HRSA EHB USER GUIDE

Capital Development (CD)

Building Capacity (BC)

User Guide for Grantees

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

Table of Contents

CAPITAL DEVELOPMENT (CD) 7

BUILDING CAPACITY (BC) USER GUIDE 7

1. INTRODUCTION 7

1.1. DOCUMENT PURPOSE AND SCOPE 7

1.2. DOCUMENT ORGANIZATION AND VERSION CONTROL 7

2. BEFORE YOU APPLY 8

2.1. GRANTEE ORGANIZATION MUST REGISTER WITH GRANTS.GOV 8

2.2. USER MUST REGISTER WITHIN EHBS 8

3. APPLYING THROUGH GRANTS.GOV 9

3.1. LOCATE FUNDING OPPORTUNITY 9

3.2. DOWNLOAD APPLICATION PACKAGE AND INSTRUCTIONS 11

3.3. COMPLETE APPLICATION 13

3.4. SUBMIT APPLICATION 13

3.5. TRACK STATUS OF APPLICATION 15

4. COMPLETING THE APPLICATION IN HRSA ELECTRONIC HANDBOOKS 16

4.1. LOGGING IN AND ACCESSING THE APPLICATION 16

4.1.1 Logging In to the HRSA Electronic Handbooks 16

4.1.2 Initiating the Application (First Time Access in the HRSA EHB) 18

4.1.3 Navigating within the Application 22

4.1.4 Accessing and Updating the Application (after it has been initiated) 24

4.2. ENTERING THE BASIC INFORMATION 26

4.2.1 Application 26

4.2.2 Applicant Organization Information Form 28

4.2.3 Project / Budget Information 32

4.2.4 Budget Summary 38

4.2.5 Appendices 40

4.3. ENTERING PROGRAM SPECIFIC INFORMATION 41

4.3.1 Proposal Cover Page 42

4.3.2 Assurances 44

4.3.3 Projects 49

4.3.3.1 Adding the Project 49

4.3.3.2 Completing the Project Details 53

4.3.3.2.1 Project Cover Page 54

4.3.3.2.2 Equipment List Page 56

4.3.3.2.3 Budget (SF-424C) 59

4.3.3.2.4 Funding Sources 61
4.3.3.2.5 Budget Justification 63
4.3.3.2.6 Form 5B: Service Site Page 64
4.3.3.2.7 Pick Site From Scope 64
4.3.3.2.8 Adding New Sites 69
4.3.3.2.9 Add Site Checklist 76
4.3.3.2.10 Other Requirements for Sites Page 77
4.3.3.2.11 Environmental Information and Documentation (EID) Checklist 78
4.3.3.2.12 Other Project Documents Page 80
4.3.3.3 After You Finish Entering a Project 82
4.4. REVIEWING THE APPLICATION 83
4.5. SUBMITTING APPLICATION 86
5. CUSTOMER SUPPORT INFORMATION 89
5.1. BPHC HELP DESK 89
5.2. HRSA CALL CENTER 89
5.3. HRSA PROGRAM SUPPORT 89
6. FAQS 90
6.1. SOFTWARE 90
6.1.1 What are the software requirements for HRSA EHBs? 90
6.1.2 What are the system requirements for using HRSA EHBs on a Macintosh computer? 90
6.1.3 What are the software requirements for GAAM? 90
6.1.4 What document types can I upload? 90

Table of Figures

Figure 1: Grants.gov Home 9
Figure 2: Apply for Grants Page (at Grants.gov) 10
Figure 3: Download Application Package Page (at Grants.gov) 10
Figure 4: Selected Grant Application for Download Page (at Grants.gov) 11
Figure 5: Download Opportunity Instructions and Application Page (at Grants.gov) 12
Figure 6: Grant Application Package Page (at Grants.gov) 13
Figure 7: Grants.gov Login Prompt 14
Figure 8: Top of Application Submission Confirmation Page (at Grants.gov) 14
Figure 9: Confirmation Section of Application Submission Confirmation Page (at Grants.gov) 15
Figure 10: Section of Login Screen 16
Figure 11: HRSA EHB Home (Welcome) Page 17
Figure 12: Left Side Menu on HRSA EHB Home Page 18
Figure 13: View Applications Page (before Grants.gov Application is added) 18
Figure 14: Validate Grants.Gov Application Page 19
Figure 15: Grants.gov Application Validated Successfully Page 19
Figure 16: Status Overview Page (for Entire Application) 20
Figure 17: Status Overview Page (for Program Specific Information) 21
Figure 20: Menu Progression for CD-BC Applications 23
Figure 21: Left Side Menu on 'HRSA EHB Home (Welcome)' Page 24
Figure 22: Pending Applications Page 25
Figure 23: Application Information 26
Figure 24: Applicant Organization Information Page (Top Portion) 28
Figure 25: Applicant Organization Information Page (Bottom Portion) 29
Figure 26: Choose Person to Add Page 29
Figure 27: Contact Information Page (Details) 30
Figure 28: Project / Budget Information 32
Figure 29: Select Congressional Districts 33
Figure 30: Project Page (with Congressional Districts Listed) 34
Figure 31: Confirm Districts for Deletion 34
Figure 32: Project / Budget Information Page (With Congressional Districts and Affected Areas Document Listed) 35
Figure 34: Confirm Deletion of Affected Areas by the Project Document 37
Figure 35: Budget Summary Page 38
Figure 36: Budget Summary (Section A – Budget Summary) 39
Figure 37: Budget Summary Page Complete 39
Figure 38: Appendices Page 40
Figure 39: Program Specific Information Status Overview Page 41
Figure 40: Proposal Cover Page (Top) 42
Figure 41: Proposal Cover Page (Bottom) 43
Figure 42: Assurances Page 44
Figure 43: Download Template Section of Assurances Page 44

Figure 44: Download Warning Screen 45
Figure 45: File Download Dialog Box 45
Figure 46: Save As Dialog Box 46
Figure 47: Downloaded File - Assurances Document 47
Figure 48: Assurances section on the Assurances Page 48
Figure 49: Projects Page 49
Figure 50: Add Project Page 50
Figure 51: Add Project – Qualification Criteria 51
Figure 52: Proposed Project Page 52
Figure 53: Project Status Page 53
Figure 54: Project Cover Page 54
Figure 55: Contact Information Page (for Project Manager) 55
Figure 56: Equipment List Page 56
Figure 57: Add Equipment Information 56
Figure 58: Equipment List Page (With Equipment Added) 57
Figure 59: Budget (SF-424C) Page (After Entry) 59
Figure 60: Funding Sources Form (After Entry) 61
Figure 61: Budget Justification Page 63
Figure 62: Form 5B: Service Sites Page 64
Figure 63: Select Site From Scope List Page 65
Figure 64: Update Site Page 66
Figure 65: Confirm Site Page 67
Figure 66: Service Site Added 68
Figure 67: Service Site Checklist 69
Figure 68: List of Pre-registered Performance Sites at HRSA Level 70
Figure 69: Add Performance Site: Site Name, Site Type, Address Type 71
Figure 70: Physical Location Address Form 71
Figure 71: Add Performance Site Confirmation Page 72
Figure 72: Site Created Successfully Page 72
Figure 73: Add Performance Site: Choose Address From Existing Locations 73
Figure 74: Add Performance Site Form 73
Figure 75: Update Performance Site Page 74
Figure 76: Site Updated Successfully Page 74
Figure 77: Update Site Form 75
Figure 78: Add Site Checklist Page 76
Figure 79: Other Requirements for Sites Page 77
Figure 80: Environmental Information and Documentation (EID) Checklist Page 78
Figure 81: Environmental Information and Documentation (EID) Checklist Template 79
Figure 82: Other Project Documents Page 80
Figure 83: Project Status Overview Page (All Forms Completed) 81
Figure 84: Projects Page (Showing Project Completed) 82
Figure 85: Status Overview Page for the Entire Application 83

Figure 86: Program Specific Status Overview Page (Complete) 84
Figure 87: Review Page for Entire Application 84
Figure 88: Status Overview Page for the Entire Application 86
Figure 89: Submit – Certifications and Acceptances Page 87
Figure 90: Submit – Certifications and Acceptances for AO 87
Figure 91: Application Submission Confirmation Page 88

Capital Development (CD)

Building Capacity (BC)
User Guide

1. Introduction

1.1. Document Purpose and Scope

The purpose of this document is to provide detailed instructions to help grantees complete the **Capital Development (CD)** program for **Building Capacity (BC)** application within the HRSA Electronic Handbooks (EHBs). The FY 2012 application in the EHBs consists of:

- Basic Application Information
- Program-Specific Information
- Project-Specific Information (maximum of 1 projects)

This document is a supplement to *HRSA's Electronic Submission User Guide*, available at http://www.hrsa.gov/grants/apply/userguide.pdf.

NOTE: None of the screens displayed in this user guide are from real applications.

1.2. Document Organization and Version Control

This document contains 5 sections in addition to the Introduction. Following is the summary:

Section	Description
Before You Apply	This section provides information that grantees need to know before they initiate Applications.
Applying Through Grants.gov	This section shows the steps involved in submitting your application through Grants.gov.
Completing the Application in HRSA Electronic Handbooks	This section describes the steps necessary to complete and submit your Application in the Electronic Handbooks. This section consists of sub-sections that explain how to enter the basic information, the program specific information, and any project-related information.
Customer Support Information	This section provides contact information to address technical and programmatic questions.
FAQs	This section provides answers to frequently asked questions.

2. Before You Apply

2.1. Grantee Organization Must Register with Grants.gov

> **If an applicant organization has already completed Grants.gov registration for HRSA or any other Federal agency, this section can be skipped.**

Grants.gov requires a **one-time** registration by the applicant organization. This is a six-step process and should be completed by any organization wishing to apply for grants. If you do not complete this registration process you will not be able to submit an application. The registration process will require some time ("The registration process for an Organization can take between three-five business days or as long as two weeks if all steps are not completed on a timely basis," according to Grants.gov). Therefore, applicants or those considering applying at some point in the future should register as soon as possible. Registration with Grants.gov provides the individuals from the organization the required credentials to apply.

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. User Must Register Within EHBs

In order to initiate your application, you will have to access the HRSA Electronic Handbooks (EHBs). To do this, you must register within the EHBs. The purpose of the registration process is to collect consistent information from all users, avoid collection of redundant information, and allow for the unique identification of each system user.

> **Note that registration within HRSA EHBs is required ONLY ONCE for each user, regardless of the organizations the user represents.**

You may associate your user account with more than one organization. Registration with the EHBs is required only once for each user, regardless of how many organizations a user represents. If you already have a user account and need to associate it with a new organization, log into the EHBs and associate your account with the organization. **Do not create a new user account.**

If you are a new user, complete the following steps to register with the HRSA EHBs:

1. Create a user account https://grants.hrsa.gov/webexternal/RegistrationWizard.asp.
2. Choose a role. EHBs offer three roles – Authorizing Official, Business Official, and Other Employee. To submit an application, an Authorizing Official role is required.
3. Associate your user account with your organization. Use the 10-digit grant number from box 4b of the NGA to search for your organization.

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

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 (below).
2. Download the application package and instructions (on page 10). 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 (on page 13) based on the instructions provided in the program guidance.
4. Submit the application package (on page 13) through Grants.gov. (Requires registration)
5. Track the status of your submitted application (on page 15) at Grants.gov until you receive a notification from Grants.gov that your application has been received by HRSA.

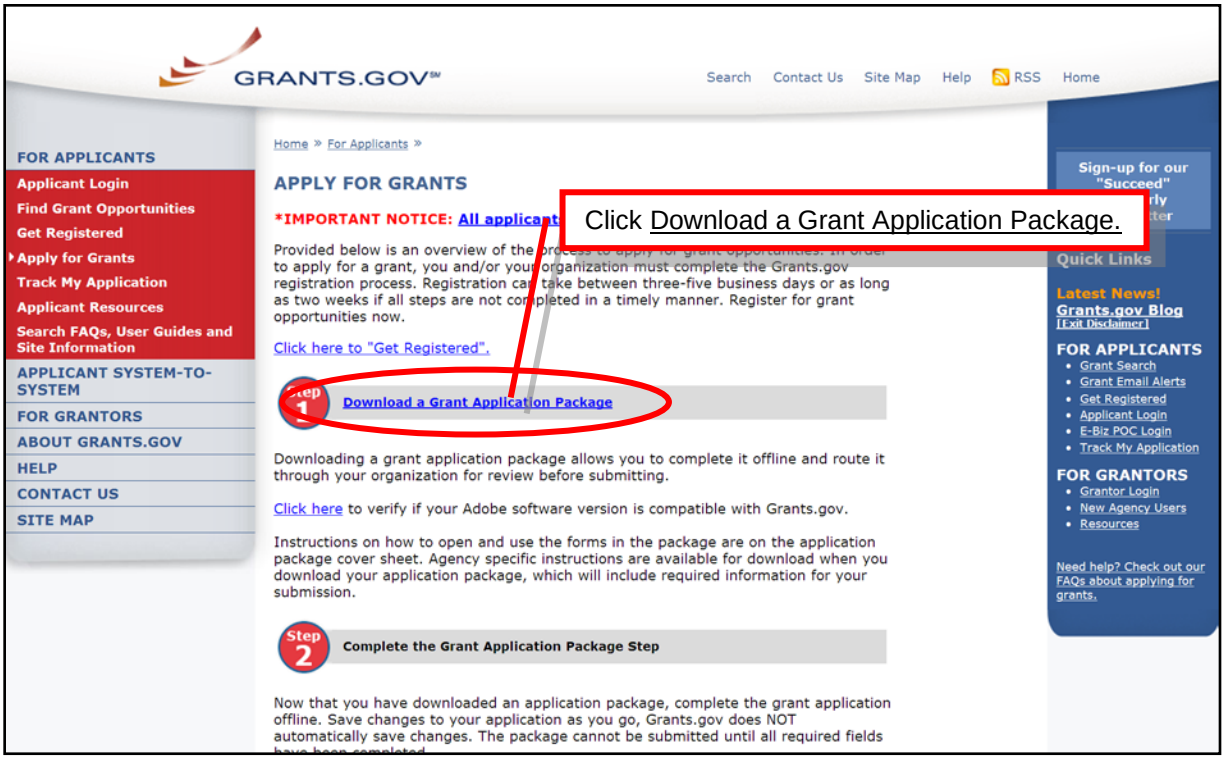
Figure 1: Grants.gov Home

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.**

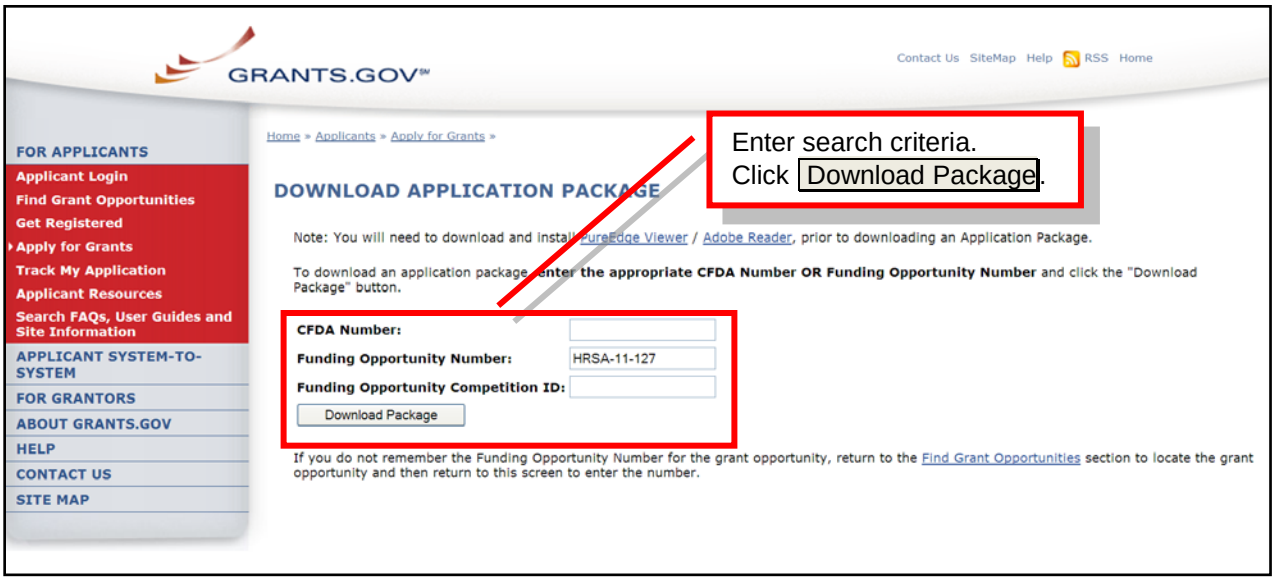
1. Point your browser to http://www.grants.gov/applicants/apply_for_grants.jsp.
2. The **APPLY FOR GRANTS** Page (Figure 2) will be displayed.

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



3. Click the **Download a Grant Application Package** link.
4. The **DOWNLOAD APPLICATION PACKAGE** Page (Figure 3) will be displayed.

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

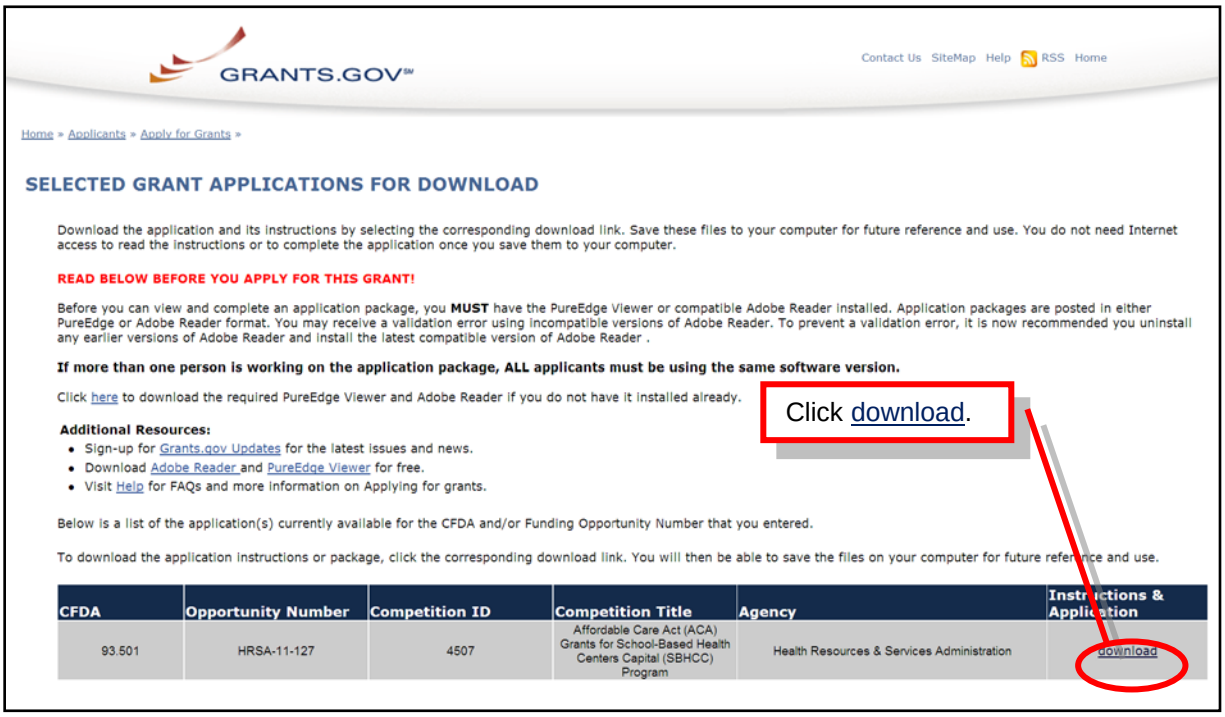


5. Enter the CFDA number in the field *CFDA Number*, or the announcement number in the field *Funding Opportunity Number*. (Example HRSA-11-127)
6. Click the Download Package button.
7. The **SELECTED GRANT APPLICATIONS FOR DOWNLOAD** Page (Figure 4) will open.

3.2. Download Application Package and Instructions

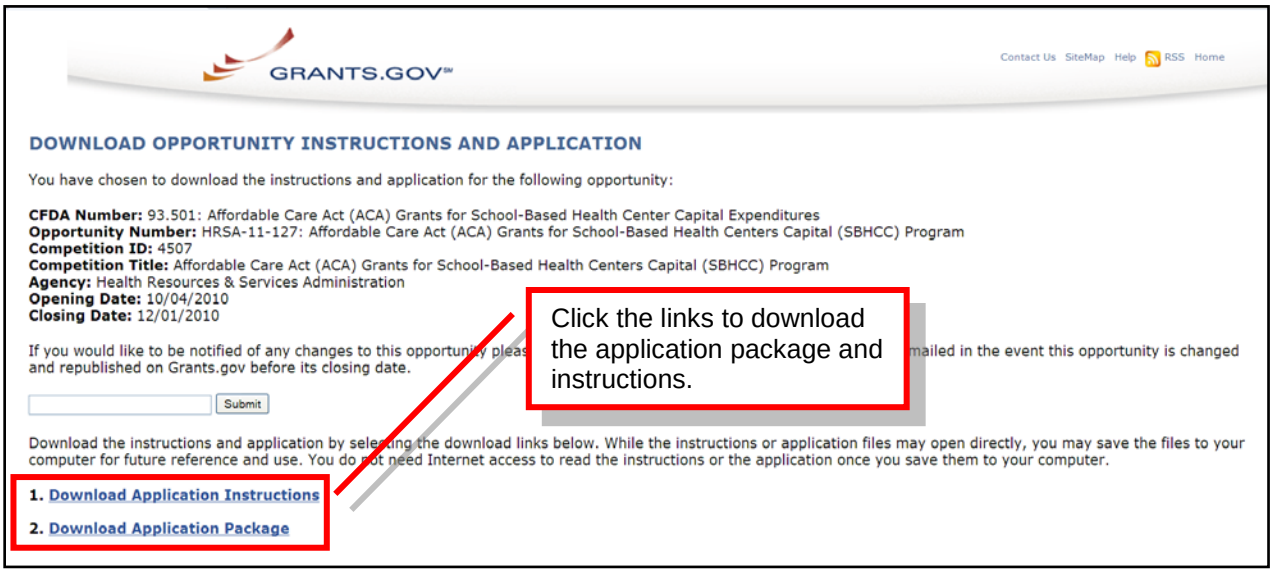
- **To view application package and instructions, you will need to download and install the PureEdge Viewer and Adobe Reader 8.1.1. These free programs will allow you to access, complete, and submit applications electronically and securely.**
- **Please review the system requirements for these programs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

Figure 4: Selected Grant Application for Download Page (at Grants.gov)



1. Click the download link for the funding opportunity.
2. The **DOWNLOAD OPPORTUNITY INSTRUCTIONS AND APPLICATION** page (Figure 5) will open in a separate window.

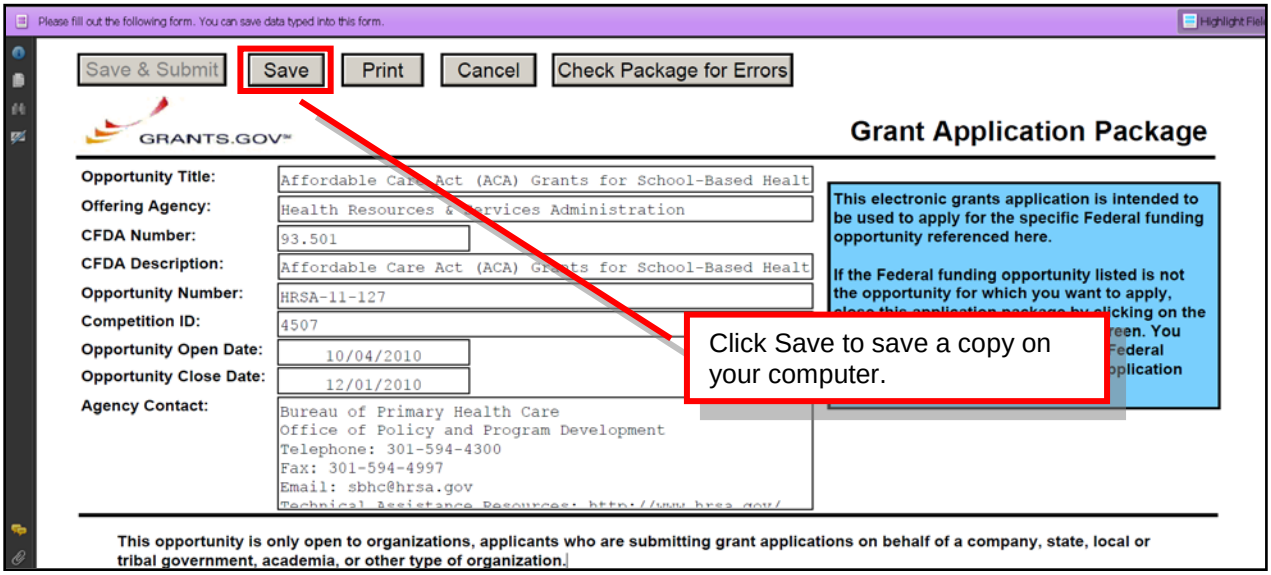
Figure 5: Download Opportunity Instructions and Application Page (at Grants.gov)



3. Click each of the links to download the application package and instructions.
4. After you click the Download Application Package link, a dialog box will appear.
5. Click the Use Plug-in button on the dialog.
6. The **Grant Application Package** Page (Figure 6) will be displayed.

3.3. Complete Application

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



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

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

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 1-800-518-4726, 24 hours a day, 7 days a week, excluding Federal holidays.**

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

1. Click the Save & Submit button on the application package cover page (Figure 6), ***once it's active***, to start the submission process.

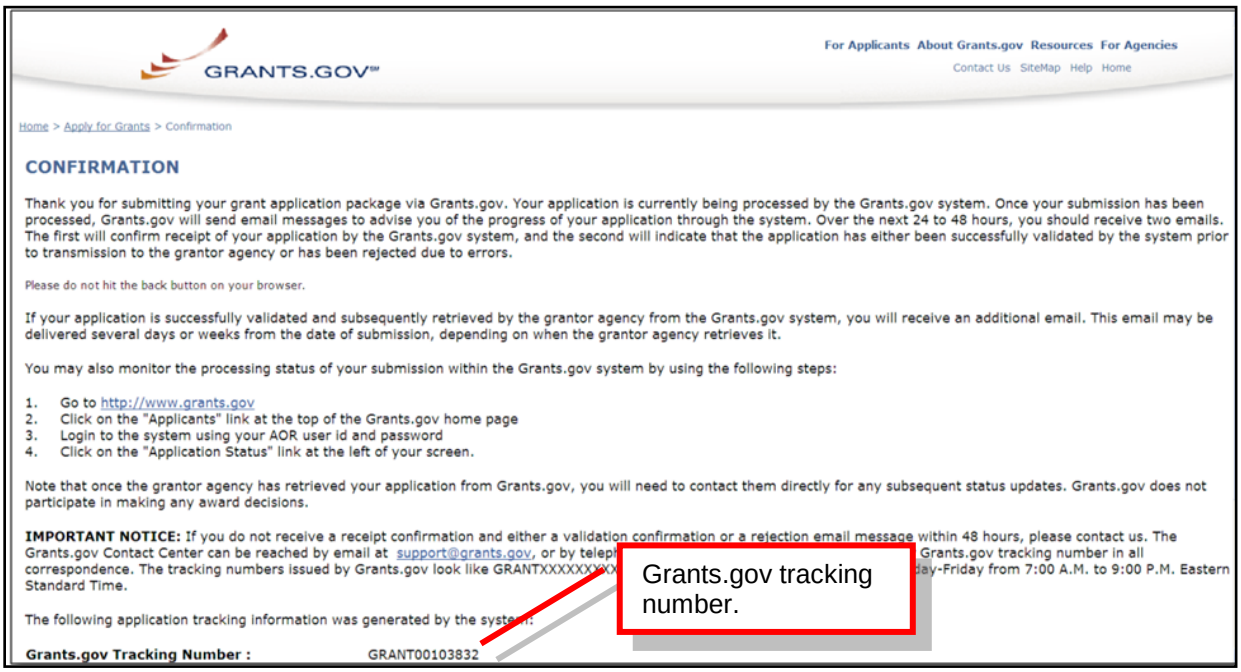
> **The Save & Submit button on the application package cover page will become active once you have downloaded the application package, completed all required forms, attached all required documents, and saved your application package.**

2. When prompted, log into Grants.gov.

Figure 7: Grants.gov Login Prompt

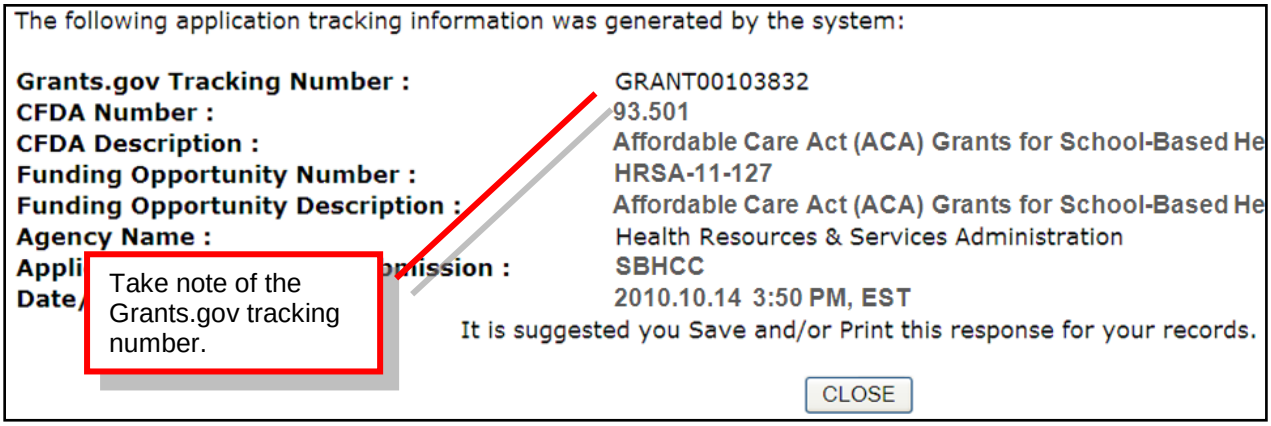
3. Your application package is uploaded to Grants.gov. A confirmation screen will appear once the upload is complete.

Figure 8: Top of Application Submission Confirmation Page (at Grants.gov)



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



Make note of the Grants.gov Tracking Number, as you will need it later, when you initiate the application (on page 18). (This number is used to associate the Grants.gov application with the EHB application.)

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".

You can check the status of your application(s) any time after submission, by visiting Grants.gov at http://www.grants.gov/applicants/track_your_application.jsp.

If there are no errors, the application will be automatically downloaded by HRSA. 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. Completing the Application in HRSA Electronic Handbooks

The next step is to complete your application in the HRSA EHBs.

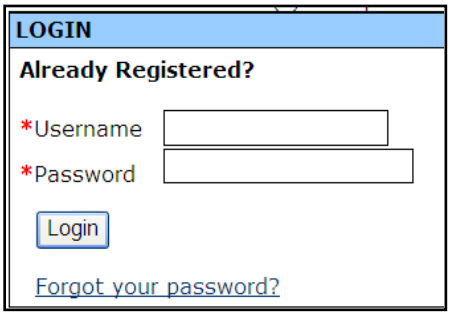
Users new to the EHBs should be mindful that the system times-out after 30 minutes of inactivity. Some forms may take a long time to complete. Users should ensure that they save their work at frequent intervals.

4.1. Logging in and Accessing the Application

4.1.1 Logging In to the HRSA Electronic Handbooks

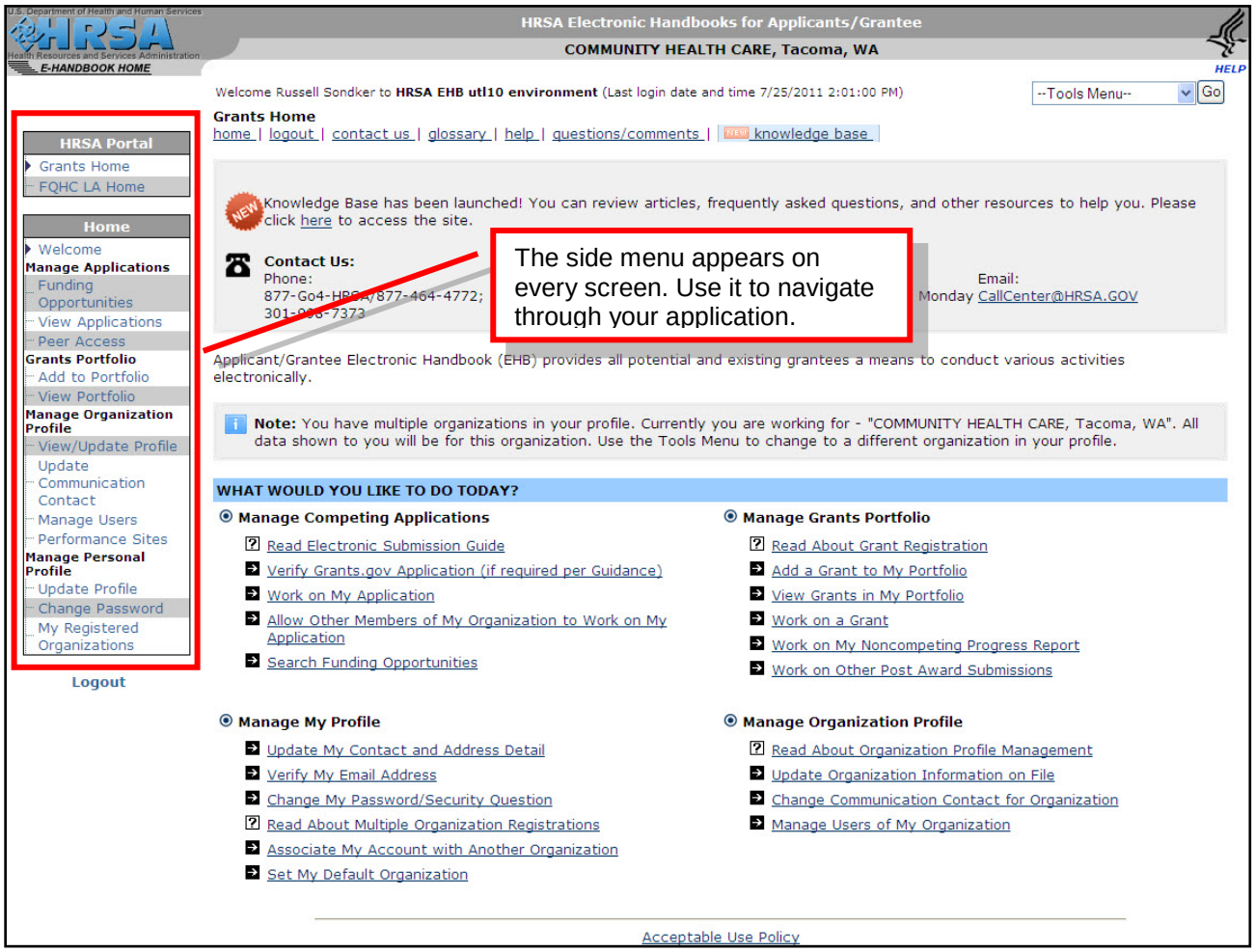
1. Point your browser to https://grants.hrsa.gov/webexternal/login.asp.
2. Enter your username and password.

Figure 10: Section of Login Screen



3. Click the Login button
4. The **HRSA EHB Home** (**Welcome) Page** (Figure 11) will open.

Figure 11: HRSA EHB Home (Welcome) Page

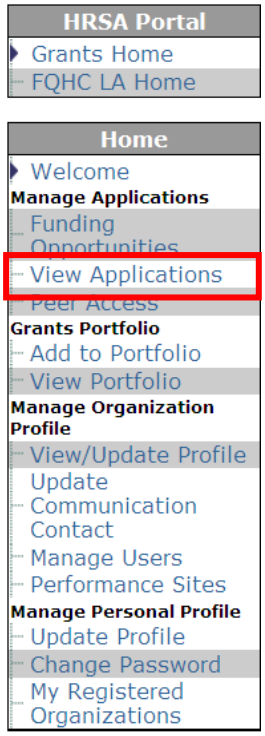


4.1.2 Initiating the Application (First Time Access in the HRSA EHB)

Users who are accessing their application for the first time should follow the steps in this section to add the application to the list of pending applications.

