HRSA Electronic Handbooks

School-Based Health Care - Capital Program (SBHCC) FY 2013 User Guide for Applicants

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

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Revision History

Date	Reason for changes	Authors
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1. Introduction

1.1. Document Purpose and Scope

The purpose of this document is to provide detailed instructions to help grantees complete **School-Based Health Center Capital Program (SBHCC)** applications within HRSA's Electronic Handbooks (EHBs). The applications in EHBs consist of:

- Basic Application Information
- Program-Specific Information

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

1.2. Document Organization and Version Control

This document contains 5 sections apart from the Introduction. A summary of the sections is provided below:

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 within it.
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

Note: 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 to 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

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: Registration within HRSA EHBs is required ONLY ONCE for each user, regardless of the number of 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**.
1. Choose a role. EHBs offer three roles – Authorizing Official, Business Official and Other Employee. To submit an application, an Authorizing Official role is required.

Note: HRSA requires that a copy of the governing body's authorization permitting the Authorizing Official to submit the application as an official representative must be on file in the **applicant's** office.

2. Associate your user account with your organization. Use the 10-digit grant number from box 4b of the NoA 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**.

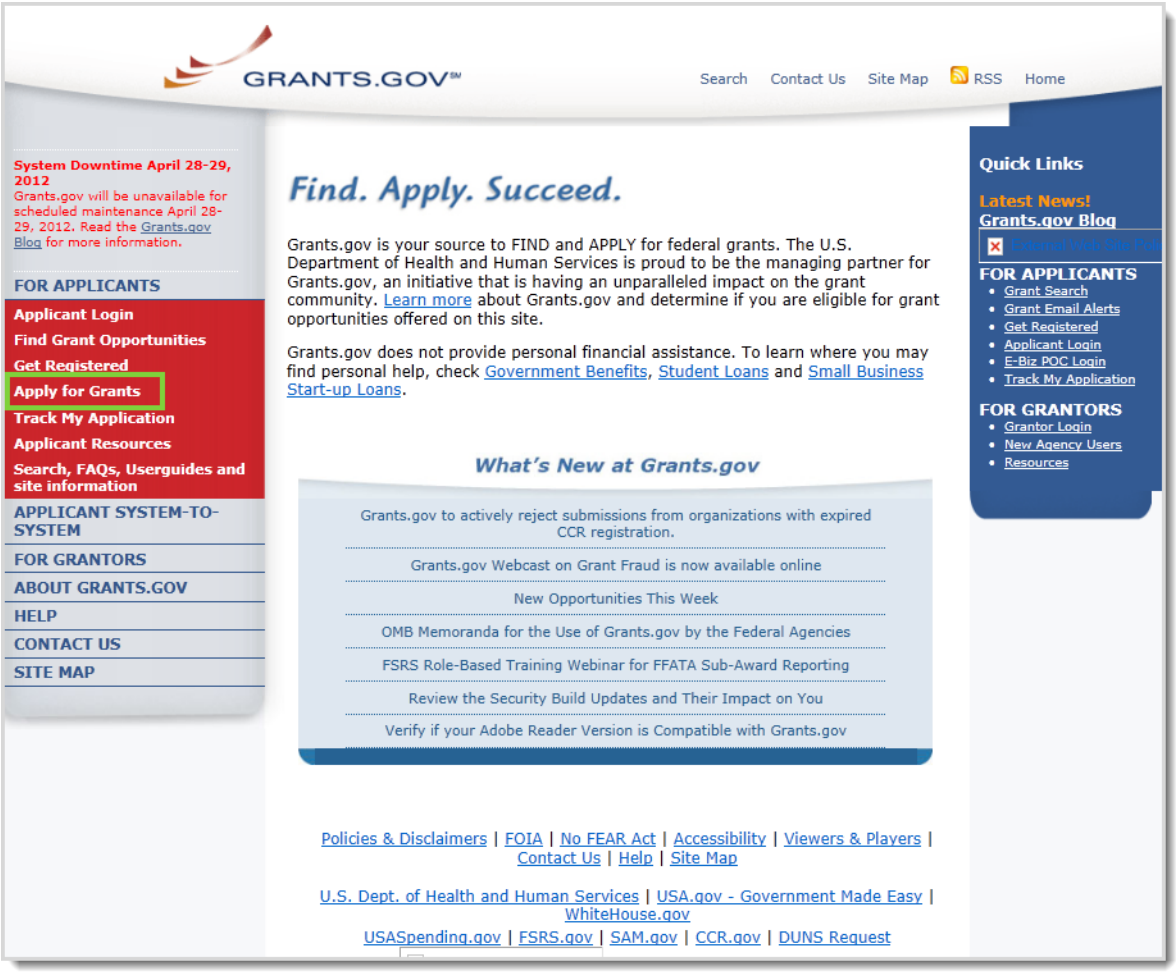
"Authorized representatives who submit the SF-424 face page electronically are reminded that HRSA requires that a copy of the governing body's authorization permitting them to submit the application as an official representative must be on file in the applicant's office."

