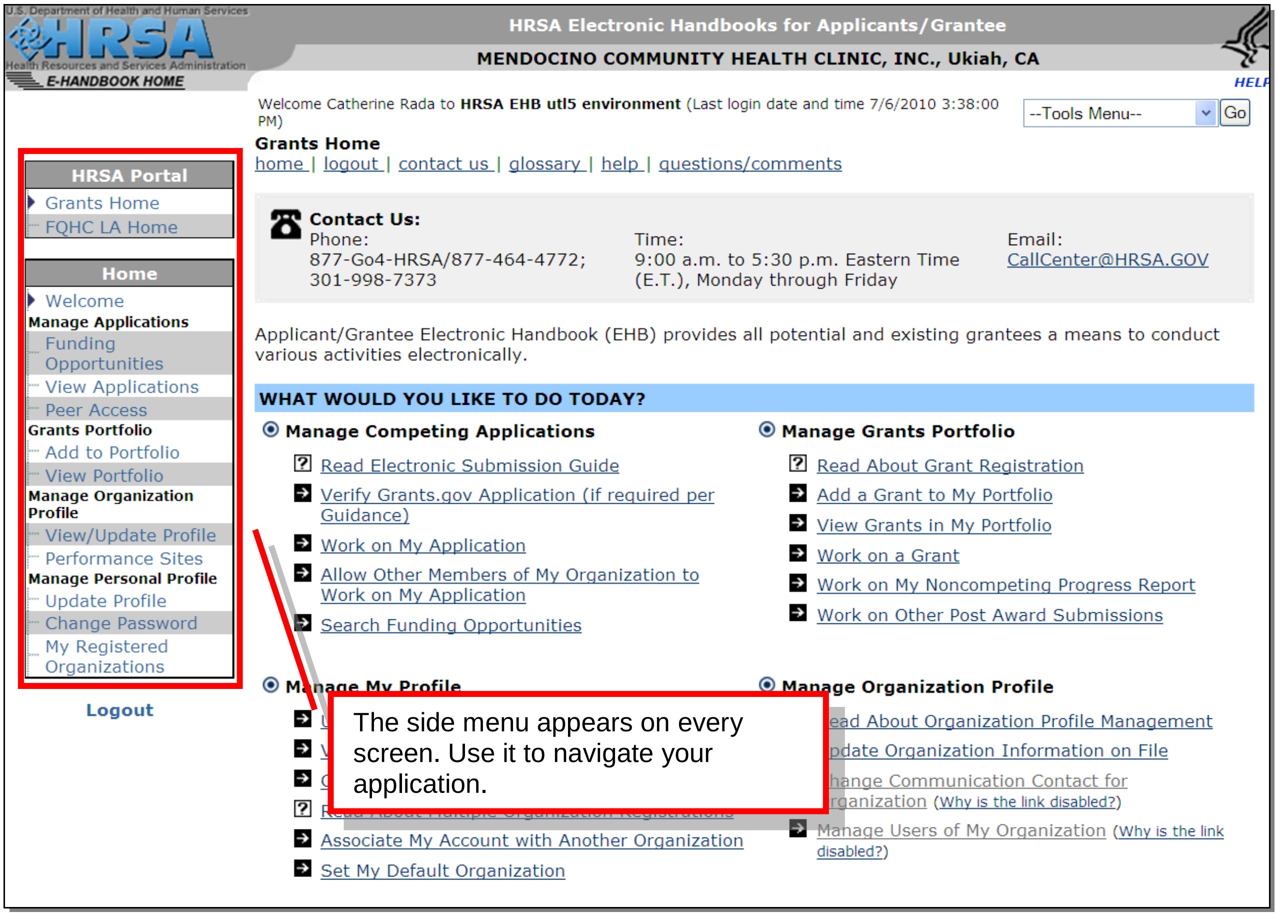
Figure 11: Section of Login Screen



3. Click the **Login** button.

   ► The HRSA EHBs *Home* page (Figure 12) opens.

Figure 12: HRSA EHBs Home Page



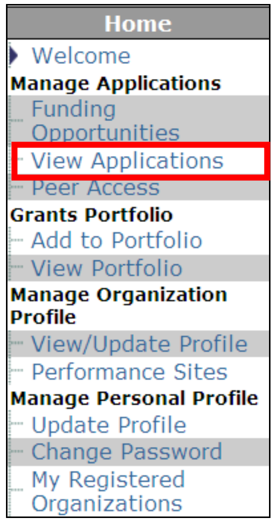
4.1.2 Initiating the Application for the First Time

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.

To initiate a new HRSA EHBs application, you need to “add” the Grants.gov application to the list of pending applications.

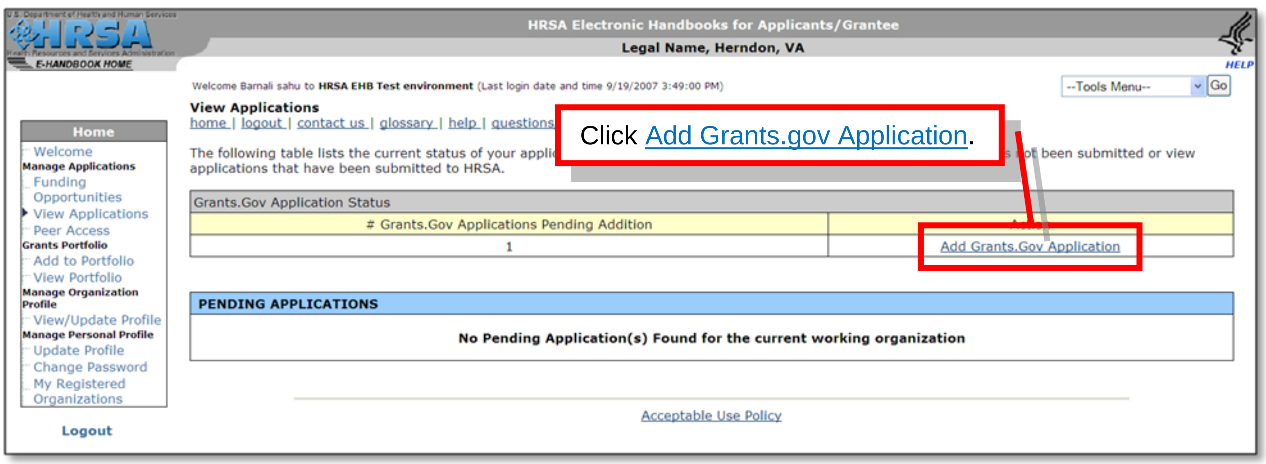
1. On the HRSA EHBs *Home* page, select the **View Applications** link under the **Manage Applications** heading on the left side menu (Figure 13).

Figure 13: Left Side Menu on HRSA EHBs Home Page



- The *View Applications* page (Figure 14) opens. When accessing your application for the first time, you will find it under the **GRANTS.GOV APPLICATION STATUS** heading.

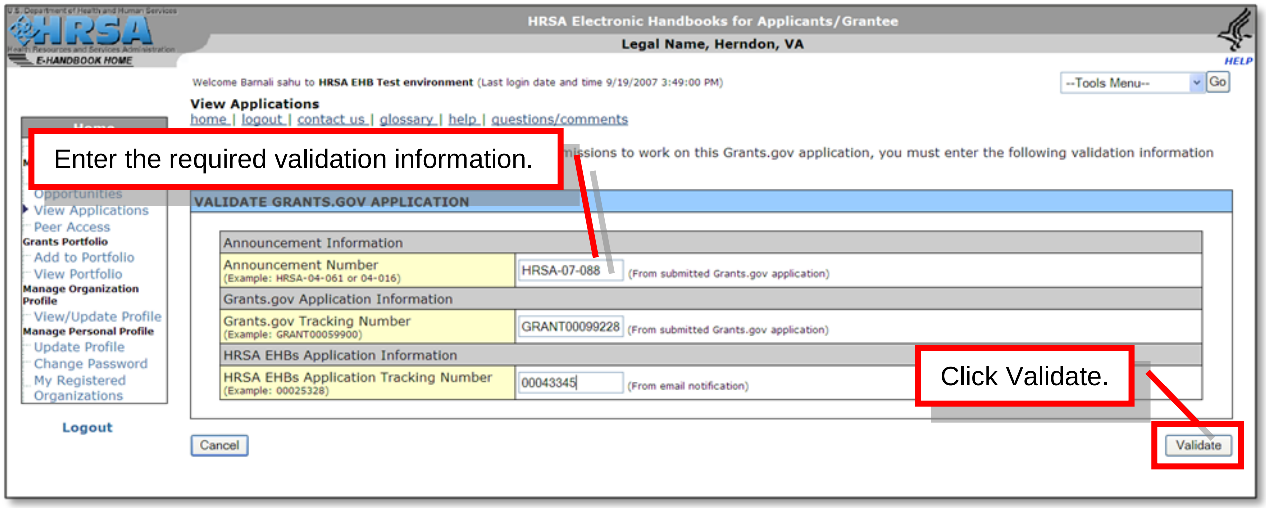
Figure 14: View Applications Page (before Grants.gov Application is added)



2. Click the Add Grants.gov Application link to add your application to the list of pending applications.

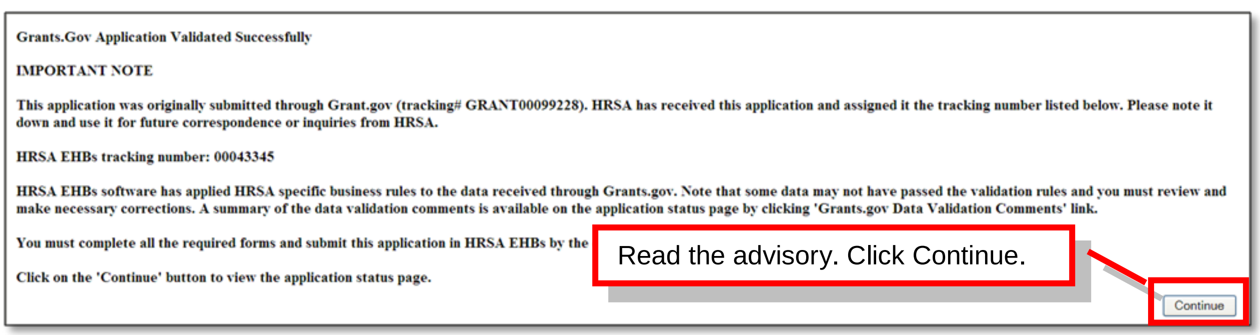
- The *Validate Grants.Gov Application* page (Figure 15) opens.

Figure 15: Validate Grants.Gov Application Page



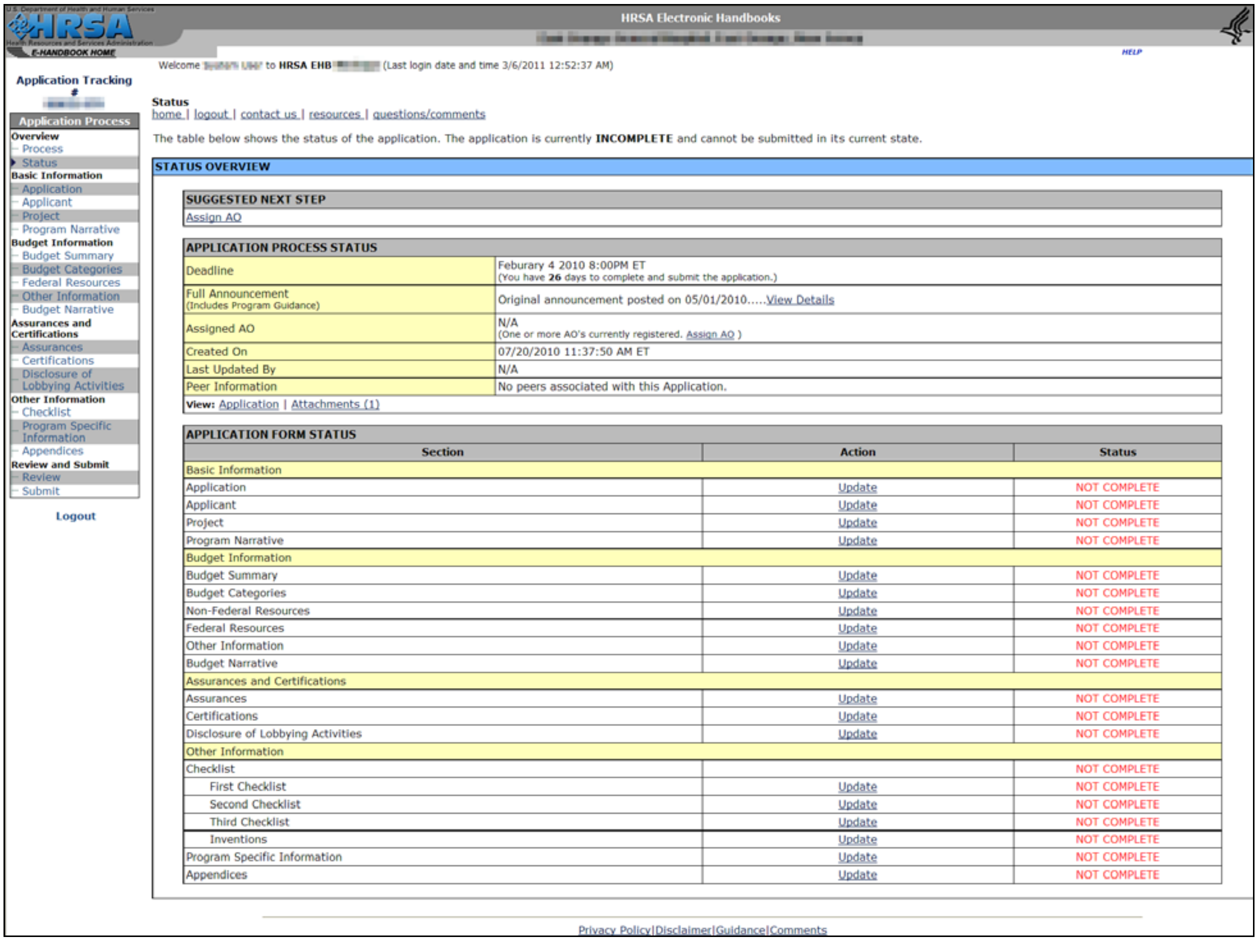
3. Enter the required validation information:
   - Announcement Number (from the Grants.gov submission confirmation page)
   - Grants.gov Tracking Number (from the Grants.gov submission confirmation page)
   - HRSA EHBs Application Tracking Number (from the email notification)
4. Click the **Validate** button.
   - ► The *Grants.gov Application Validated Successfully* page (Figure 16) opens.

Figure 16: Grants.gov Application Validated Successfully Page



5. Read the advisory, and then click the **Continue** button.
   - ► The application opens to the *Application Status Overview* page (Figure 17).