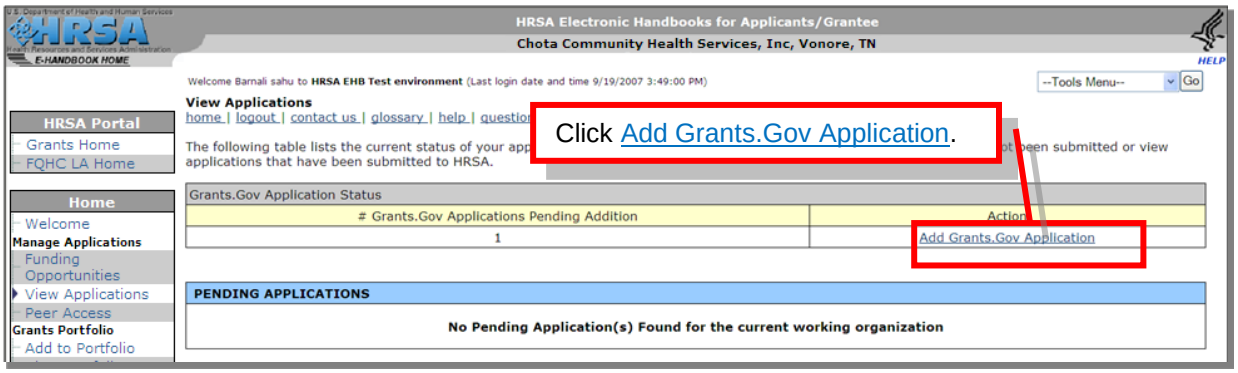
1. On the **HRSA EHB Home (Welcome)** page, select View Applications in the "**Home**" menu, under the **Manage Applications** heading on the side menu.

Figure 12: Left Side Menu on HRSA EHB Home Page



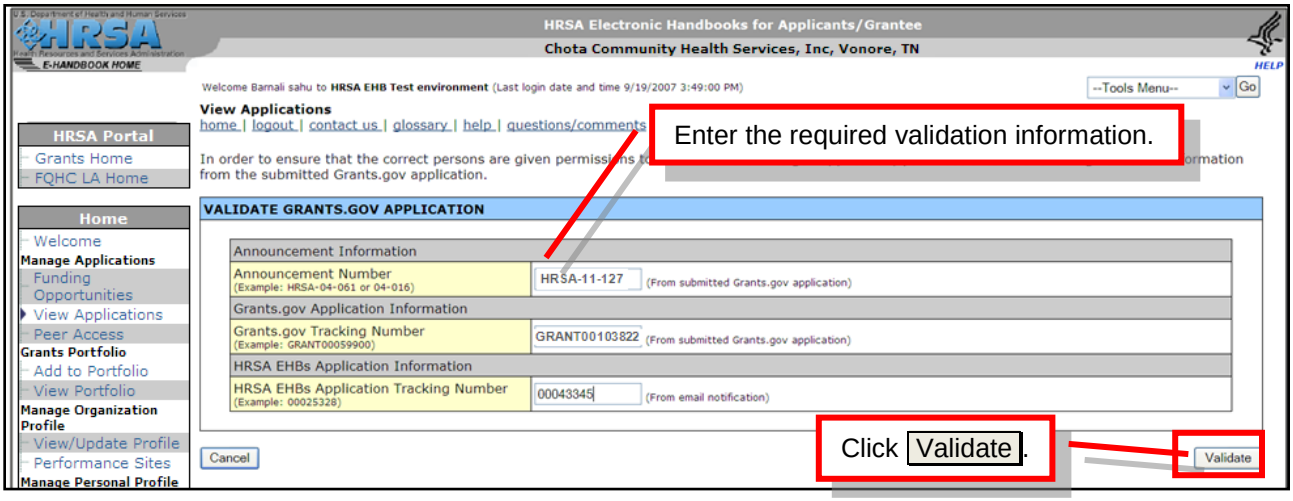
2. The **View Applications page** (Figure 13) will open.

Figure 13: View Applications Page (before Grants.gov Application is added)



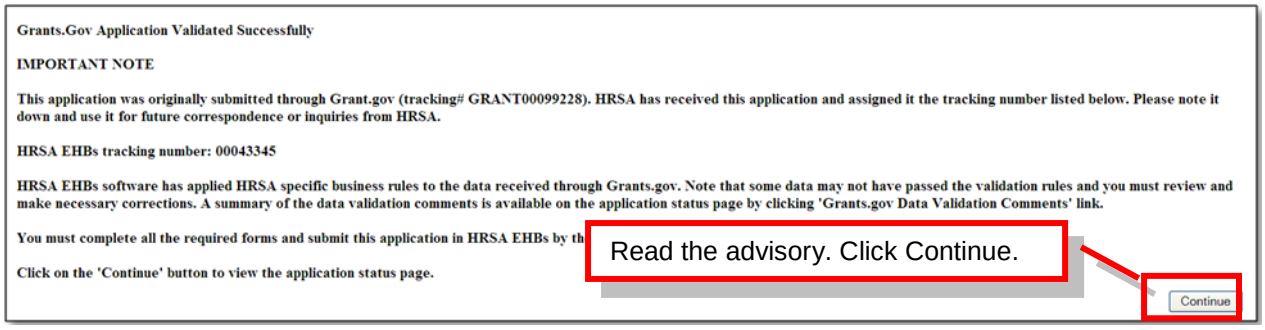
3. Click the **Add Grants.Gov Application** link to add your application to the list of pending applications.
4. The **Validate Grants.Gov Application Page** (Figure 14) will open.

Figure 14: Validate Grants.Gov Application Page



5. Enter the required validation information:
   - The Announcement Number (*aka the Funding Opportunity Number*)
     - from the **Grants.Gov Submission Confirmation** page (Figure 9)
   - The Grants.gov Tracking Number
     - from the **Grants.gov Submission Confirmation** page (Figure 9)
   - The HRSA EHBs Application Number
     - from the email notification
6. Click the Validate button.
7. The **Grants.gov Application Validated Successfully** page (Figure 15) will be displayed. Read the advisory.

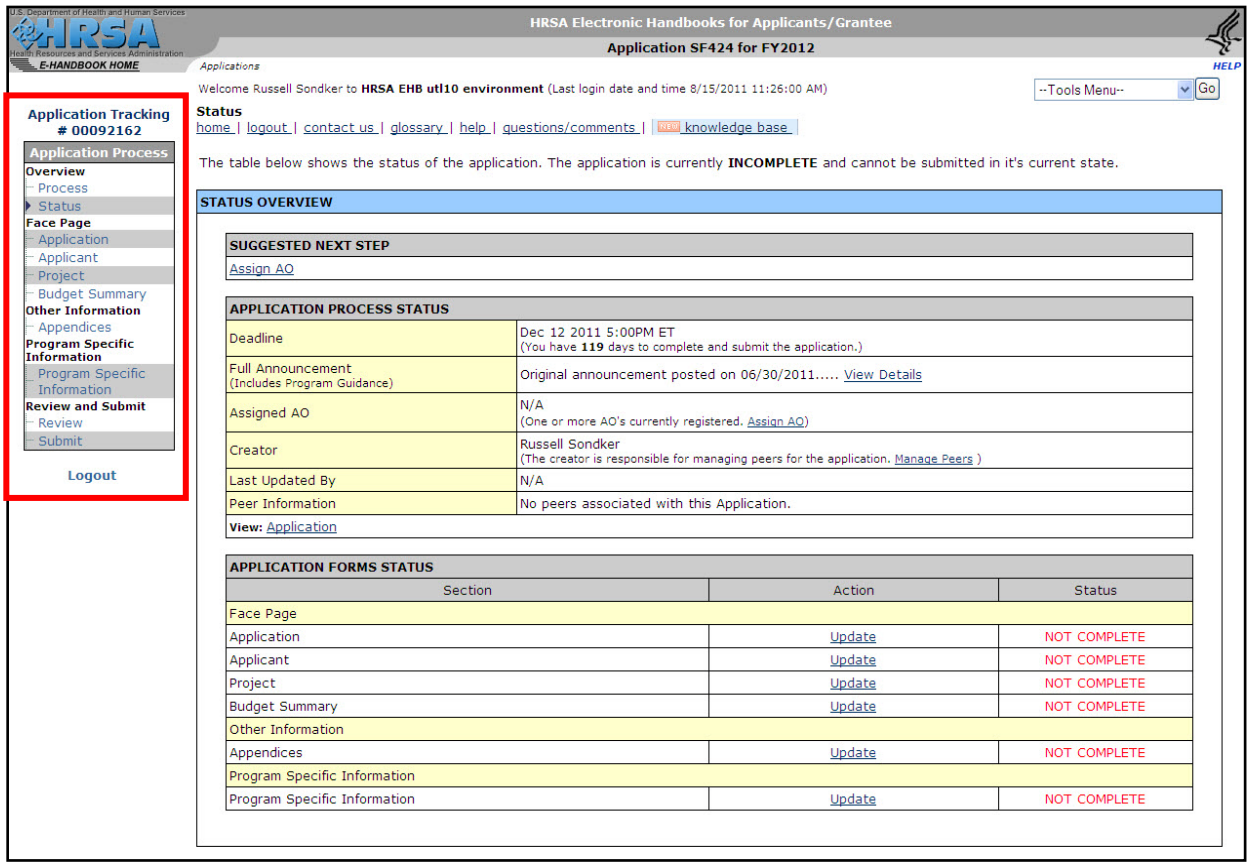
Figure 15: Grants.gov Application Validated Successfully Page



8. Click the Continue button.

9. The application will open in the **Application Status Overview Page** (Figure 16).

Figure 16: Status Overview Page (for Entire Application)



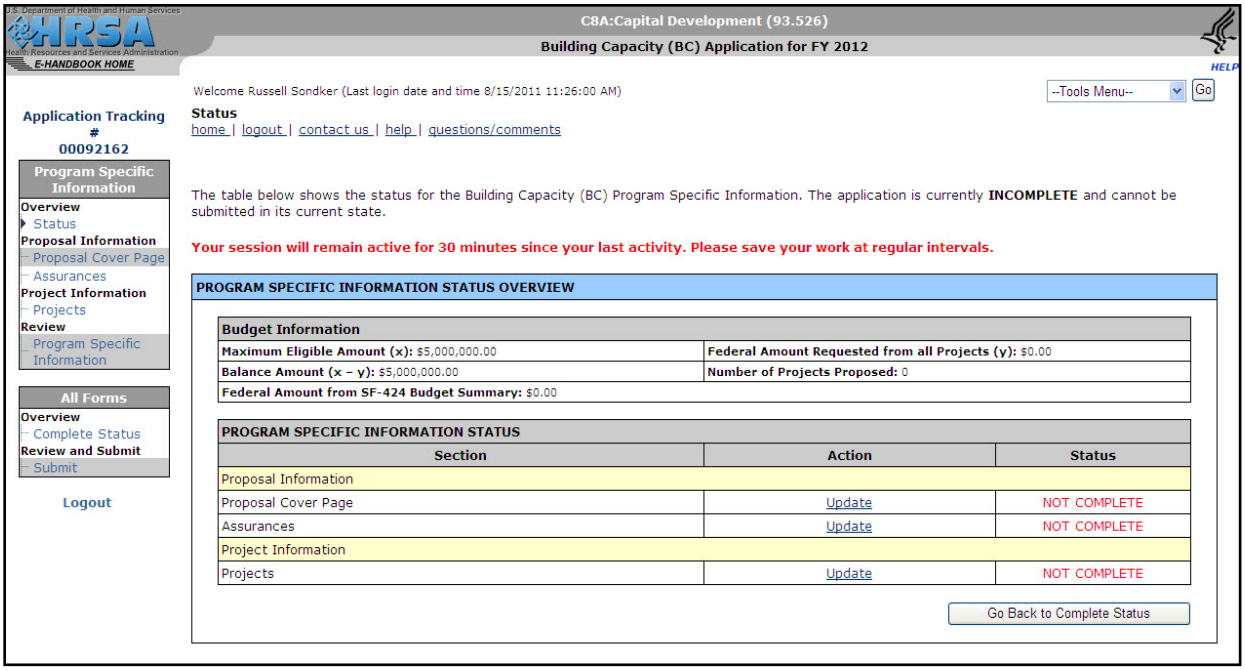
Note that the screen contains a different left side menu than it did before. Use this left side menu to navigate through the application.

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

The details of the Application Process forms are covered in the Entering the Basic Information portion of this document (on page 26).

11. Click the **Program Specific Information** link on the left side menu (or the corresponding Update link) to enter or revise any of the program specific forms. The **Status Page (for Program Specific Information)** will be displayed (Figure 17).

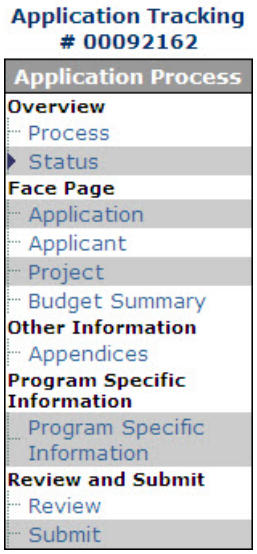
Figure 17: Status Overview Page (for Program Specific Information)



- **Note that the screen contains a different left side menu than it did before. Use this left side menu to navigate through the Program Specific Information.**
- **Also, when this page is initially displayed, the status of each section will be NOT COMPLETE.**
- **The details of the Program Specific Information forms are covered in the Entering Program Specific Information portion of this document (on page 41).**

4.1.3 Navigating within the Application

Figure 18: Application Process Left Side Menu



Navigation menus (Figure 18, Figure 19) appear on the left side of every screen in the Electronic Handbook. Use these menus to access the various pages of your application.

You can always go to the Status page to check your progress toward completing your *entire* submission: (There are also separate Status pages for *Program Specific Information* forms, as well as for each project-related form.)

- To go to the **Status Overview Page** (for the Entire Application) (Figure 16), click **Status** in the **Application Process** menu.
- To access the program specific information forms, click **Program Specific Information** in the **Application Process** menu. This will display the **Status Overview Page** for Program Specific Information (Figure 17). Note that when you are on Program Specific Forms, there is a different left side menu. (Figure 19)
- To access the project-related forms, first click **Projects** on the **Program Specific Information** menu (Figure 19) to display the **Projects Page** (Figure 51). Next, click the Update button for the project you want to access, to display its **Project Status Page** (Figure 53).

Figure 19: Program Specific Left Side Menu

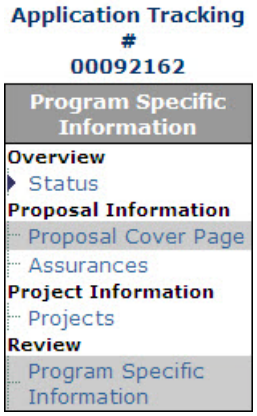
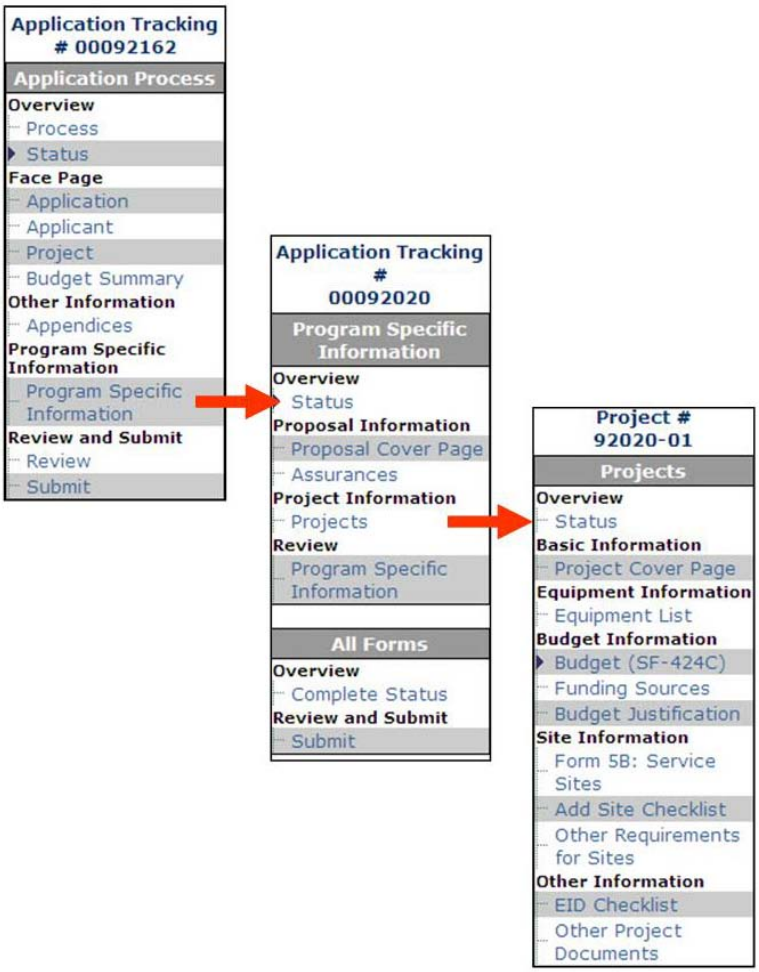


Figure 20: Menu Progression for CD-BC Applications

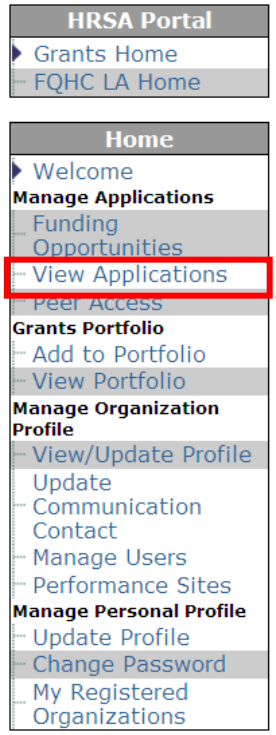


4.1.4 Accessing and Updating the Application (after it has been initiated)

The steps detailed below describe the process of returning to an application for editing purposes.

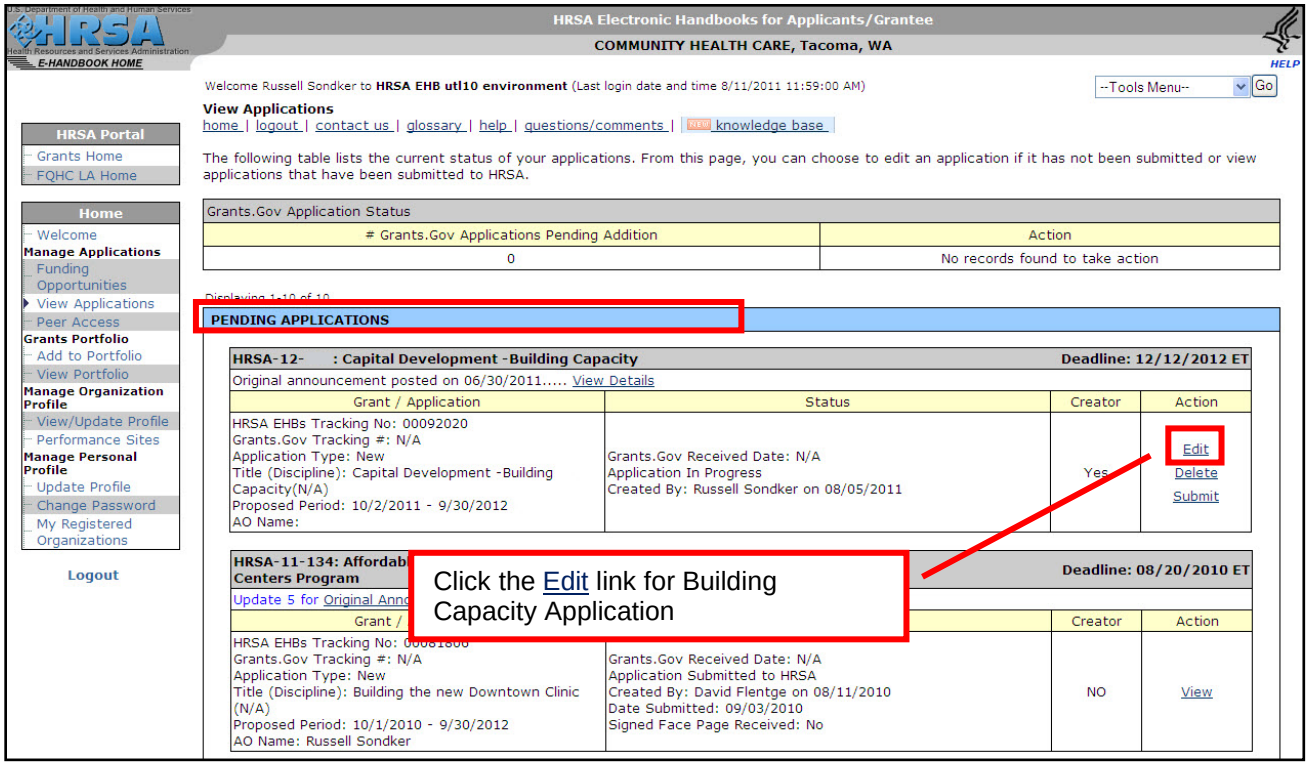
1. On the '**HRSA EHB Home (Welcome)' Page**, click the **View Applications** link under the **Manage Applications** heading on the left side of the **Home** menu (Figure 21).

Figure 21: Left Side Menu on 'HRSA EHB Home (Welcome)' Page



2. The **Pending Applications Page** (Figure 22) will be displayed.

Figure 22: Pending Applications Page



3. Choose the appropriate application (**Capital Development – Building Capacity**) and click the Begin or Edit link.

> **Once an application has been started, the Begin link will change to Edit.**

4. The **Status Overview Page** (for Entire Application) (Figure 16), corresponding to the link you clicked will be displayed.

> **Note that the left side menu will change depending on your location in the application process. Use this left side menu to navigate through the application.**

5. Click the left side menu item or the corresponding **Update** link for the form you want to enter or revise, as per steps 10 – 11 of the "**Initiating the Application**" section (on page 18).

4.2. Entering the Basic Information

After you open your application, the first screen that appears is the **Status Overview Page** (for Entire Application) (Figure 16), showing the various sections of overall application.

The **Status Overview Page** (for Entire Application) shows the status of each basic application form as well as the summary status of all the "**Program Specific Information**." You cannot submit your application until all forms in all sections are complete.

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

Within the "**Application Form Status**" Table, click the appropriate left side menu item or the Update link to open the corresponding form.

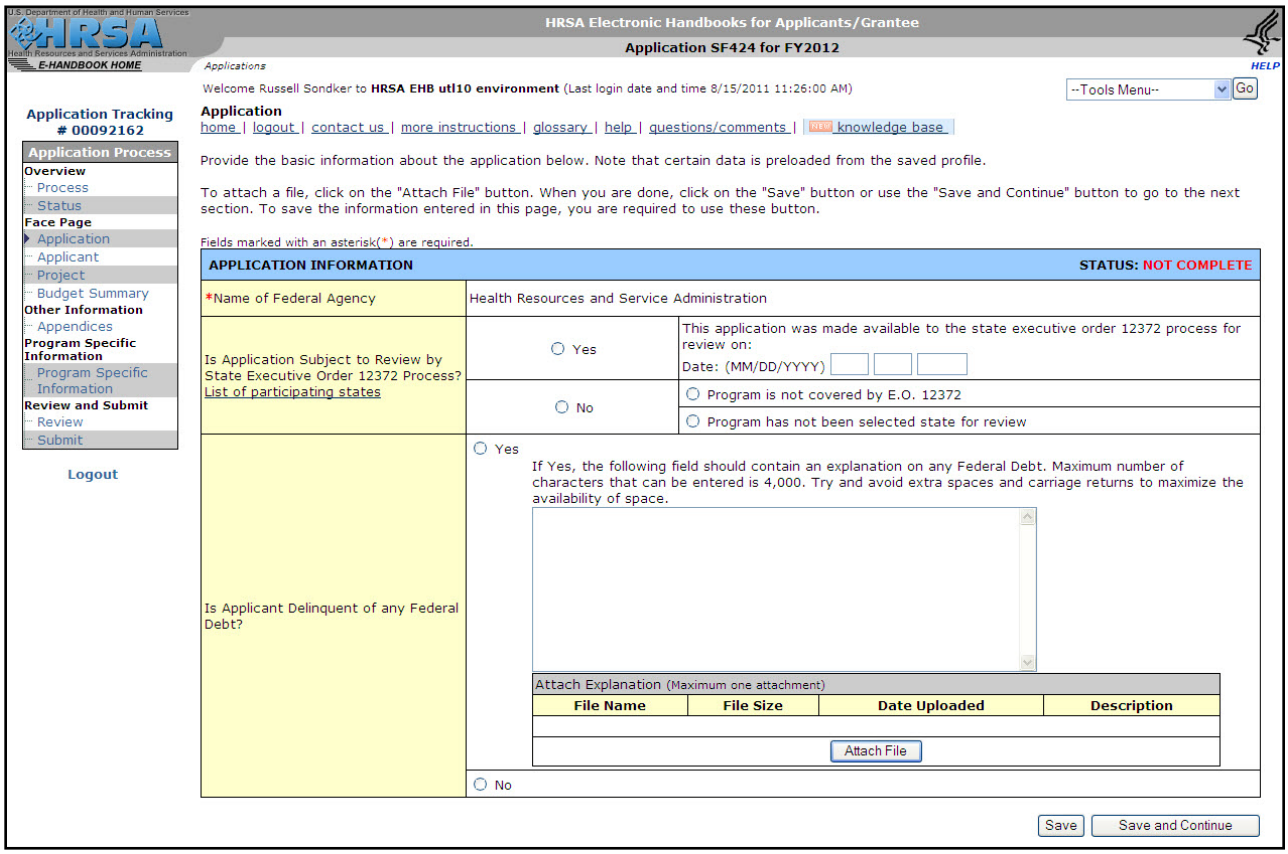
> **This document will use the left side menu to describe how to access each form. However, as noted above, you can access any application form by returning to the Status Page (for Application), and clicking its Update link.**
>
> **When a screen has a text box that indicates the number of characters that are allowed (e.g., 4000 characters), the stated number of characters includes spaces.**

4.2.1 Application

The "**Application Form**" contains basic information about your application.

Click the "**Application**" on the "**Application Process**" left side menu to access the **"Application Information**" (Figure 23).

Figure 23: Application Information



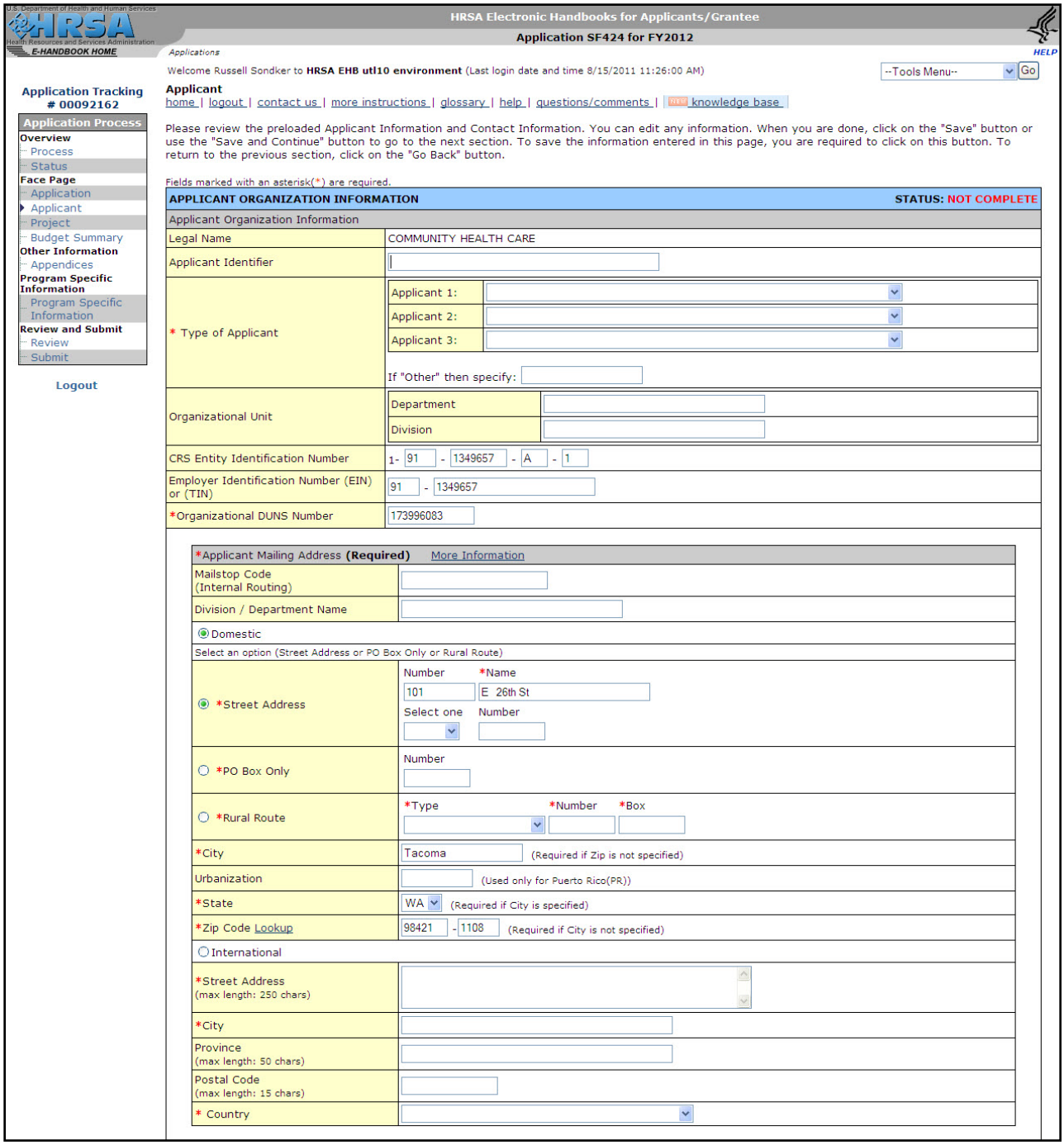
1. Complete the required questions on this page. Fields marked with an asterisk (*) are required.
   - If you select "**Yes**" to the question "**delinquent on debt**", you must enter an explanation in the text box provided.
2. After you have completed this page, click the Save and Continue button to save your information, and proceed to the next page.

4.2.2 Applicant Organization Information Form

The "**Applicant Organization Information**" form contains information about your Organization, in addition to contact information for different roles.

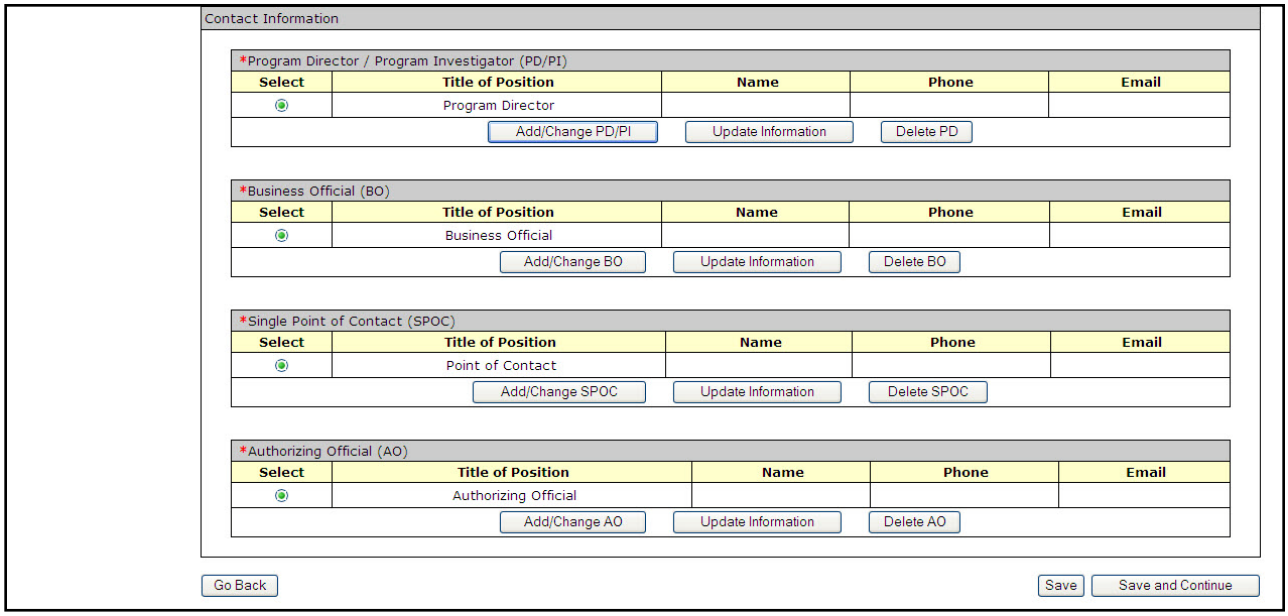
Click "**Applicant**" on the left side menu to access the **"Applicant Organization Information**" form. (See Figure 24, Figure 25).

Figure 24: Applicant Organization Information Page (Top Portion)



NOTE: *Review the information on the "**Applicant Organization Information**" page. Fields marked with an asterisk (*****) are required.*

Figure 25: Applicant Organization Information Page (Bottom Portion)



NOTE: *Review the information on the "**Applicant Organization Information**" page. Fields marked with an asterisk (*****) are required.*

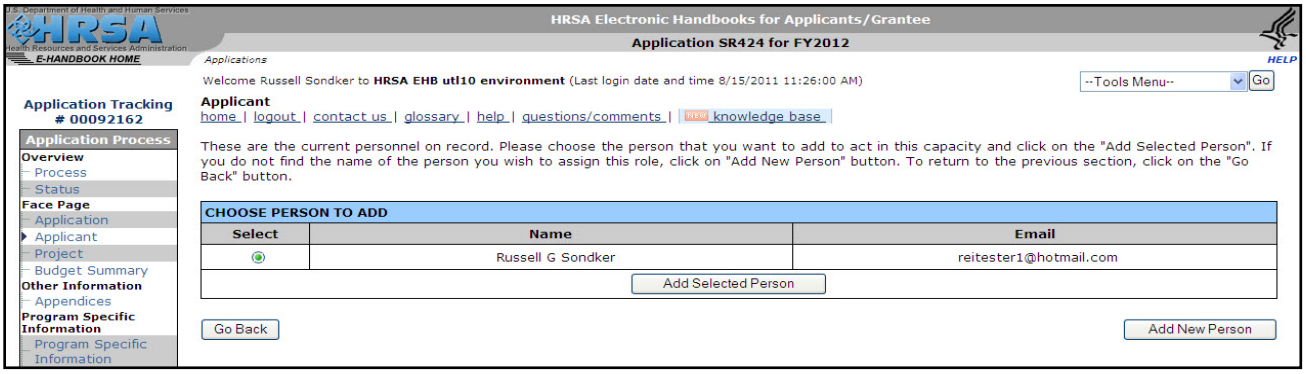
You can perform the following functions on this screen:

- **MODIFY:** the Applicant Organization Information and Mailing Address Information, replace the text in the text boxes, and select options from the drop-downs, as appropriate.
- **ADD** or **CHANGE:** a contact can be added or changed.

For the purpose of this guide, the Add/Change PD/PI example will be used. However, the mechanism works the same for any contact type.

1. Select a contact, and click Add/Change PD/PI. The **Choose Person to Add Form** (Figure 26) will be displayed.

Figure 26: Choose Person to Add Page

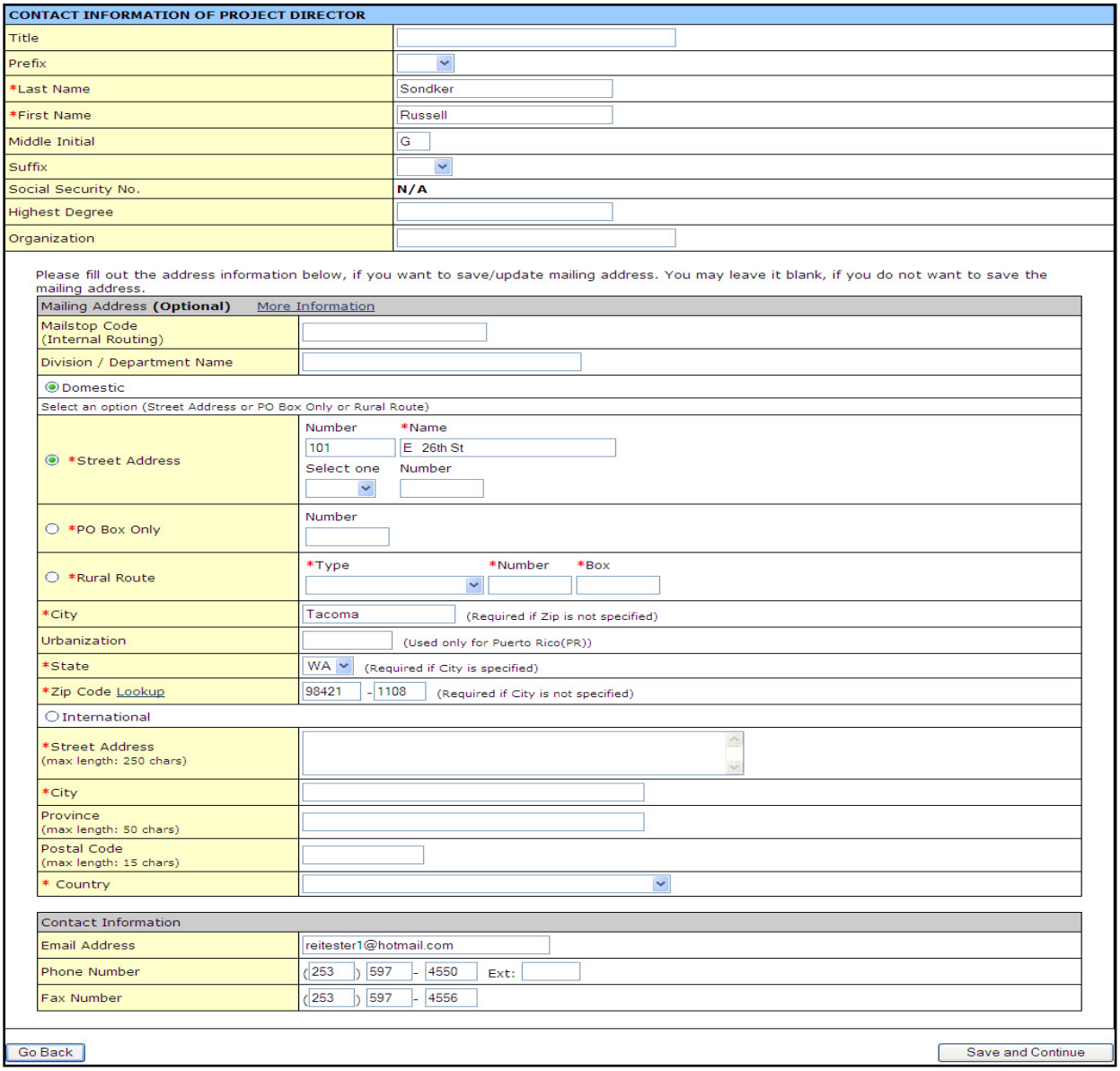


a. To **ADD** the contact, click the [Add New Person] button to make a listed person the contact. The (blank) **Contact Information Page** for the contact (Figure 27) will be displayed.

b. To **CHANGE** a new/different person as a contact, click the [Add Selected Person] button. The **Contact Information Page** for the contact (Figure 27) will be displayed, listing the current contact information for the contact.