3. Applying Through Grants.gov

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

1. Go to **Grants.gov** and click on Apply for Grants (green box in **Figure 1**).
3. **Download the application package and instructions** (on page 12). The program guidance is also part of the instructions that must be downloaded.
4. **Save a local copy of the application package on your computer and complete all the forms** (on page 14) based on the instructions provided in the program guidance.
5. **Submit the application package** (on page 15) through Grants.gov. (Requires registration)
6. **Track the status of your submitted application** (on page 16) at Grants.gov until you receive a notification from Grants.gov that your application has been received by HRSA.

Figure 1: Grants.gov Home Page

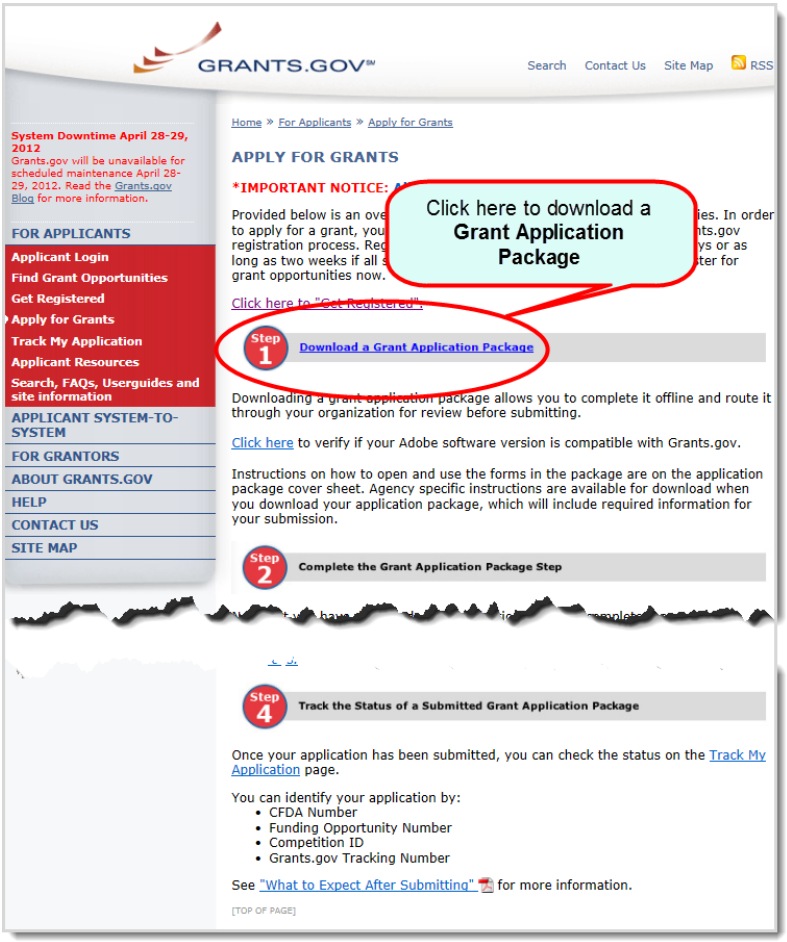


3.1. Locate Funding Opportunity

Note: 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.

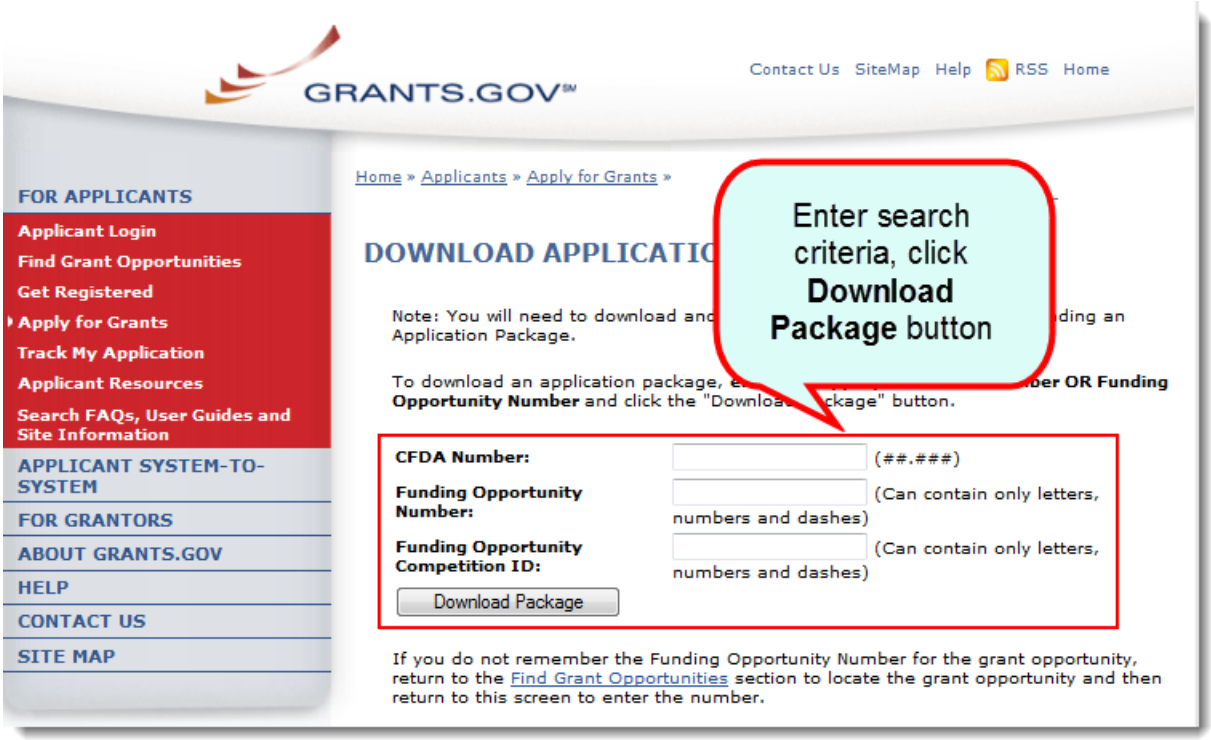
1. Point your browser to **http://www.grants.gov/applicants/apply_for_grants.jsp.**
2. The **APPLY FOR GRANTS** page (**Figure 2**) will be displayed.