Figure 17: Application Status Overview Page


HRSA Electronic Handbooks

E-HANDBOOK HOME

HELP

Application Tracking #

Application Process

Overview
- Process
- Status

Basic Information
- Application
- Applicant
- Project
- Program Narrative

Budget Information
- Budget Summary
- Budget Categories
- 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

Welcome to HRSA EHB (Last login date and time 3/6/2011 12:52:37 AM)

Status

home | logout | contact us | resources | questions/comments

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

STATUS OVERVIEW

SUGGESTED NEXT STEP
Assign AO

APPLICATION PROCESS STATUS	
Deadline	Feburary 4 2010 8:00PM ET (You have **26** days to complete and submit the application.)
Full Announcement (Includes Program Guidance)	Original announcement posted on 05/01/2010.....View Details
Assigned AO	N/A (One or more AO's currently registered. Assign AO)
Created On	07/20/2010 11:37:50 AM ET
Last Updated By	N/A
Peer Information	No peers associated with this Application.
View: Application | Attachments (1)	

APPLICATION FORM STATUS

Section	Action	Status
Basic Information		
Application	Update	NOT COMPLETE
Applicant	Update	NOT COMPLETE
Project	Update	NOT COMPLETE
Program Narrative	Update	NOT COMPLETE
Budget Information		
Budget Summary	Update	NOT COMPLETE
Budget Categories	Update	NOT COMPLETE
Non-Federal Resources	Update	NOT COMPLETE
Federal Resources	Update	NOT COMPLETE
Other Information	Update	NOT COMPLETE
Budget Narrative	Update	NOT COMPLETE
Assurances and Certifications		
Assurances	Update	NOT COMPLETE
Certifications	Update	NOT COMPLETE
Disclosure of Lobbying Activities	Update	NOT COMPLETE
Other Information		
Checklist		NOT COMPLETE
First Checklist	Update	NOT COMPLETE
Second Checklist	Update	NOT COMPLETE
Third Checklist	Update	NOT COMPLETE
Inventions	Update	NOT COMPLETE
Program Specific Information	Update	NOT COMPLETE
Appendices	Update	NOT COMPLETE

Privacy Policy | Disclaimer | Guidance | Comments

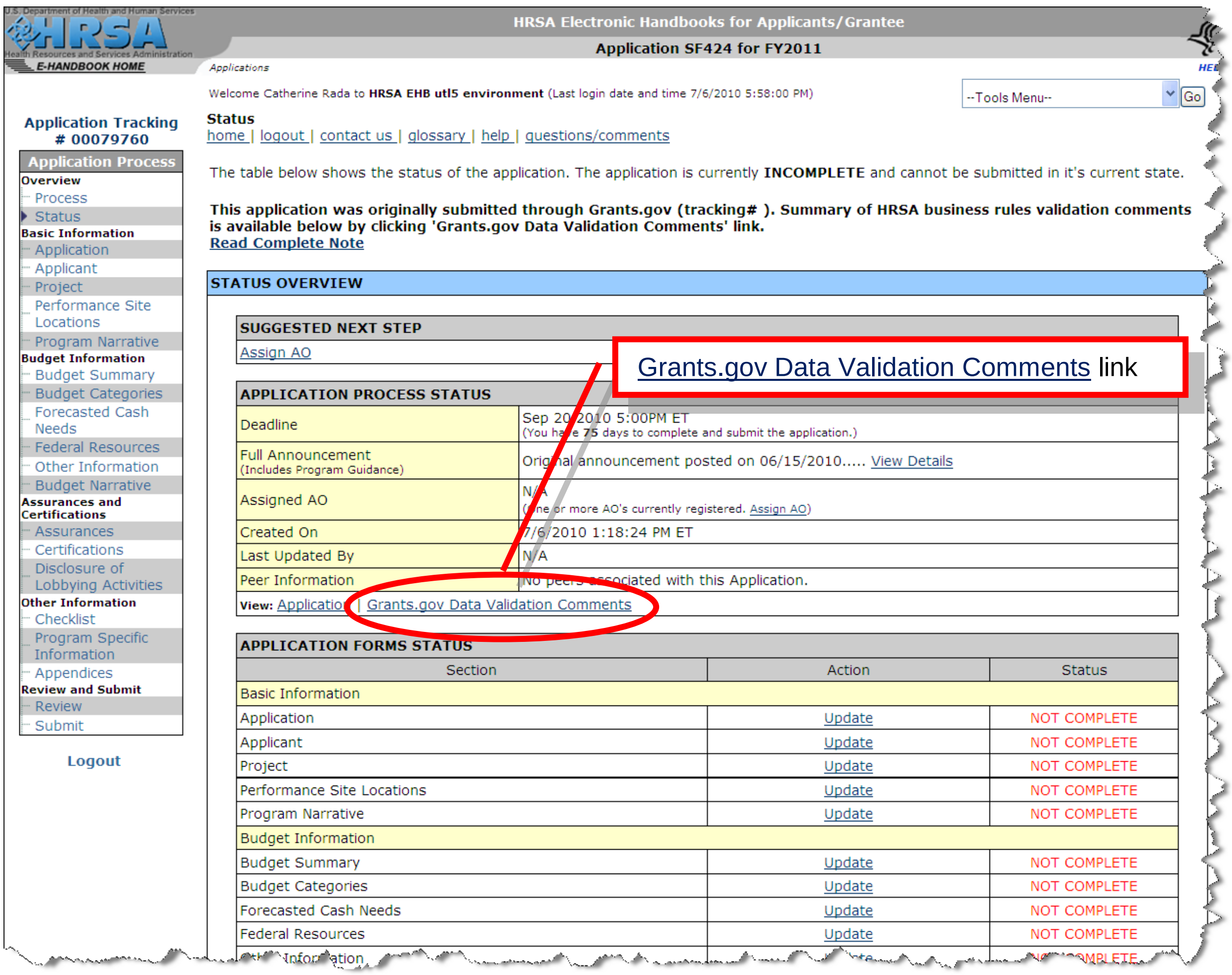
- The screen contains a different left side menu than it did before. Use this left side menu to navigate the application.

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.

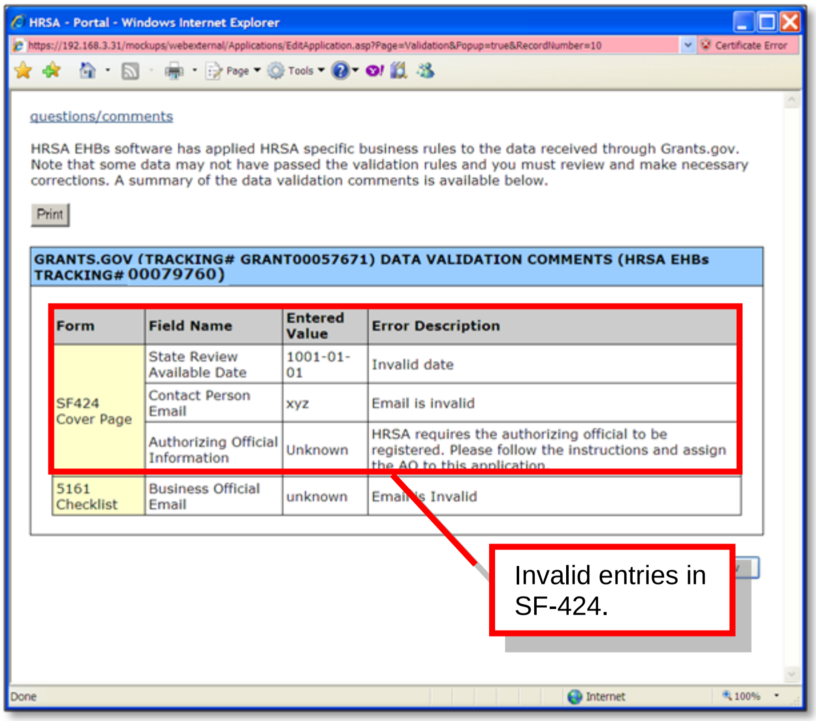
1. To view the validation errors click the Grants.gov Data Validation Comments link on the *Application Status* page in HRSA EHBs (Figure 18).

Figure 18: Application Status Page (with Grants.gov Data Validation Comments Link)



2. A summary of validation errors (Figure 19) opens in a new window.

Figure 19: Grants.gov Data Validation Comments Window



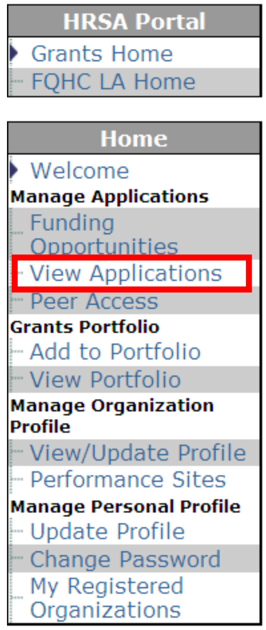
3. Review the errors and make changes, if necessary.

4.1.4 Accessing the Application

Users who have already initiated their application and added it to the list of pending applications in the EHBs (see 4.1.2 above), should follow these steps to access their application.

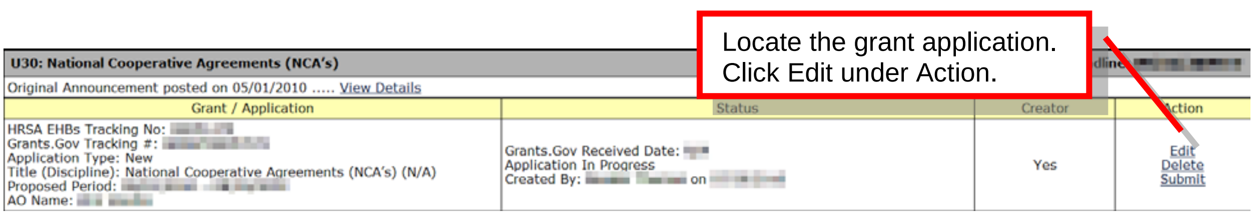
1. Click the **View Applications** link under Manage Applications on the left side menu of the HRSA EHBs *Home* page (Figure 20).

Figure 20: Left Side Menu of HRSA EHB Home Page



- The *View Applications* page (Figure 21) opens.

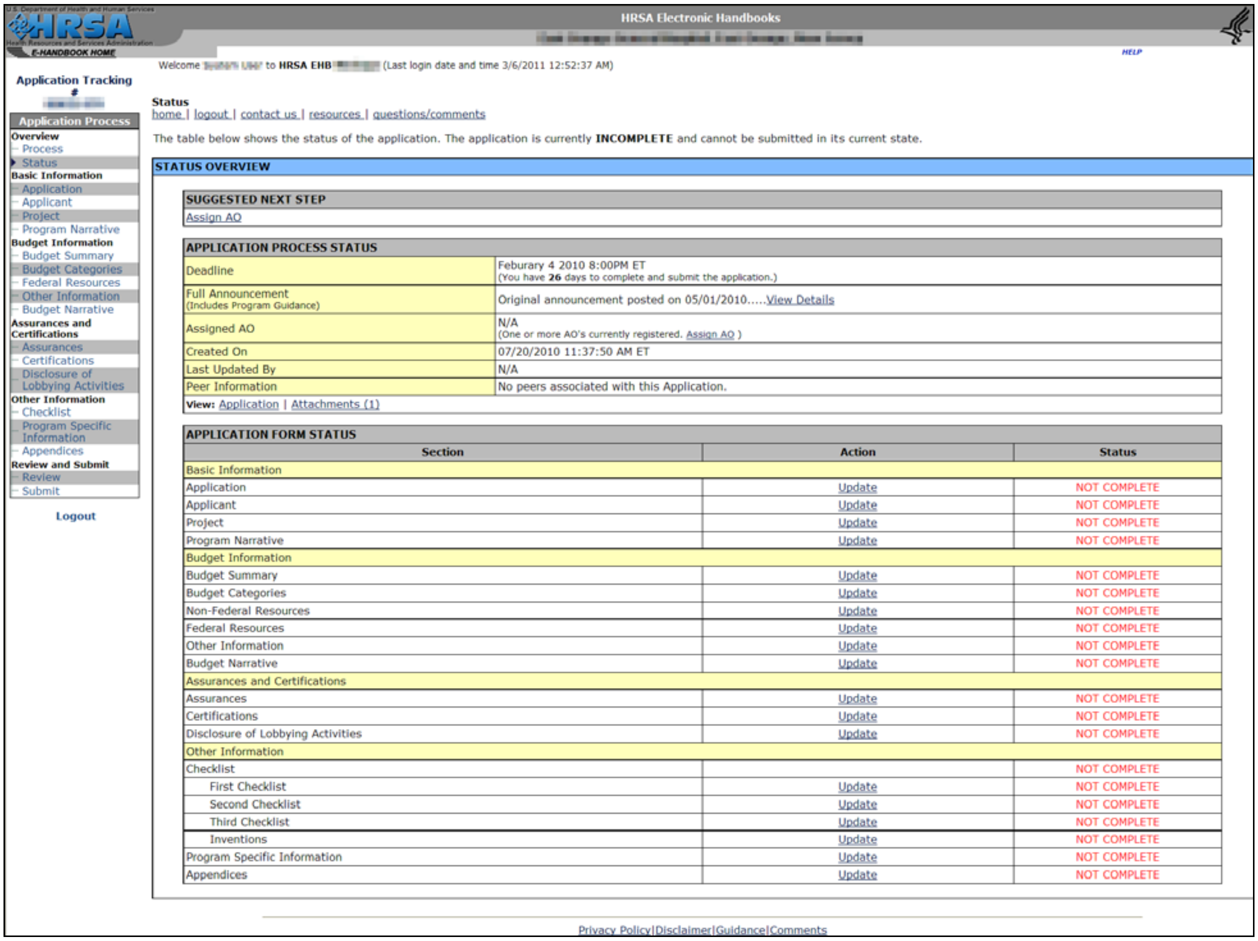
Figure 21: View Applications Page



2. Locate the NCA application in the list of pending applications, and click its Edit link.

- The *Application Status* page (Figure 22) opens.

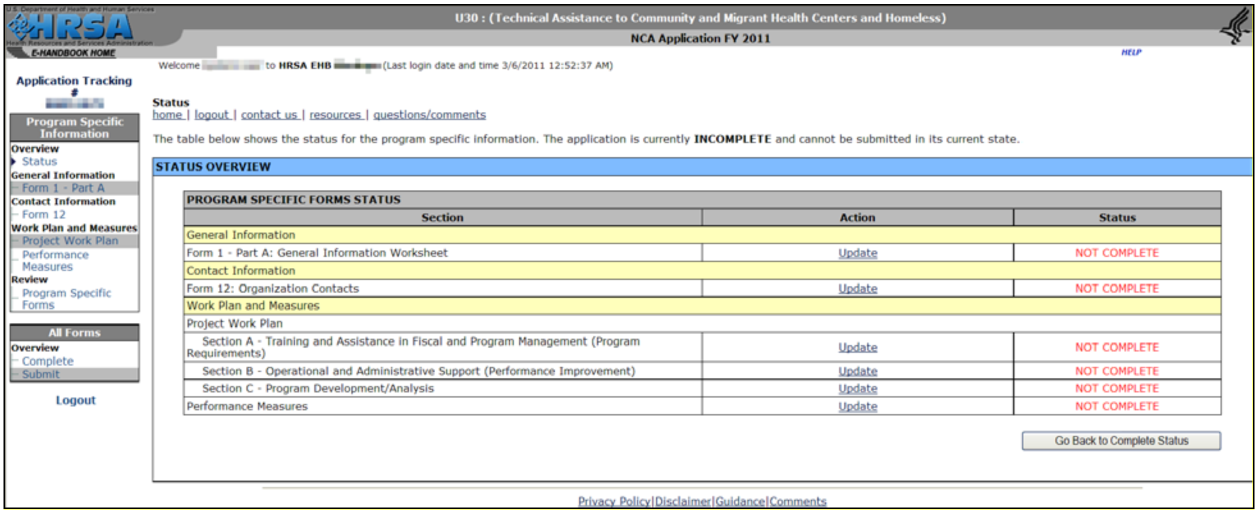
Figure 22: Application Status Page



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

3. To access a standard form, click the appropriate item on the left side menu, or click the corresponding Update link in the **APPLICATION FORMS STATUS** table.
    - The corresponding form will open. (For application standard forms, see section 4.2 below.)
4. To access program specific forms, click the **Program Specific Information** left side menu item (or the corresponding Update link in the status table).
    - The *Status* page for Program Specific Information (Figure 23) will open. (For program specific forms, see section 4.3 below.)

Figure 23: Status Overview Page for Program Specific Information



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

4.1.5 Navigating the Application: A Note about Left Side Menus

A navigation menu appears on the left side of every screen in the HRSA Electronic Handbooks. Use these menus to log in, access applications, application standard forms, and program specific forms (Figure 24).

After logging in to the HRSA EHBs, you will be on the Grants *Home* page. From here, you can click **View Applications** on the **Grants** left side menu to access a list of your applications. Locate the application, and then click the Edit link to open it. The *Status* page for the application will open.

In the application, use the **Application Process** left side menu to access application forms (Figure 25). Click **Program Specific Information** to open the *Status* page for program specific forms.

To view the status of the program specific information forms, click **Status** in the **Program Specific Information** left side menu. To view the status of the application as a whole, click **Complete** under **Overview** in the **All Forms** left side menu.