All the fields will be blank, as you will need to provide the information for the new point of contact.

Figure 27: Contact Information Page (Details)



CONTACT INFORMATION OF PROJECT DIRECTOR	
Title	
Prefix	
*Last Name	Sondker
*First Name	Russell
Middle Initial	G
Suffix	
Social Security No.	N/A
Highest Degree	
Organization	

Please fill out the address information below, if you want to save/update mailing address. You may leave it blank, if you do not want to save the mailing address.

Mailing Address **(Optional)** More Information	
Mailstop Code (Internal Routing)	
Division / Department Name	
Domestic	
Select an option (Street Address or PO Box Only or Rural Route)	
*Street Address	Number: 101 *Name: E 26th St; Select one: ; Number:
*PO Box Only	Number:
*Rural Route	*Type: ; *Number: ; *Box:
*City	Tacoma (Required if Zip is not specified)
Urbanization	(Used only for Puerto Rico(PR))
*State	WA (Required if City is specified)
*Zip Code Lookup	98421 - 1108 (Required if City is not specified)
International	
*Street Address (max length: 250 chars)	
*City	
Province (max length: 50 chars)	
Postal Code (max length: 15 chars)	
* Country	

Contact Information	
Email Address	reitester1@hotmail.com
Phone Number	(253) 597 - 4550 Ext:
Fax Number	(253) 597 - 4556

Go Back | Save and Continue

Note: *Fields marked with an asterisk (*) are required.*

2. Verify and revise the contact information, as necessary.

3. Click [Save and Continue] button to save your information and return to the "**Applicant Organization Information**" page (Figure 25).

The user that you changed or added will be listed in the **Name** column as the contact.

- **UPDATE**: to update the "**Contact information**", you will use the "**Update Information**" button.

  1. Select a contact from the list "**Contact Information**" section and click Update Information. The existing contact information page (Figure 27) will be displayed.
  2. Verify and revise the contact information, as necessary. Fields marked with an asterisk (*) are required.
  3. Click Save and Continue to save your information and return to the "**Applicant Organization Information**" page (Figure 25).

- **DELETE** to delete a contact from the "**Contact Information**" list, you will use the "**Delete PD/PI**", "**Delete BO**", "**Delete SPOC**" or "**Delete AO**" for the individual intended for deletion.

  1. Select a Contact, and click Delete PD.
     ►You will be returned to the **Applicant Organization Information Form** (Figure 25).

     The contact that you deleted will not be listed under the **Name** column

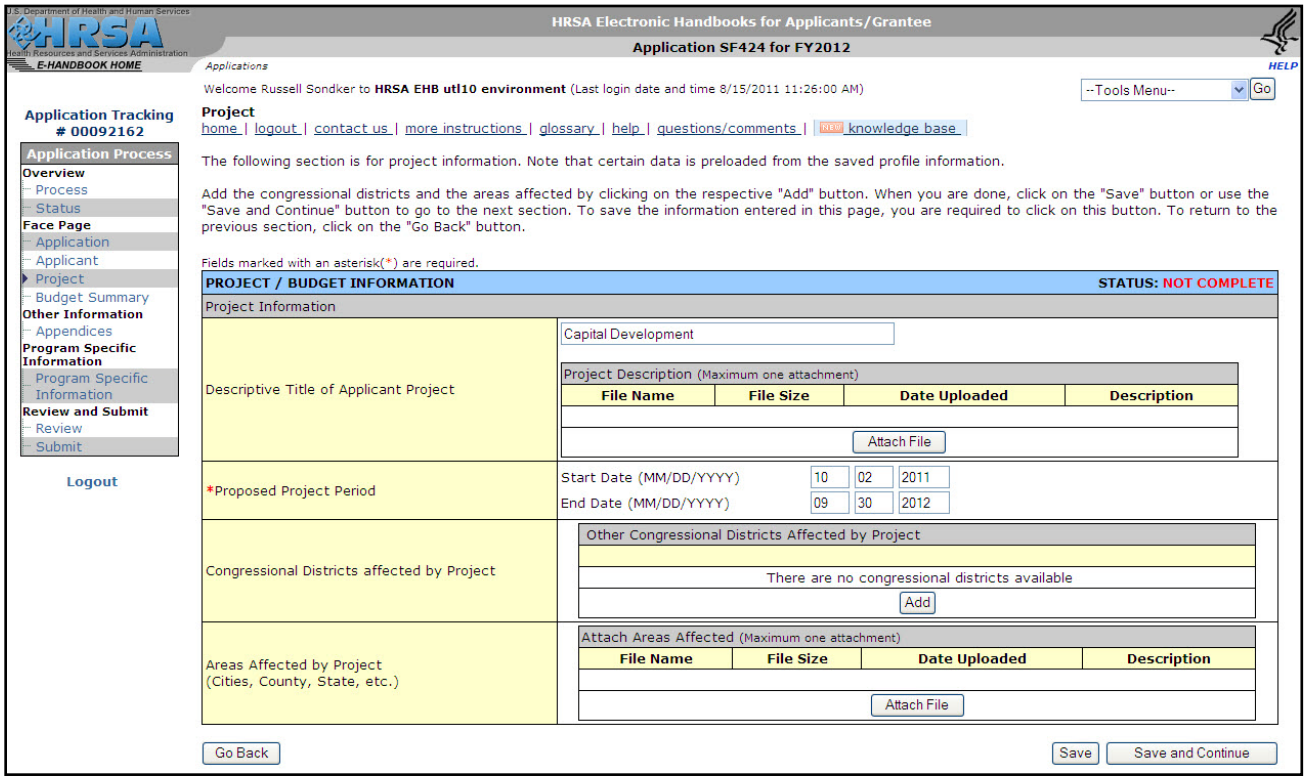
- Click the Save and Continue button to save your work and proceed to the "**Project**" page.

4.2.3 Project / Budget Information

The "**Project / Budget Information**" page provides general information about the application's project.

Click "**Project**" on the left side menu to access the "**Project / Budget Information**" page (Figure 28), if you did not arrive here from the "**Applicant**" page.

Figure 28: Project / Budget Information



Note: *Fields marked with an asterisk (*) are required.*

1. Enter a project title in the "**Descriptive Title of Applicant Project**" in the field provided.
2. Click the Attach File button to attach a document containing a description of the project.

> **Follow the usual attachment procedures to attach the document.**

3. Enter the "**Proposed Project Period**" Start Date and End Date.

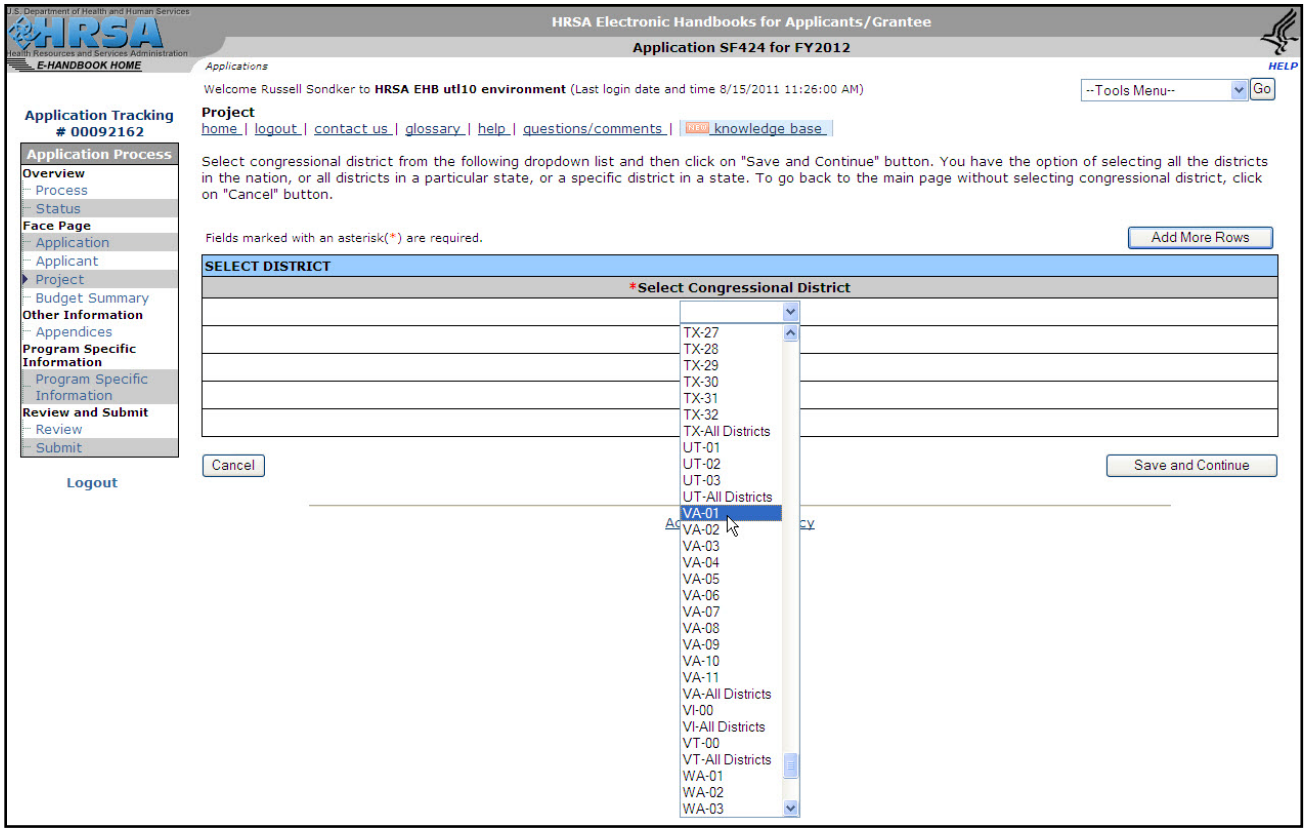
> **Use the (MM/DD/YYYY) format to enter the project start date and project end date.**

4. You can perform the following additional functions on the screen:

❖ **ADD** the "**Congressional Districts affected by the Project**":

   a. Click the Add button in the "**Other Congressional Districts Affected by Project**" section.
   b. The **Select District Form** (Figure 29) will be displayed.

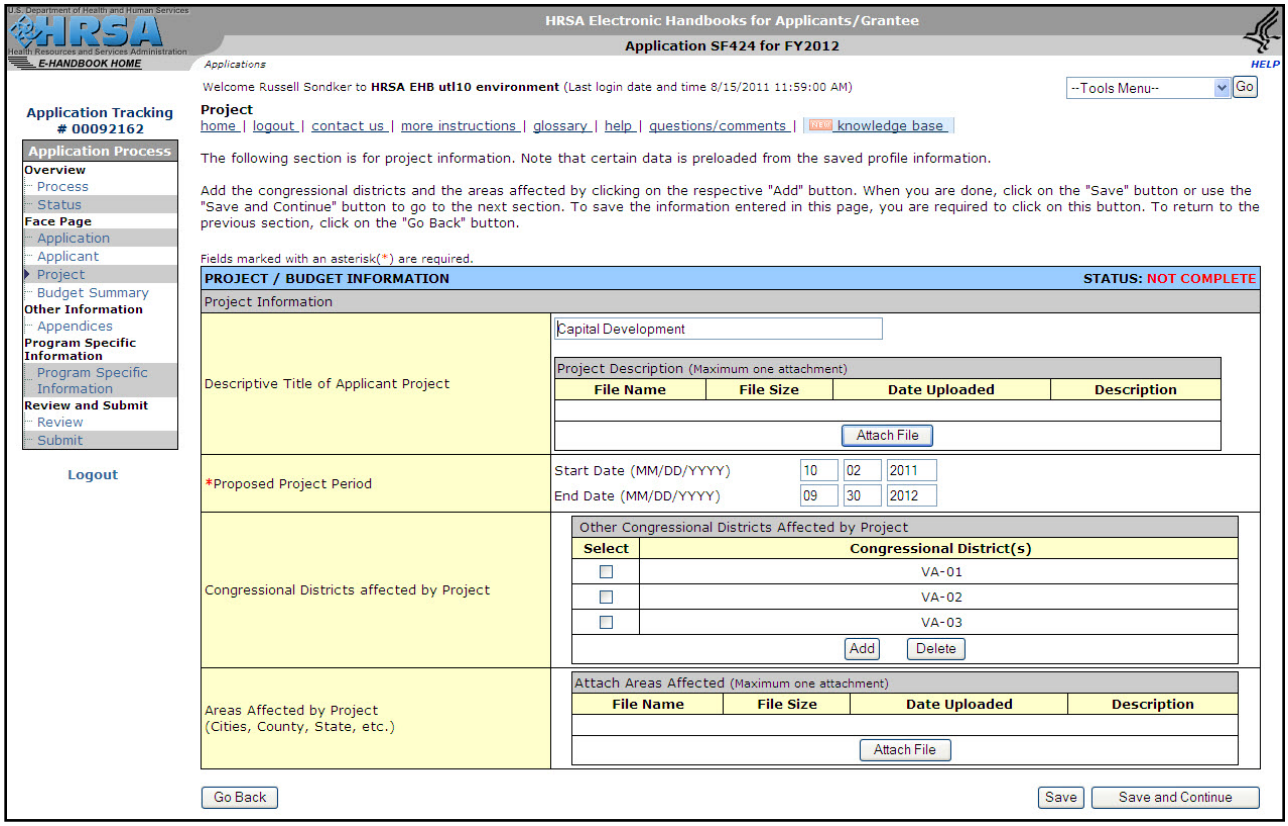
Figure 29: Select Congressional Districts



c. Select Congressional Districts using the drop-down menu on the form.

d. Click the Save and Continue button when you are finished. You will be returned to the "**Project / Budget Information**" page (Figure 30). The Congressional Districts you selected will be listed.

Figure 30: Project Page (with Congressional Districts Listed)



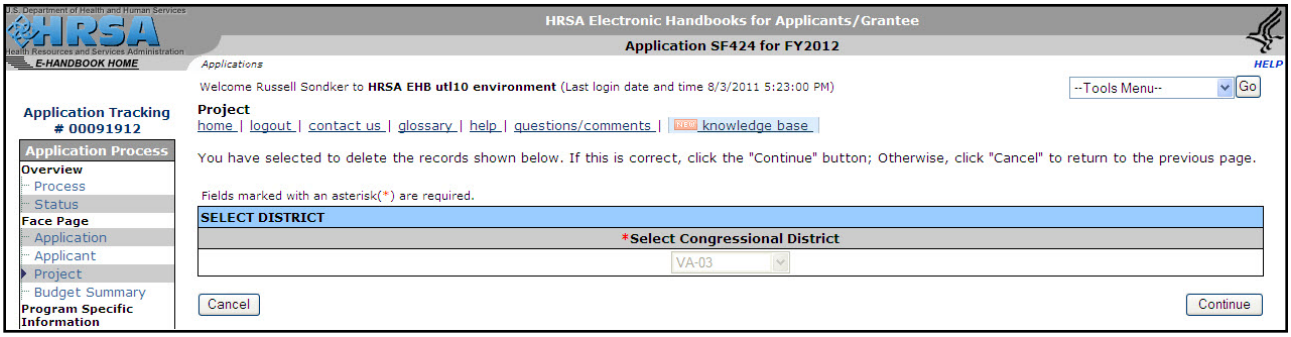
❖ **DELETE** the "**Congressional Districts affected by the Project**",

a. Select the Congressional District(s) to be deleted using the checkbox provided.

b. Click the Delete button.

c. The "**Confirm Districts for Deletion**" page (Figure 31) will be displayed, listing the districts you selected for deletion.

Figure 31: Confirm Districts for Deletion



d. After confirming the districts to be deleted, click the Continue button. You will be returned to the "**Project / Budget Information**" page (Figure 30). The Congressional Districts you deleted will no longer be listed.

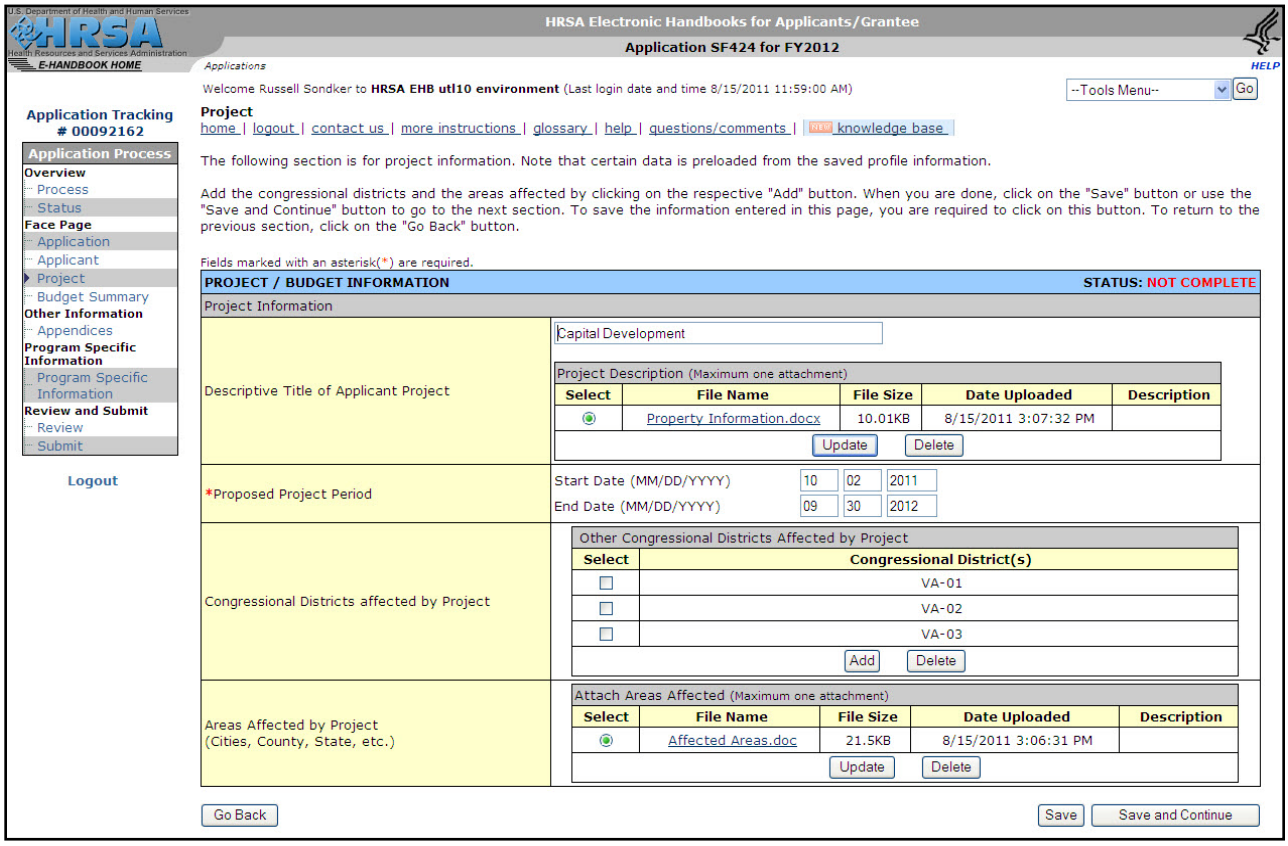
❖ **ATTACH** documentation for "**Areas Affected by Project**":

a. Click the Attach File button under "**Attach Areas Affected**" section.

🔔 **Follow the usual attachment procedures to attach the document.**

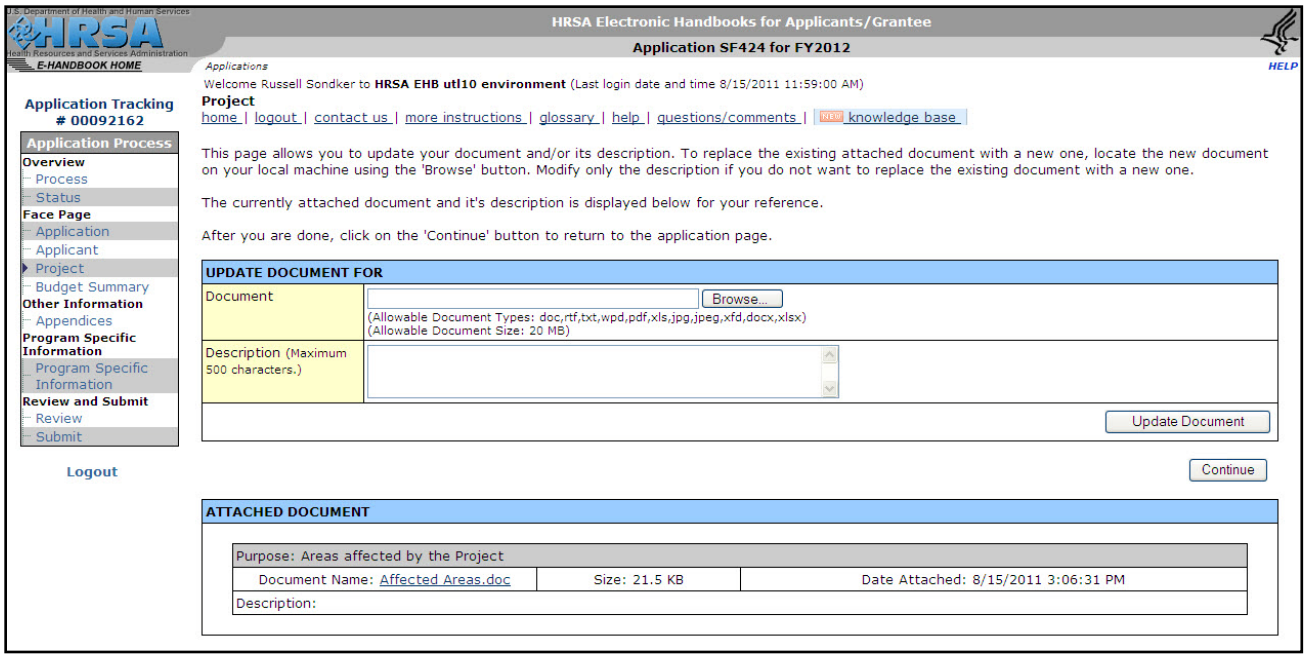
b. You will be returned to the "**Project / Budget Information**" page (Figure 32). The Areas Affected attachment will be listed.

Figure 32: Project / Budget Information Page
(With Congressional Districts and Affected Areas Document Listed)



- **UPDATE** the attachment in the "**Areas Affected by Project**" section:
  a. Click the Update button. The Areas Affected section allows only one attachment; it will be selected by default.
  b. The "**Update Document Form**" screen (Figure 33) will be displayed.

Figure 33: Update Document Page

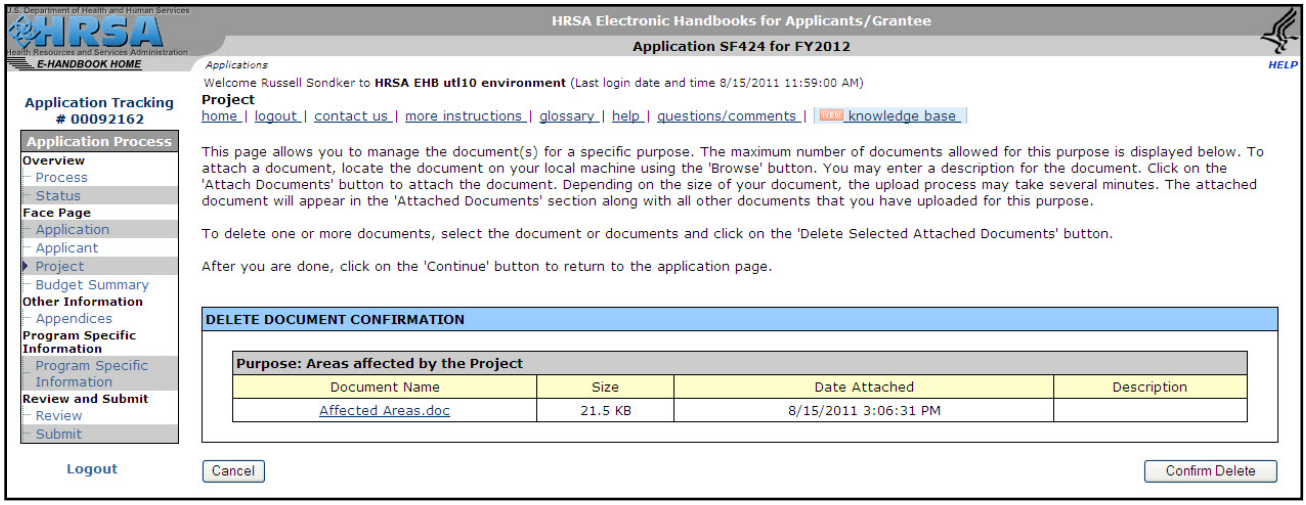


\

  c. Follow the usual procedures to change the attachment's description and update the attachment.
  d. Click the Continue button when you are finished, you will be returned to the "**Project / Budget Information**" page (Figure 32).

- **DELETE** the attachment in the "**Areas Affected by Project**" section,
  a. Click the Delete button. The Areas Affected section allows only one attachment; it will be selected by default.
  b. The **Delete Document Confirmation** (Figure 34) will be displayed.

Figure 34: Confirm Deletion of Affected Areas by the Project Document



  c. After confirming the attachment to be deleted, click the Confirm Delete button. You will be returned to the "**Project / Budget Information**" page (Figure 32).
  d. The attachment you deleted will no longer be listed.

5. After you have completed the "**Project / Budget Information**" page, click the Save and Continue button to save your work and proceed to the "**Budget Summary**" page.

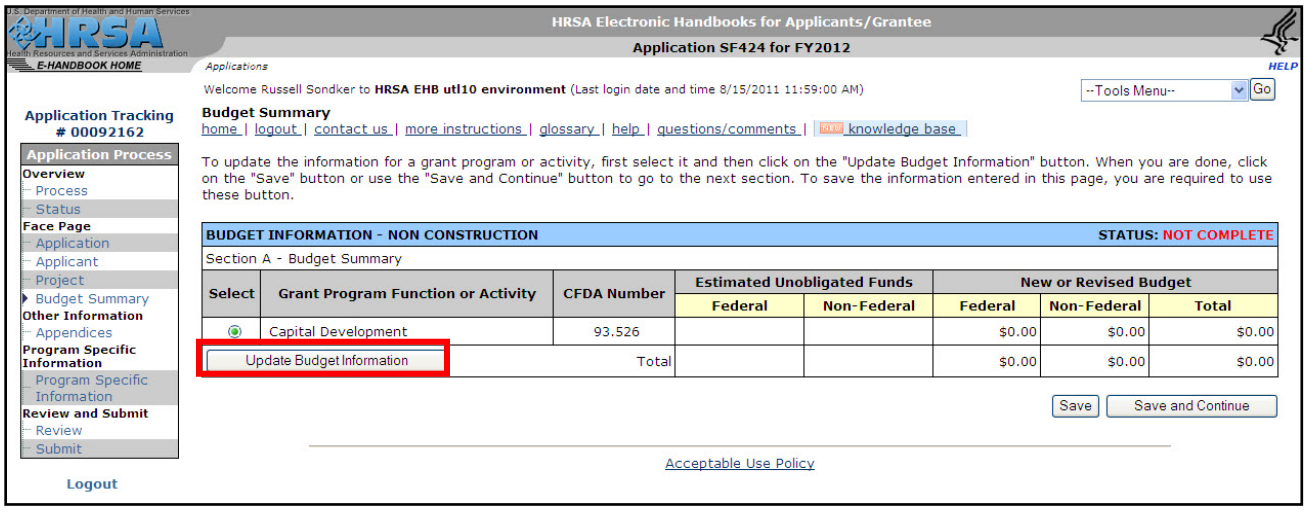
4.2.4 Budget Summary

The "**Budget Summary**" allows users to specify the Federal and Non-Federal portions of the total budget for the grant. In addition, the CFDA number is displayed for the listed Grant Program.

Click "**Budget Summary**" on the left side menu to access the "**Budget Summary**" page (Figure 35), if you did not arrive here from the "**Project / Budget Information**" page.

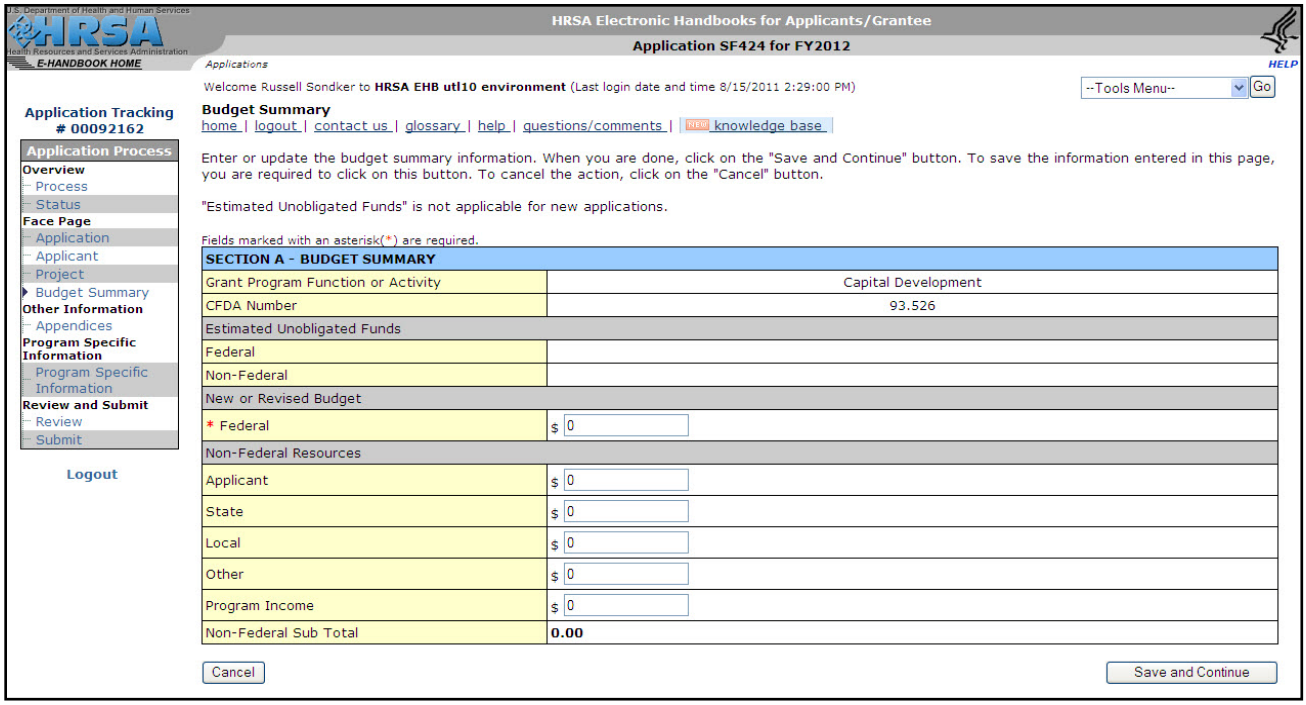
- **In order for the Budget Summary Form to be considered complete:**
- **The Total Federal Amount (in the New or Revised Budget columns) MUST BE EQUAL to the Federal Assistance Requested (cell 17c) of the Budget (SF-424C) page of the Program Specific Information section.**
- **The Total amount of State Funding, as specified in Budget Summary Form (for Grant Program Function) (Figure 36) must be equal to the Total State Grants (row 3a, column d) of the Funding Sources page of the Program Specific Information section.**
- **The Total amount of Local Funding, as specified in Budget Summary Form (for Grant Program Function) (Figure 36) must be equal to the Total Local Funding (row 3b, column d) of the Funding Sources page of the Program Specific Information section.**
- **The Total amount of Other as specified in Budget Summary Form (for Grant Program Function) (Figure 36) must be equal to the Total Other Federal Funding (row 3c, column d) of the Funding Sources page of the Program Specific Information section.**
- **The Total amount in 'Applicant' field in Budget Summary Form (for Grant Program Function) must be equal to the sum of the Total amount of the Private 3rd Party (3d) and Total of the Other Project Financing (3e) in the Funding Sources page of the Program Specific Information.**

Figure 35: Budget Summary Page



1. Click Update Budget Information. The **Budget Information** page (Figure 36) will be displayed.

Figure 36: Budget Summary (Section A – Budget Summary)

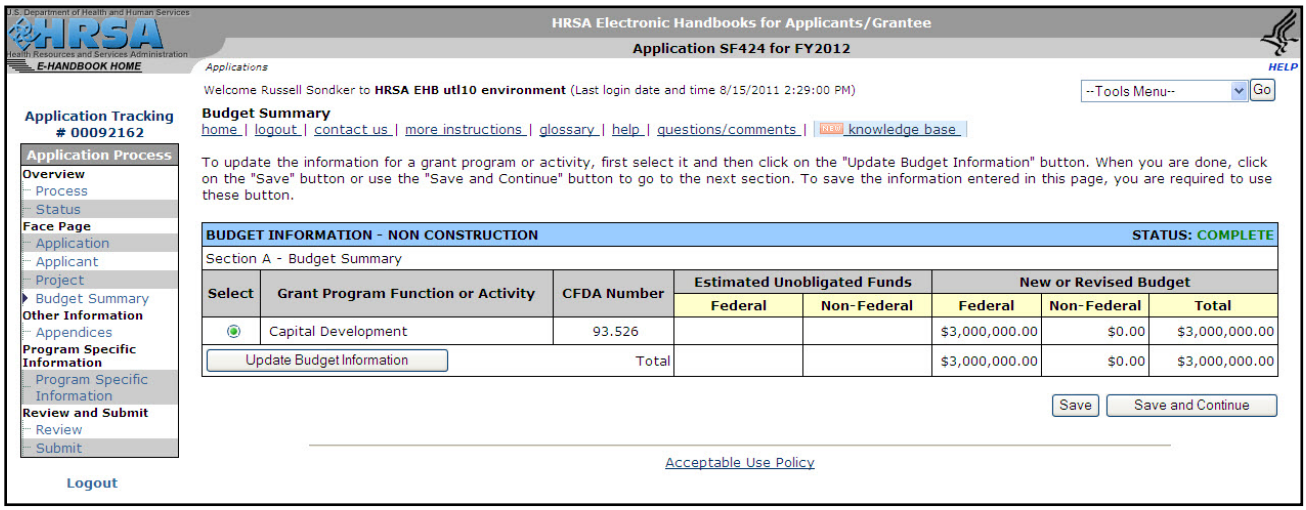


Note: *Fields marked with an asterisk (*) are required.*

2. Enter the information for each category to complete this page.
3. Click Save and Continue. You will be returned to the "**Budget Summary**" page (Figure 37).

   The Grant Program's budget summary information will reflect your changes.