Figure 24: Menu Progression for NCA Applications

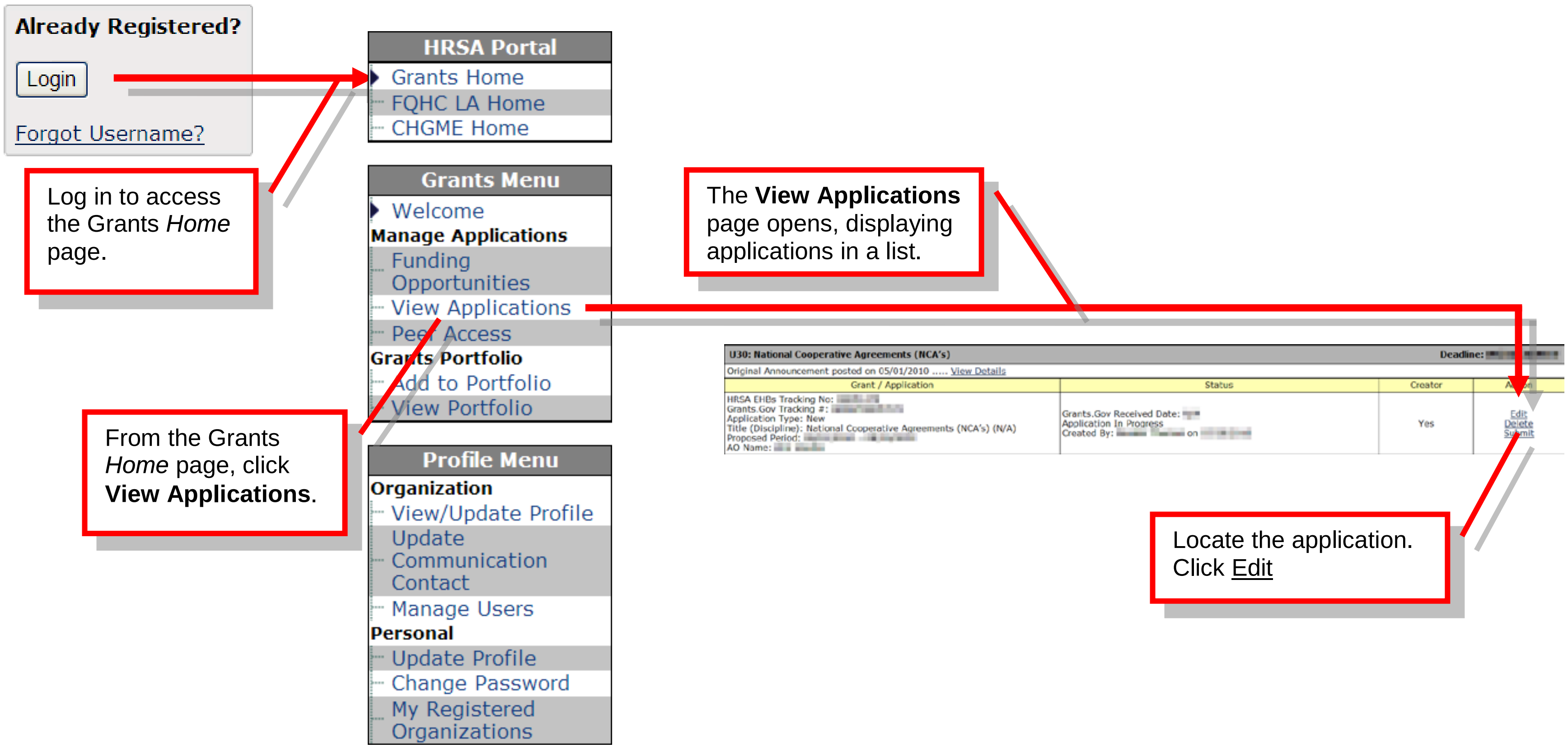
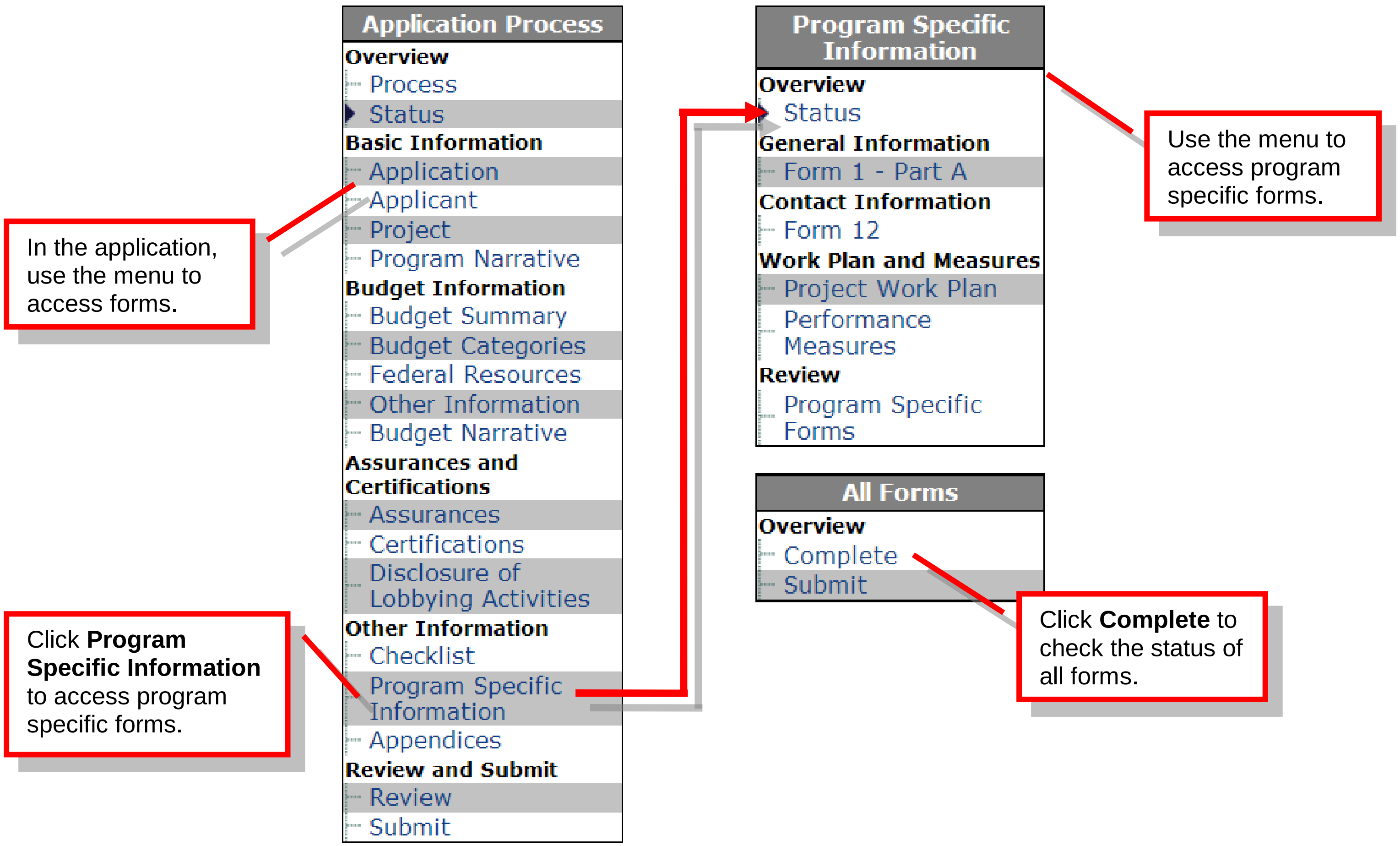


Figure 25: Menu Progression for NCA Applications (Continued)



4.2. Standard Forms (SF-424)

When you open your application, the first screen that appears is the *Application Status* page (Figure 22), 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 (see 4.1.3 above).

The **APPLICATION FORMS STATUS** table on the screen (Figure 26) 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, click the appropriate link within the left side menu of the *Application Status* page, or click the Update link corresponding to the form in the **APPLICATION FORMS STATUS** table.

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

Figure 26: 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		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.

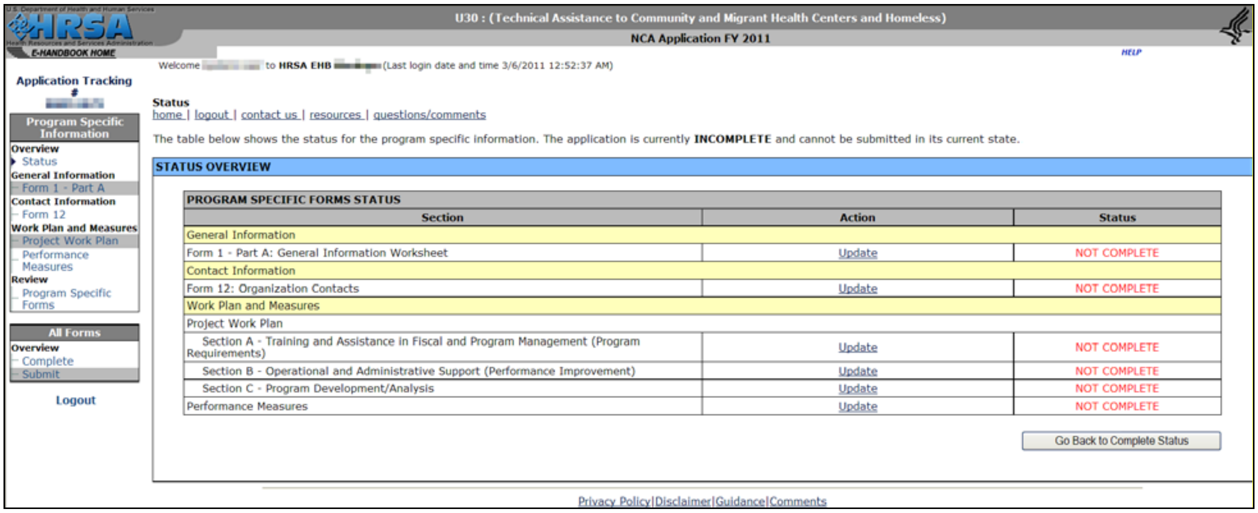
4.3. Program Specific Forms

To access Program Specific Information forms, click the **Program Specific Information** link in the left side menu on the *Application Status* page (Figure 27).

Figure 27: Left Side Menu of Application Status Page

The *Status* page for program specific forms opens (Figure 28).

Figure 28: Program Specific Status Overview



The completion status of each program specific form is shown in the **PROGRAM SPECIFIC FORMS STATUS** table. To access any form:

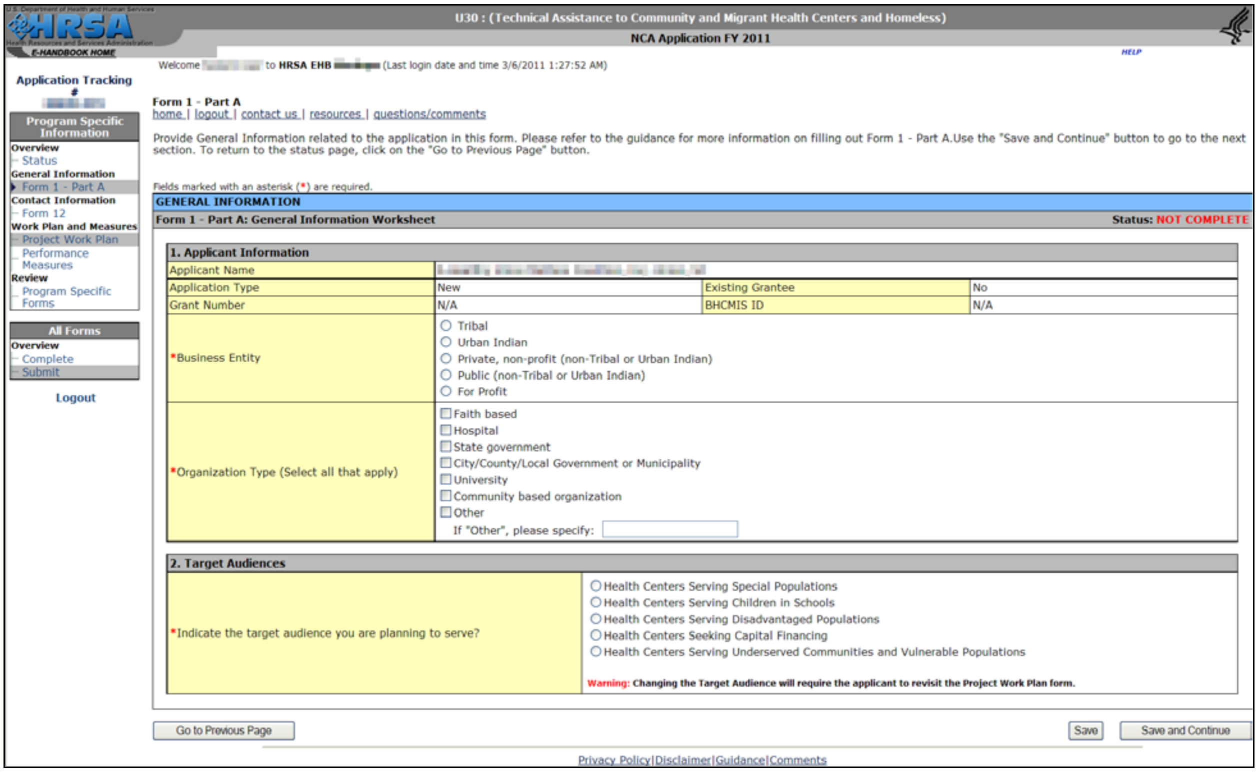
- Click the appropriate link in the left side menu, or
- Click the Update link corresponding to the form.

4.3.1 Form 1 – Part A: General Information Worksheet

Form 1 – Part A: General Information Worksheet is a summary of information related to your organization and target audience.

Click Update in the Action column of the **PROGRAM SPECIFIC FORM STATUS** table (or click **Form 1 – Part A** on the **Program Specific Information** left side menu) to access *Form 1 – Part A: General Information Worksheet* (Figure 29).

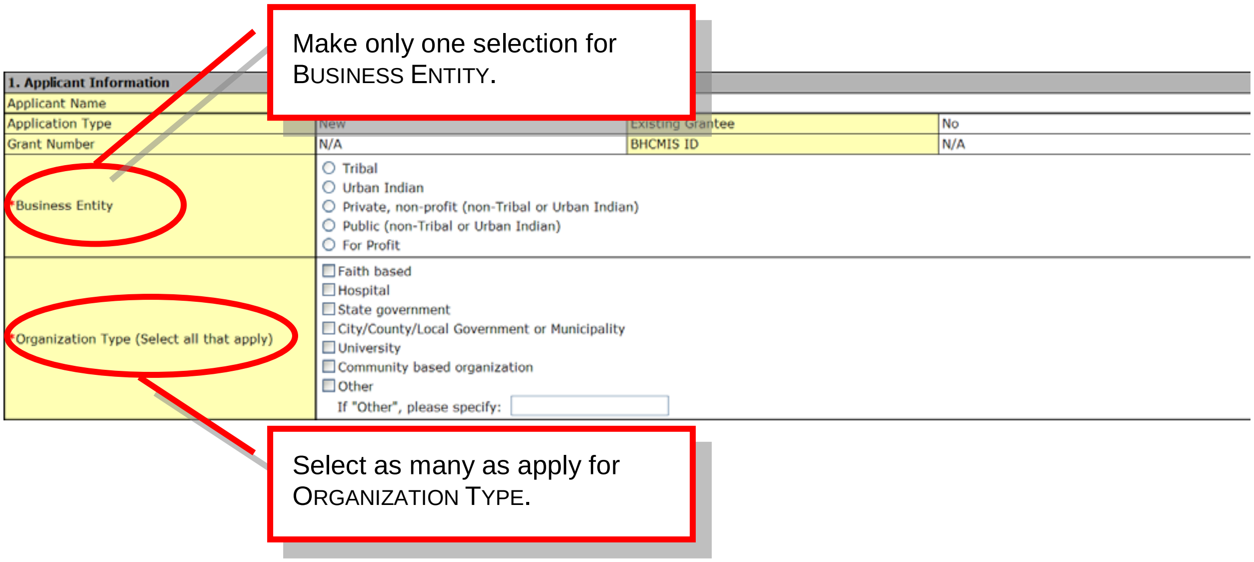
Figure 29: Form 1 – Part A: General Information Worksheet



Complete the form. Data entry is required in fields marked with an asterisk (*).

- Under **APPLICANT INFORMATION**, select your business entity and the organization type characteristics that best describe your organization.

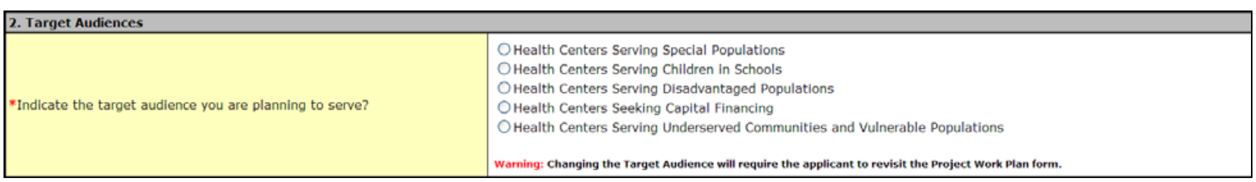
Figure 30: Form 1 – Part A: Applicant Information



- Under **TARGET AUDIENCES**, select the audience you plan to serve.

> - The Project Work Plan (see 4.3.3 below) you will prepare will depend on the choice you make here.
> - Changing the choice you make here will impact your Project Work plan. Choose carefully so as to avoid having to redo your Project Work Plan.

Figure 31: Form 1 – Part A: Target Audiences



Click the **Save and Continue** button at the bottom of the screen to save your work. The system will validate your data entry and, if it detects no errors, will move the status of the form to "Complete" and take you to the Project Work Plan form.