Figure 37: Budget Summary Page Complete



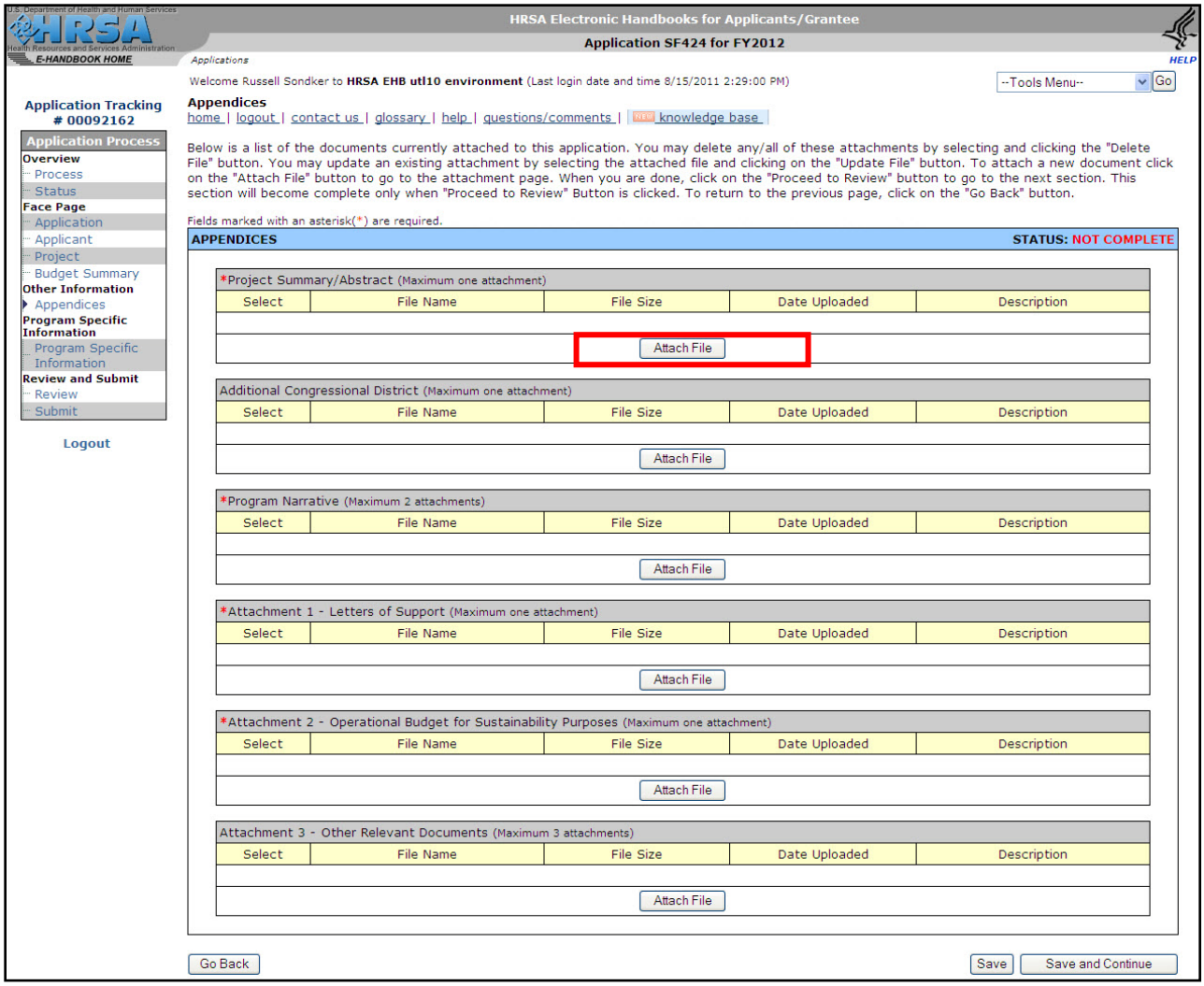
4. When you complete the "**Budget Summary**", click Save and Continue to save your work and proceed to the "**Assurances**" page.

4.2.5 Appendices

The "**Appendices**" allows users to attach the assurances documentation required for the **CD-BC** application.

Click "**Appendices**" on the left side menu to access the "**Appendices**" page (Figure 38), if you did not arrive here from the "**Budget Summary**" page.

Figure 38: Appendices Page



Follow the usual attachment procedures to attach the document.

1. Click Save and Continue to save your work and proceed to the "**Program Specific Information Status Overview**" page.

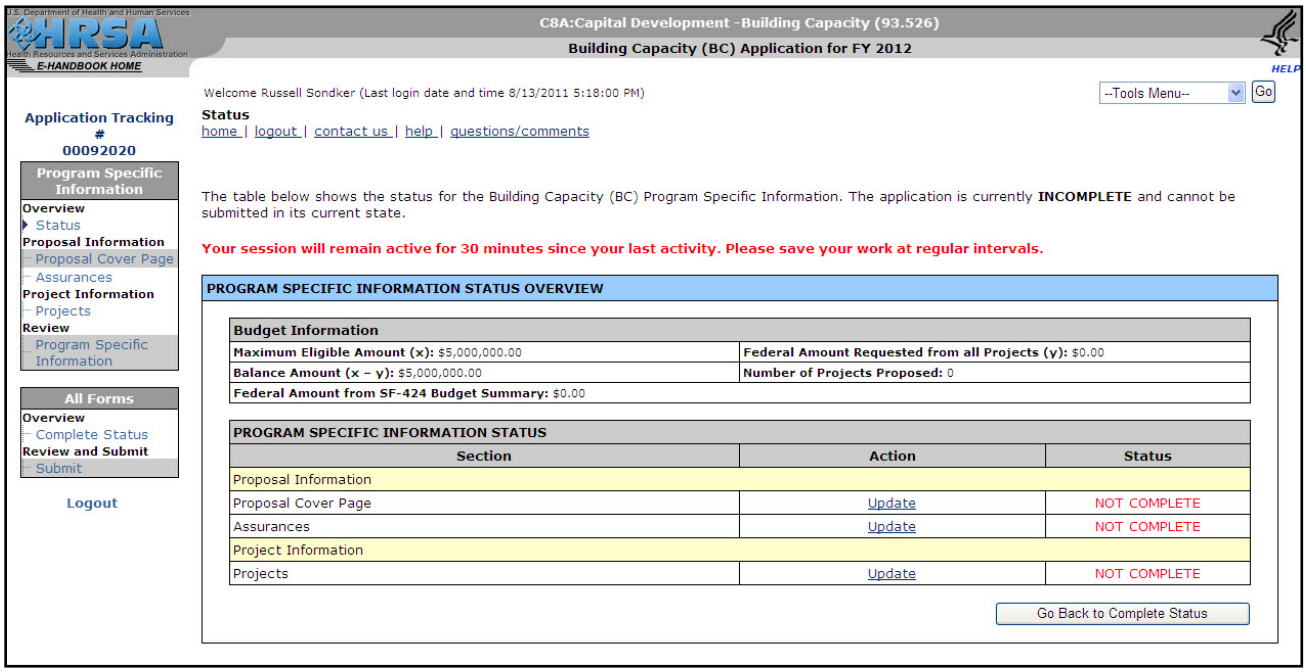
4.3. Entering Program Specific Information

The "**Program Specific Information**" section will be completed to address the specific requirements of the **Capital Development – Building Capacity** (CD-BC) program. Each section must be completed before the overall application can be completed and submitted.

To get to the Program Specific Information forms, click the "**Program Specific Information**" link on the left side menu link on the **Status Overview** page if you did not arrive here from the "**Checklist**" pages.

The "**Program Specific Information Status Overview**" page (Figure 39) will be displayed.

Figure 39: Program Specific Information Status Overview Page



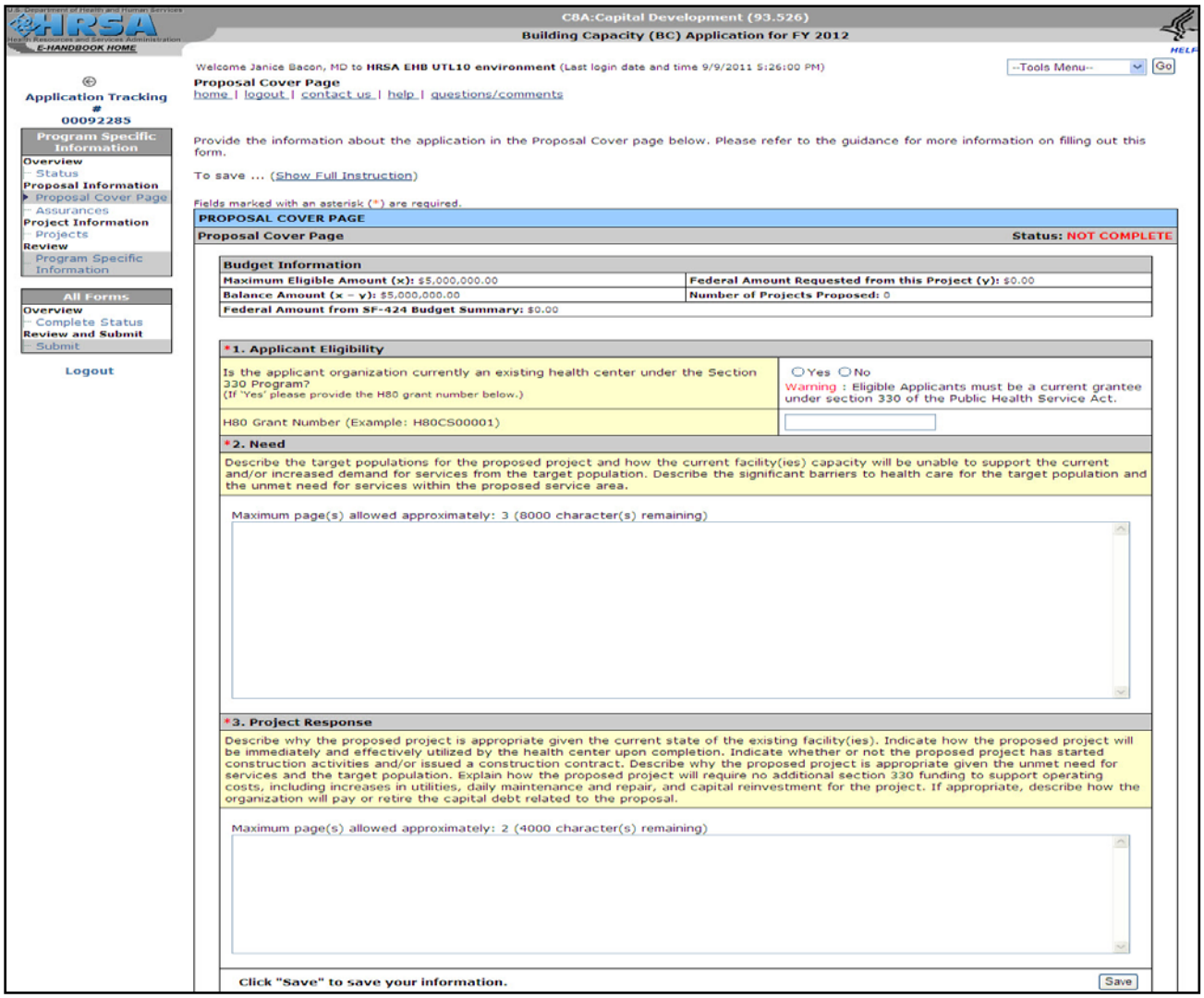
4.3.1 Proposal Cover Page

The "**Proposal Cover Page**" provides for the entry of general information regarding your CD - BC application.

Click "**Proposal Cover Page**" on the "**Program Specific Information**" left side menu to access the "**Proposal Cover Page**" or click the "**Update**" link in the "**Program Specific Information Status**" table.

The "**Proposal Cover Page**" will be displayed (Figure 40).

Figure 40: Proposal Cover Page (Top)



Note: *Fields marked with an asterisk (*) are required.*

1. Answer "**Yes**" or "**No**" to the first question, "**Is the applicant organization currently an existing health center under the Section 330 Program?**"

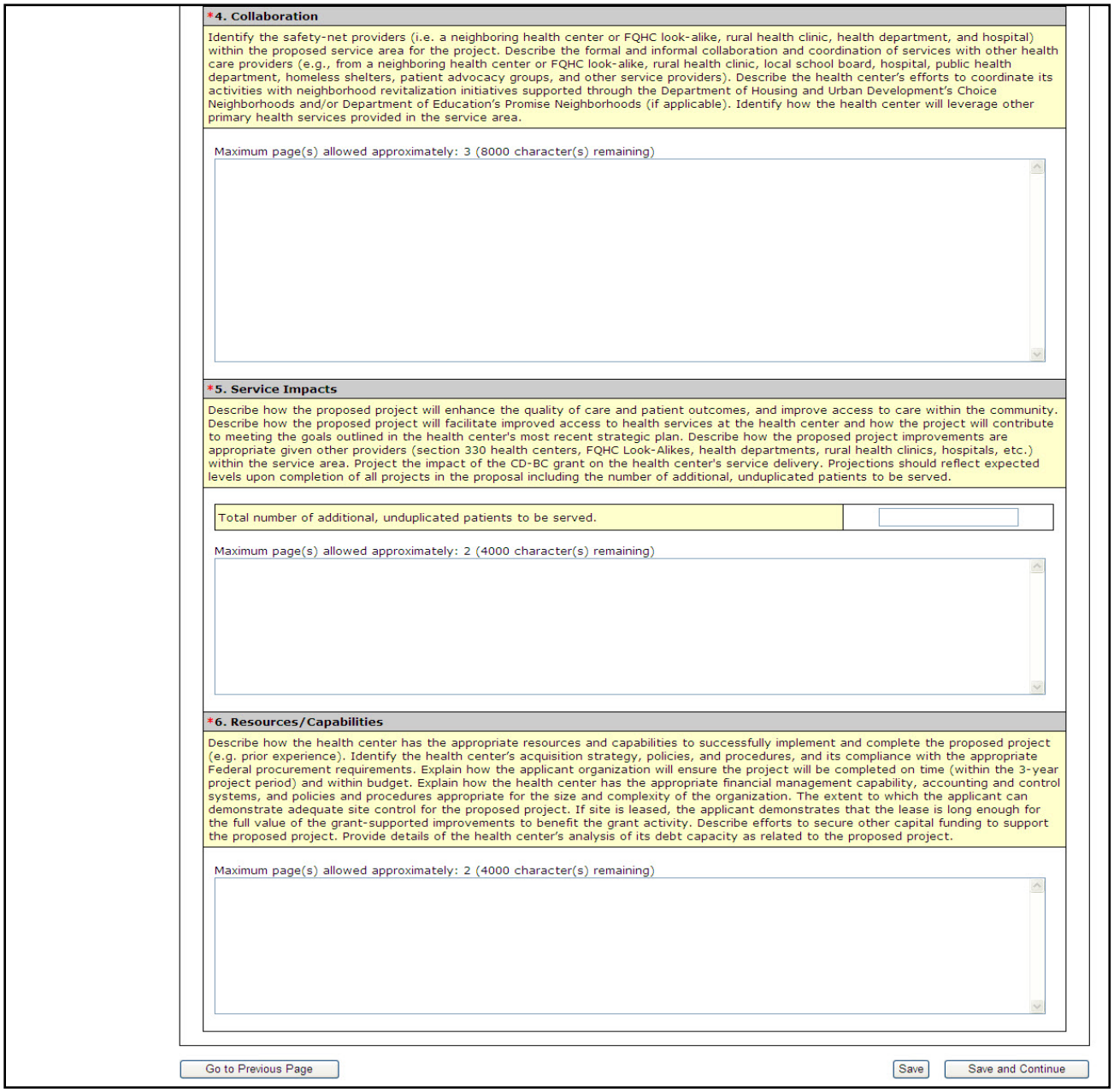
> **Warning: Eligible Applicants must be a current grantee under section 330 of the Public Health Service Act.**

2. Provide the "**H80 Grant Number**" in the space provided.

A "Save" button has been provided at the bottom of question #3, please use this to save your work during extended data entry sessions.

3. Answer the remaining questions to complete this page of the application.

Figure 41: Proposal Cover Page (Bottom)



***4. Collaboration**

Identify the safety-net providers (i.e. a neighboring health center or FQHC look-alike, rural health clinic, health department, and hospital) within the proposed service area for the project. Describe the formal and informal collaboration and coordination of services with other health care providers (e.g., from a neighboring health center or FQHC look-alike, rural health clinic, local school board, hospital, public health department, homeless shelters, patient advocacy groups, and other service providers). Describe the health center's efforts to coordinate its activities with neighborhood revitalization initiatives supported through the Department of Housing and Urban Development's Choice Neighborhoods and/or Department of Education's Promise Neighborhoods (if applicable). Identify how the health center will leverage other primary health services provided in the service area.

Maximum page(s) allowed approximately: 3 (8000 character(s) remaining)

***5. Service Impacts**

Describe how the proposed project will enhance the quality of care and patient outcomes, and improve access to care within the community. Describe how the proposed project will facilitate improved access to health services at the health center and how the project will contribute to meeting the goals outlined in the health center's most recent strategic plan. Describe how the proposed project improvements are appropriate given other providers (section 330 health centers, FQHC Look-Alikes, health departments, rural health clinics, hospitals, etc.) within the service area. Project the impact of the CD-BC grant on the health center's service delivery. Projections should reflect expected levels upon completion of all projects in the proposal including the number of additional, unduplicated patients to be served.

Total number of additional, unduplicated patients to be served.

Maximum page(s) allowed approximately: 2 (4000 character(s) remaining)

***6. Resources/Capabilities**

Describe how the health center has the appropriate resources and capabilities to successfully implement and complete the proposed project (e.g. prior experience). Identify the health center's acquisition strategy, policies, and procedures, and its compliance with the appropriate Federal procurement requirements. Explain how the applicant organization will ensure the project will be completed on time (within the 3-year project period) and within budget. Explain how the health center has the appropriate financial management capability, accounting and control systems, and policies and procedures appropriate for the size and complexity of the organization. The extent to which the applicant can demonstrate adequate site control for the proposed project. If site is leased, the applicant demonstrates that the lease is long enough for the full value of the grant-supported improvements to benefit the grant activity. Describe efforts to secure other capital funding to support the proposed project. Provide details of the health center's analysis of its debt capacity as related to the proposed project.

Maximum page(s) allowed approximately: 2 (4000 character(s) remaining)

Go to Previous Page | Save | Save and Continue

Note: *Fields marked with an asterisk (*) are required.*

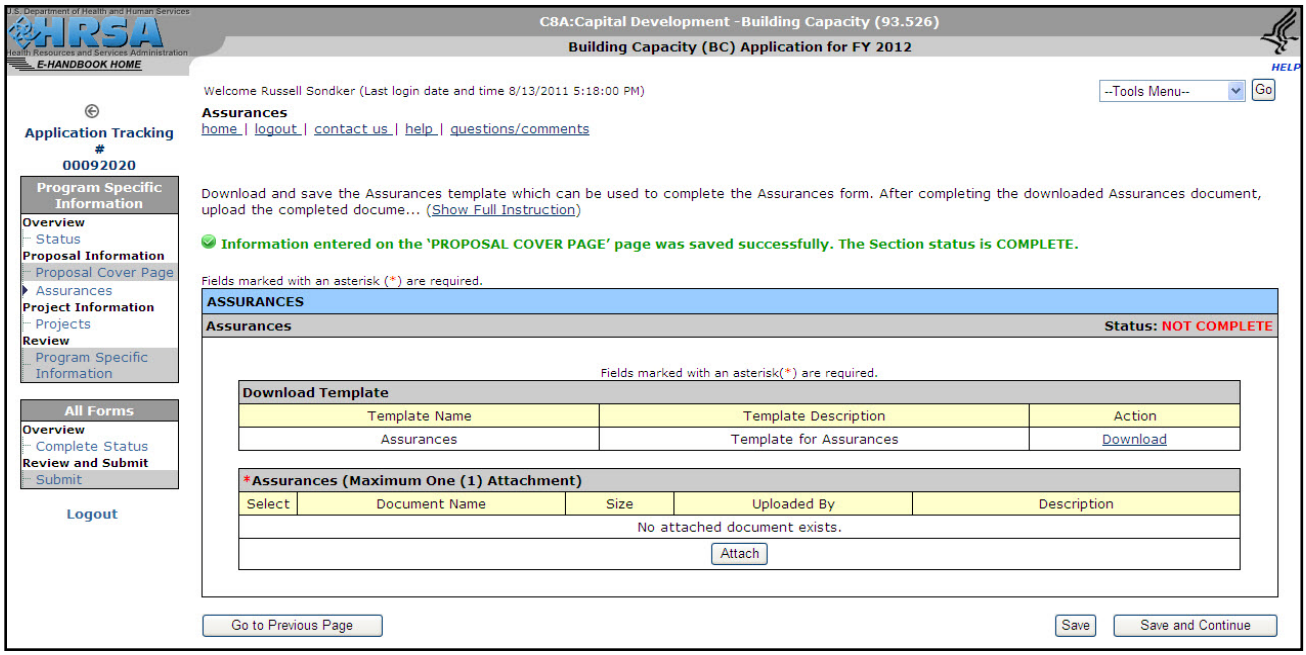
4. When you have completed the "**Proposal Cover Page**", click the Save and Continue button to save your work and proceed to the "**Assurances**" page.

4.3.2 Assurances

The "**Assurances**" page allows you to download a standard assurances form, "**certify and sign it**", and then attach it to the application.

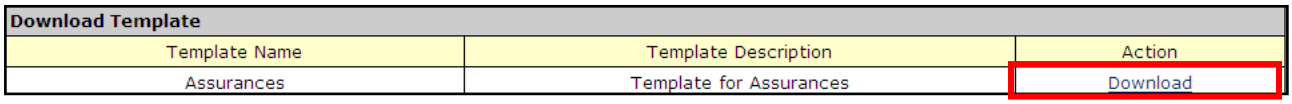
Click "**Assurances**" on the "**Program Specific Information**" left side menu to access the "**Assurances**" page (Figure 42) if you did not arrive here from the "**Proposal Cover Page**".

Figure 42: Assurances Page



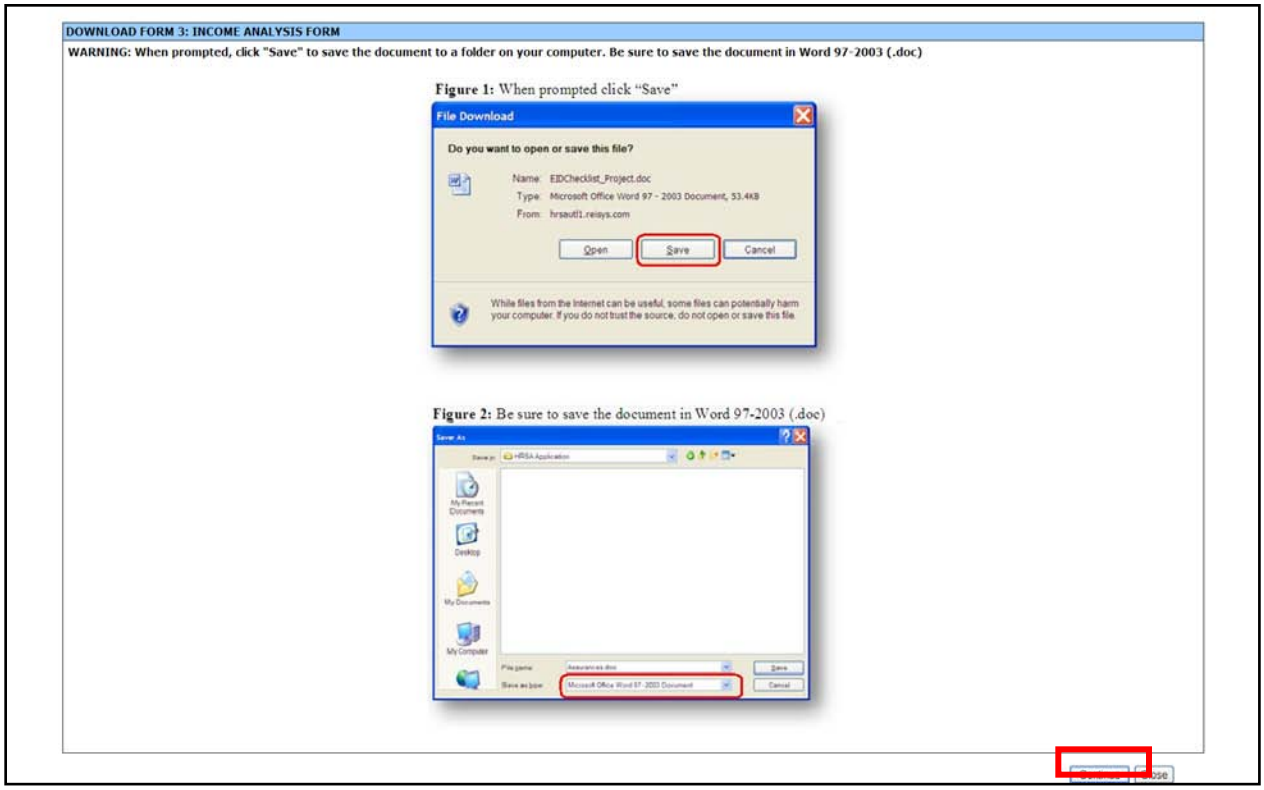
1. Click the "**Download**" link in the "**Action**" column of the "**Download Template**" section to download the document.

Figure 43: Download Template Section of Assurances Page



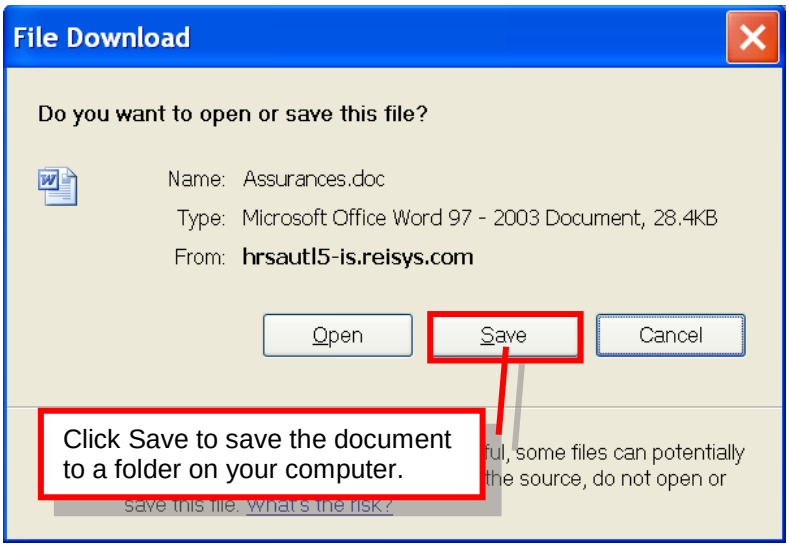
2. A "**Download Warning**" dialog box (Figure 44) will be displayed.

Figure 44: Download Warning Screen



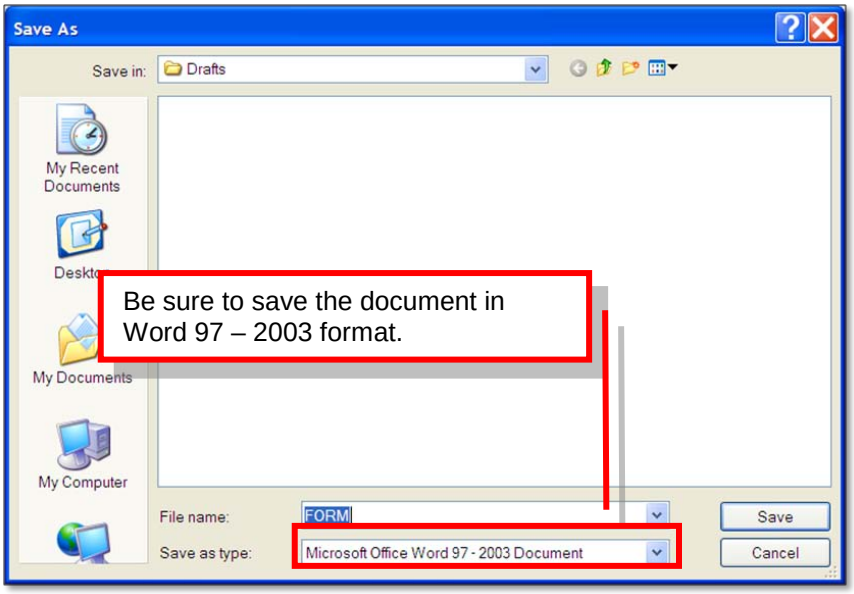
3. Read the download warning, then click the Continue button.
4. A "**File Download**" dialog box (Figure 45) will be displayed.

Figure 45: File Download Dialog Box



5. Click the Save button to save the document to a folder on your computer.
6. The "**Save As**" MS Windows dialog will be displayed (Figure 46).

Figure 46: Save As Dialog Box



7. Browse to the location where you want to save the document, using standard Windows browsing functionality.
8. Save the document in ***Word 97-2003*** (.doc) format.
9. You can now click the Close button on the **Download Warning Screen** (Figure 44).
10. Open the downloaded file (Figure 47) from the location where you saved it.

Figure 47: Downloaded File - Assurances Document

DEPARTMENT OF HEALTH AND HUMAN SERVICES Health Resources and Services Administration ASSURANCES	FOR HRSA USE ONLY			
	Grantee Name	COMMUNITY HEALTH CARE		
	Grant Number	N/A	Application Tracking Number	00091912

ASSURANCES - CONSTRUCTION PROGRAMS

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.

2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.

4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.

5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or State.

6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or represents the appearance of personal or organizational conflict of interest, or persona

8. Will comply with the Intergovernmental Perso ... standards for merit systems for programs funded under one of the nineteen s ... Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

9. Will comply with the Lead-Based Paint poiso ... use of lead based paint in construction or rehabilitation of residence struc

10. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: **(a)** Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; **(b)** Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Section 1681-1683, and 1685-1686) which prohibits discrimination on the basis of sex; **(c)** Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794) which prohibit discrimination of the basis of handicaps; **(d)** the Age Discrimination Act 1975, as amended (42 U.S.C. Section 6101-6107) which prohibits discrimination on the basis of age; **(e)** the Drug Abuse Office and Treatment Act of 1972 (P.L.93-255), as amended, relating to nondiscrimination on the basis of drug abuse; **(f)** the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (PL 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; **(g)** Section 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. Section 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; **(h)** Title VIII of the Civil Rights Act of 1968 (42 U.S.C.Section 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; **(i)** any other non- discrimination provisions in the specific statute(s) under which application for Federal assistance is being made, and **(j)** the requirements on any other nondiscrimination Statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (PL 91-646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

12. Will comply with the provisions of the Hatch Act (5 U.S.C. Section 1501-1508 and 7324-7328) which limit the political activities of employee whose principal employment activities are funded in whole or in part with Federal funds.

13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. Section 276a to 276a- 7), the Copeland Act (40 U.S.C. Section 276c and 18 U.S.C. Section 874), the Contract Work Hours and Safety Standards Act (40 U.S.C. Section 327-333) regarding labor standards for federal assisted construction subagreements.

14. Will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (PL 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

15. Will comply with environmental standards which may be prescribed pursuant to the following: **(a)** institution of environmental quality control measures under the National Environmental Policy Act of 1969 (PL 91-190) and Executive Order (EO) 11514; **(b)** Environmental Policy Act of 1969 (PL 91-190) and Executive Order (EO) 11514; **(c)** notification of violating facilities pursuant to EO 11738; **(d)** protection of wetlands pursuant to EO 11990; **(e)** evaluation of flood hazards in flood plains in accordance with EO 11988; **(f)** assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. Section 1451 et seq.); **(g)** conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. Section 7401 et seq.); **(h)** protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (PL 93-523); and **(i)** protection of endangered species under the Endangered Species Act of 1973, as amended, (PL 93-205).

16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. Section 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. Section 470), EO 11593 (identification and preservation of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. Section 469a-1 et seq.).

18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.

19. Will comply with all applicable requirements of all other Federal laws, Executive Orders, regulations and policies governing this program.

Name of Authorized Certified Official	
Title	
Applicant Organization	
Date Submitted	

Proof of Certification

[_] **AGREE** [_] **DO NOT AGREE**

I certify that I have read and agree to comply with the requirements of form SF 424D upon award of funds.

After completing the document be sure to save the document in Word 97 – 2003 format.

11. "**Certify and Sign**" the document by entering the information requested at the bottom of the form.

🔔 **Make sure you save the updated document on the hard drive of your computer.**

12. Click the Attach button in the "**Assurances**" section of the "**Assurances**" page, as shown in Figure 48 to upload the document, as an attachment.

Figure 48: Assurances section on the Assurances Page

* Assurances (Maximum One (1) Attachment)				
Select	Document Name	Size	Uploaded By	Description
No attached document exists.				
Attach				

Follow the usual attachment procedures to attach the document.

13. Use the "**Finished Attaching**" button to be returned to the "**Assurances**" page (Figure 42). The attached document will be listed under the "**Assurances**" heading.
14. Click the Save and Continue button at the bottom of the "**Assurances**" page (Figure 42) to save your work and proceed to the "**Projects**" page.

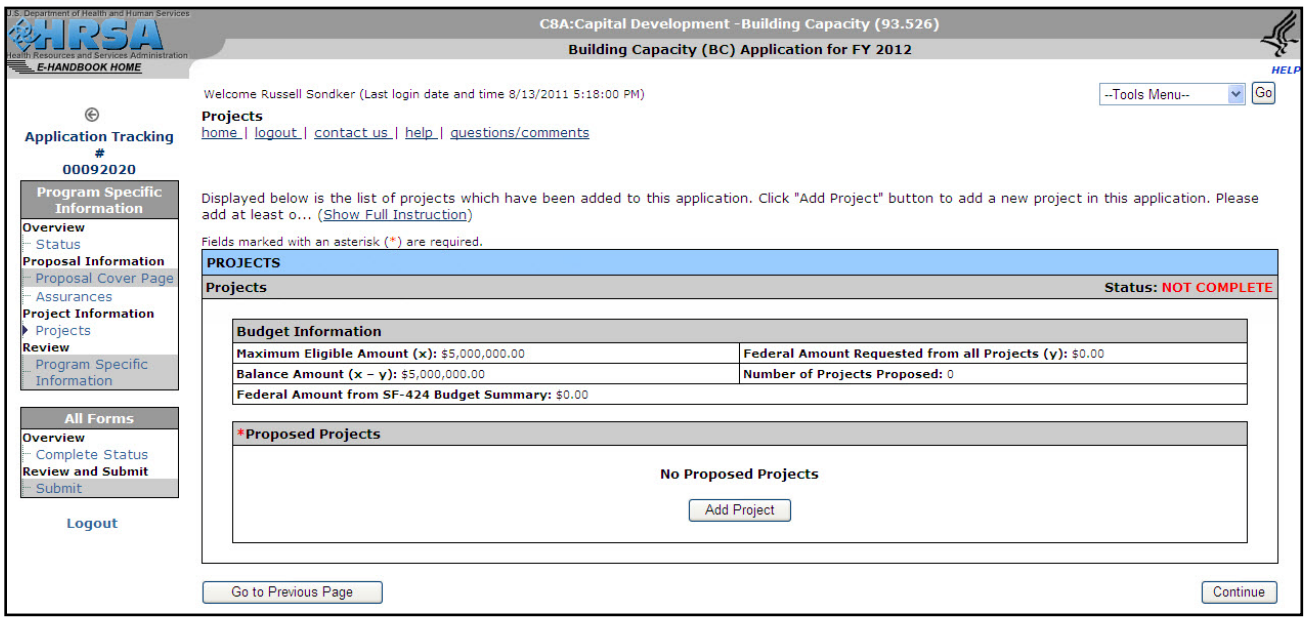
4.3.3 Projects

The "**Projects**" page (Figure 49) allows you to add only one (1) project to your "**CD-BC**" application.

- **You could complete all the project-related forms before you continue work on the remainder of the Program-Specific forms.**
- **A maximum of 1 project is allowed within the CD-BC application.**
- **Applicant can add Alteration/renovation (A&R) (existing facility) or Construction (new site or expansion of existing site) type of project in the Building Capacity application.**

Click "**Projects**" on the "**Program Specific Information**" left side menu to access the "**Projects**" page (Figure 49), if you did not arrive here from the "**Assurances**" page.