4.3.2 Form 12: Contact Information

Form 12: Contact Information asks for contact information for your application.

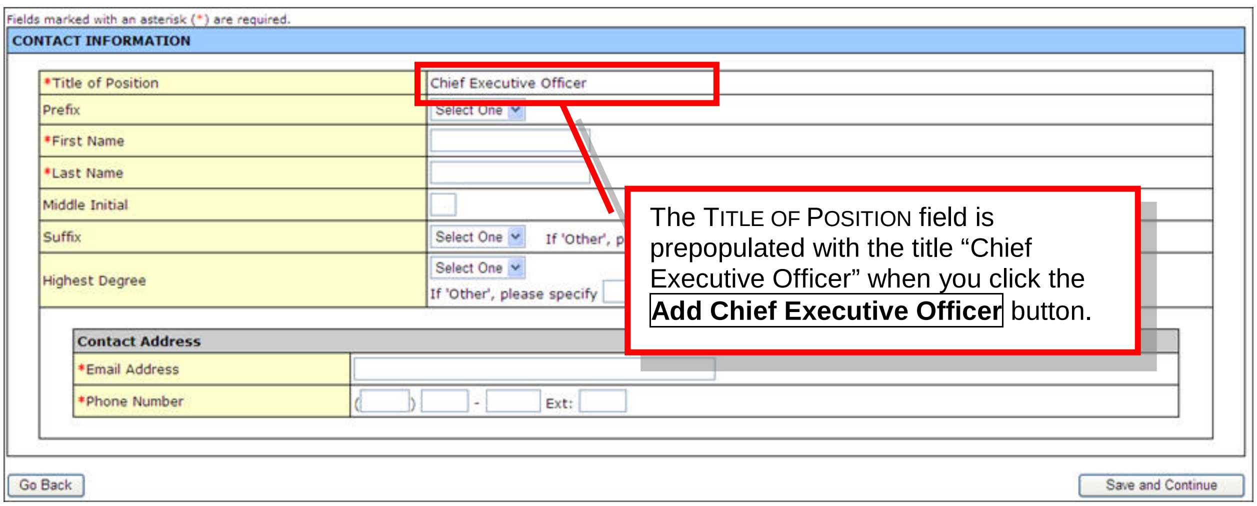
Click Update in the Action column of the status table (or click **Form 12** on the **Program Specific Information** left side menu) to access *Form 12: Contact Information*.

Enter a chief executive officer (optional) and a contact person (required). The contact person should be the primary communications liaison for any program specific information being submitted as part of this application. Data entry is required in fields marked with an asterisk (*).

4.3.2.1 Add a Chief Executive Officer

1. Click the **Add Chief Executive Officer** button
   - The **CONTACT INFORMATION** form opens (Figure 32).

Figure 32: Contact Information, Chief Executive Officer

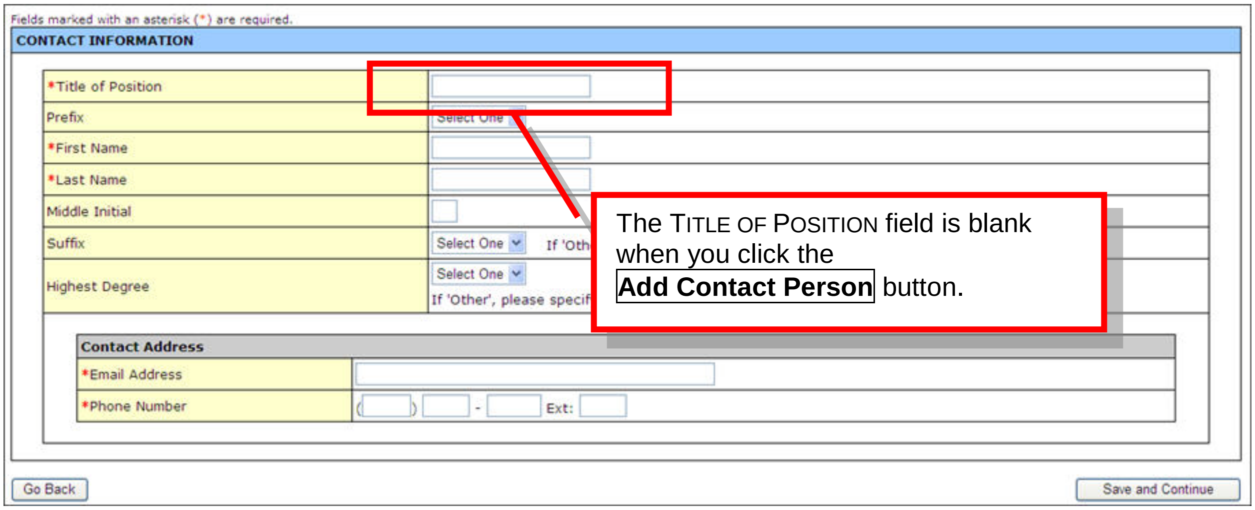


2. Complete the form.
3. Click the **Save and Continue** button.

4.3.2.2 Add a Contact Person

1. Click the **Add Contact Person** button
   - The **CONTACT INFORMATION** form opens (Figure 33).

Figure 33: Contact Information, Contact Person

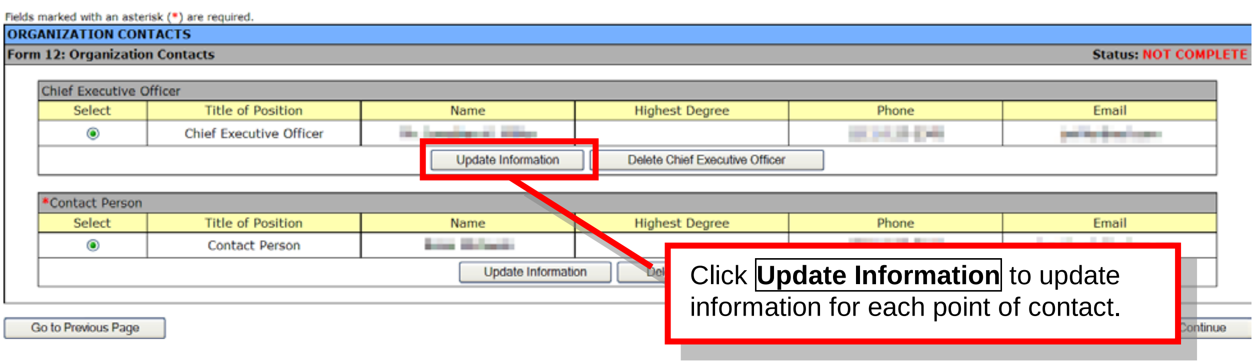


2. Complete the form.
3. Click the **Save and Continue** button.

4.3.2.3 Update Contact Information

1. Click the **Update Information** button to update the information for either the Chief Executive Officer or contact person (Figure 34).
   - The **CONTACT INFORMATION** data entry form opens for the contact you are updating.

Figure 34: Sample Contact Information Data Entry Page for Form 12



2. Update the information as necessary. Data entry is required in fields marked with an asterisk (*).
3. Click the **Save and Continue** button at the bottom of the screen to save your work and return to *Form 12: Contact Information*.

Click the **Save and Continue** button at the bottom of *Form 12: Contact Information* to save your work and proceed to the next form.

4.3.3 Project Work Plan

The Project Work Plan outlines the goals and objectives related to the NCA project. It is a three-part form. The basic mechanics of completing the form are the same for all three parts.

Click Update in the Action column of the status table (or click **Project Work Plan** on the **Program Specific Information** left side menu) to access the *Project Work Plan* page.

Each section in the Project Work Plan includes a set of standard goals. These goals vary, depending on the target audience you chose on *Form 1 – Part A*. You are required to complete data entry for the standard goals, and you may add additional goals, if desired.

For each goal (standard or additional), you are expected to add one or more objectives.

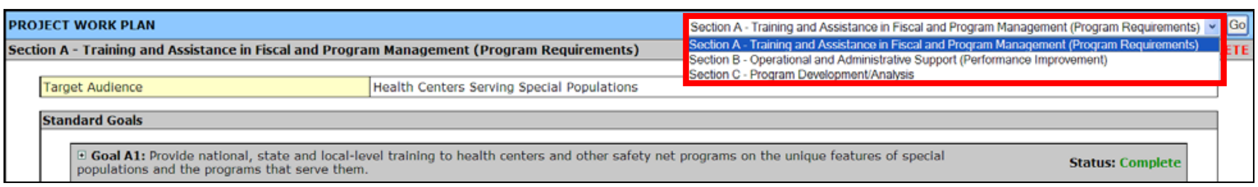
For each objective, you are expected to enter a description; one or more activities; one or more expected outcomes; one or more sources of data, evaluation methods, or measurements used to evaluate progress toward an objective; one or more persons responsible for carrying out the activities; and a time frame for carrying them out. You may also enter comments.

Complete each section of the Project Work Plan as detailed below.

4.3.3.1 Section A – Training and Assistance in Fiscal and Program Management (Program Requirements)

1. If necessary, select Section A from the dropdown menu at the top of the screen (Figure 35).

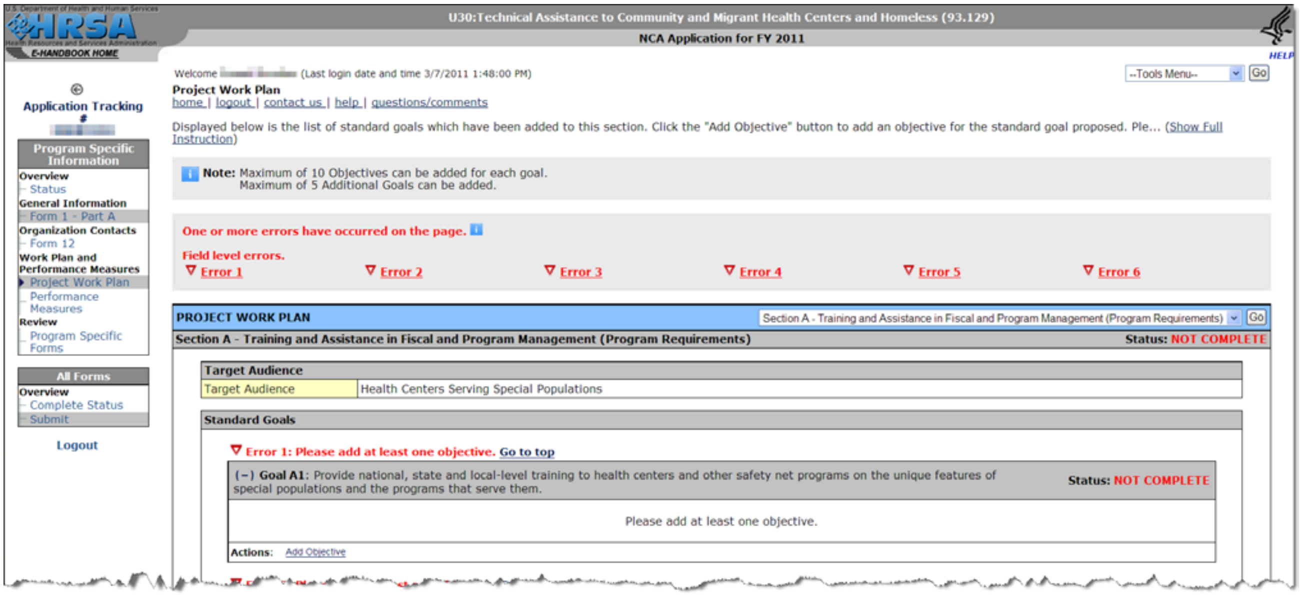
Figure 35: Menu of Project Work Plan Sections



2. Click the **Go** button.

   ▶ The screen displays the home page for Section A (Figure 36).

Figure 36: Project Work Plan - Section A

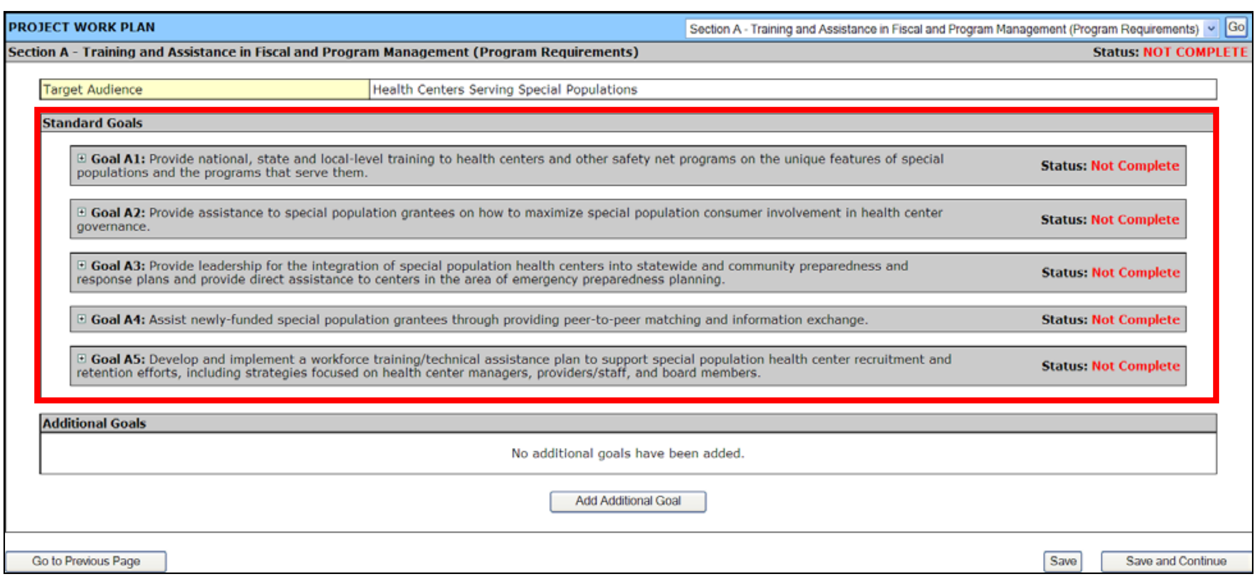


3. Enter information as detailed in the following sections.
4. When you have completed Section A, click the Save and Continue button at the bottom of the screen. The system will validate your data entry and, if it detects no errors, will move the status of the section to “Complete” and take you to Section B.

Managing Standard and Additional Goals

Each section includes a set of Standard Goals (Figure 37). You must complete data entry for all Standard Goals.

Figure 37: Standard Goals



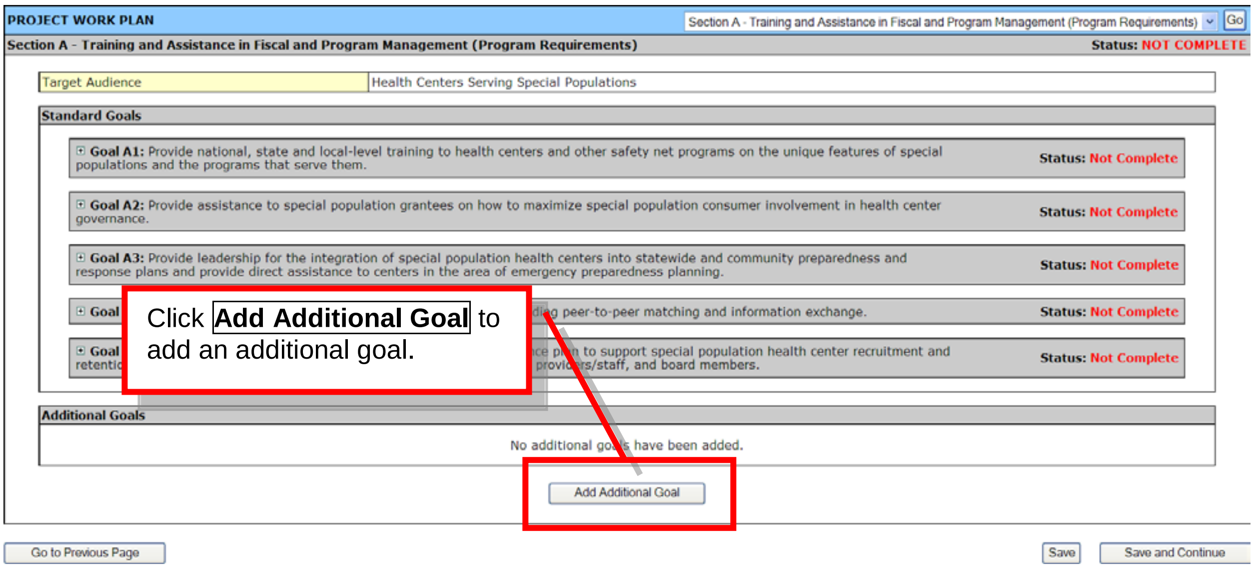
You may enter additional goals, if desired. You may delete any additional goals you enter; you may not delete Standard Goals.

> - Additional Goals are not required.
> - You can add a maximum of five Additional Goals in each of the three sections of the Project Work Plan.

4.3.3.1.1 Add Additional Goals

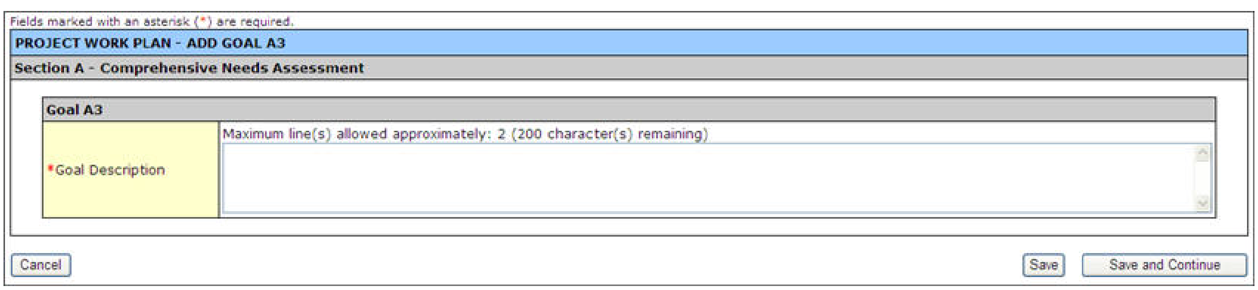
1. Click the **Add Additional Goal** button to add a goal (Figure 38).

Figure 38: Project Work Plan: Add Additional Goal Button



- The **PROJECT WORK PLAN – ADD GOAL** form opens (Figure 39).

Figure 39: Project Work Plan: Add Additional Goal Form

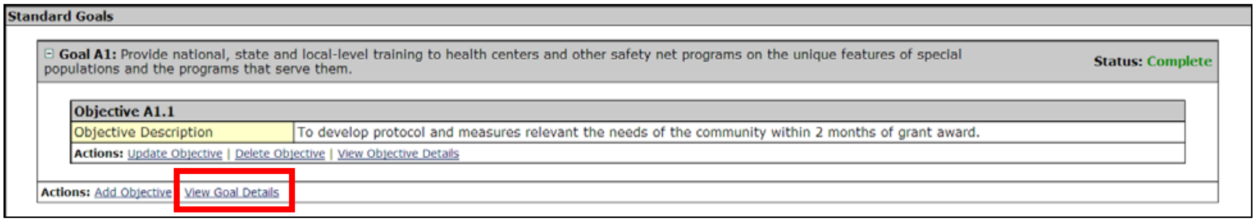


2. Enter a goal description in the space provided.
3. Click the **Save and Continue** button to save your work and return to Section A.

4.3.3.1.2 View Goal Details

For any goal, click the View Goal Details link under Actions to see a summary of the goal and its objectives (Figure 40).

Figure 40: View Goal Details Link under Actions for Standard Goal

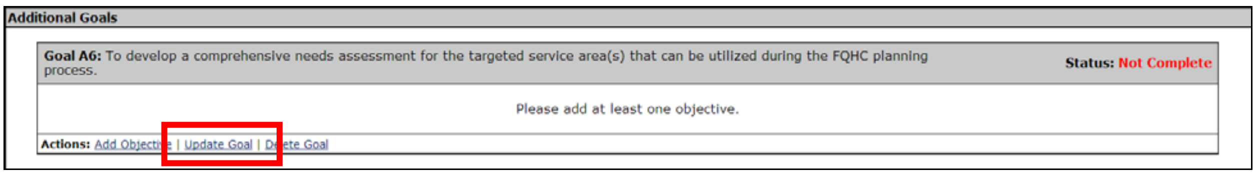


- The summary will open in a popup window, in read-only HTML format.
- The View Goal Details link will not appear until you have added at least one objective.

4.3.3.1.3 Update Goal (Additional Goals Only)

For any additional goal, click the Update Goal link under Actions to update the goal description (Figure 41).

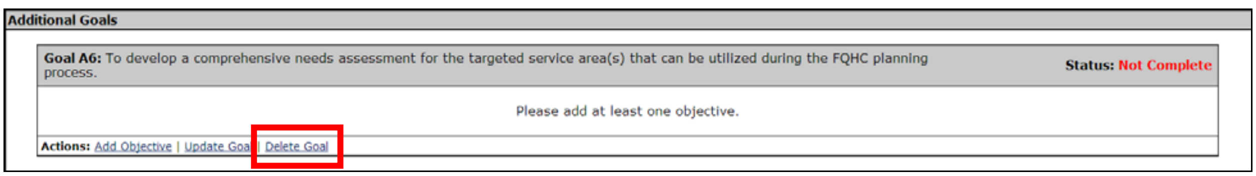
Figure 41: Update Goal Link under Actions for Additional Goal



4.3.3.1.4 Delete Goal (Additional Goals Only)

For any additional goal, click the Delete Goal link under Actions to delete the goal (Figure 42).

Figure 42: Delete Goal Link under Actions for Additional Goal



Managing Objectives

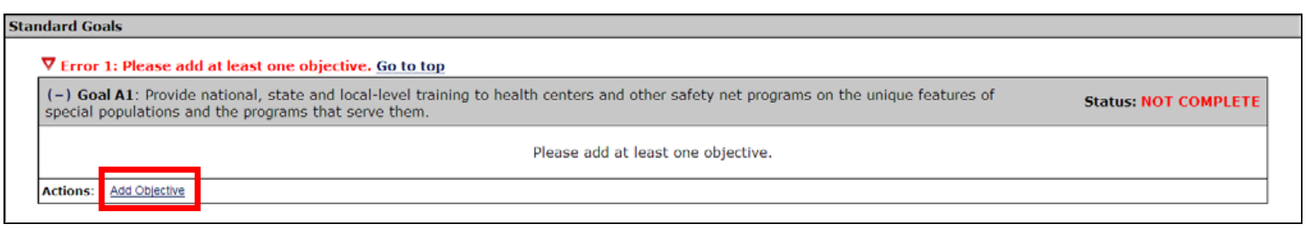
For each goal (standard or additional), you must add and complete data entry for at least one objective.

> ➢ You can add a maximum of 10 Objectives to each goal.

4.3.3.1.5 Add Objective

1. To add an objective, click the Add Objective link under Actions (Figure 43).

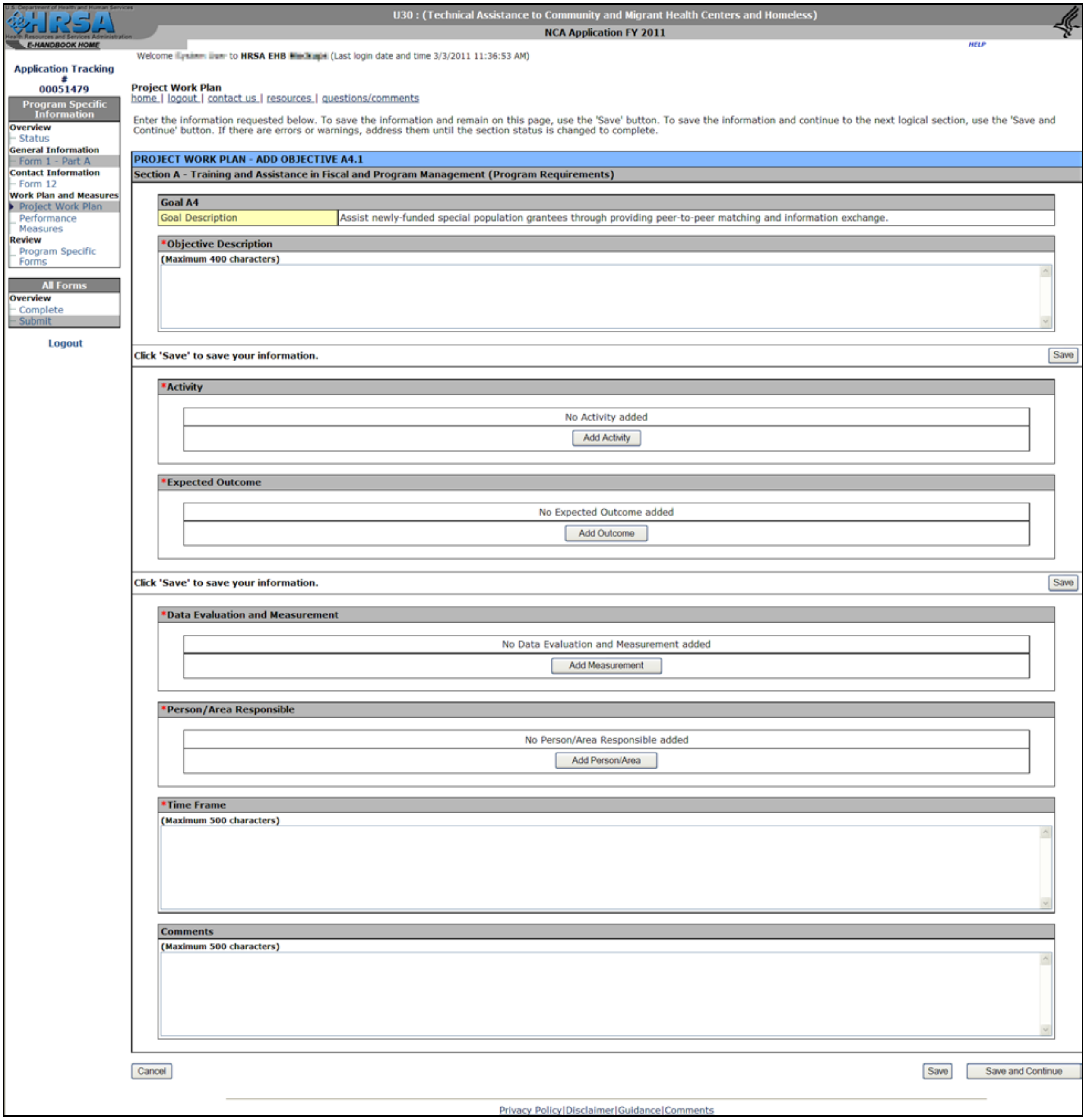
Figure 43: Add Objective Link under Actions



- ▶ The *Add Objective* page opens (Figure 44).

2. Complete data entry on this page as detailed in sections 4.3.3.1.6 to 4.3.3.1.11 below.
3. Click the **Save and Continue** button to save your work and return to the Project Work Plan home page.
   - You can click the minus sign (-) next to the goal name to collapse the display of objectives. Click the plus sign (+) to expand it.
4. Repeat for any additional objectives for the current goal.

Figure 44: Add Objective Page


U.S. Department of Health and Human Services
HRSA
Health Resources and Services Administration
E-HANDBOOK HOME

U30 : (Technical Assistance to Community and Migrant Health Centers and Homeless)
NCA Application FY 2011

HELP

Welcome [illegible] to HRSA EHB [illegible] (Last login date and time 3/3/2011 11:36:53 AM)

Application Tracking #
00051479

Program Specific Information
Overview
- Status
General Information
- Form 1 - Part A
Contact Information
- Form 12
Work Plan and Measures
- Project Work Plan
- Performance Measures
Review
- Program Specific Forms

All Forms
Overview
- Complete
- Submit

Logout

Project Work Plan
home | logout | contact us | resources | questions/comments

Enter the information requested below. To save the information and remain on this page, use the 'Save' button. To save the information and continue to the next logical section, use the 'Save and Continue' button. If there are errors or warnings, address them until the section status is changed to complete.

PROJECT WORK PLAN - ADD OBJECTIVE A4.1
Section A - Training and Assistance in Fiscal and Program Management (Program Requirements)

Goal A4

Goal Description	Assist newly-funded special population grantees through providing peer-to-peer matching and information exchange.

*Objective Description
(Maximum 400 characters)

Click 'Save' to save your information. Save

*Activity
No Activity added
Add Activity

*Expected Outcome
No Expected Outcome added
Add Outcome

Click 'Save' to save your information. Save

*Data Evaluation and Measurement
No Data Evaluation and Measurement added
Add Measurement

*Person/Area Responsible
No Person/Area Responsible added
Add Person/Area

*Time Frame
(Maximum 500 characters)

Comments
(Maximum 500 characters)

Cancel Save Save and Continue

Privacy Policy | Disclaimer | Guidance | Comments

Data Entry for Objectives

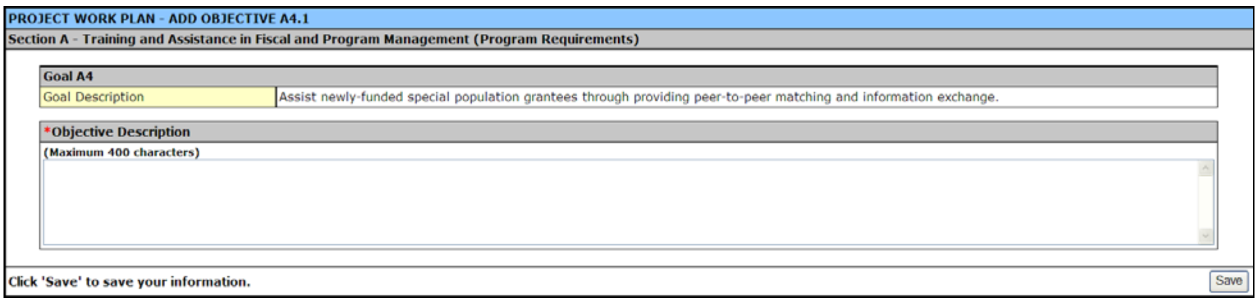
For each objective, you are expected to enter a description; one or more activities; one or more expected outcomes; one or more sources of data, evaluation methods, or measurements used to evaluate progress toward an objective; one or more persons responsible for carrying out the activities; and a time frame for carrying them out. You may also enter comments.

4.3.3.1.6 Objective Description, Time Frame, and Comments

On the *Add Objective* page, the OBJECTIVE DESCRIPTION, TIME FRAME, and COMMENTS fields are simple text entry fields (Figure 45). Data entry in the OBJECTIVE DESCRIPTION and TIME FRAME fields is required; data entry in the COMMENTS field is optional.

- Complete your data entry. Click the **Save** button at frequent intervals to save your work.
- There is a character limit for each field, as specified on-screen.

Figure 45: Objective Description Field

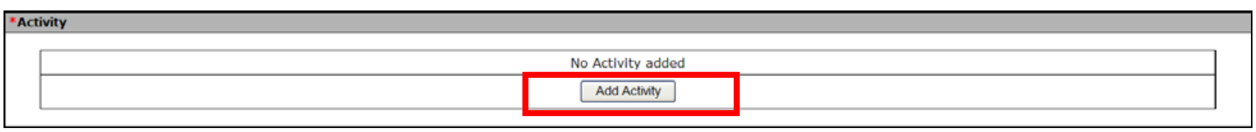


4.3.3.1.7 Add Activities

For each objective, you must add at least one activity.

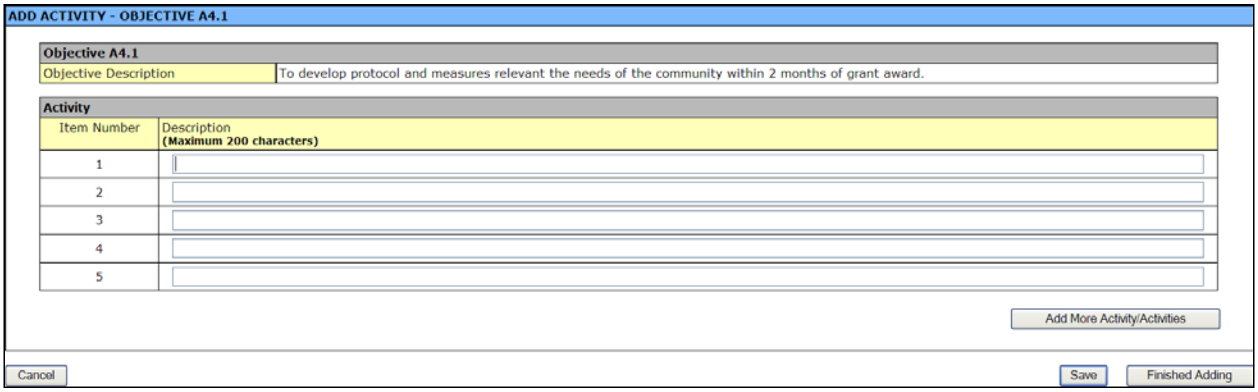
1. Click the **Add** button under ACTIVITY to enter activities (Figure 46).

Figure 46: Add Button for Activity



- ▶ The *Add Activity* page opens (Figure 47).