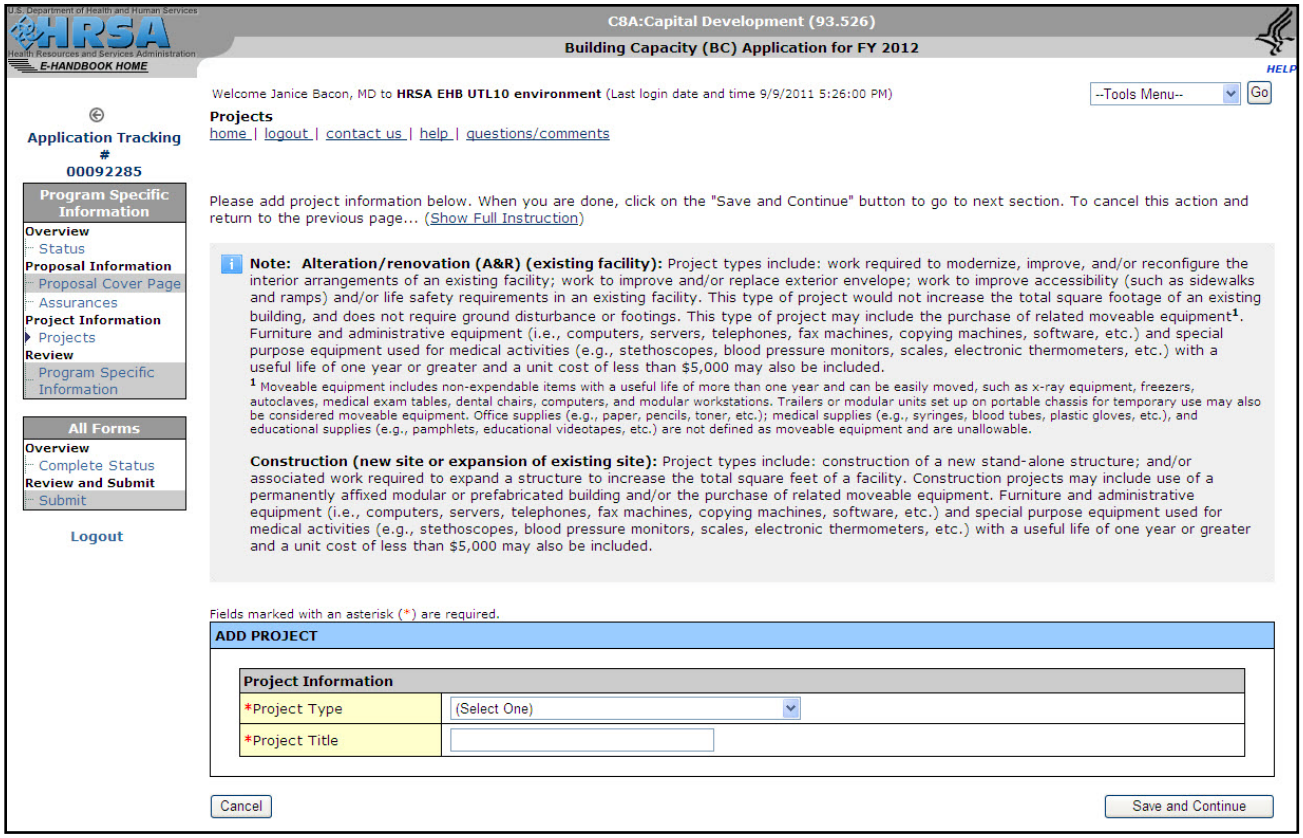
Figure 49: Projects Page



4.3.3.1 Adding the Project

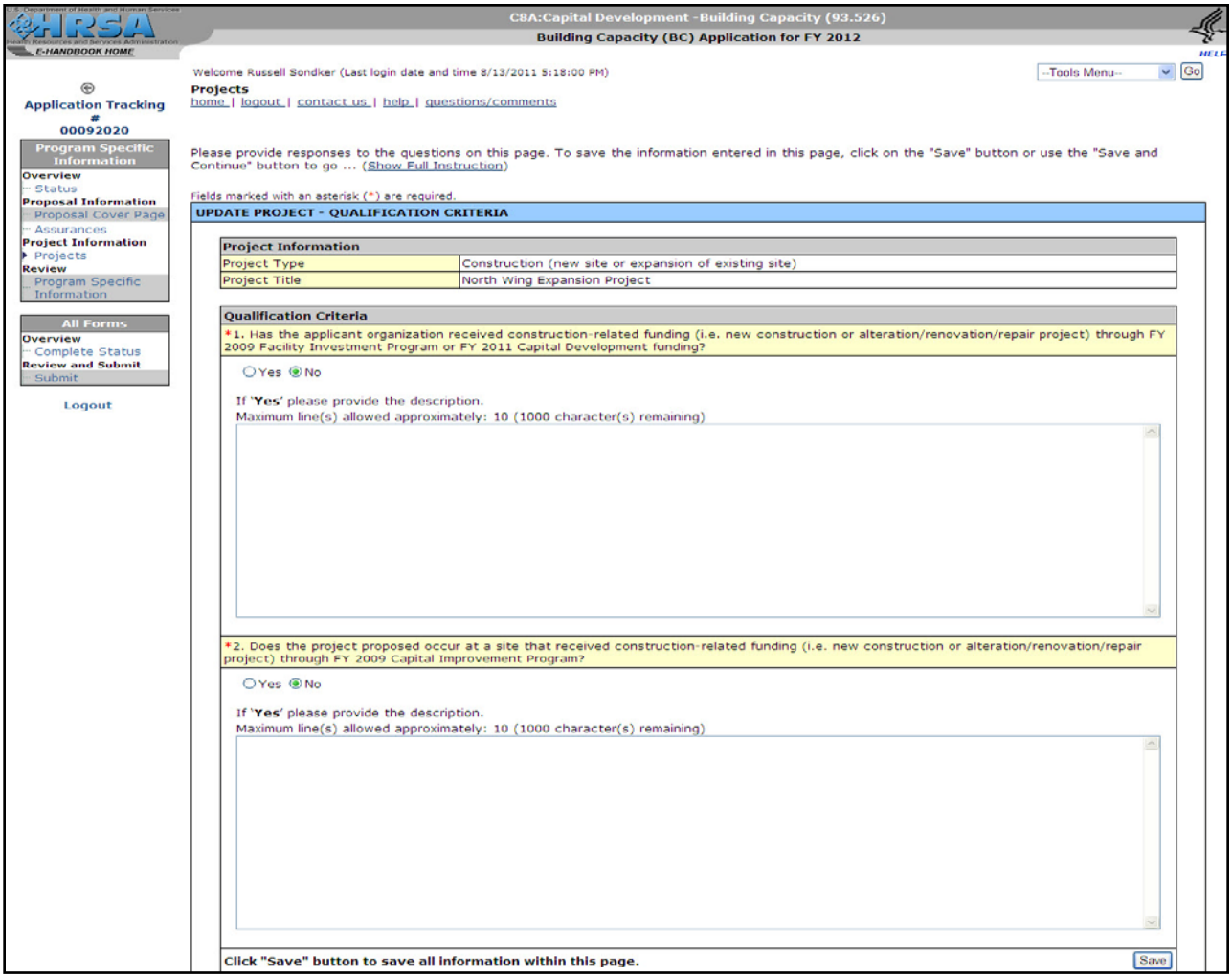
1. Click the Add Project button. The "**Add Project**" page (Figure 50) will be displayed.
2. Select the "**Project Type**" for the project.
3. Enter a "**Project Title**" for the project.

Figure 50: Add Project Page



4. Click the Save and Continue button.
5. You will then go to the "**Add Project – Qualification Criteria**" page (Figure 51)**.**
6. There are 5 required questions. Answer all 5 questions with a "**Yes**" or "**No**" and add comments when required.

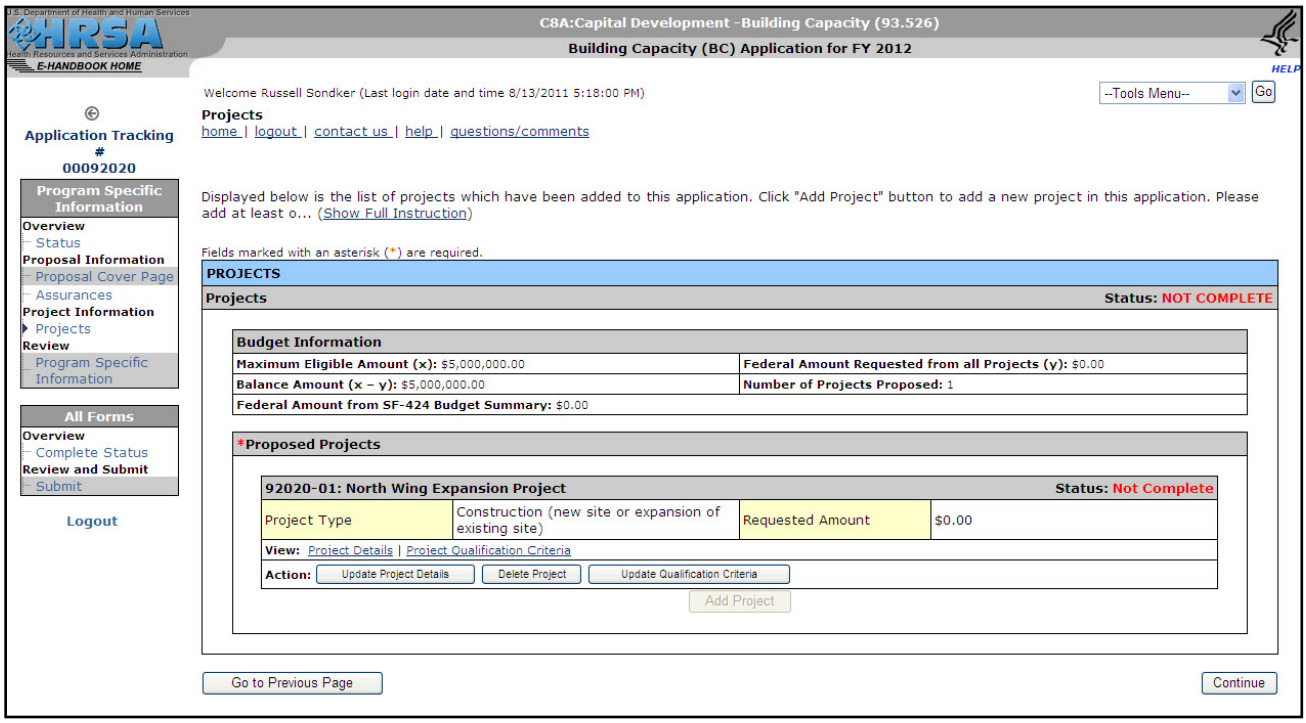
Figure 51: Add Project – Qualification Criteria



7. Click the Save and Continue button to add the proposed project to the application. You will return to the **Proposed Projects** page **(**Figure 53).

- **A "Save" button has been provided at the bottom of question #3; please use this to save your work during extended data entry sessions.**
- **The "Qualification Criteria" will be noted with an asterisk (*) if still incomplete.**
- **To complete the "Project Details" for the project you will use the "Update Project Details" button and follow the instructions below.**
- **Both sections, "Qualification Criteria" and "Project Details" must be complete in order to complete the project.**

Figure 52: Proposed Project Page



The "**Project**" is not complete however, until you complete the "**Update Project Details**" for the project.

To delete the project from this page, click the Delete **button.**

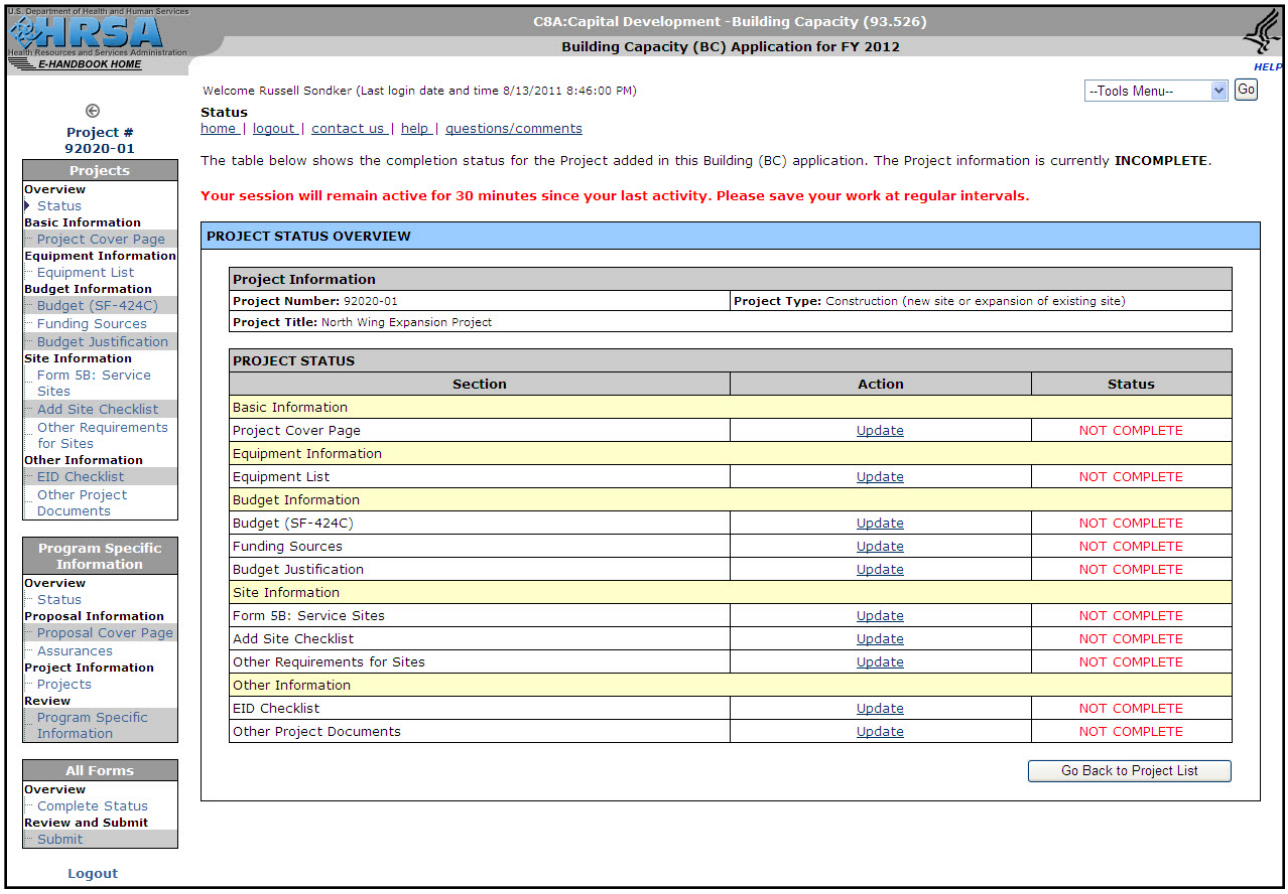
4.3.3.2 Completing the Project Details

The "**Project**" in the **CD-BC** application will have "**Project Details**" that will need to be completed before the application can be submitted. Complete the project-related pages for the project.

- **The budget information for each project will be added and listed on the "Budget (SF-424C)" page of the CD-BC application.**
- **The Federal amount requested should not be less than $500,000 and should not be more than $5,000,000.**

Click "**Update Project Details**" button on the "**Projects**" list page to access the "**Project Status**".

Figure 53: Project Status Page



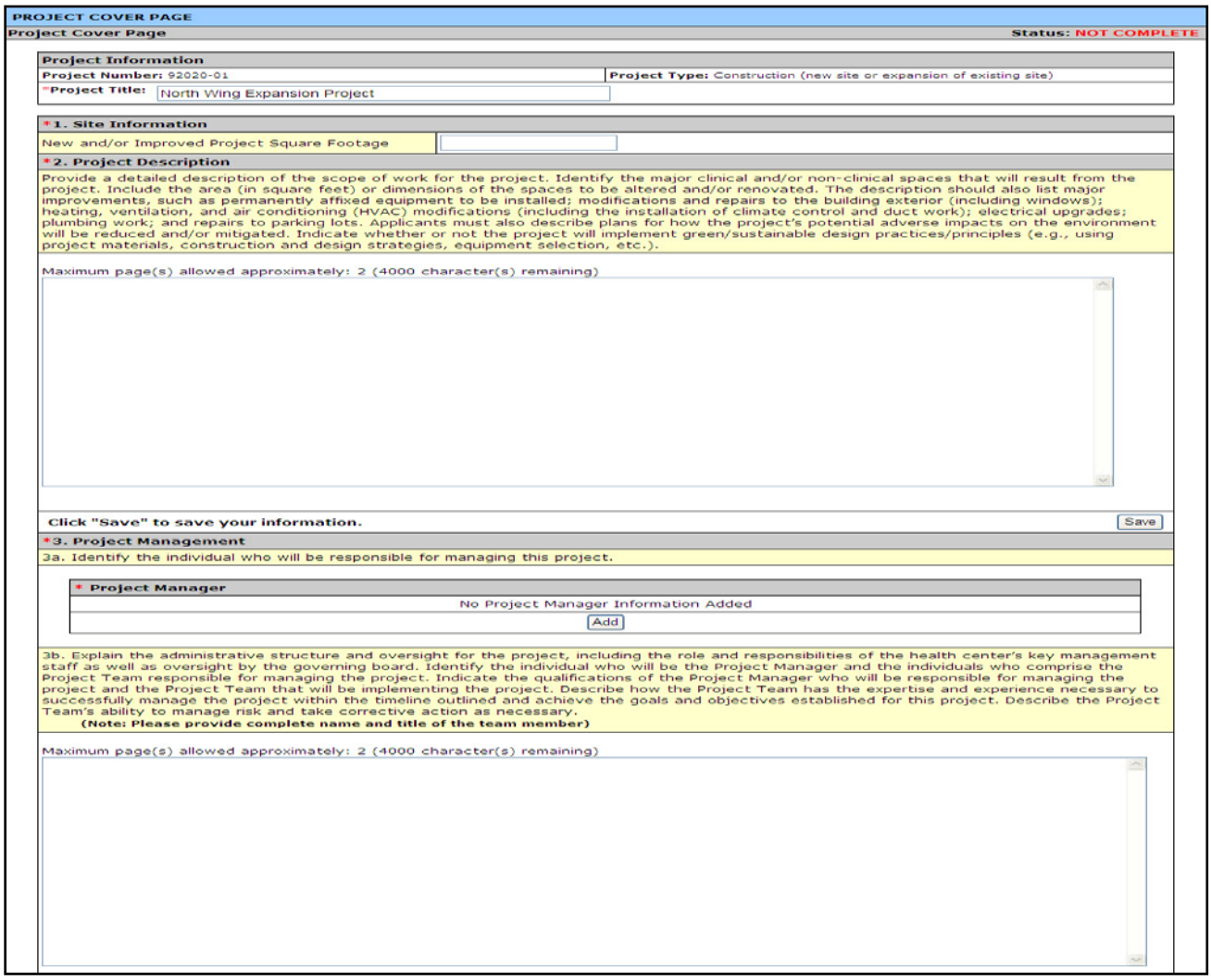
- **There will only be one "Project Status Page" for the CD-BC application.**

4.3.3.2.1 Project Cover Page

The "**Project Cover Page**" will allow you to enter general information about the project.

Click "**Project Cover Page**" on the **Projects** left side menu to access the **Project Cover Page** (Figure 54) or click the "**Update**" link in the "**Project Status**" table.

Figure 54: Project Cover Page

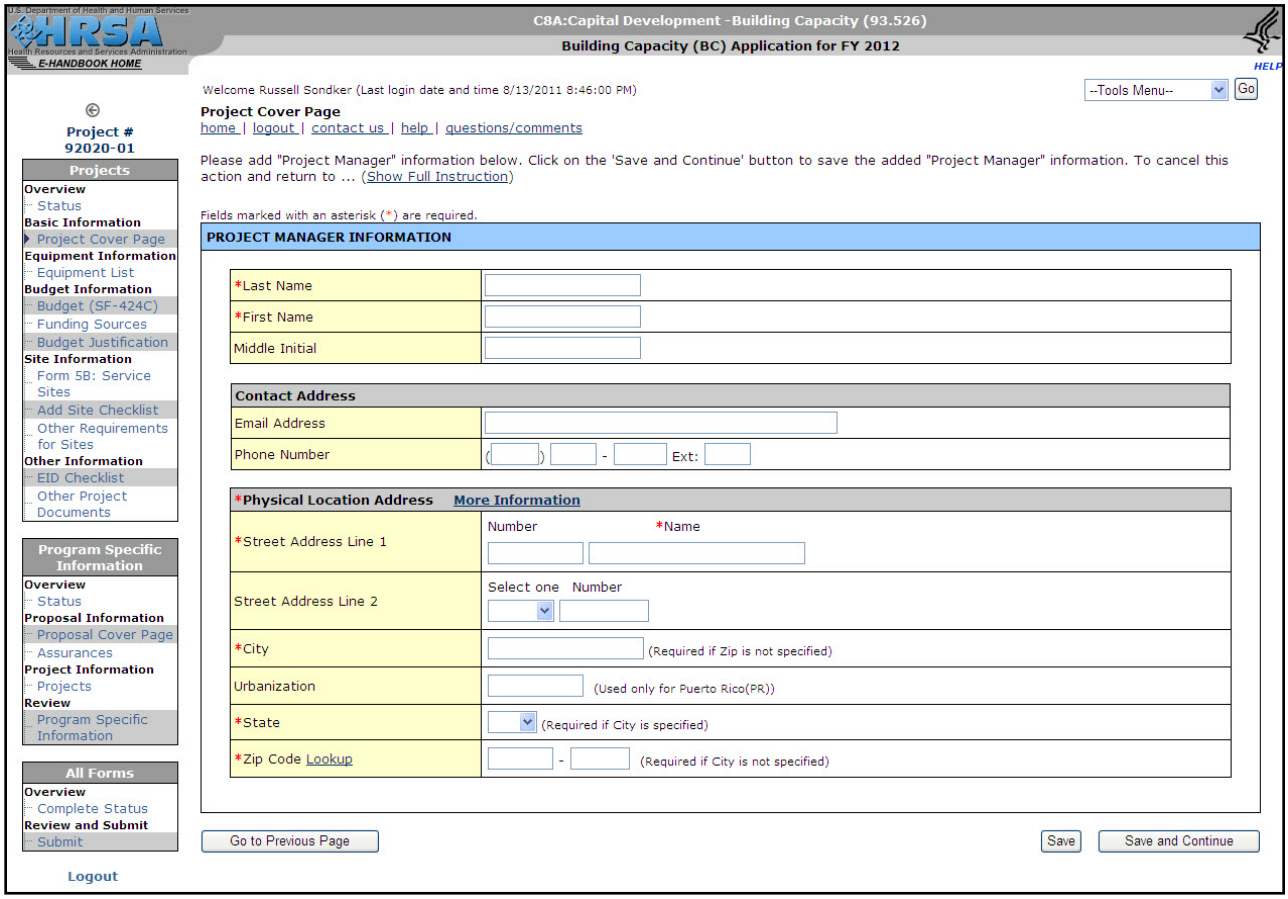


1. Update the "**Project Title**" if necessary.

> **This is the only form that permits you to update the Project Title.**

2. Enter the "**Improved Square Footage**" under "**Site Information**" section for the project.
3. Enter the "**Project Description**" for the project.
4. Click the Add button in the "**Project Management**" section to add the "**Project Manager**" information. The "**Project Manager Information**" page (Figure 55) will be displayed.

Figure 55: Contact Information Page (for Project Manager)



5. Complete the "**Project Manager Information**" and click the Save and Continue button. You will be returned to the **Proposal Cover Page** (Figure 54).

   The Project Manager will be listed. You can use the Update Information and Delete buttons to perform their respective functions.

6. Complete the remaining questions on this page, and click the Save and Continue button to save your information and proceed to the next project-related form.

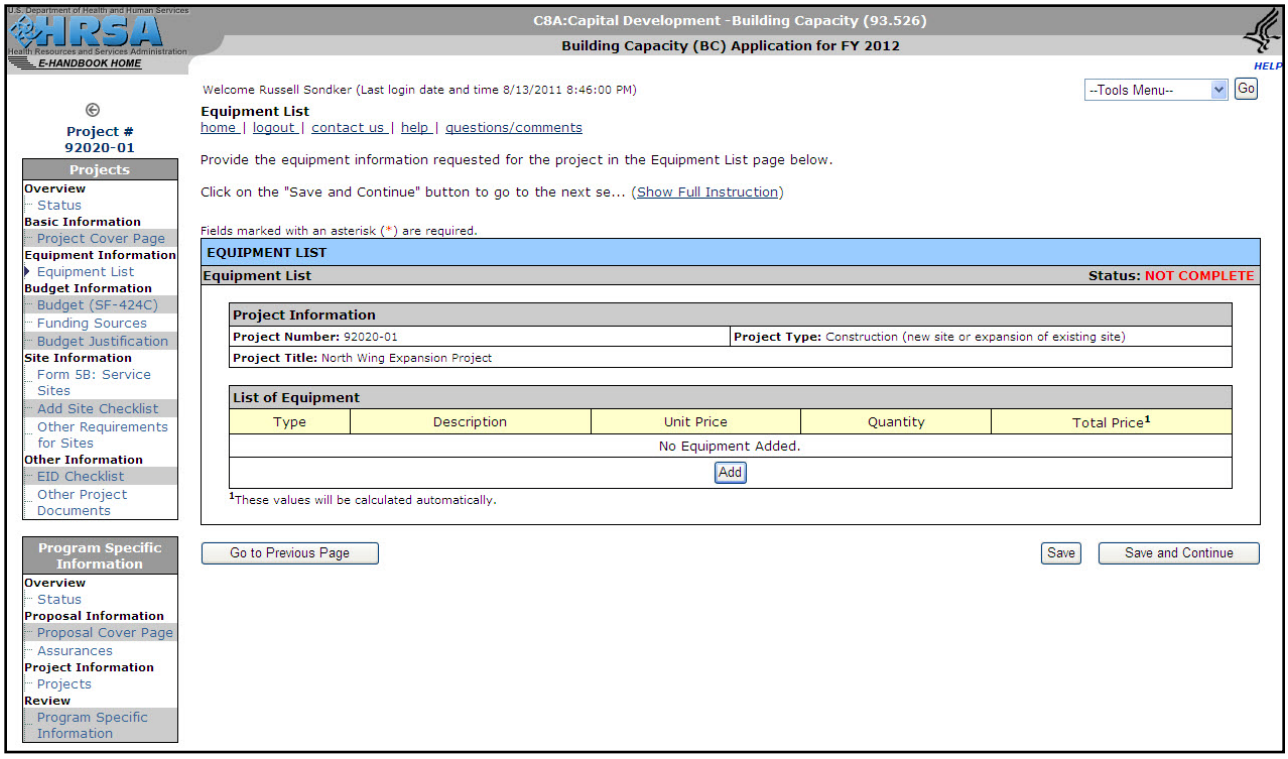
For question 4, "Project Timeline" use the date format (MM/YYYY).

4.3.3.2.2 Equipment List Page

Provide the equipment information requested for the project in the Equipment List page below.

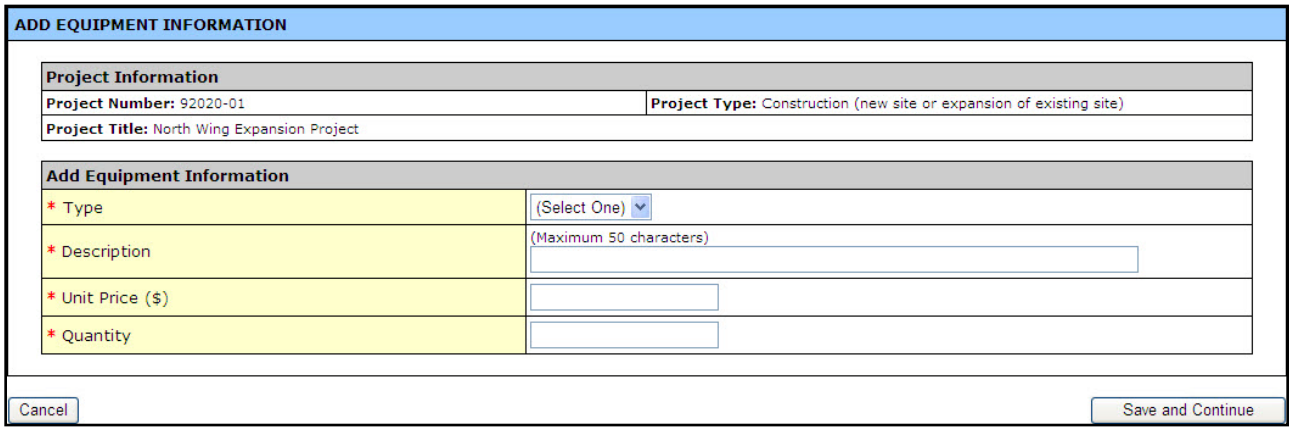
Click "**Equipment List**" on the "**Projects**" left side menu to access the **Equipment List Page** (Figure 56), if you did not arrive here from the "**Project Cover Page**".

Figure 56: Equipment List Page



1. Click the Add button to add a piece of equipment. The "**Add Equipment Information**" page (Figure 57) will be displayed**.**

Figure 57: Add Equipment Information



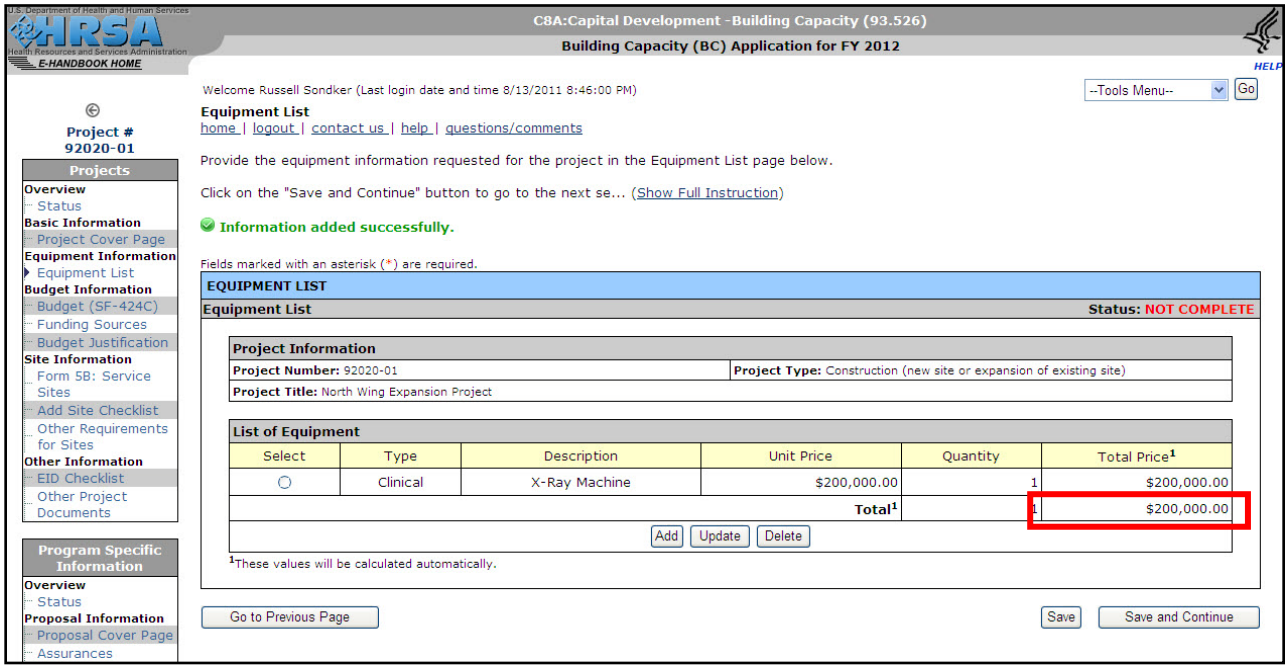
2. Select the "**Type**" of equipment from the drop-down menu.
3. Enter the "**Description**", "**Unit Price**", and "**Quantity**".

The total value will be calculated automatically on the "Equipment List" page.

4. When you have completed the entries, click the Save and Continue button. You will be returned to the "**Equipment List**" page (Figure 56).

Repeat steps for EACH equipment item that will be part of this project.

Figure 58: Equipment List Page (With Equipment Added)



The equipment you entered will be listed, and the "Total" will be calculated automatically.

5. At this point, you can perform the following additional functions on the screen:

- To ADD more equipment, repeat steps 1-4.
- To DELETE equipment,
  a. Select the equipment you want to delete.
  b. Click the Delete button.
  c. A "**Delete Equipment Information Confirmation**" page will be displayed.
  d. Click the Confirm Delete button to confirm the deletion. You will be returned to the "**Equipment List**" page (Figure 58). The equipment you deleted will no longer be listed nor included in the Total Price.
- To UPDATE equipment,
  a. Select the Equipment you want to update.
  b. Click the Update button. The "**Edit Equipment Information**" page will be displayed, indicating the details of the equipment you selected.

c. Make any necessary changes to the fields on the screen, and click the Save and Continue button. You will be returned to the "**Equipment List**" page (Figure 58).
The modifications you made to the equipment will be reflected.

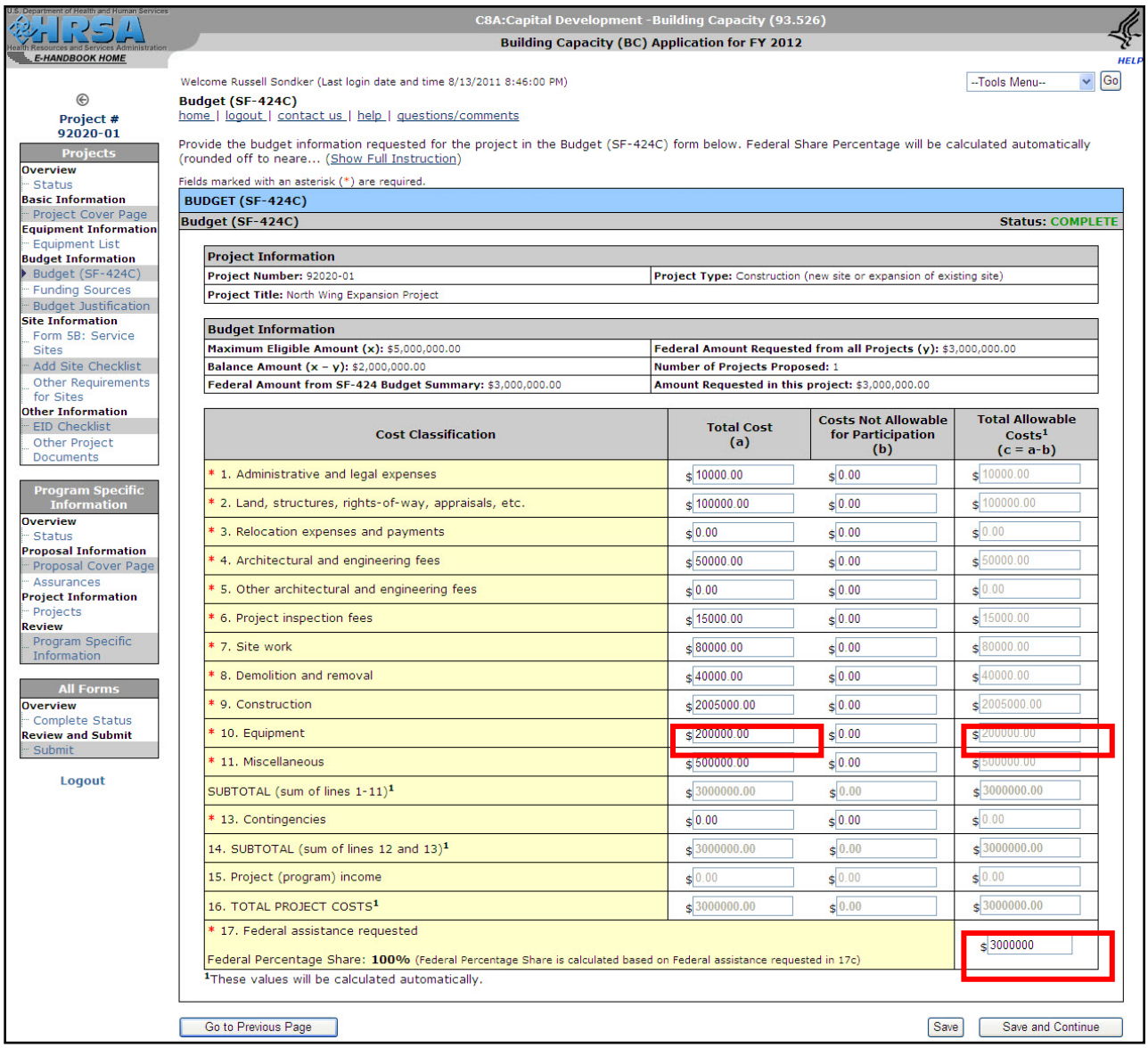
6. When you are finished entering all your equipment for this project, click the Save and Continue button to save your work and proceed to the "**Budget (SF-424C)** page.

4.3.3.2.3 Budget (SF-424C)

The "**Budget (SF-424C)**" page allows you to categorize the costs for the project, and specify the amount of Federal Assistance requested.

Click "**Budget (SF-424C)**" link on the **Projects** left side menu to access this form (Figure 59), if you did not arrive here from the "**Equipment List**" page.

Figure 59: Budget (SF-424C) Page (After Entry)



1. Enter the requested information. (The "**Costs Not Allowable for Participation**" column, the "**SUBTOTAL ROWS**", and the "**TOTAL PROJECT COSTS**" row will auto-calculate when you press the tab key)
2. Enter the "**Federal assistance requested**" amount and click the Save button.

- **The amount in cell 10c must be equal to the Total Price of all equipment listed in the Equipment List Page (Figure 58).**
- **The Federal assistance requested (cell 17c) should be less than or equal to the TOTAL PROJECT COSTS (cell 16c).**

NOTES REGARDING THE SUM OF ALL PROJECTS:

1. **The Federal Assistance Requested (cell 17c) *FOR THE APPLICATION* must be less than or equal to $5,000,000 and more than or equal to $500,000.**
2. **The Federal Assistance Requested (cell 17c) *FOR THE APPLICATION* should be equal to the Federal Amount, as entered in the Budget Summary Form.**

3. When you have completed this page, click the Save and Continue button at the bottom of the screen to save your work and proceed to the "**Funding Sources**" page.

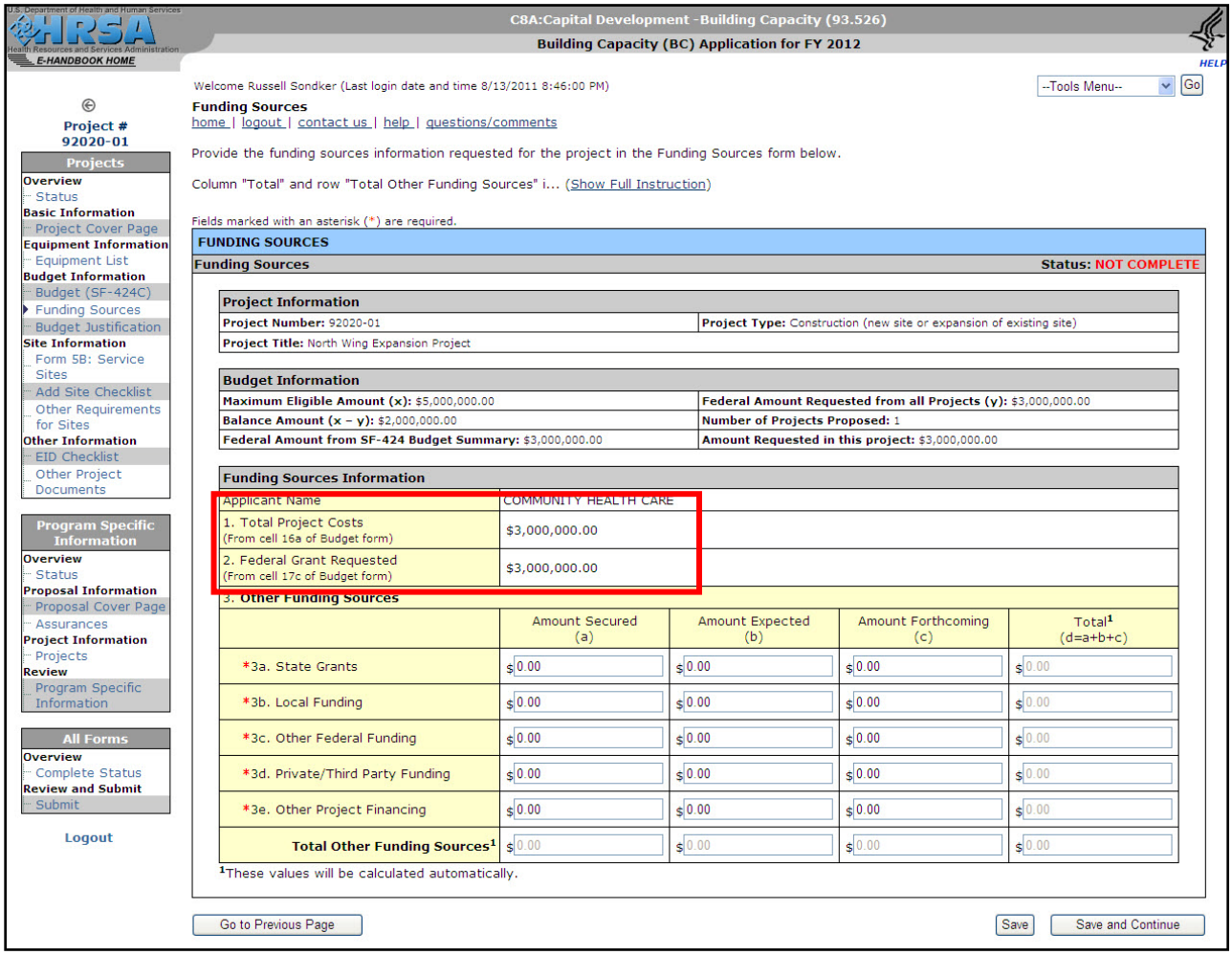
4.3.3.2.4 Funding Sources

The "**Funding Sources**" page allows you to categorize the remaining funding for the project (i.e., the Non-Federal funding).

> **The *remaining funding for the project* refers to the Budget Form (Figure 59). It is the difference between the TOTAL PROJECT COSTS (cell 16c) and the amount of Federal Assistance Requested (cell 17c).**

Click "**Funding Sources**" on the **Projects** left side menu to access this form (Figure 60), if you did not arrive here from the "**Budget (SF-424C)** page.

Figure 60: Funding Sources Form (After Entry)



1. Enter values in the appropriate boxes to account for the total of "**Other Funding Sources**" (if there are any) for the project.

> **The Total column and the "Total Other Funding Sources" row will be automatically calculated when you press the tab key, click in another entry box, or click the Save button.**
>
> **The "Total Other Funding Sources" for the project (i.e., the Non-Federal Funding) can be calculated from the Funding Sources Information section on this form (above the entry boxes). Subtract the Federal Grant Requested (in line 2) from the Total Project Costs (in line 1).**

2. After you have completed the form, click the Save and Continue button at the bottom of the screen to save your work and proceed to the next form.
3. If there are **no other** funding sources, you will still need to click the Save and Continue button at the bottom of the screen. This will complete the form.

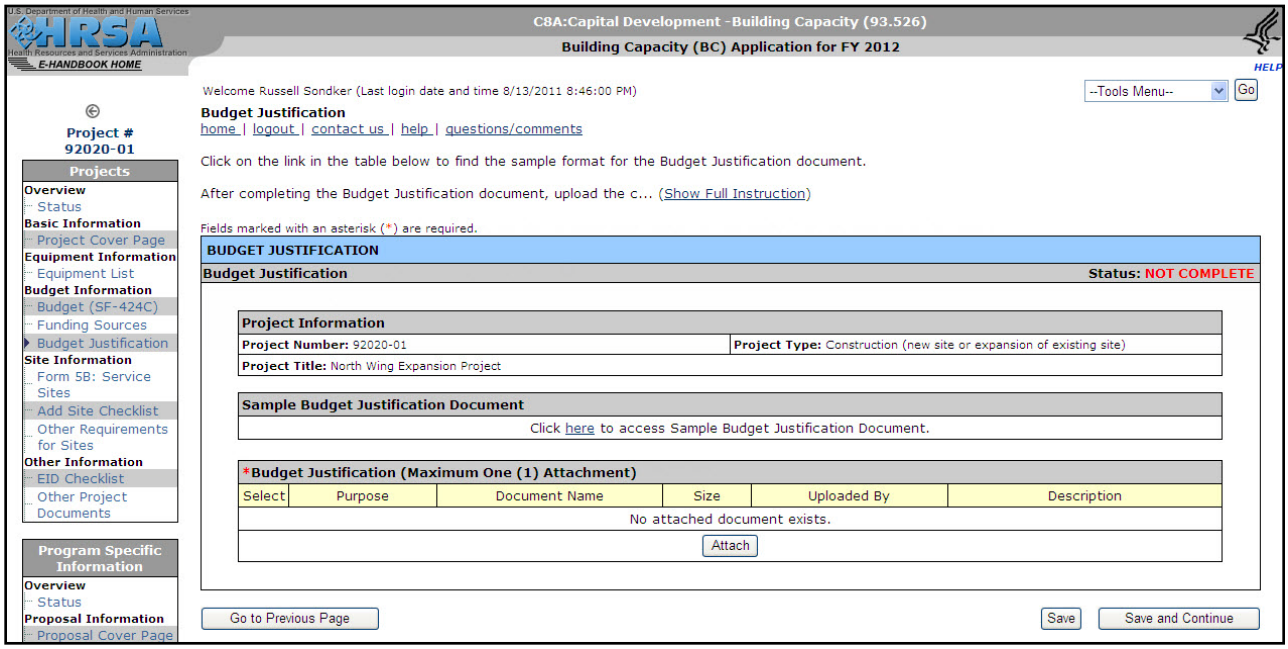
4.3.3.2.5 Budget Justification

The "**Budget Justification**" page is used to upload a budget justification document for the proposed project. The budget justification is a required document.

Click "**Budget Justification**" on the "**Projects**" left side menu to access this form (Figure 61), if you did not arrive here from the "**Funding Sources**" page.

The "**Budget Justification**" page will be displayed.

Figure 61: Budget Justification Page



1. Click the Attach button in the "**Budget Justification**" section.

Follow the usual attachment procedures to attach the document.

2. When you have completed this page, click the Save and Continue button at the bottom of the screen to save your work and proceed to the "**Form 5B: Service Sites**" page.

4.3.3.2.6 Form 5B: Service Site Page

The "**Form 5B: Service Site**" page is used to identify the sites where the project will occur.

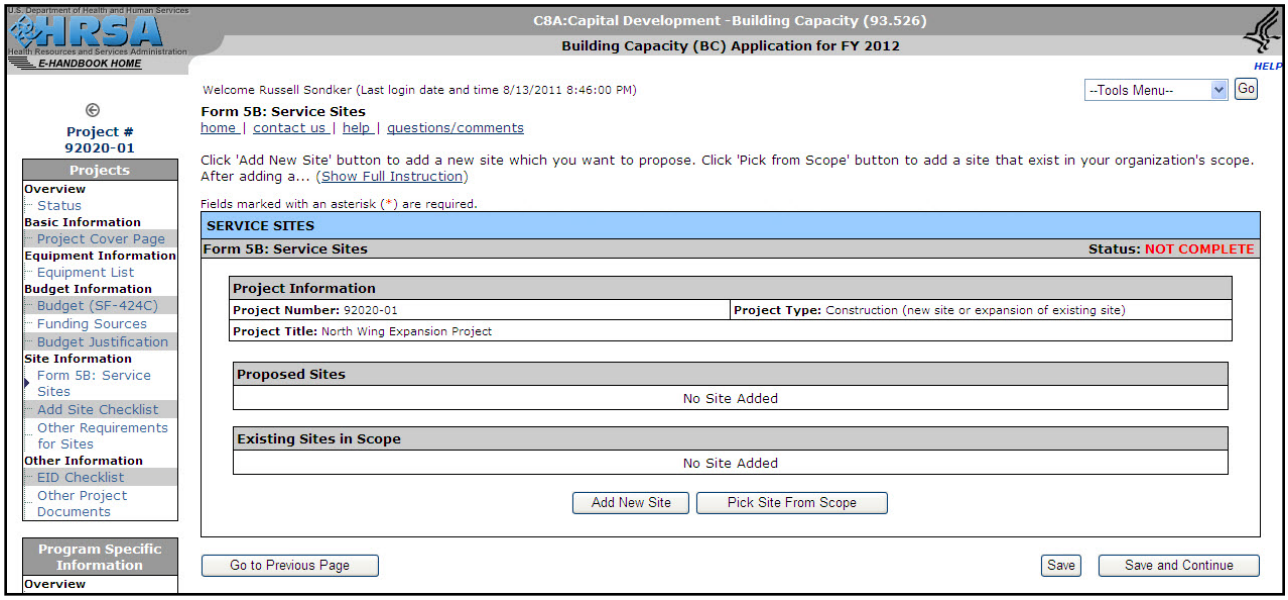
Click "**Form 5B: Service Site**" on the "**Projects**" left side menu to access this form (Figure 62), if it is not already displayed.

> **If you have not entered a valid H80 grant number on the application "Proposal Cover Page" you will not be allowed to select sites or proceed with the application.**

The "**Form 5B: Service Site**" page will be displayed; applicant can click the "**Pick Site From Scope**" button to select a site from their existing scope or click on "**Add New Site**" to propose a new site.

4.3.3.2.7 Pick Site From Scope

Figure 62: Form 5B: Service Site Page

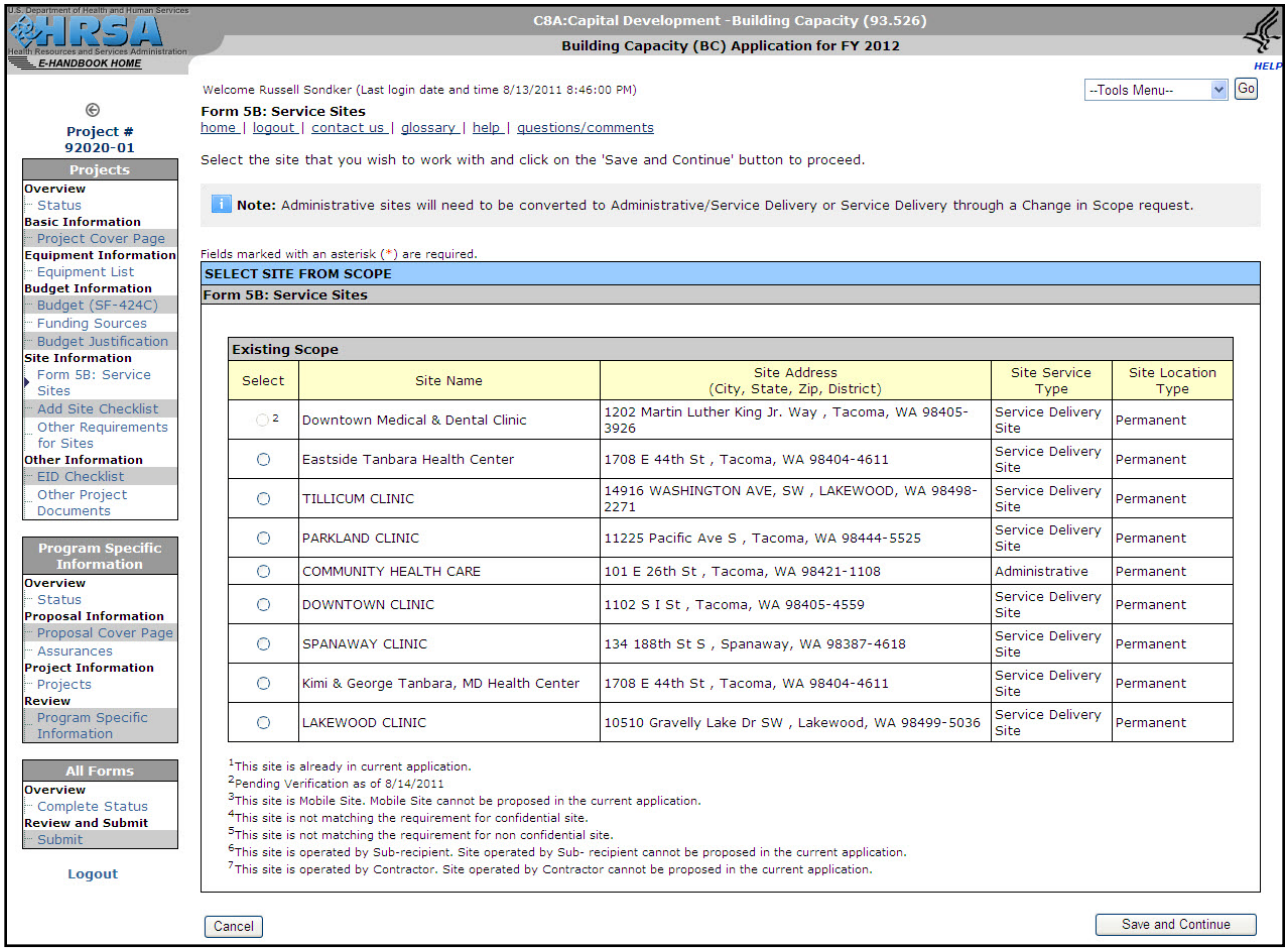


> **If you do not have a valid H80 grant number, the 'Pick Site From Scope' button will be disabled.**
>
> **Only Sites that are part of your H80 grant scope are eligible to be added to a CD-BC application.**

1. Click the [Pick Site From Scope] button to propose a site. The "**Select Site From Scope**" list (Figure 63) will open.

> **Applicant may select an Administrative only site.**
>
> **Applicant may select an Administrative/Service Delivery site.**
>
> **Applicant may select a Service Delivery site.**
>
> **Applicant may select a Domestic Violence site.**

Figure 63: Select Site From Scope List Page



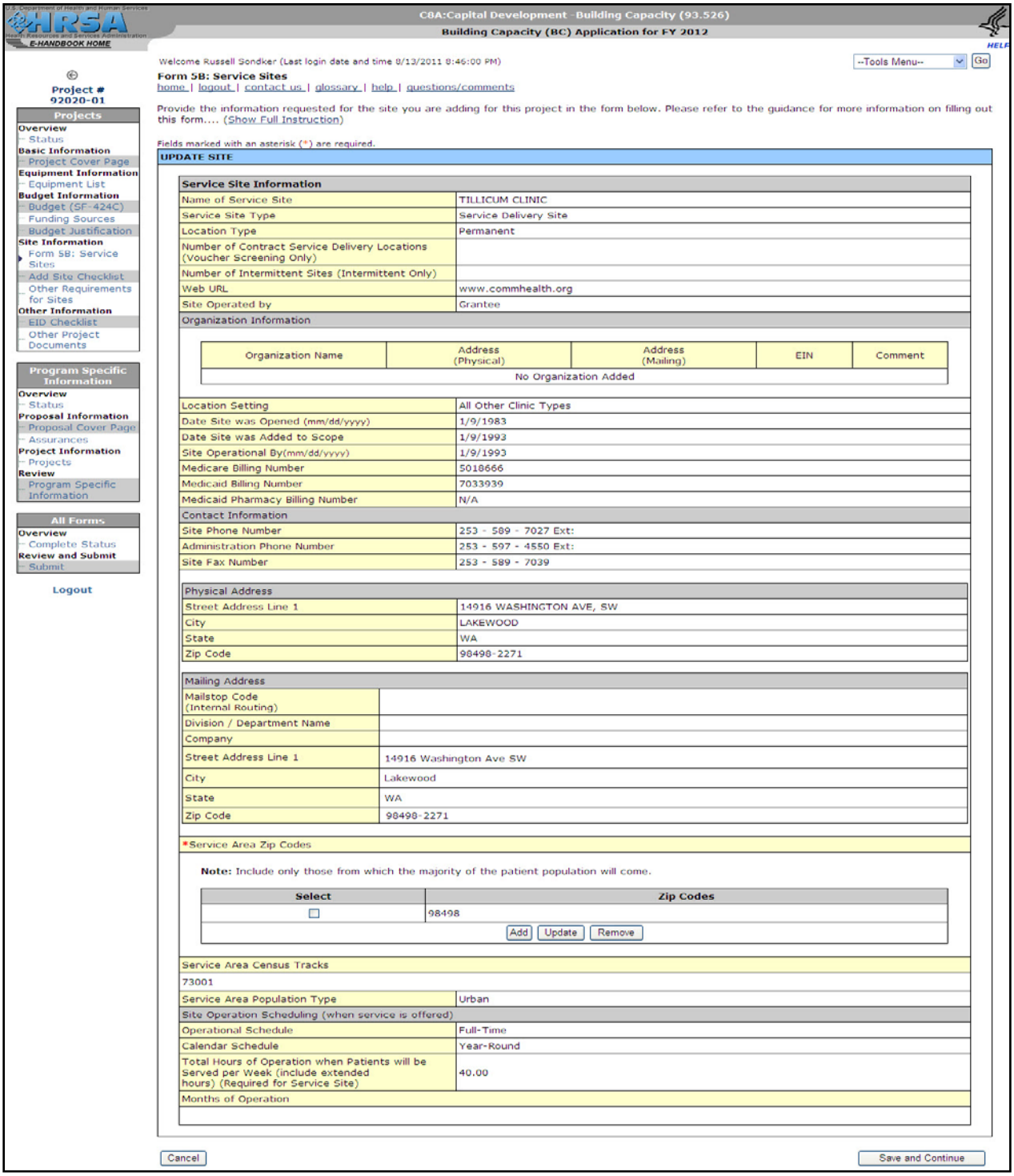
2. Select the "**Site**" from the list of sites in "**Existing Scope**" list, and click the Save and Continue button. You will be taken to the "**Update Site**" page.

> **Administrative sites will need to be converted to Administrative/Service Delivery or Service Delivery through a Change in Scope request.**

3. On the "**Update Site**" page (Figure 64) you are able to update the "**Service Area Zip Codes**" if necessary.
   a. Click the Add button to add additional Service Area Zip Codes.
   b. Click the Update button to update the list of existing Service Area Zip Codes.
   c. Click the Remove button to remove any Service Area Zip Codes.
4. Click the Save and Continue button. You will be taken to the "**Site Confirmation**" page.

> **Applicants are <u>NOT allowed</u> to change any site details except for the zip codes for their H80 approved sites.**

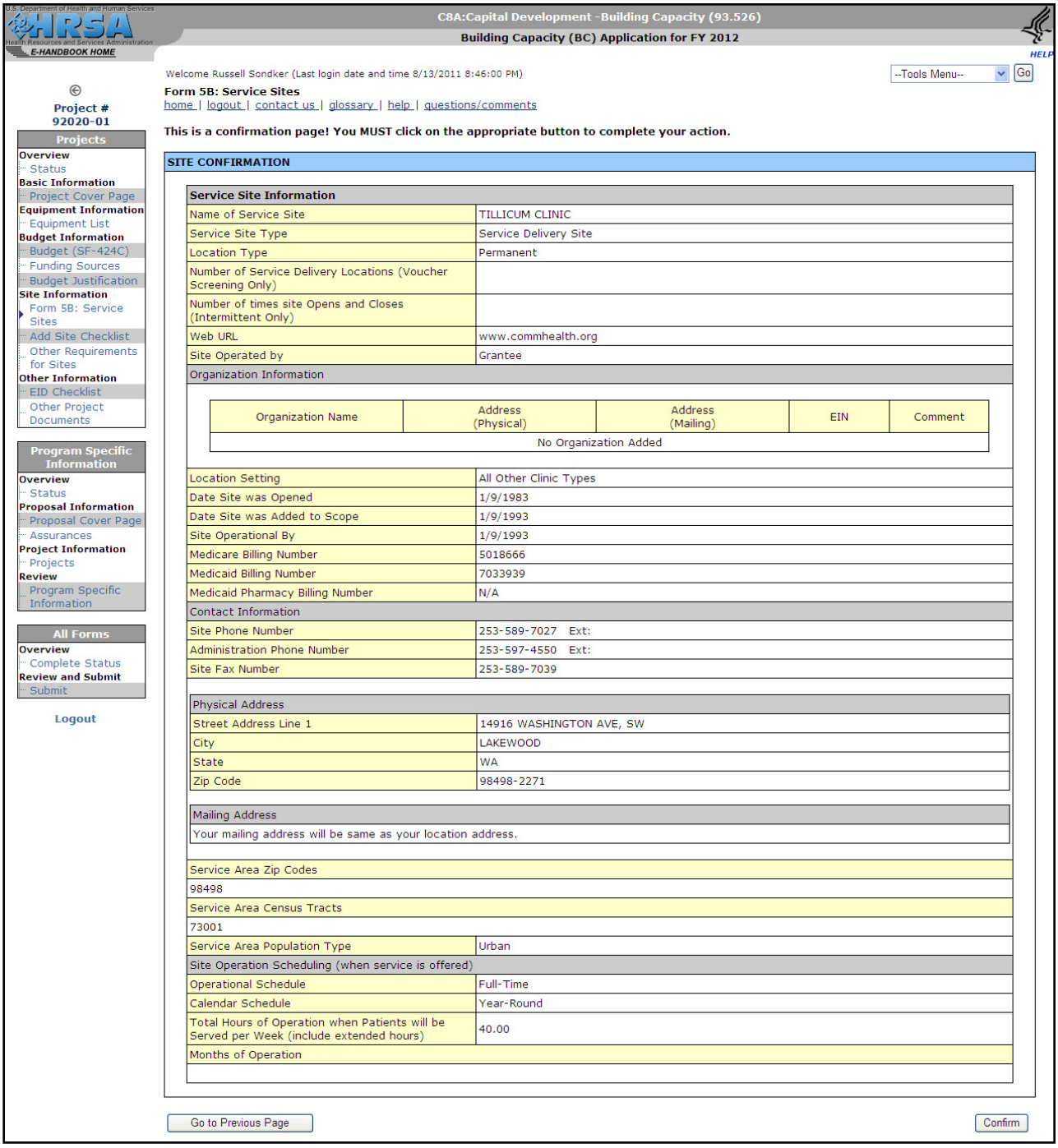
Figure 64: Update Site Page



5. On the "**Site Confirmation**" page (Figure 65), review the information. Use the Go to Previous Page button to modify the "**Service Area Zip Codes**" if necessary.

6. Click the Confirm button when you are ready to confirm the addition of this site to the "**Project**".

Figure 65: Confirm Site Page



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

C8A:Capital Development -Building Capacity (93.526)

Building Capacity (BC) Application for FY 2012

HELP

Welcome Russell Sondker (Last login date and time 8/13/2011 8:46:00 PM)

--Tools Menu-- Go

Project # 92020-01

Projects
- Overview
  - Status
- Basic Information
  - Project Cover Page
- Equipment Information
  - Equipment List
- Budget Information
  - Budget (SF-424C)
  - Funding Sources
  - Budget Justification
- Site Information
  - Form 5B: Service Sites
  - Add Site Checklist
  - Other Requirements for Sites
- Other Information
  - EID Checklist
  - Other Project Documents

Program Specific Information
- Overview
  - Status
- Proposal Information
  - Proposal Cover Page
  - Assurances
- Project Information
  - Projects
- Review
  - Program Specific Information

All Forms
- Overview
  - Complete Status
- Review and Submit
  - Submit

Logout

Form 5B: Service Sites

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

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

SITE CONFIRMATION

Service Site Information	
Name of Service Site	TILLICUM CLINIC
Service Site Type	Service Delivery Site
Location Type	Permanent
Number of Service Delivery Locations (Voucher Screening Only)	
Number of times site Opens and Closes (Intermittent Only)	
Web URL	www.commhealth.org
Site Operated by	Grantee
Organization Information	

Organization Name	Address (Physical)	Address (Mailing)	EIN	Comment
No Organization Added				

Location Setting	All Other Clinic Types
Date Site was Opened	1/9/1983
Date Site was Added to Scope	1/9/1993
Site Operational By	1/9/1993
Medicare Billing Number	5018666
Medicaid Billing Number	7033939
Medicaid Pharmacy Billing Number	N/A
Contact Information	
Site Phone Number	253-589-7027 Ext:
Administration Phone Number	253-597-4550 Ext:
Site Fax Number	253-589-7039

Physical Address	
Street Address Line 1	14916 WASHINGTON AVE, SW
City	LAKEWOOD
State	WA
Zip Code	98498-2271

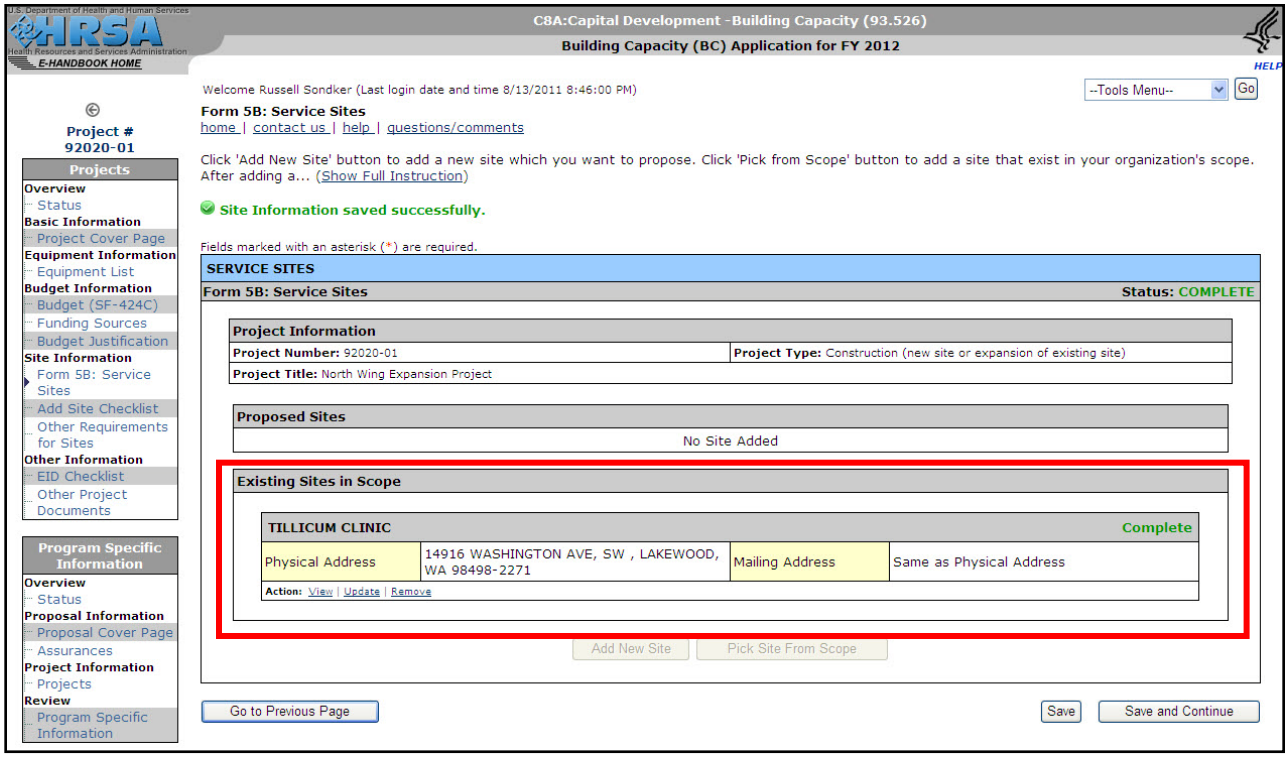
Mailing Address
Your mailing address will be same as your location address.

Service Area Zip Codes	
98498	
Service Area Census Tracts	
73001	
Service Area Population Type	Urban
Site Operation Scheduling (when service is offered)	
Operational Schedule	Full-Time
Calendar Schedule	Year-Round
Total Hours of Operation when Patients will be Served per Week (include extended hours)	40.00
Months of Operation	

Go to Previous Page Confirm

7. You will be returned to the "**Form 5B: Service Site**" page (Figure 66); click the Save and Continue button to proceed to the "**Other Requirements for Sites**" page.

Figure 66: Service Site Added



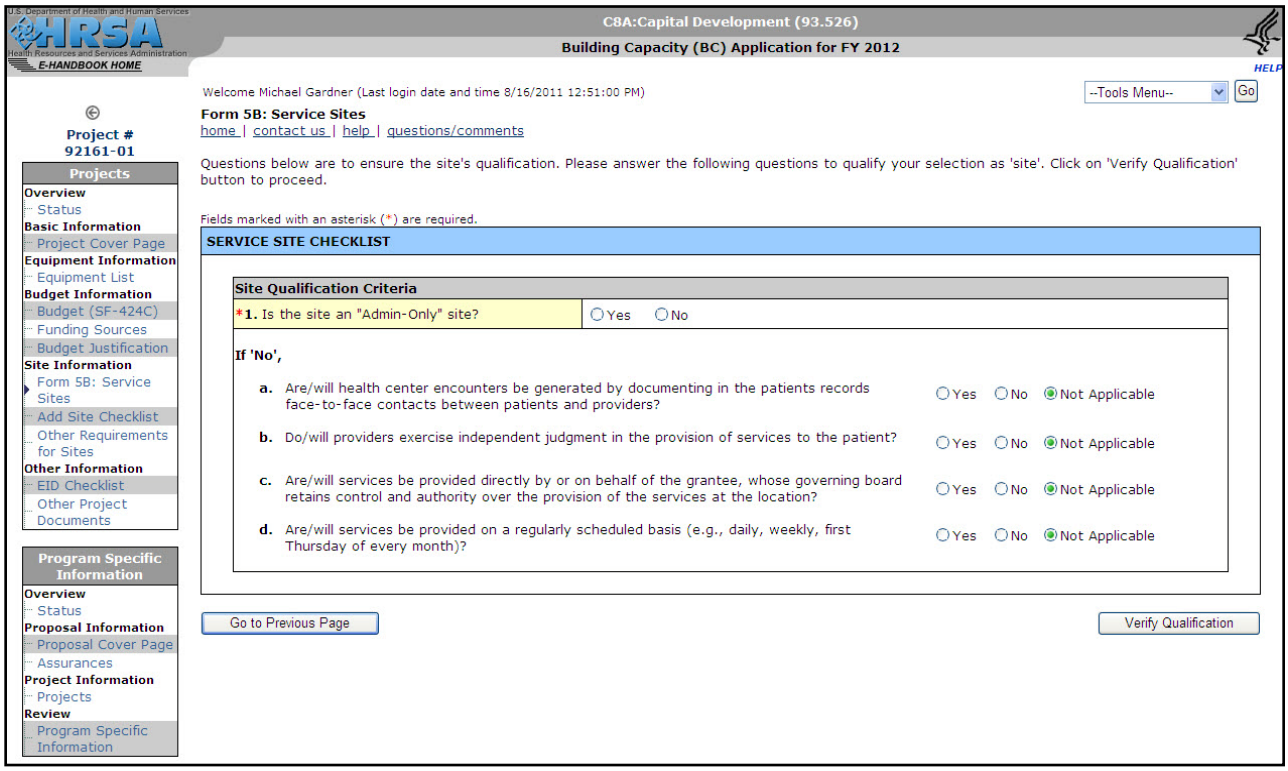
Applicants are <u>NOT allowed</u> to change any site details for their H80 approved scope (with the exception of service area zip codes).

4.3.3.2.8 Adding New Sites

> **Applicants may add a new site for each project type: Alteration/renovation (A&R) (existing facility) or Construction (new site or expansion of existing site).**

1. Click the Add New Site button to propose a site. The "**Service Site Checklist**" (Figure 67) will open. Fields marked with an asterisk (*) are required.

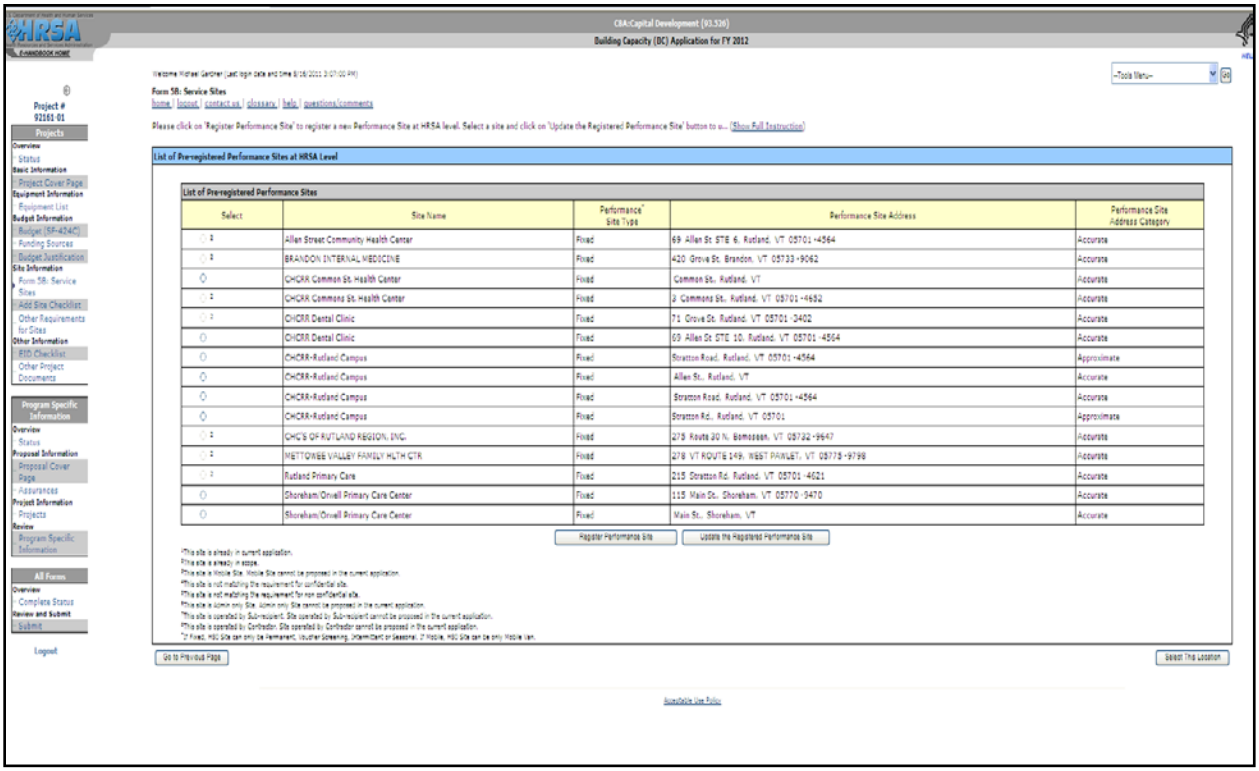
Figure 67: Service Site Checklist



2. Select the answers to complete the checklist questionnaire and click the Verify Qualification button. Fields marked with an asterisk (*) are required. The **List of Pre-registered Performance Sites at HRSA Level** page (Figure 68) will open.

> **Applicants cannot add an Administrative only site.**
>
> **Applicants cannot add a site operated by a Sub-recipient.**
>
> **Applicants cannot add a site operated by a Contractor.**
>
> **Applicants cannot add a Mobile Van site.**

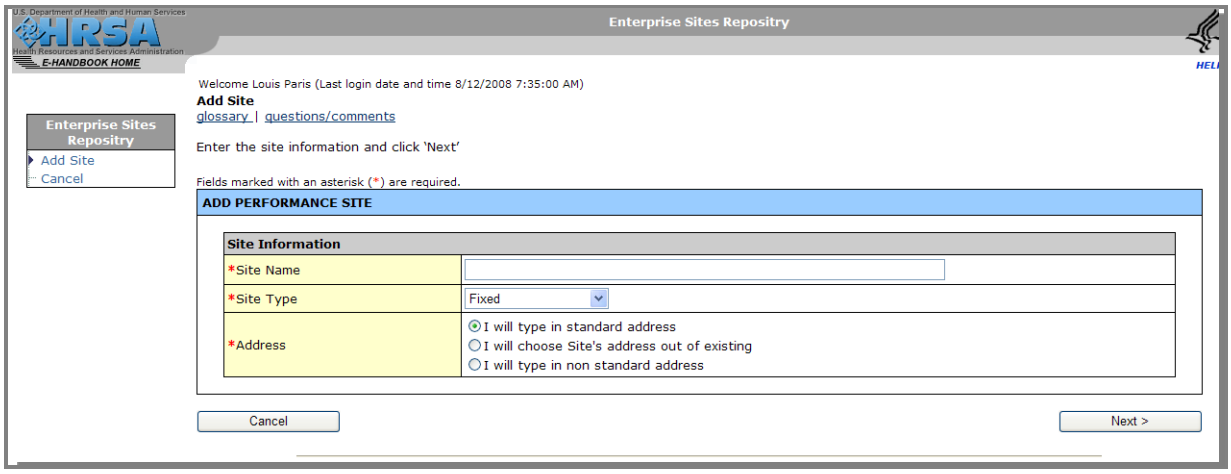
Figure 68: List of Pre-registered Performance Sites at HRSA Level



- **Applicants can add a Domestic Violence site.**
- **Applicants can add an Administrative/Service Delivery site.**
- **Applicants can add a Service Delivery site.**

3. To REGISTER the performance site (if the performance site to be proposed and is not pre-registered),
   a. Select the site, and click the Register Performance Site button. The first **Add Performance Site Page** (Figure 69) will open.