Figure 47: Add Activities Form


ADD ACTIVITY - OBJECTIVE A4.1

Objective A4.1	
Objective Description	To develop protocol and measures relevant the needs of the community within 2 months of grant award.

Item Number	Description (Maximum 200 characters)
1	
2	
3	
4	
5	

Add More Activity/Activities

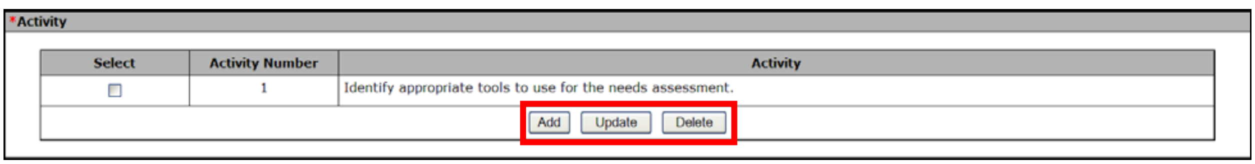
Cancel Save Finished Adding

2. Enter activities.
    - Space is provided for five activities. To enter additional activities, click the **Add More Activities** button.
3. Click the **Finished Adding** button to return to the *Add Objective* page.

4.3.3.1.8 Add, Update, Delete Activities

When you have added at least one activity and returned to the *Add Objective* page, the **Add**, **Update**, and **Delete** buttons will appear under ACTIVITY (Figure 48). Use these buttons to add, update, or delete activities.

Figure 48: Add, Update, and Delete Buttons under Activity


*Activity

Select	Activity Number	Activity
☐	1	Identify appropriate tools to use for the needs assessment.

Add Update Delete

- To add more activities, click the **Add** button.
- To update an activity, select the activity, and then click the **Update** button.
- To delete an activity, select the activity, and then click the **Delete** button. Confirm the action on the next screen (not shown).

4.3.3.1.9 Expected Outcomes

Adding, updating, and deleting Expected Outcomes is similar to adding, updating, and deleting Activities. Refer to sections 4.3.3.1.7 and 4.3.3.1.8 above.

4.3.3.1.10 Data Evaluation and Measurements

Adding, updating, and deleting Data Evaluation and Measurements is similar to adding, updating, and deleting Activities. Refer to sections 4.3.3.1.7 and 4.3.3.1.8 above.

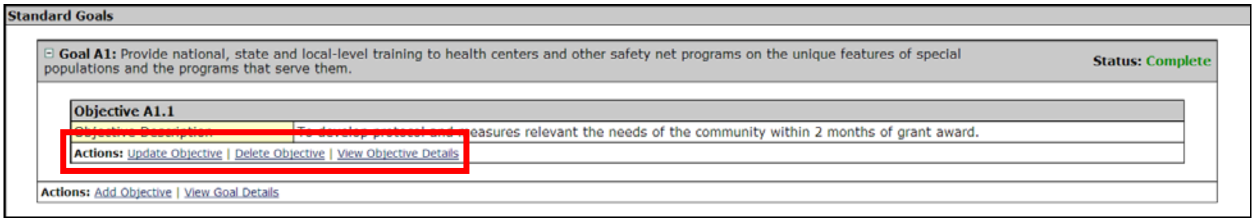
4.3.3.1.11 Area/Person Responsible

Adding, updating, and deleting Persons/Areas Responsible is similar to adding, updating, and deleting Activities. Refer to sections 4.3.3.1.7 and 4.3.3.1.8 above.

4.3.3.1.12 Update, Delete, View Objective

Once you have added objectives, you can use the Actions links (Figure 49) to update, delete, or view them.

Figure 49: Actions Links for Objectives



- Click the Update Objective link to open the objective for editing. When done, click the **Cancel** or **Save and Continue** button to return here.
- Click the Delete Objective link to delete the objective. Confirm the action on the next screen (not shown).
- Click the View Objective Details link to view the data entered for the objective. The data will open in a popup window, in read-only HTML format.

4.3.3.2 Section B – Operational and Administrative Support (Performance Improvement)

If you click the **Save and Continue** button at the bottom of Section A, the system will take you to Section B. Otherwise, choose **Project Work Plan** from the left side menu, and then select Section B form the dropdown menu.

Complete this section as you did Section A. Follow the steps for completing Section A of the application in Section 4.3.3.1.

4.3.3.3 Section C – Program Development/Analysis

If you click the **Save and Continue** button at the bottom of Section B, the system will take you to Section C. Otherwise, choose **Project Work Plan** from the left side menu, and then select Section C form the dropdown menu.

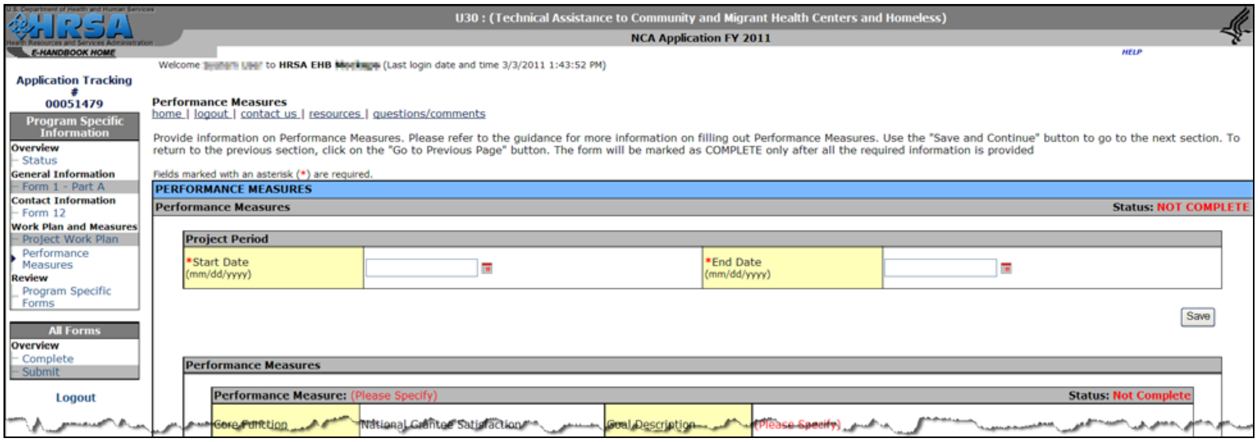
Complete this section as you did Section A. Follow the steps for completing Section A of the application in Section 4.3.3.1.

4.3.4 Performance Measures

Performance Measures outline the goals and related performance measures to be accomplished during the project period.

Click Update in the Action column of the status table (or click Performance Measures on the **Program Specific Information** left side menu) to access the *Performance Measures* page (Figure 50).

Figure 50: Performance Measures Page



Enter Project Period Start and End Dates in the space provided.

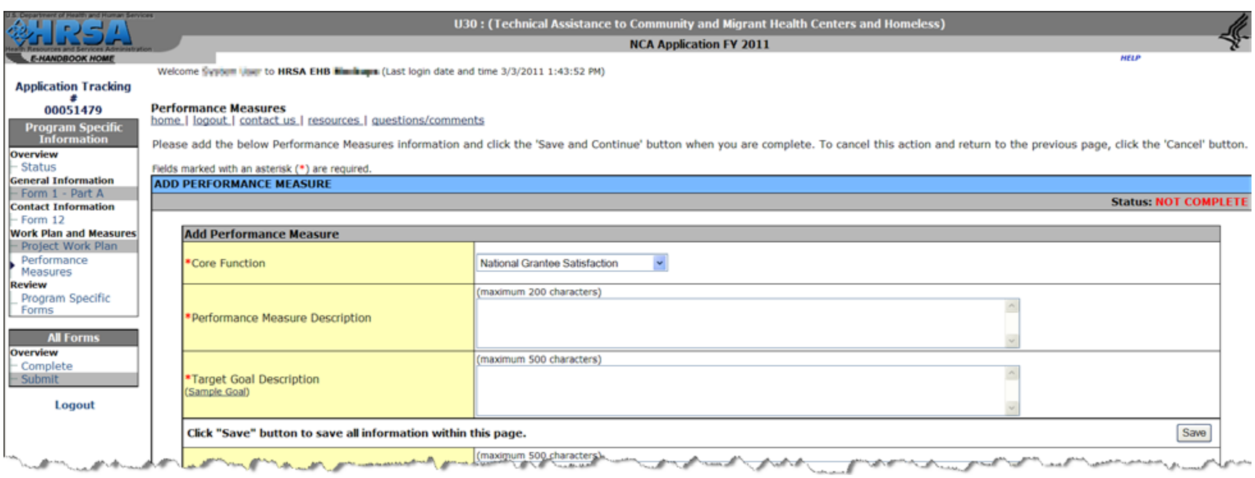
Enter at least one Performance Measure for each of the four core functions outlined in the Funding Announcement. A placeholder is provided for one performance measure for each core function. Click the Update link to enter data for these Performance Measures, as described in section 4.3.4.2 below.

You may enter additional Performance Measures, as described in section 4.3.4.1 below.

4.3.4.1 Add Performance Measures

1. Click the **Add Performance Measure** button to add a Performance Measure.
2. Complete data entry on the *Add Performance Measure* page (Figure 51). Data entry is required in fields marked with an asterisk (*). Click the **Save and Continue** button when done.

Figure 51: Add Performance Measures Page

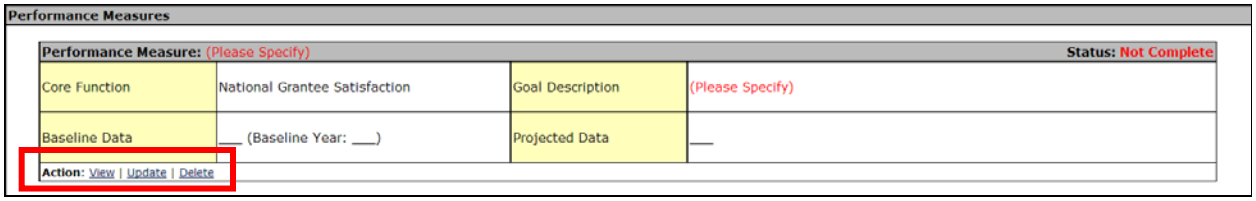


3. Repeat for as many Performance Measures as you wish to add.

4.3.4.2 View, Update, Delete Performance Measures

The View, Update, and Delete links appear under each Performance Measure on the *Performance Measures* page (Figure 52). Use these links to view, update, or delete Performance Measures.

Figure 52: View, Update, and Delete Links for Performance Measures



Performance Measures			
Performance Measure: (Please Specify)			**Status:** Not Complete
Core Function	National Grantee Satisfaction	Goal Description	(Please Specify)
Baseline Data	___ (Baseline Year: ___)	Projected Data	___
Action: View | Update | Delete			

- Click the View link to view a Performance Measure. The Performance Measure will open in a popup window, in read-only, HTML format.
- Click the Update link to update a Performance measure.
- Click the Delete link to delete a Performance Measure.

When you have finished adding Performance Measures, click the **Save and Continue** button on the *Performance Measures* page. The system will validate your data entry and, if it detects no errors, will move the status of the section to “Complete.”

4.4. Review Application

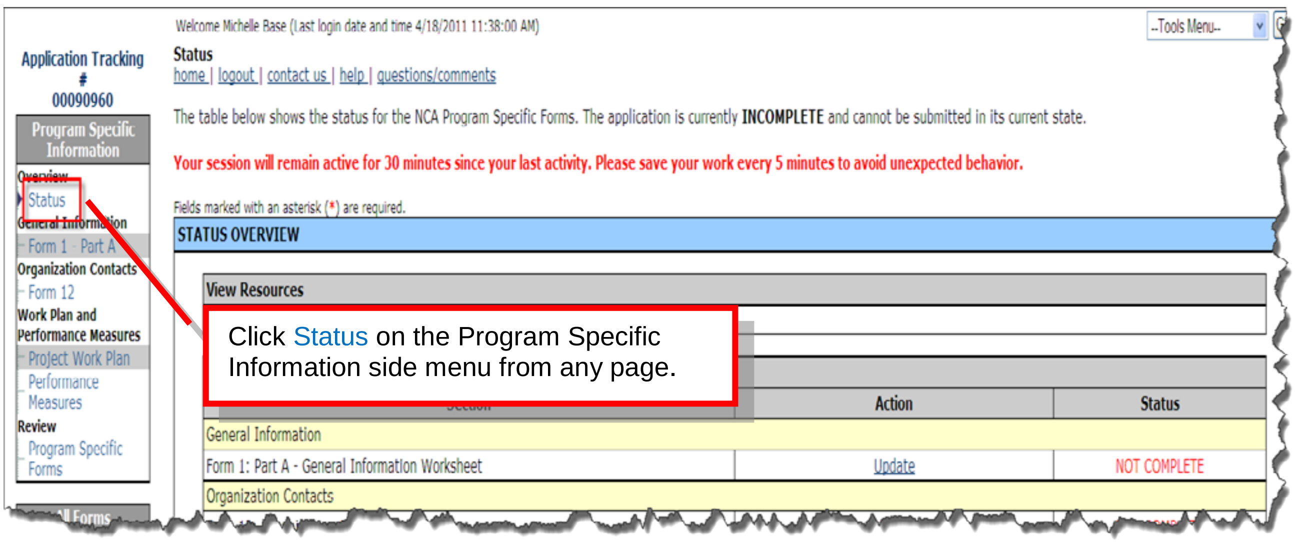
The status and review pages are provided as a convenient place from which you can check the completion status of all or any part of your application, as well as view or print your application.

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 53).

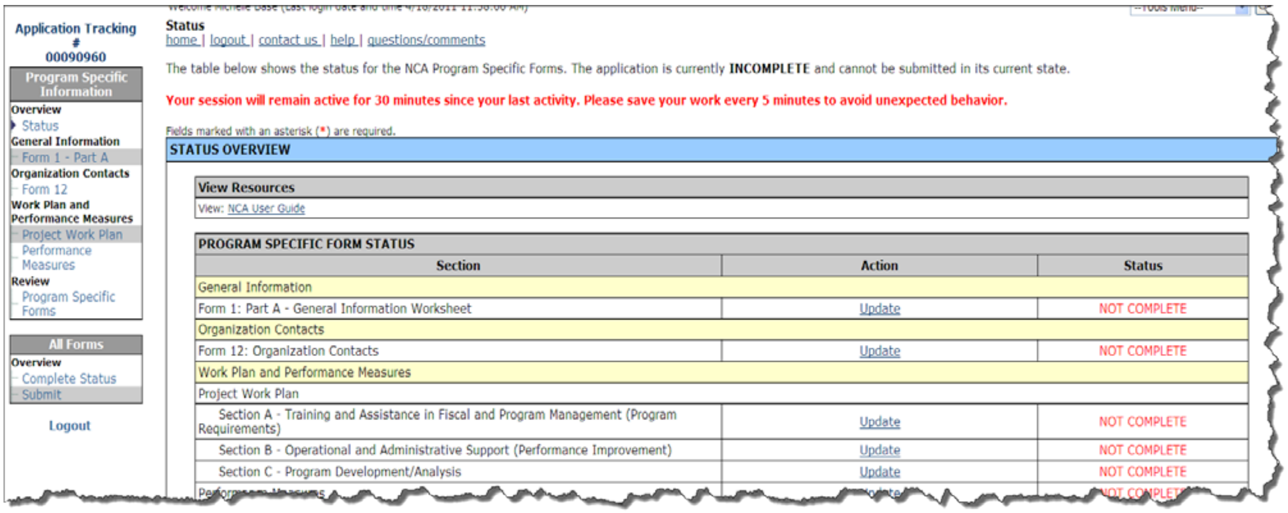
> ➢ *Form 1 - Part A: General Information Worksheet* will have a status of Incomplete if incorrect information has been entered in SF-424. This will occur even if all sections of Form 1 – Part A have been completed.

Figure 53: Status Overview Page for Program Specific Information Forms



- ▶ The *Status* page for program specific forms opens (Figure 54).

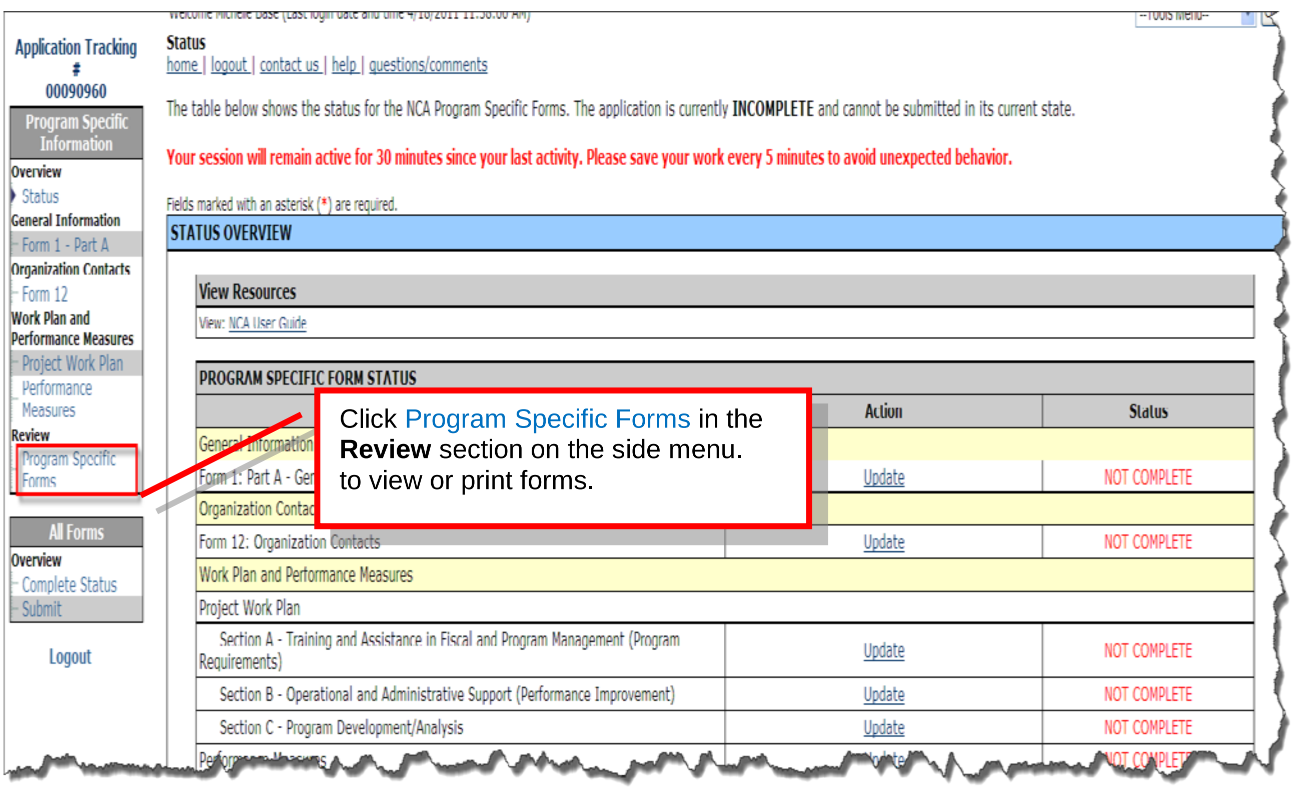
Figure 54: Status Overview Page for Program Specific Forms



The **PROGRAM SPECIFIC FORM STATUS** table shows the completion status of each program specific information form. All must be complete before you can submit your application.

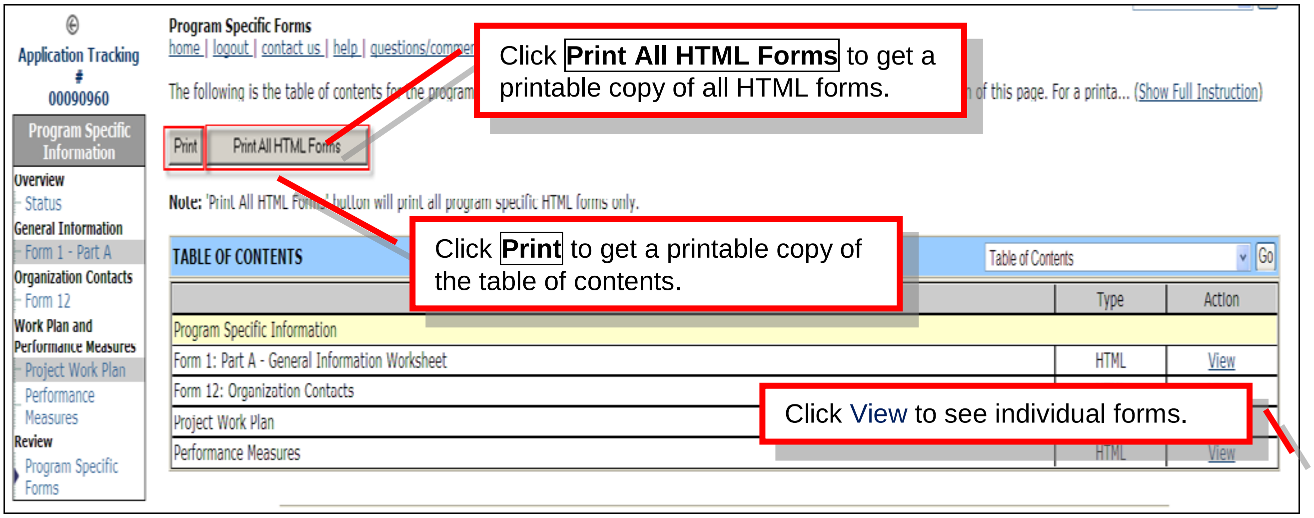
To view or print program specific information forms, click **Program Specific Forms** in the **Review** section on the **Program Specific Information** left side menu (Figure 55).

Figure 55: Program Specific Forms Link



- The *Program Specific Forms* review page will open in a Table of Contents format (Figure 56).

Figure 56: Program Specific Forms Review



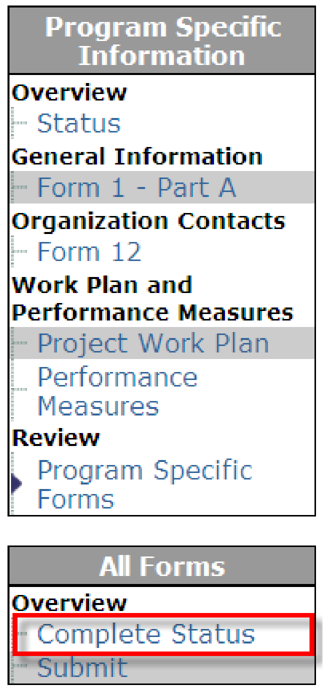
The Table of Contents lists all sections in the application.

- Use the View links in the Action column to view any section.
- Click the **Print** button to get a printable version of the Table of Contents.
- 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 57).

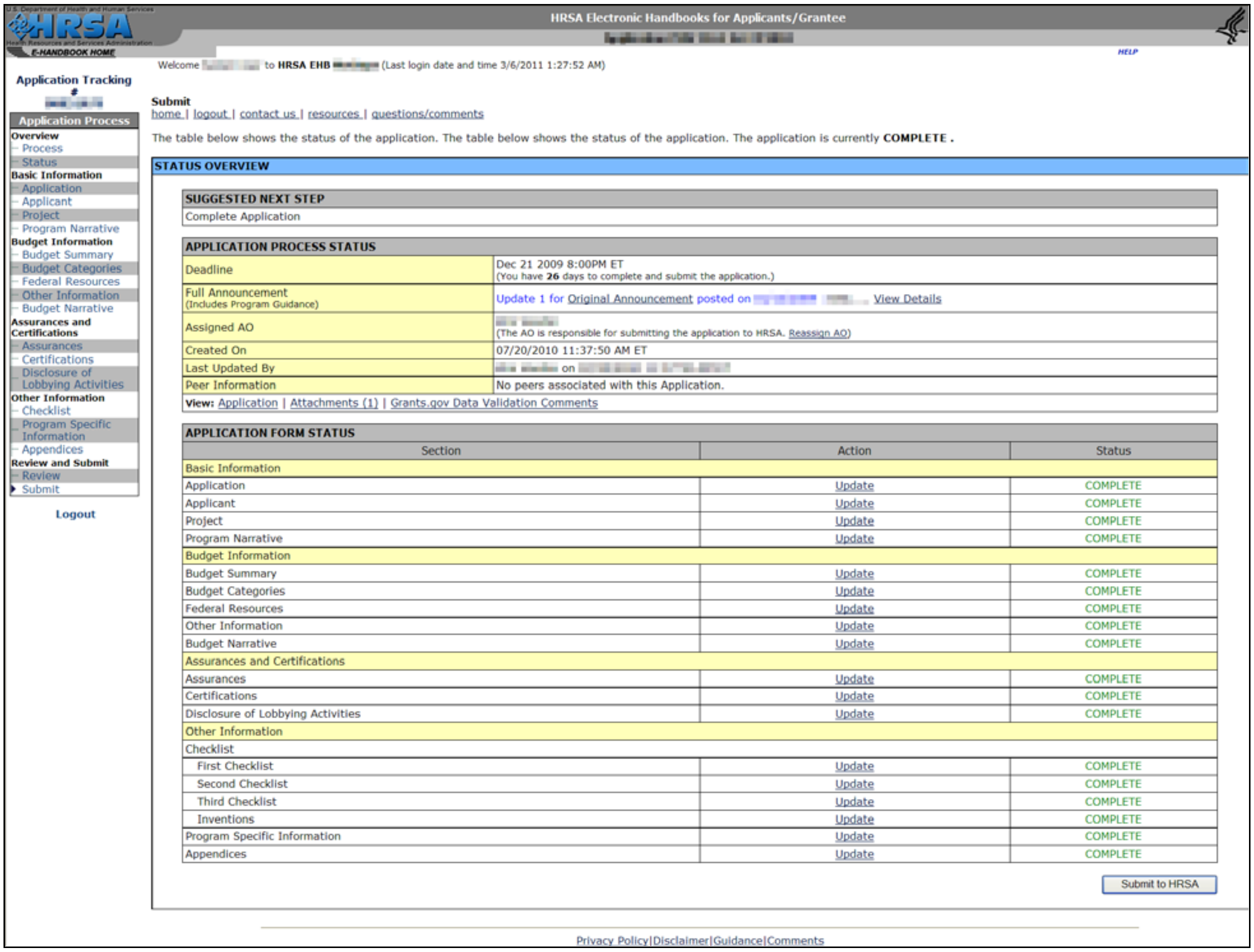
Figure 57: Complete Status Link in the All Forms Left Side Menu



- The *Status* page for the entire application opens.

The *Status* page for the entire application (Figure 58) shows the completion status of each SF-424 application form. All must be complete before you can submit your application.

Figure 58: Status Overview Page for the Entire Application


HRSA Electronic Handbooks for Applicants/Grantee

E-HANDBOOK HOME

HELP

Welcome [redacted] to HRSA EHB [redacted] (Last login date and time 3/6/2011 1:27:52 AM)

Application Tracking #

Application Process

Overview
- Process
- Status

Basic Information
- Application
- Applicant
- Project
- Program Narrative

Budget Information
- Budget Summary
- Budget Categories
- 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

Submit

home | logout | contact us | resources | questions/comments

The table below shows the status of the application. The table below shows the status of the application. The application is currently **COMPLETE** .

STATUS OVERVIEW

SUGGESTED NEXT STEP
Complete Application

APPLICATION PROCESS STATUS	
Deadline	Dec 21 2009 8:00PM ET (You have **26** days to complete and submit the application.)
Full Announcement (Includes Program Guidance)	Update 1 for Original Announcement posted on [redacted] View Details
Assigned AO	[redacted] (The AO is responsible for submitting the application to HRSA. Reassign AO)
Created On	07/20/2010 11:37:50 AM ET
Last Updated By	[redacted] on [redacted]
Peer Information	No peers associated with this Application.
View: Application | Attachments (1) | Grants.gov Data Validation Comments	

APPLICATION FORM STATUS

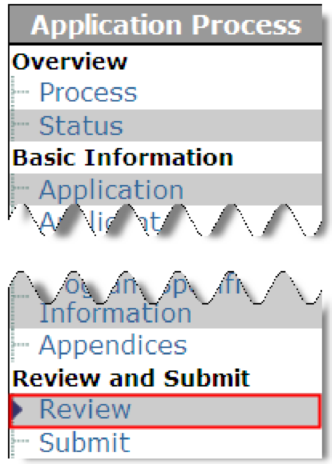
Section	Action	Status
Basic Information		
Application	Update	COMPLETE
Applicant	Update	COMPLETE
Project	Update	COMPLETE
Program Narrative	Update	COMPLETE
Budget Information		
Budget Summary	Update	COMPLETE
Budget Categories	Update	COMPLETE
Federal Resources	Update	COMPLETE
Other Information	Update	COMPLETE
Budget Narrative	Update	COMPLETE
Assurances and Certifications		
Assurances	Update	COMPLETE
Certifications	Update	COMPLETE
Disclosure of Lobbying Activities	Update	COMPLETE
Other Information		
Checklist		
First Checklist	Update	COMPLETE
Second Checklist	Update	COMPLETE
Third Checklist	Update	COMPLETE
Inventions	Update	COMPLETE
Program Specific Information	Update	COMPLETE
Appendices	Update	COMPLETE

Submit to HRSA

Privacy Policy|Disclaimer|Guidance|Comments

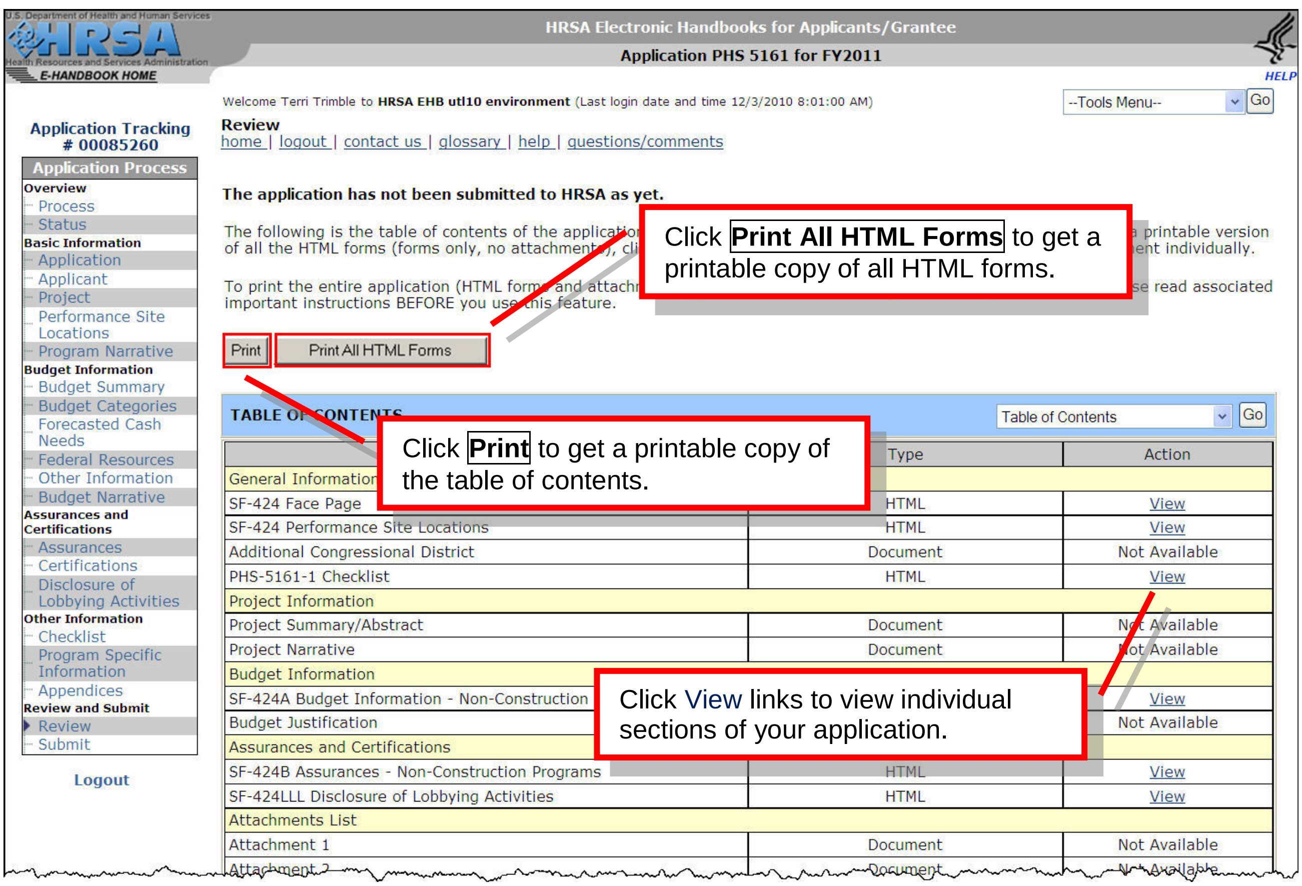
To view or print any application form, click **Review** in the **Review and Submit** section of the **Application Process** left side menu (Figure 59).

Figure 59: Review Link in the Application Process Left Side Menu



- The *Review* page for the entire application will open in a Table of Contents format (Figure 60).