Figure 69: Add Performance Site: Site Name, Site Type, Address Type



b. Provide the site name, site type, select the address type, then click the Next > button.

c. Depending on the address type selected, an appropriate address form will be presented.

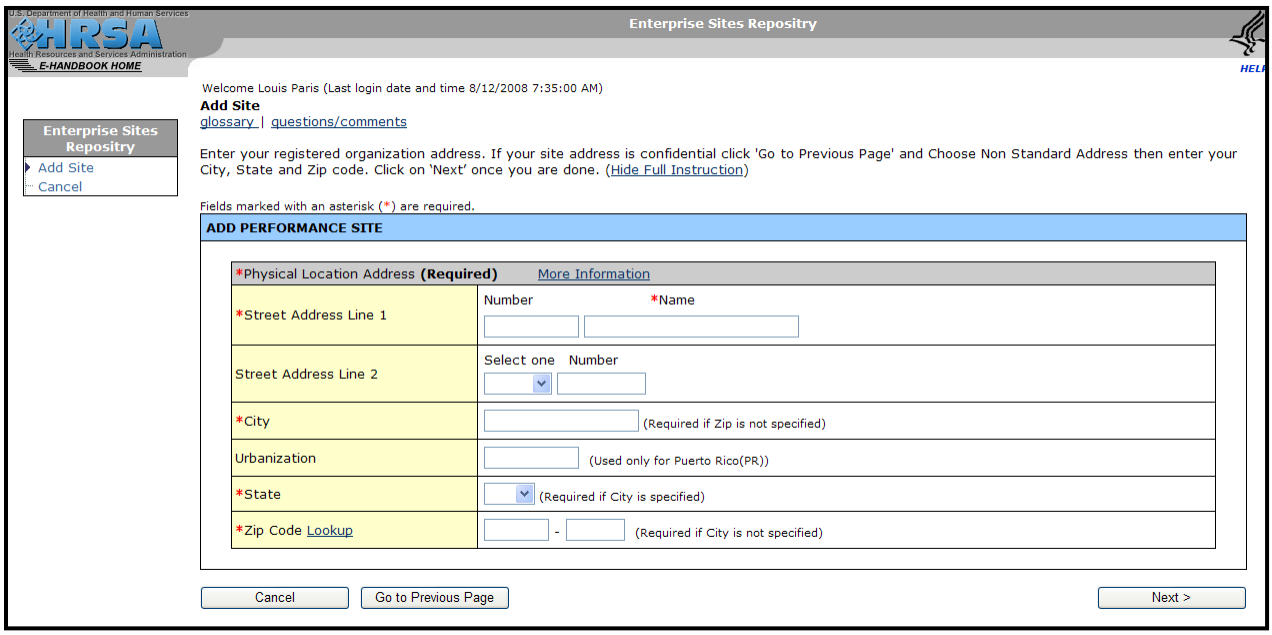
d. Click the Cancel button (or the Cancel link in left menu) to cancel the registration process of a performance location

e. If you selected a 'standard address',

   i. The **Physical Location Address Form** (Figure 70) will be displayed. Fields marked with an asterisk (*) are required.

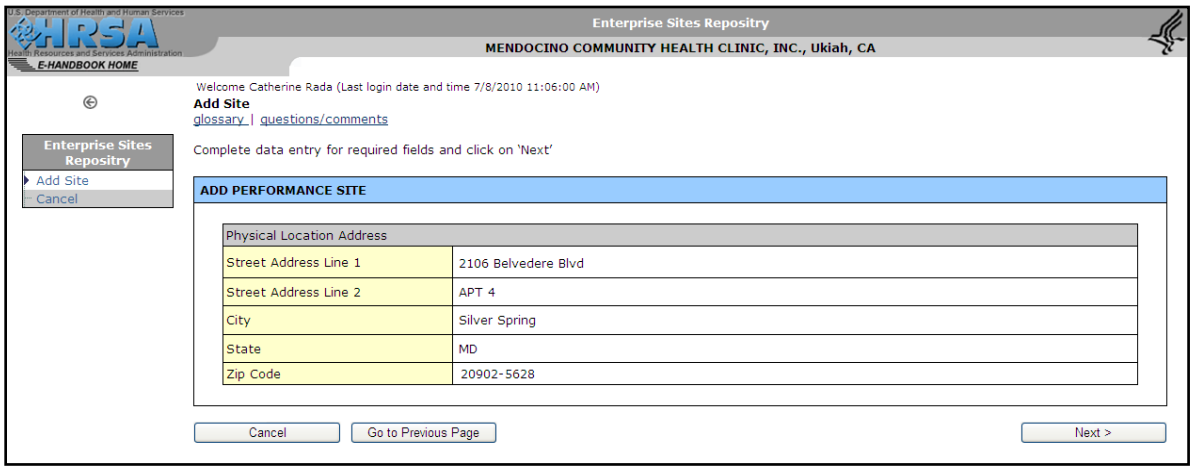
   ii. Complete the form.

Figure 70: Physical Location Address Form



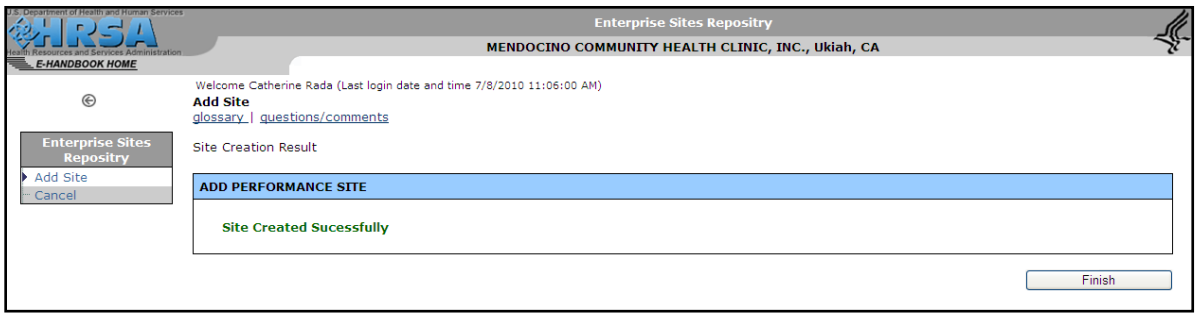
iii. Click the Next > button. The **Add Performance Site Confirmation Page** (Figure 71) will be displayed.

Figure 71: Add Performance Site Confirmation Page



iv. Click the Next > button to confirm the Performance Site. The **Site Created Successfully Page** (Figure 72) will be displayed.

Figure 72: Site Created Successfully Page



v. Click the Finish button. You will be returned to the **List of Pre-registered Performance Sites at HRSA Level Page** (Figure 68).
The site you registered will be listed.

f. If you selected an 'existing location's address' radio option in figure 69,

g. The **Choose Address From Existing Locations Form** (Figure 73) will be displayed.

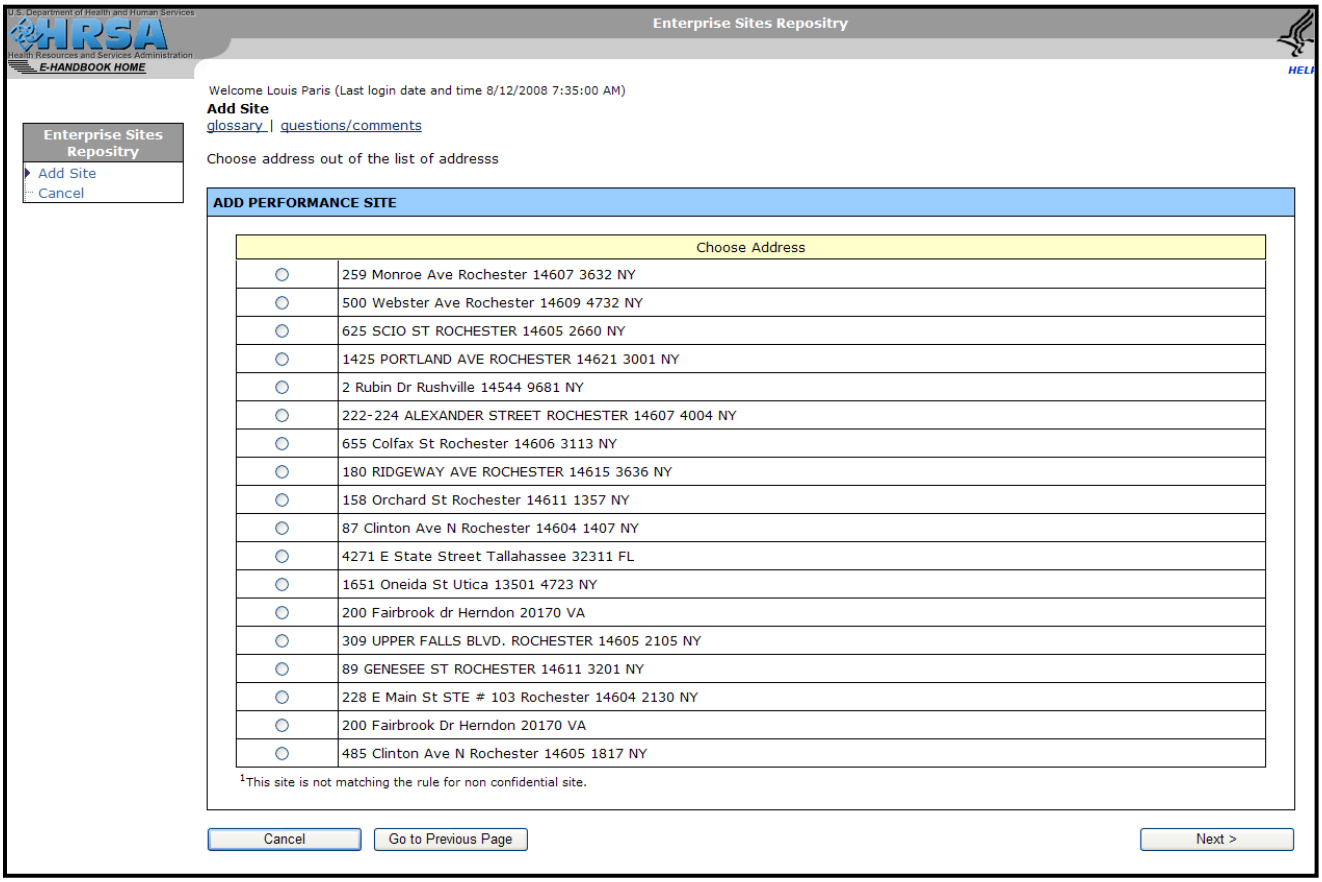
i. Select an address from one of the existing locations.

ii. Click the Next > button; the **Site Created Successfully Page** (Figure 72) will be displayed.

iii. Click the Finish button. You will be returned to the **List of Pre-registered Performance Sites at HRSA Level Page** (Figure 68).

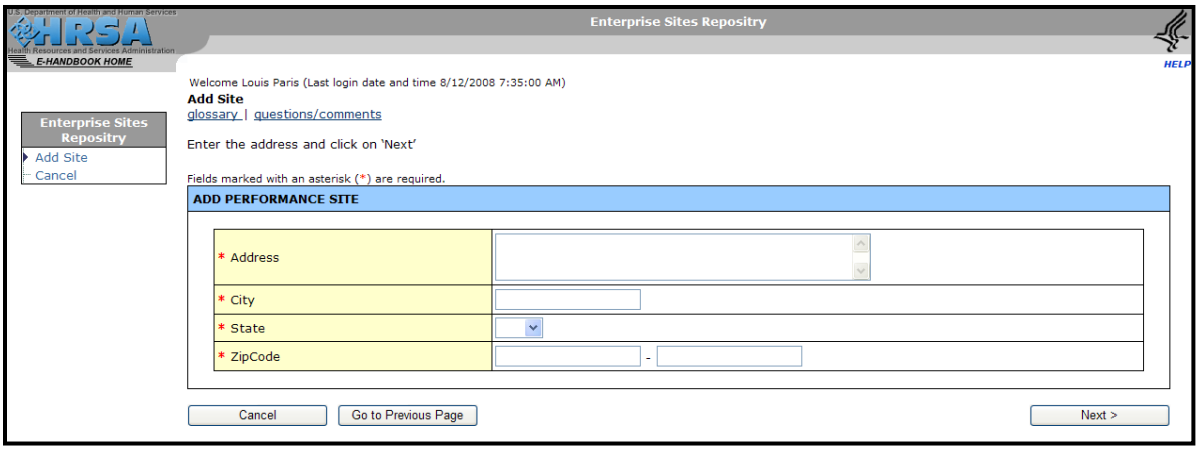
iv. The site you registered will be listed.

Figure 73: Add Performance Site: Choose Address From Existing Locations



h. If you selected a ‘non-standard address’,
   i. The **Add Performance Site Form** (Figure 74) will be displayed.

Figure 74: Add Performance Site Form



ii. Provide the 'non-standard address' with a street address, city, state, and zip-code.

iii. Click the Next > button; the **Site Created Successfully Page** (Figure 72) will be displayed.

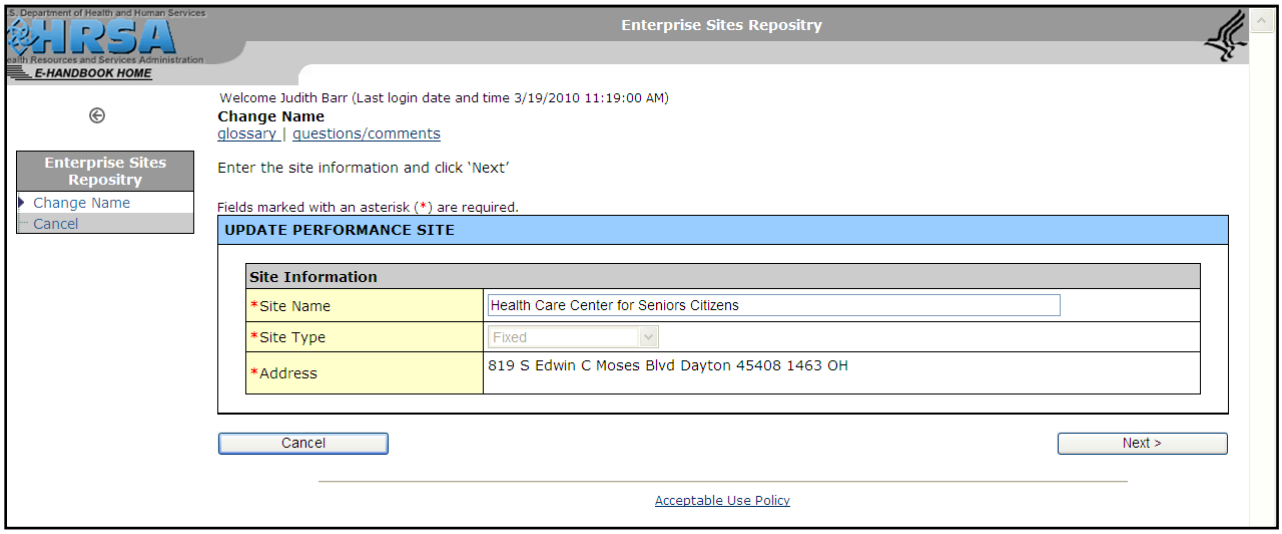
iv. Click the Finish button. You will be returned to the **List of Pre-registered Performance Sites at HRSA Level** Page (Figure 68).

v. The site you registered will be listed.

4. To UPDATE the name of a pre-registered site,

   a. Select the performance site, and click the Update the Registered Performance Site button. The **Update Performance Site Page** (Figure 75) will be displayed.

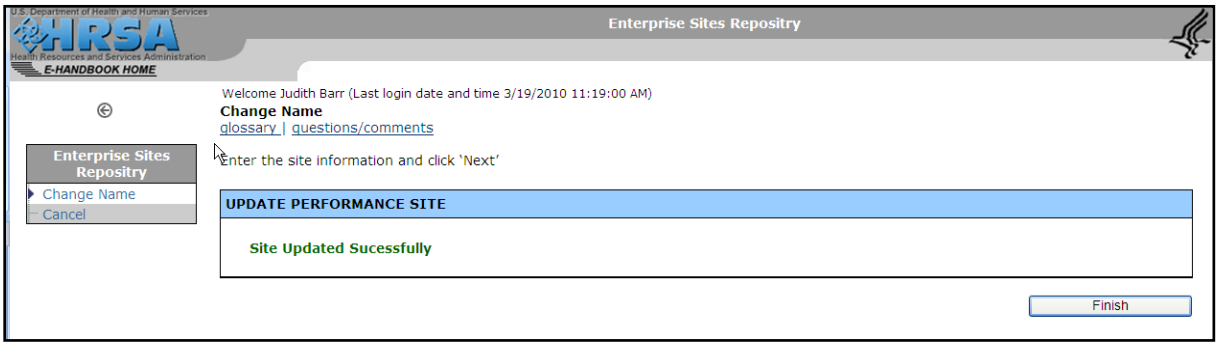
Figure 75: Update Performance Site Page



   b. Modify the name of the Performance Site.

   c. Click the Next > button; the **Site Updated Successfully Page** (Figure 65) will be displayed.

Figure 76: Site Updated Successfully Page



   d. Click the Finish button. You will be returned to the **List of Pre-registered Performance Sites at HRSA Level Page** (Figure 68).

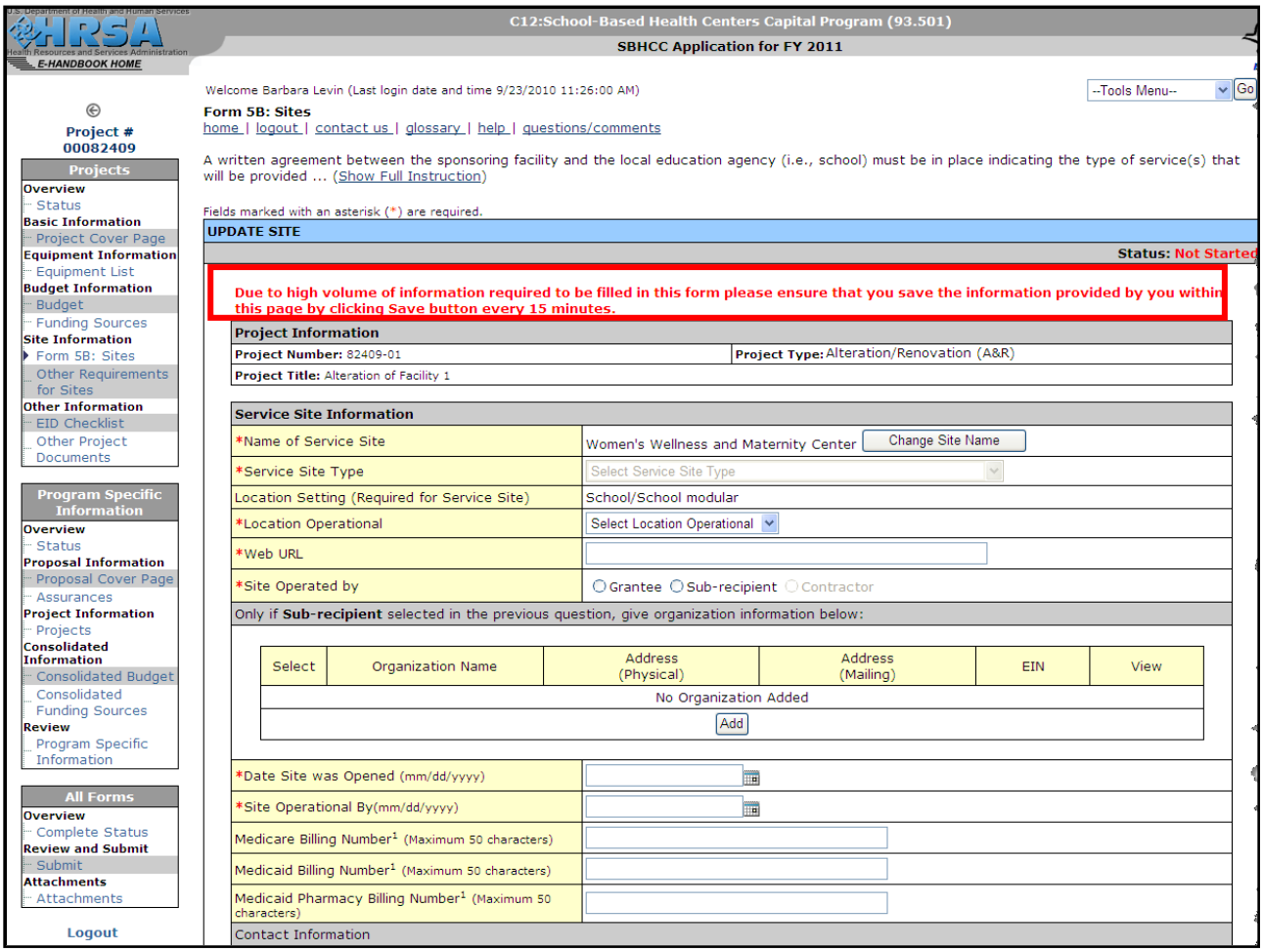
   The new name for the site you updated will be displayed.

5. To SELECT this Location (i.e., propose site),

   a. Select the site, and click the Select This Location button. The **Update Site Form** (Figure 77) will be displayed. Fields marked with an asterisk (*) are required.

> **System will not allow applicants to update the "site operated" by field.**
>
> **All applicants who are H80 grantees are allowed to propose sites from their approved scope.**
>
> **Users should be mindful that the system times-out after 30 minutes of inactivity. Completing Form 5B – Update Site may be a lengthy process. Users are advised to save their work at least every 15 minutes to avoid loss of data. See this message in Update Site form as shown in Figure 77.**

Figure 77: Update Site Form



   b. Update existing information, as allowed, or provide additional information about the site in the **Update Site** form. Fields marked with an asterisk (*) are required.

   - Click the Change Site Name button to update the site's name; follow the procedure to update the name of a pre-registered site (on page 65). You will be returned to the **Update Site Form** (Figure 77).

> **Applicants are <u>NOT allowed</u> to change any site details if the applicant is an H80 grantee, and the proposed site is part of the grantee's approved scope except for the service area zip codes.**

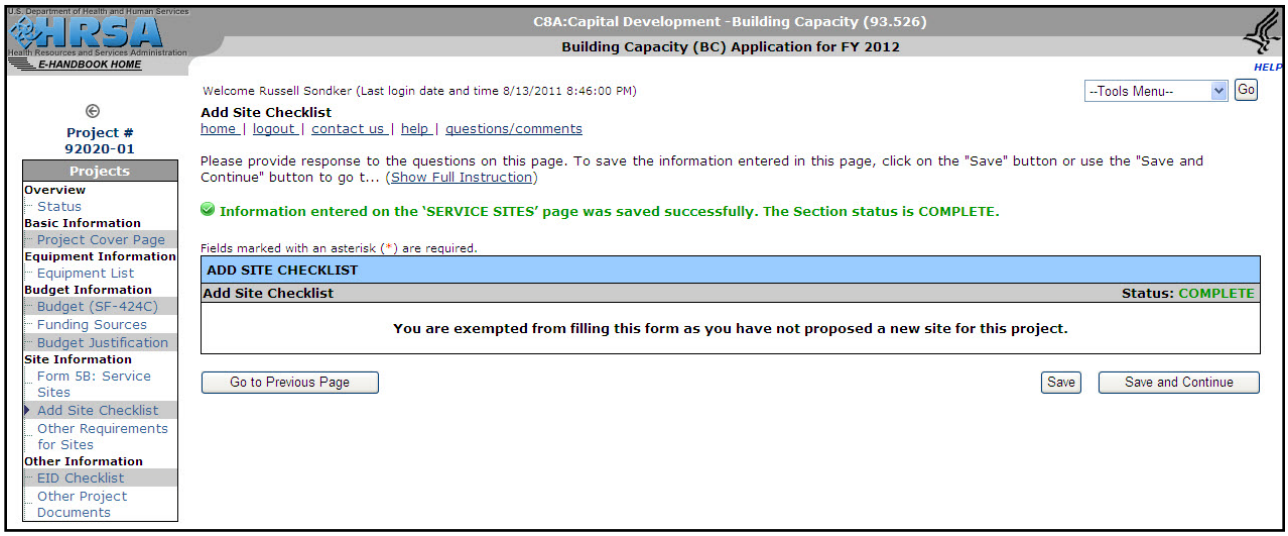
4.3.3.2.9 Add Site Checklist

The "**Add Site Checklist**" page is required, if the applicant adds a new site in form 5B: Service Site. If the applicant has selected a site from the approved H80 scope, simply click the "**Save and Continue**" button to complete the page.

Click "**Add Site Checklist**" on the "**Projects**" left side menu to access this form (Figure 78) if did not arrive here from the "**Form 5B: Service Site**" page or click on 'Complete Add site Checklist' link on the Add project page displayed under the proposed project section on form 5B: Service Site.

The "**Add Site Checklist**" page will be displayed.

Figure 78: Add Site Checklist Page



1. You are exempted from filling out this form if you are not adding a new site. Click the Save and Continue button at the bottom of the screen to save your work and proceed to the "**Other Requirements for Sites**" page.

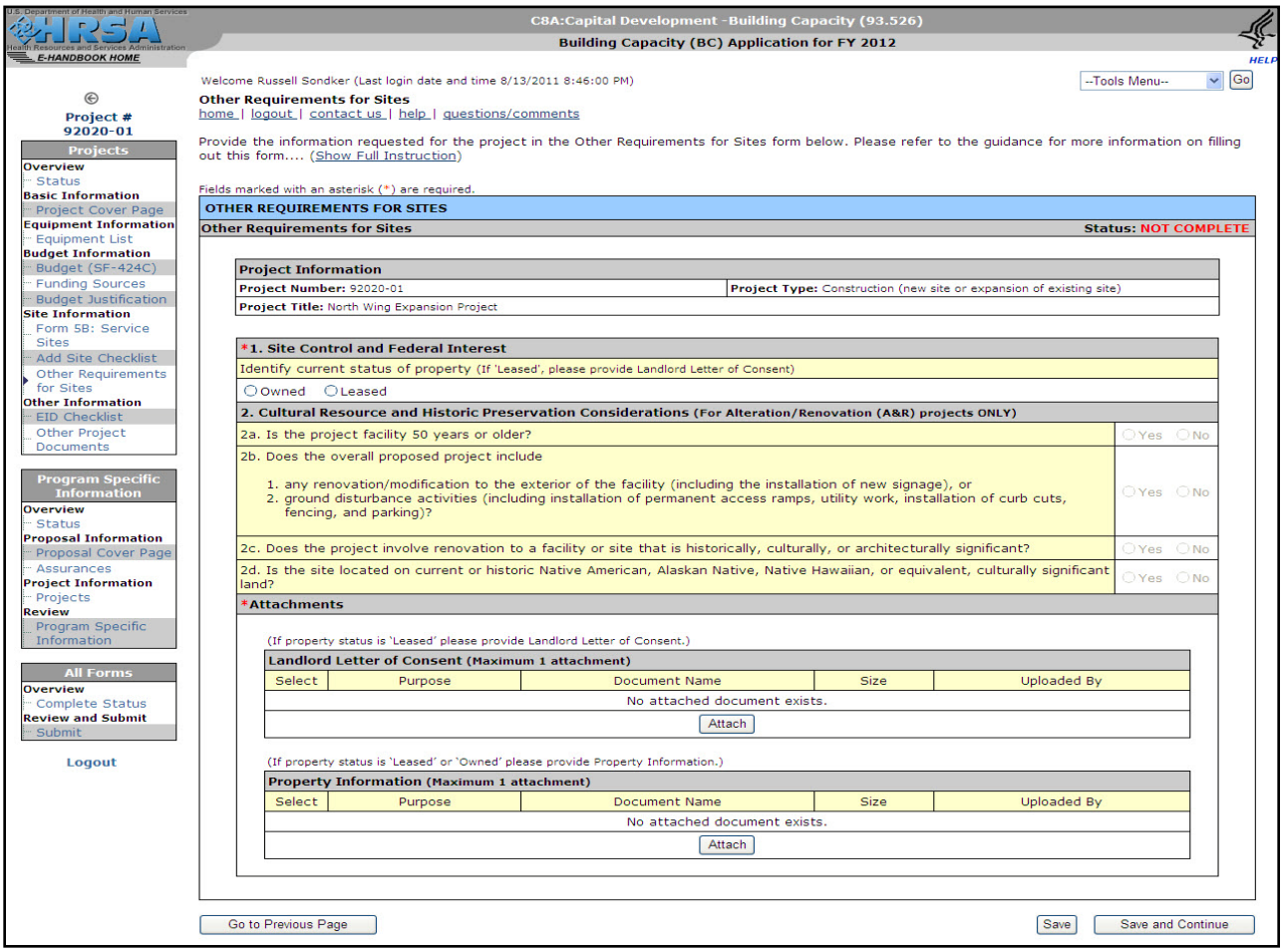
4.3.3.2.10 Other Requirements for Sites Page

The "**Other Requirements for Sites**" page contains miscellaneous questions regarding the project's site, and allows you to attach a Statement of Agreement.

> **Applicants will be able to provide information *only after* they have added a site in Form 5B.**

Click "**Other Requirements for Sites**" on the "**Projects**" left side menu to access the **Other Requirements for Sites Page** (Figure 79), if you did not arrive here from the "**Form 5B: Service Site**" page.

Figure 79: Other Requirements for Sites Page



1. Answer the questions on this page. Fields marked with an asterisk (*) are required.
2. If the property is leased click the Attach button to attach "**Landlord Letter of Consent**".
3. If the property is leased or owned click the Attach button to attach "**Property Information**".

> **Use the usual procedure to attach these documents.**
>
> **The "Landlord Letter of Consent" is required when "Leased" is selected in Question 1.**
>
> **The "Property Information" is required when "Leased" or "Owned" is selected in Question 1.**

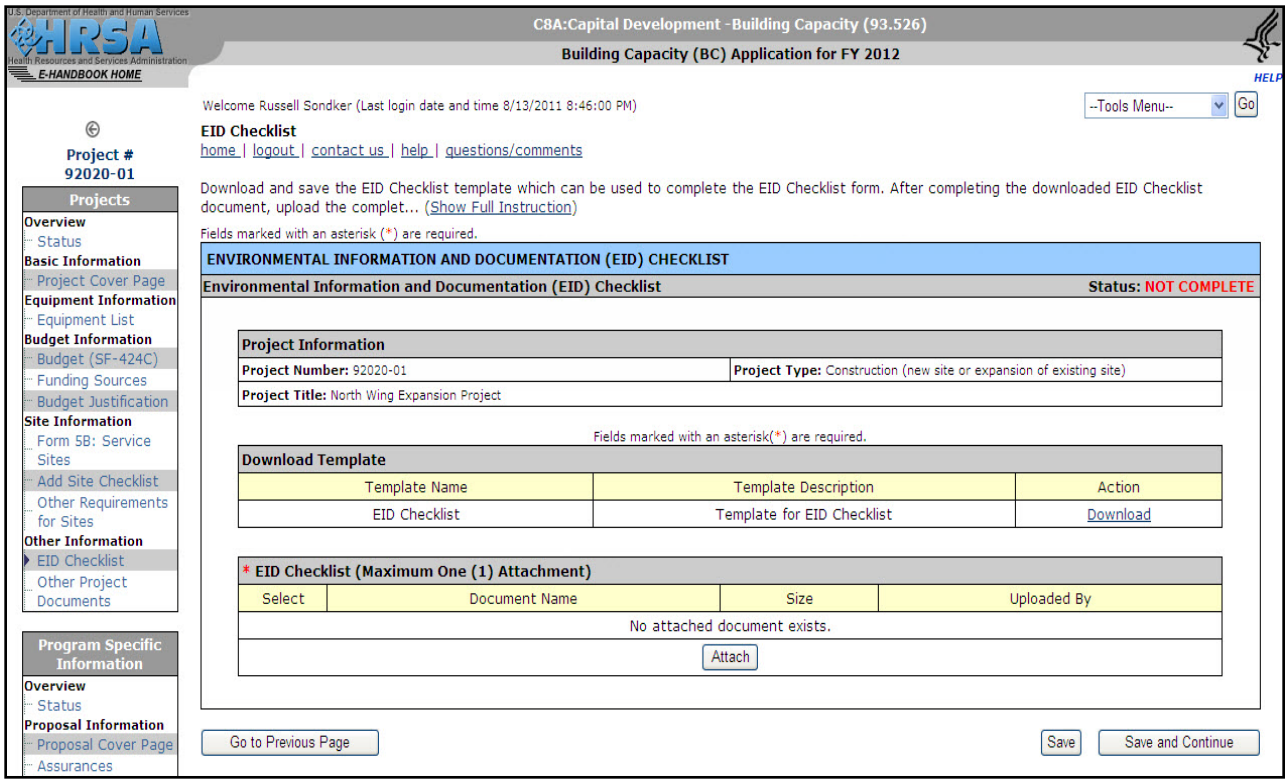
4. Click the Save and Continue button to save your work and proceed to the "**EID Checklist**" page.

4.3.3.2.11 Environmental Information and Documentation (EID) Checklist

The "**Environmental Information and Documentation (EID) Checklist**" provides you with a checklist form that you must download, complete, and then upload as an attachment.

Click the "**EID Checklist**" link on the "**Projects**" left side menu to access this form (Figure 80), if you did not arrive here from the "**Other Requirements for Sites**" page.

Figure 80: Environmental Information and Documentation (EID) Checklist Page



1. Follow a similar procedure to the "**Budget Justification**" section for this page. Click the "**Download**" link to open and save the "**Electronic Information and Documentation (EID) Checklist**" template on the computer's hard-drive (Figure 81).

Follow the usual attachment procedures to attach the document.

Figure 81: Environmental Information and Documentation (EID) Checklist Template

OMB No.: 0915-0285 **Expiration Date:** 10/31/2013

DEPARTMENT OF HEALTH AND HUMAN SERVICES **Health Resources and Services Administration** **ENVIRONMENTAL INFORMATION AND DOCUMENTATION (EID)**	**FOR HRSA USE ONLY**			
	Applicant Name	**COMMUNITY HEALTH CARE**		
	Grant Number	**N/A**	Application Tracking Number	
	Project Number		Project Type	**Alteration/renovation (A&R) (existing facility)**
	Project Title	**Alteraction to Existing Space**		

Grantee Authorized Official:
Phone:
Email:

Grantee EID Preparer:
Phone:
Email
Address:

This Environmental Information and Documentation (EID) checklist consists of information that the agency is required to obtain to comply with the National Environmental Policy Act of 1969 (NEPA). NEPA establishes the Federal government's national policy for protection of the environment. HRSA has developed the EID for applicants of funding that would potentially impact the environment and to ensure that their decision-making processes are consistent with NEPA. Applicants must provide information and assurance of compliance with NEPA on the EID checklist.

HRSA will provide applicants with the results of the agency's environmental review through the NGA. If HRSA determines that additional environmental compliance is necessary, HRSA will notify applicable grantees of specific requirements.

Project Location/Address (Please note - separate EID forms are required for each project location)
Please provide the address where the action will occur (e.g. where equipment will be located or where renovations/new construction will occur)

Scope of work - Describe all actions to be taken for this project (regardless of funding source):

Project Site Description - required for all building renovations and new construction (including building additions, temporary facilities, and trailers)

Site acreage:

Land use on site (current use, zoning and proposed changes if applicable):

Land uses surrounding site:

Buildings currently on site (stories, height, age, square footage):

Vegetation on site (grasses, shrub, heavily wooded, none because it's paved, etc.):

Streams/wetlands on site or adjacent to the site:

Proposed ground disturbance (sq. footage):

2. Complete the EID form.
3. Save the document on the hard drive of your computer.
4. Follow a similar procedure to **steps 12 - 18** (on page 48) in the **Assurances Page** section (on page 44) of this document to attach (i.e., upload) the completed EID Checklist document.
5. After you have attached the EID Checklist document, and have returned to the **Environmental Information and Documentation (EID) Checklist Form** (Figure 80), click the Save and Continue button, at the bottom of the screen, to save your work and proceed to the next form.