Figure 60: Review Page for the Entire Application



The Table of Contents lists all sections in the application.

- Use the View links in the Action column to view any section.

- Click the **Print** button to get a printable version of the Table of Contents.
- 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.
- Click the **Proceed to Submit Page** button (not shown), at the bottom of the screen, to go to the *Status* page for the entire application to initiate the submit application process.

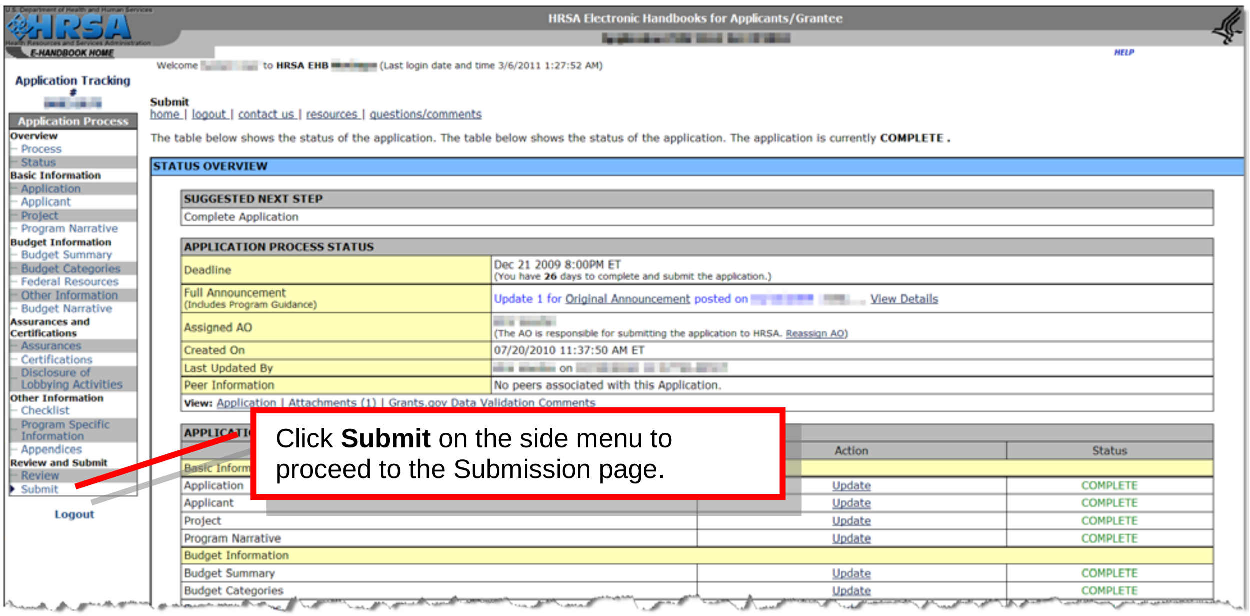
4.5. Submit Application

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* page for the entire application (Figure 61) to start the submit application process.

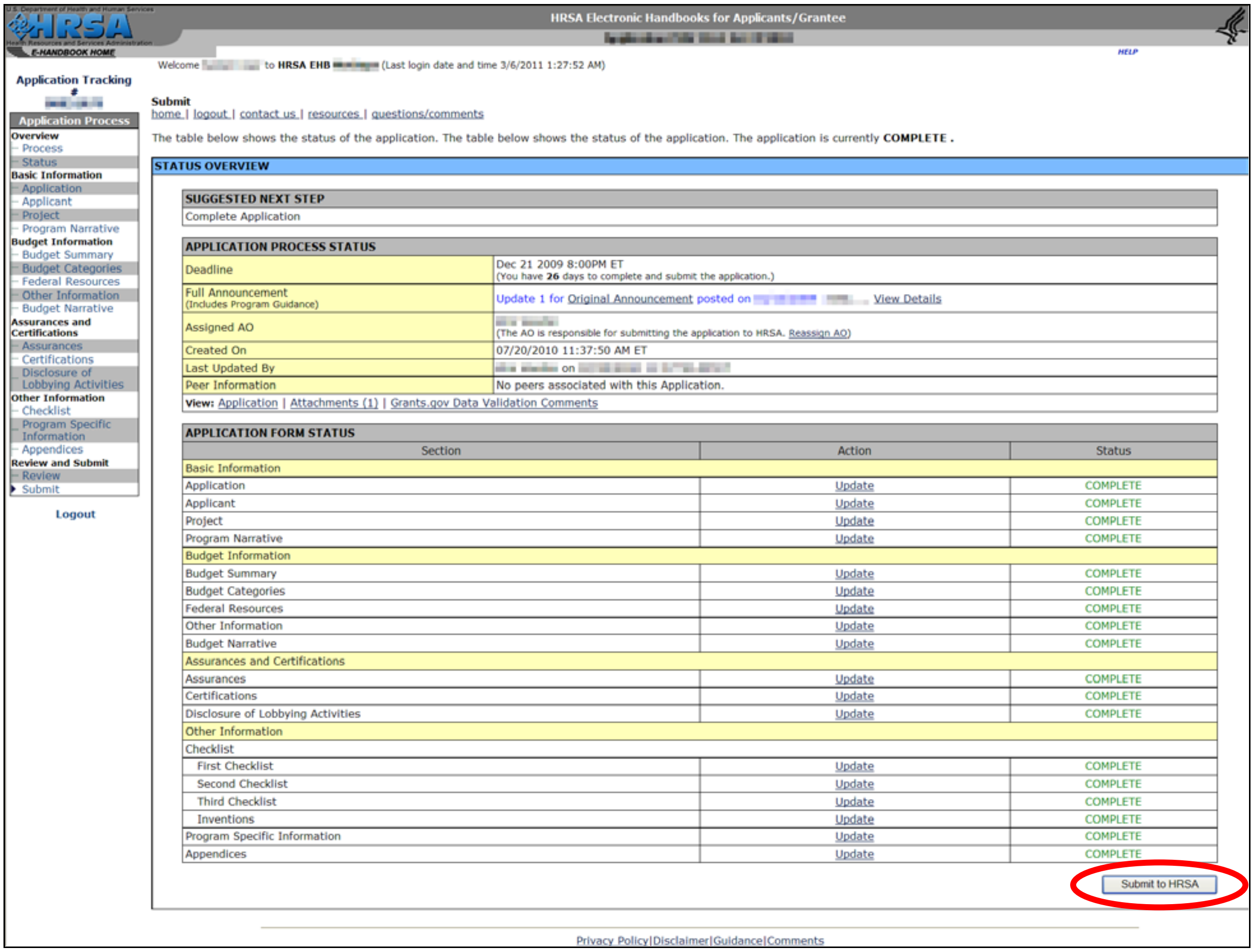
Figure 61: Status Page for the Entire Application



2. If all forms are marked "Complete," the *Status* 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 62).

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

Figure 62: Ready for Submission Page



HRSA Electronic Handbooks for Applicants/Grantee

E-HANDBOOK HOME

HELP

Welcome to HRSA EHB (Last login date and time 3/6/2011 1:27:52 AM)

Application Tracking #

Application Process

Overview
- Process
- Status

Basic Information
- Application
- Applicant
- Project
- Program Narrative

Budget Information
- Budget Summary
- Budget Categories
- 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

Submit

home | logout | contact us | resources | questions/comments

The table below shows the status of the application. The table below shows the status of the application. The application is currently **COMPLETE .**

STATUS OVERVIEW

SUGGESTED NEXT STEP
Complete Application

APPLICATION PROCESS STATUS	
Deadline	Dec 21 2009 8:00PM ET (You have **26** days to complete and submit the application.)
Full Announcement (Includes Program Guidance)	Update 1 for Original Announcement posted on View Details
Assigned AO	(The AO is responsible for submitting the application to HRSA. Reassign AO)
Created On	07/20/2010 11:37:50 AM ET
Last Updated By	on
Peer Information	No peers associated with this Application.
View: Application | Attachments (1) | Grants.gov Data Validation Comments	

APPLICATION FORM STATUS

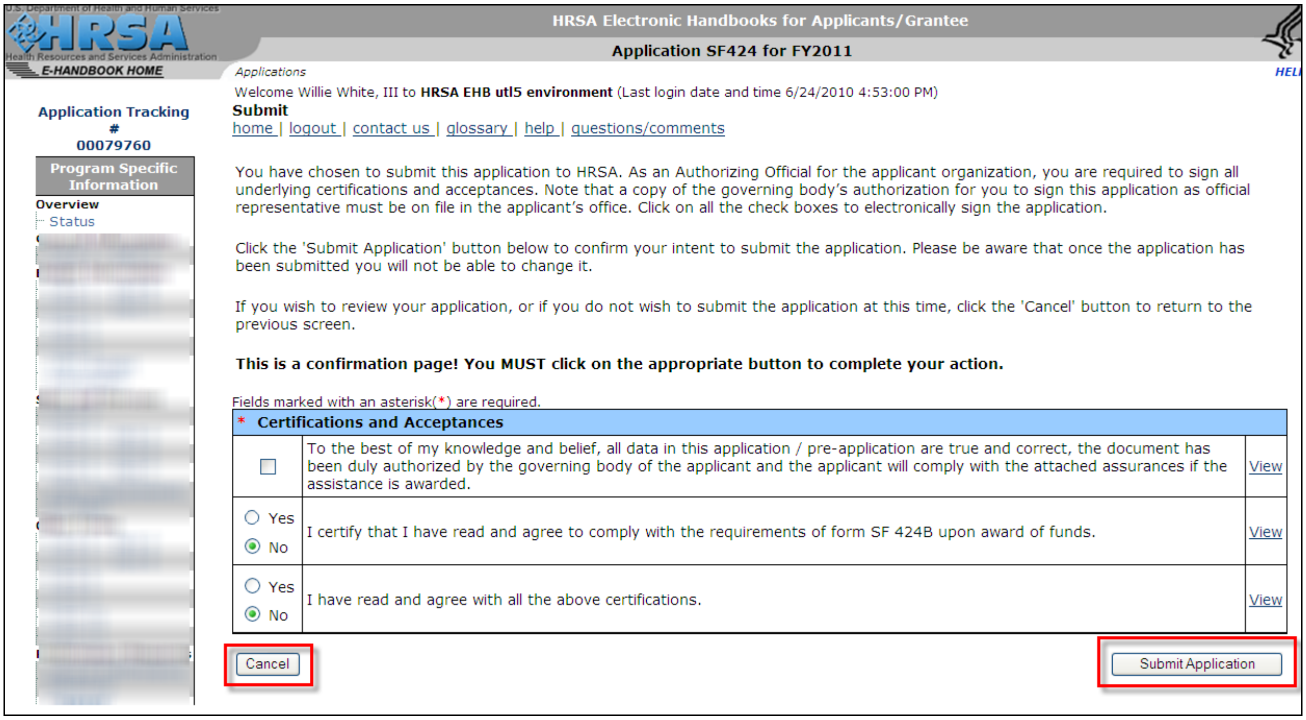
Section	Action	Status
Basic Information		
Application	Update	COMPLETE
Applicant	Update	COMPLETE
Project	Update	COMPLETE
Program Narrative	Update	COMPLETE
Budget Information		
Budget Summary	Update	COMPLETE
Budget Categories	Update	COMPLETE
Federal Resources	Update	COMPLETE
Other Information	Update	COMPLETE
Budget Narrative	Update	COMPLETE
Assurances and Certifications		
Assurances	Update	COMPLETE
Certifications	Update	COMPLETE
Disclosure of Lobbying Activities	Update	COMPLETE
Other Information		
Checklist		
First Checklist	Update	COMPLETE
Second Checklist	Update	COMPLETE
Third Checklist	Update	COMPLETE
Inventions	Update	COMPLETE
Program Specific Information	Update	COMPLETE
Appendices	Update	COMPLETE

Submit to HRSA

Privacy Policy|Disclaimer|Guidance|Comments

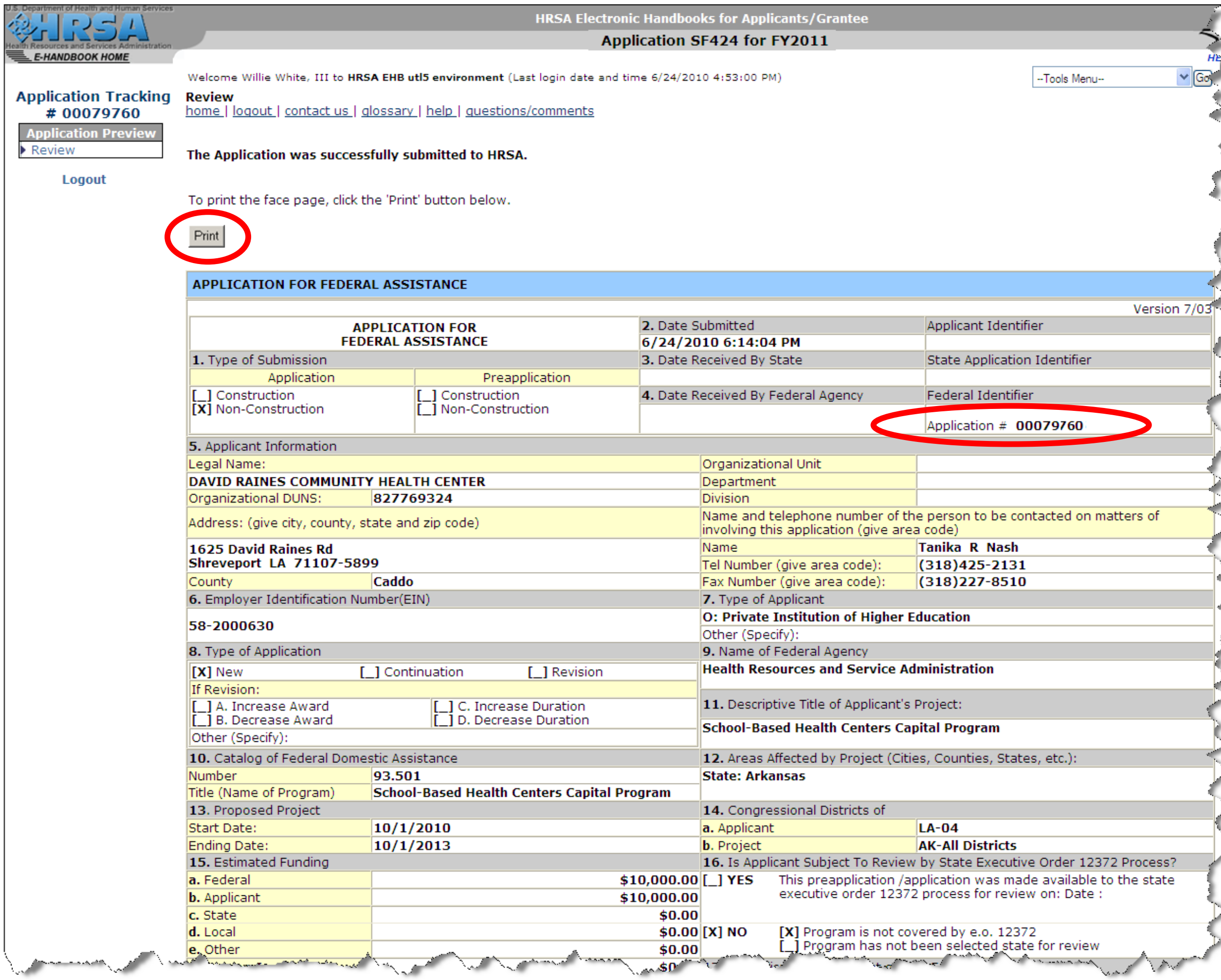
3. Click the **Submit to HRSA** button.
   - The *Submit – Certifications and Acceptances* page (Figure 63) opens.

Figure 63: Submit – Certifications and Acceptances Page



4. Complete the form.
5. Click the **Submit Application** button to submit your application to HRSA.
   - The *Application Submission Confirmation* page (Figure 64) opens.

Figure 64: Application Submission Confirmation Page


HRSA Electronic Handbooks for Applicants/Grantee
Application SF424 for FY2011

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

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	Applicant Identifier
		6/24/2010 6:14:04 PM	
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:			
[_] A. Increase Award [_] C. Increase Duration [_] B. Decrease Award [_] D. Decrease Duration		11. Descriptive Title of Applicant's Project:	
Other (Specify):		School-Based Health Centers Capital Program	
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
e. Other	$0.00		[_] Program has not been selected state for review

- Note of the Application Number
- You can click the **Print** button to print the confirmation page.

6. Click the **Go Back to Home Page** button to return to the HRSA EHBs *Home* page.

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.

1. Go to: https://grants.hrsa.gov/webexternal/home.asp
2. 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).