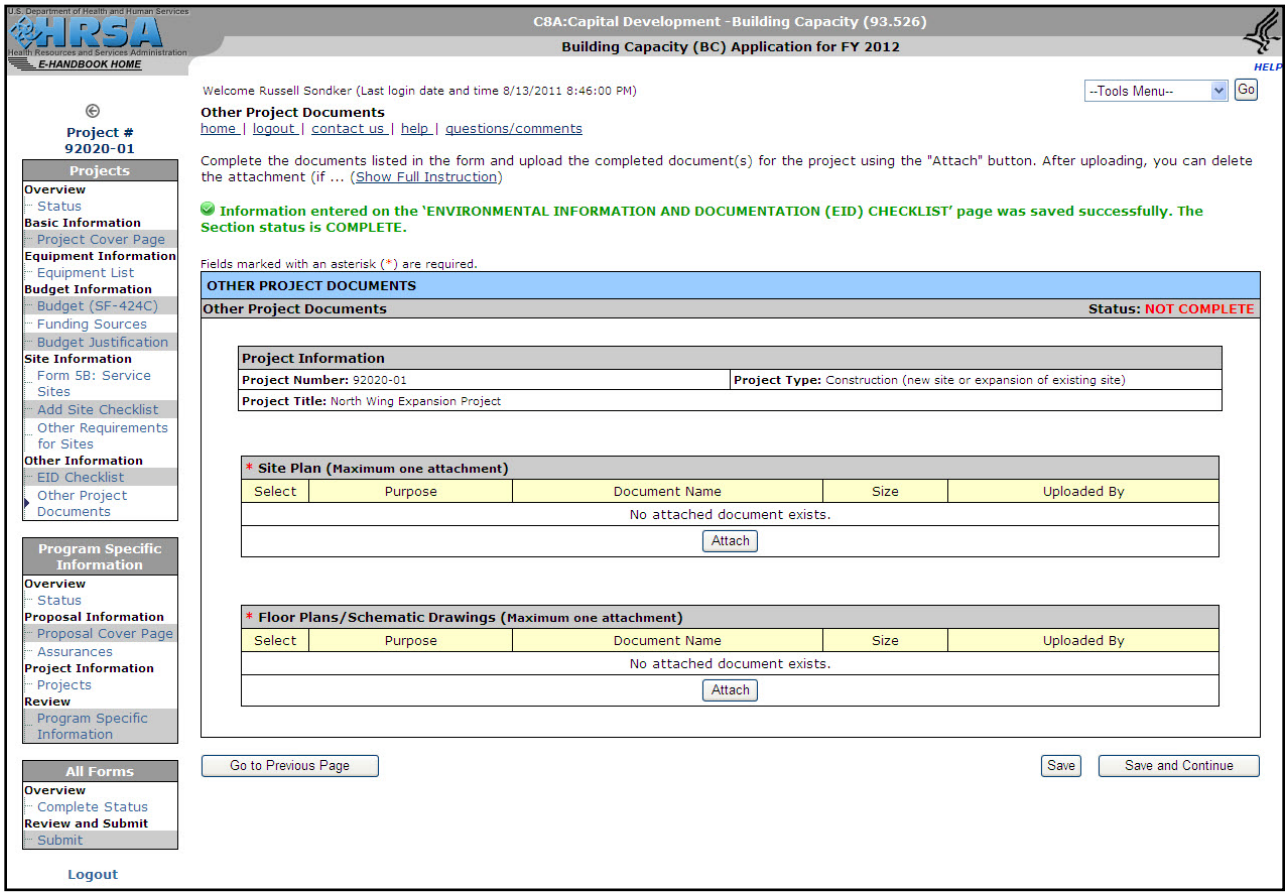
4.3.3.2.12 Other Project Documents Page

The "**Other Project Documents**" page provides a mechanism for you to attach project-relevant documents. You must attach documents for document types marked with an asterisk (*).

Click the "**Other Project Documents**" link on the "**Projects**" left side menu to access this form (Figure 82), if you did not arrive here from the "**EID Checklist**" page.

Fields marked with an asterisk (*) are required.

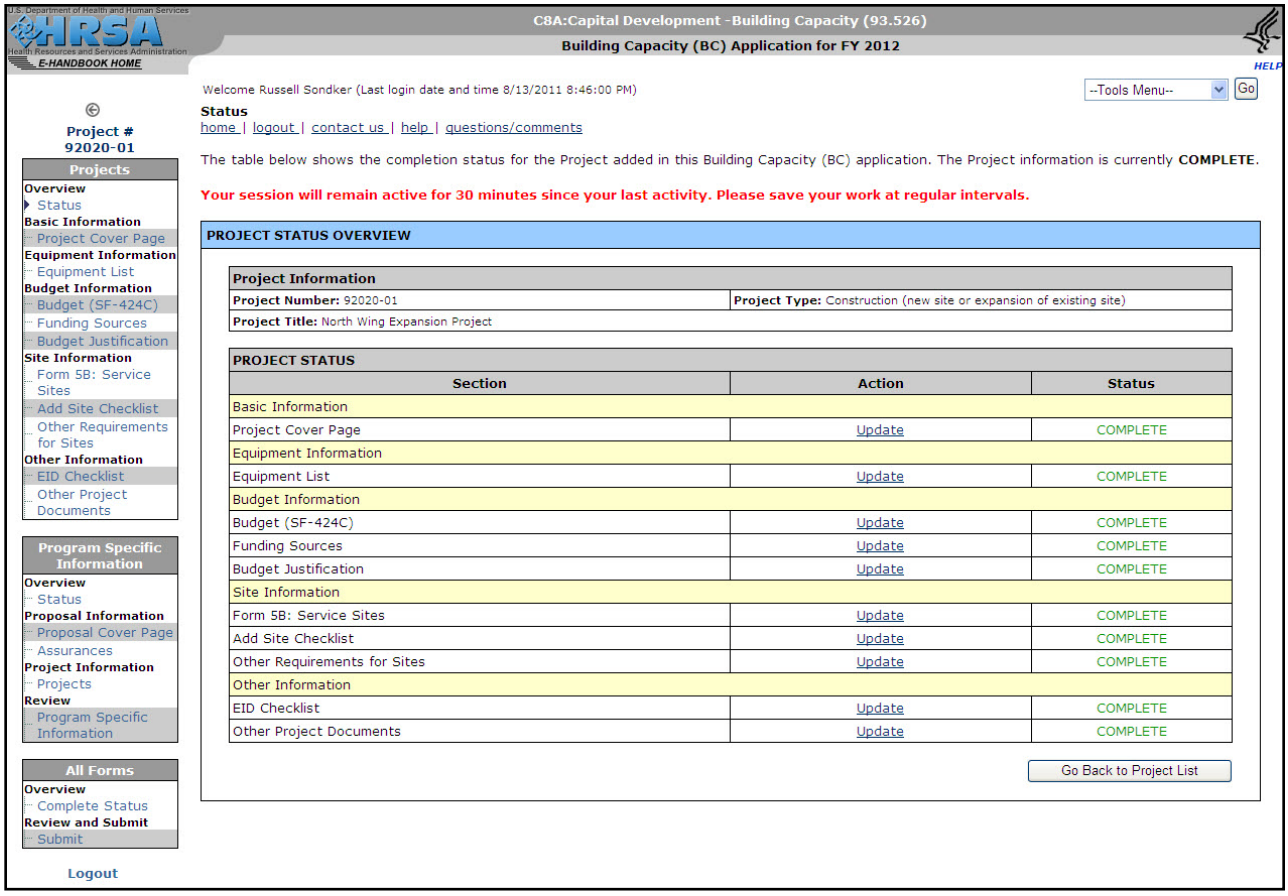
Figure 82: Other Project Documents Page



1. Click the Attach button and follow the usual attachment procedure for each of the documents you need to attach.
2. When you have finished attaching all the documents, click the Save and Continue button to save your work.
3. You will be returned to the "**Project Status Overview**" page (Figure 83) for the project.

If all the project-related forms have been correctly entered and are complete, the status of each form will be **COMPLETE**.

Figure 83: Project Status Overview Page (All Forms Completed)

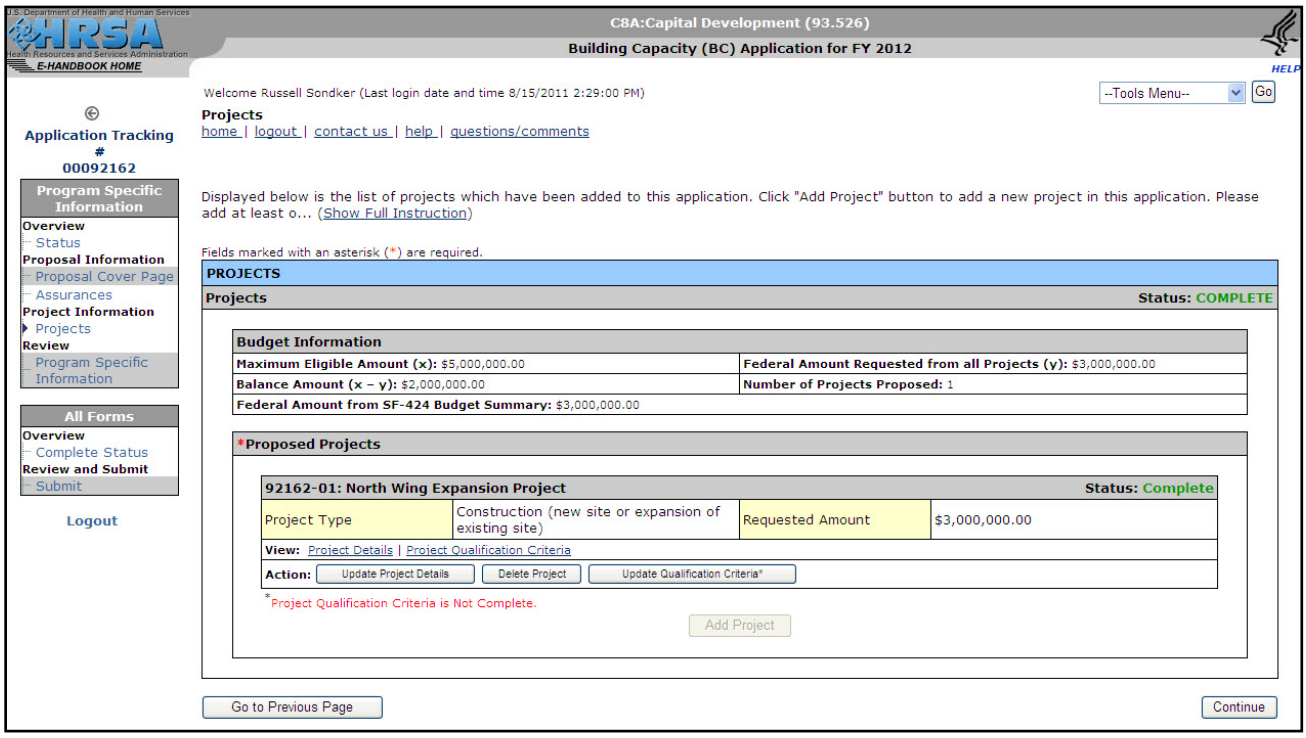


4.3.3.3 After You Finish Entering a Project

After you finish entering the information for a "**Project**", and you return to the "**Project Status Overview**" page (Figure 83).

1. Click the Go Back to Project List button to return to the "**Projects**" page (Figure 84).
2. Click the Save and Continue button in the "**Projects**" **page** to proceed to the "**Consolidated Budget**" page and resume entering Program Specific Information for the application.

Figure 84: Projects Page (Showing Project Completed)



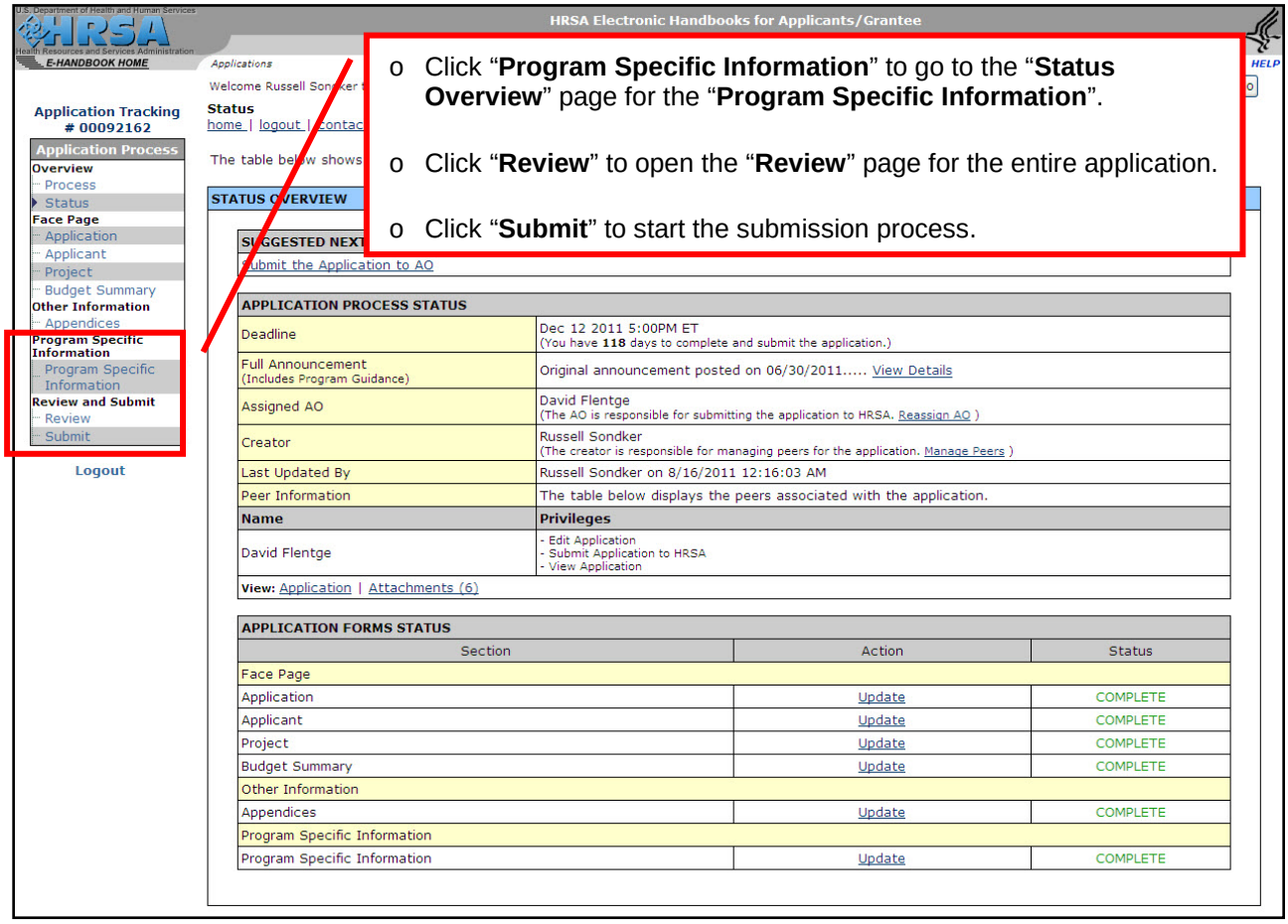
From the **Projects Page**:

3. Click the Update Project Details (or Delete Project) button under a project, to respectively update or delete the project.
4. Click the Save and Continue button to proceed to the "**Consolidated Budget**" page of the "**Program Specific Information**".

4.4. Reviewing the Application

The "**Status Overview**" page for the "**Entire Application**" (Figure 85) shows the completion status of each application form. All forms must be complete before you can submit your application.

Figure 85: Status Overview Page for the Entire Application

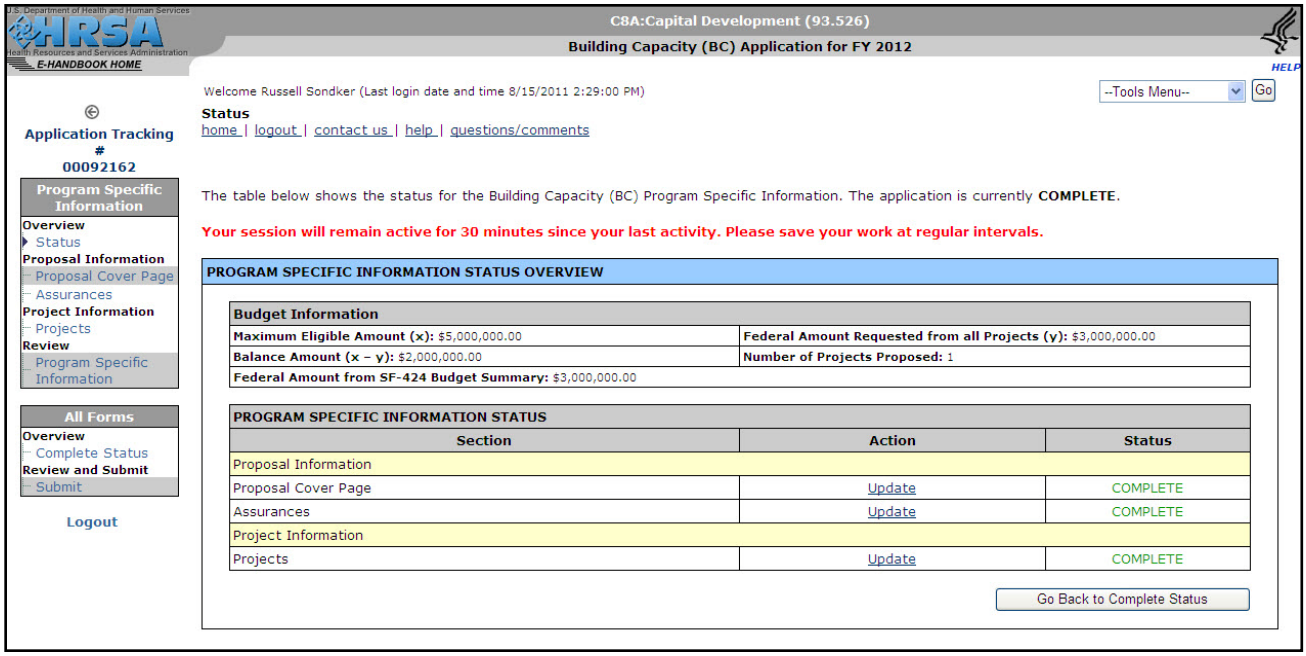


- Click "**Program Specific Information**" to go to the "**Status Overview**" page for the "**Program Specific Information**".
- Click "**Review**" to open the "**Review**" page for the entire application.
- Click "**Submit**" to start the submission process.

You can use this page to perform the following functions (in addition to updating forms):

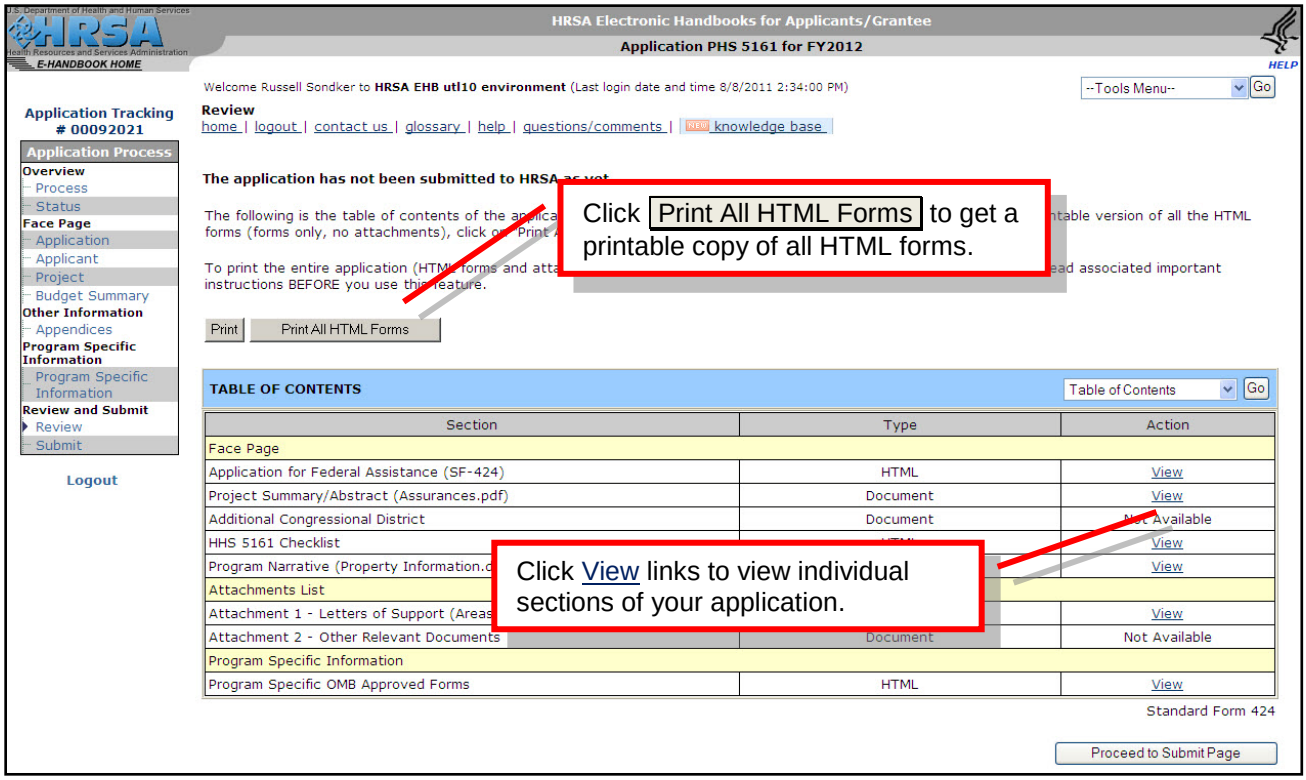
1. To review the status of the Program Specific Information, click "**Program Specific Information**". The "**Status Overview**" page (for Program Specific Information) will be displayed (Figure 86).
2. To view or print application-related forms, click "**Review**" in the "**Review and Submit**" section on the side menu. The "**Table of Contents**" for Entire Application will open in a **TOC** format (Figure 87).
3. To start the submission process from this page, click the "**Submit**" link in the "**Review and Submit**" section on the side menu. The "**Status Overview**" page for the entire application (Figure 88) will be displayed.

Figure 86: Program Specific Status Overview Page (Complete)



You can also use this page to start the submission process by clicking Submit to HRSA on the "**Status Overview**" page for the entire application (Figure 88).

Figure 87: Review Page for Entire Application



The Table of Contents lists the application-related forms.

4. Use the View links in the Action column to view a read-only version of a form.

5. Click Print to get a printable version of the Table of Contents.
6. Click Print All HTML Forms to print all forms that are HTML (i.e., forms that were completed within the application, not attachments). Attachments can be printed by clicking on individual **View** links for Document (attachment) type forms and then printing the document.
7. Click Proceed to Submit Page to go to the "**Status Overview**" page for the entire application (Figure 88) to begin the submission process.

You can also click "Submit to HRSA" on the left side menu to begin the "Submit" application process.

4.5. Submitting Application

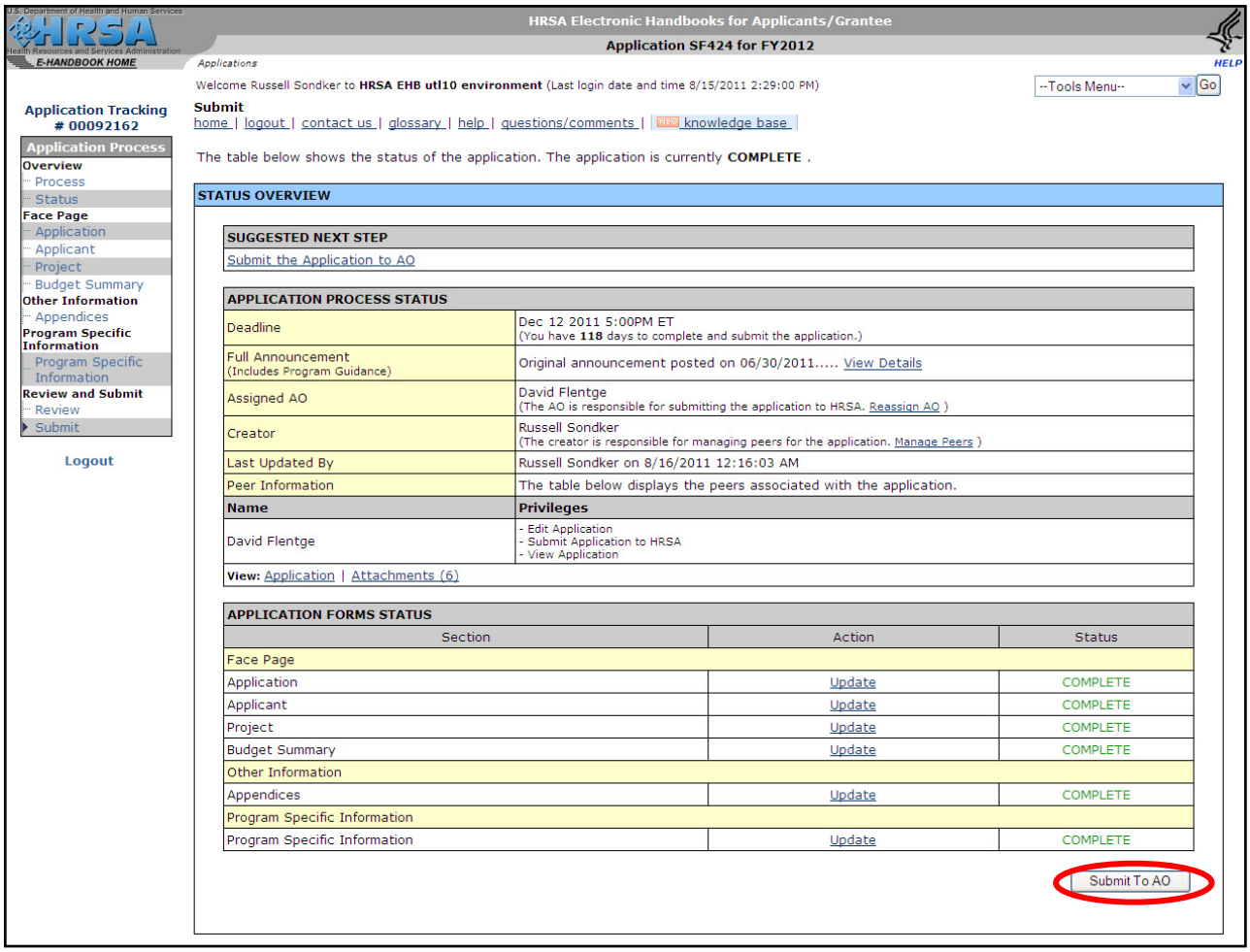
Once all forms are complete, the application can be submitted to HRSA.

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

1. Click the "**Submit**" link under "**Review and Submit**" on the left side menu of the "**Status Overview**" page for the entire application (Figure 85) to start the submission process.
2. If all the forms are marked **COMPLETE**, the "**Status Overview**" page (Figure 88) will display the Submit to AO button at the bottom of the screen.

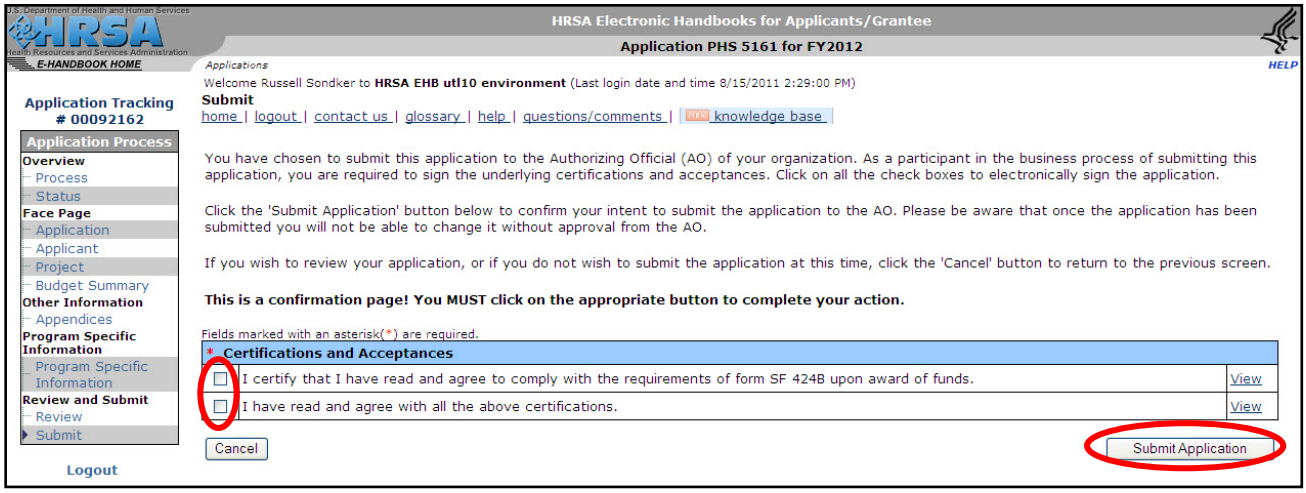
> **If you have the 'Submit to HRSA' privilege, a Submit to HRSA button will be displayed instead.**

Figure 88: Status Overview Page for the Entire Application



3. Click the Submit to AO button. The "**Certifications and Acceptances**" age (Figure 89) will be displayed.

Figure 89: Submit – Certifications and Acceptances Page

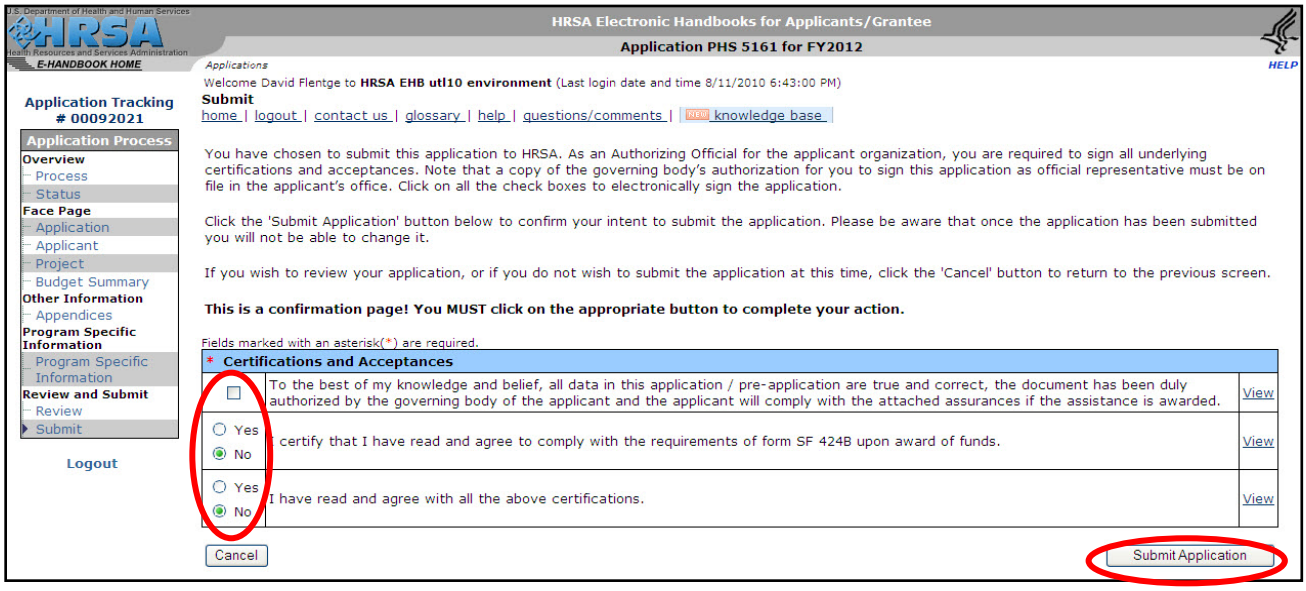


4. Answer the questions on the form. (The asterisk (*****) next to Certifications and Acceptances means that the answers to these questions are required.)

5. Click the Submit Application button to submit your application to HRSA. The "**Email Notification Sent to AO**" will be displayed.

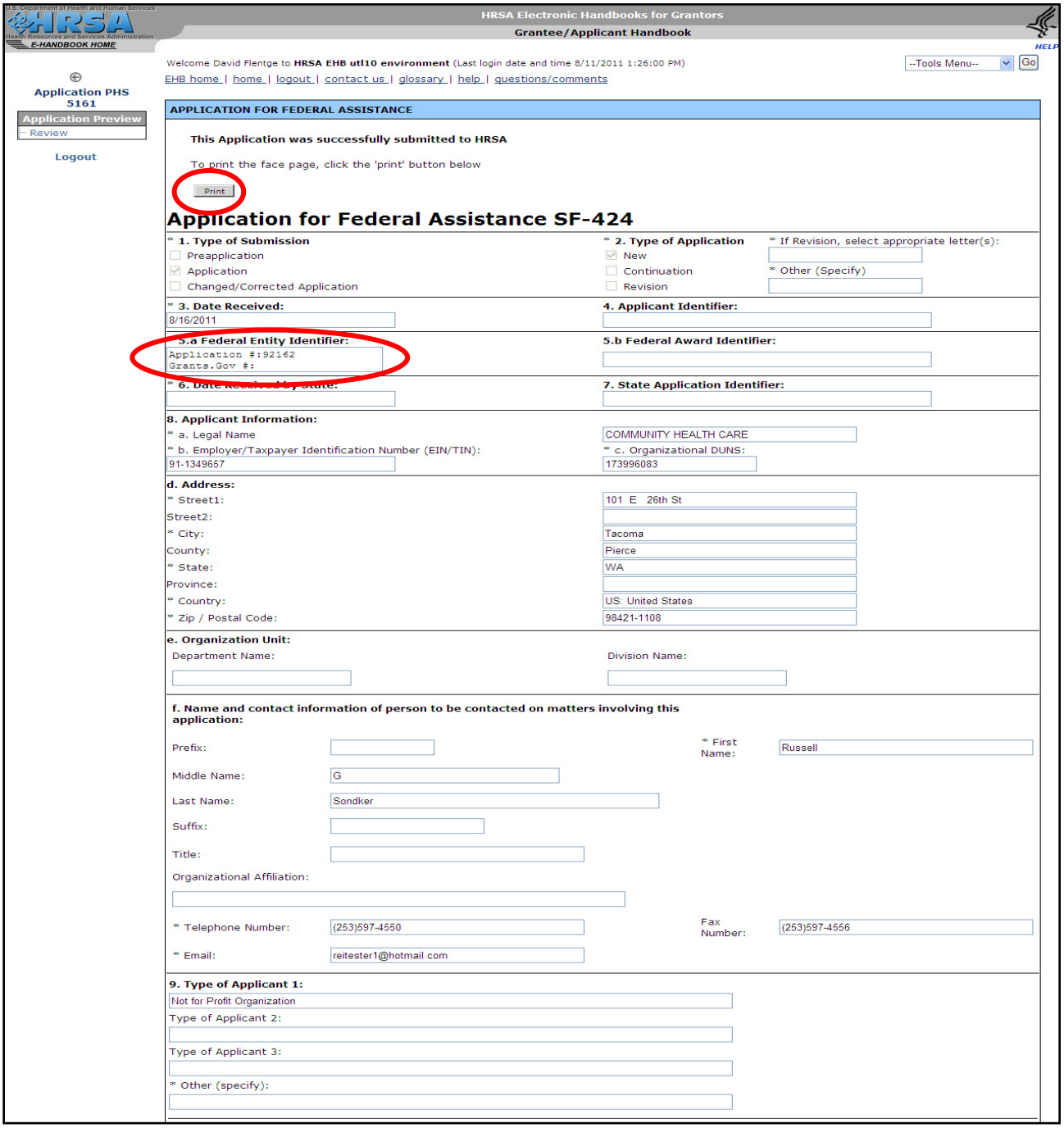
   OR

Figure 90: Submit – Certifications and Acceptances for AO



6. If you have the "**Submit to HRSA**" privilege, Click the Submit Application button. You will see the "**Application Submission Confirmation**" page (Figure 91) displayed.

Figure 91: Application Submission Confirmation Page



7. Take note of the Application Number
   - You may optionally print the confirmation page by clicking the Print button.
8. Click the Go Back to Home Page button (at the bottom the screen, not shown) to go to the **'HRSA EHB Home (Welcome)' Page** (Figure 11) 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 BPHC Help Desk:

- By email: BPHCHELPLINE@hrsa.gov

  OR

- By phone: 1-877-974-BPHC (2742) (between 8:30 AM to 5:30 PM ET)

DO NOT call the BPHC Help Desk for any questions on application Guidance or Programmatic questions that you might have when completing your application

5.2. HRSA Call Center

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

- By phone: 877-GO4-HRSA (877-464-4772) or 301-998-7373 (between 9:00 AM to 5:30 PM ET)

  OR

- By email: callcenter@hrsa.gov

Please 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 any questions on application Guidance or Programmatic questions that you might have when completing your application

5.3. HRSA Program Support

For any questions on application guidance or programmatic questions that you might have when completing your application, please contact the Program Point of Contact within the Bureau of Primary Health Care (BPHC) Office of Policy and Program Development (OPPD) as noted within the application guidance.

6. FAQs

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 (IE) v5.0 and above and Netscape 4.72 and above. HRSA EHBs are 508 compliant.

IE 6.0 and above is the recommended browser.

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

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

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

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

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

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

6.1.3 What are the software requirements for GAAM?

Refer to the software requirements for HRSA EHBs. In addition, you will need Microsoft Word to complete GAAM unstructured forms.

6.1.4 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 MS Office 2007 formats (.docx, .xlsx, etc.).