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



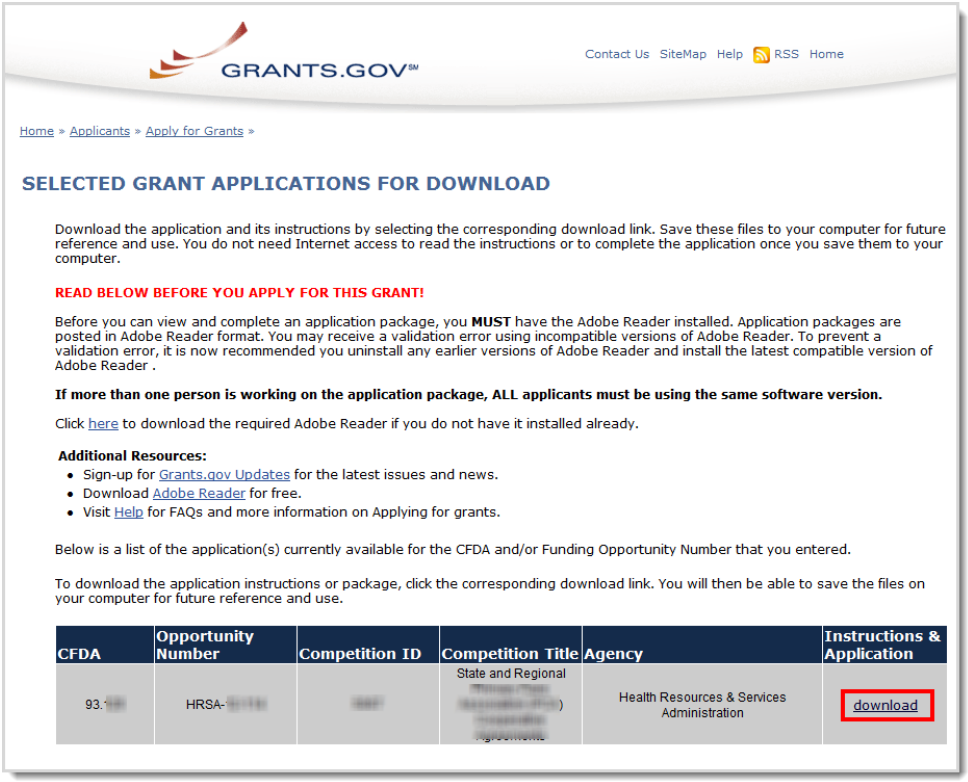
3. Click the **Download a Grant Application Package** link.
4. The **DOWNLOAD APPLICATION PACKAGE** page (**Figure 3**) will be displayed.

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



5. Enter the CFDA number in the field *CFDA Number (***Example**: 93.129), 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.

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



GRANTS.GOV

Contact Us SiteMap Help RSS Home

Home » Applicants » Apply for Grants »

SELECTED GRANT APPLICATIONS FOR DOWNLOAD

Download the application and its instructions by selecting the corresponding download link. Save these files to your computer for future reference and use. You do not need Internet access to read the instructions or to complete the application once you save them to your computer.

READ BELOW BEFORE YOU APPLY FOR THIS GRANT!

Before you can view and complete an application package, you **MUST** have the Adobe Reader installed. Application packages are posted in Adobe Reader format. You may receive a validation error using incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended you uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader .

If more than one person is working on the application package, ALL applicants must be using the same software version.

Click here to download the required Adobe Reader if you do not have it installed already.

Additional Resources:

- Sign-up for Grants.gov Updates for the latest issues and news.
- Download Adobe Reader for free.
- Visit Help for FAQs and more information on Applying for grants.

Below is a list of the application(s) currently available for the CFDA and/or Funding Opportunity Number that you entered.

To download the application instructions or package, click the corresponding download link. You will then be able to save the files on your computer for future reference and use.

CFDA	Opportunity Number	Competition ID	Competition Title	Agency	Instructions & Application
93.	HRSA-		State and Regional)	Health Resources & Services Administration	download

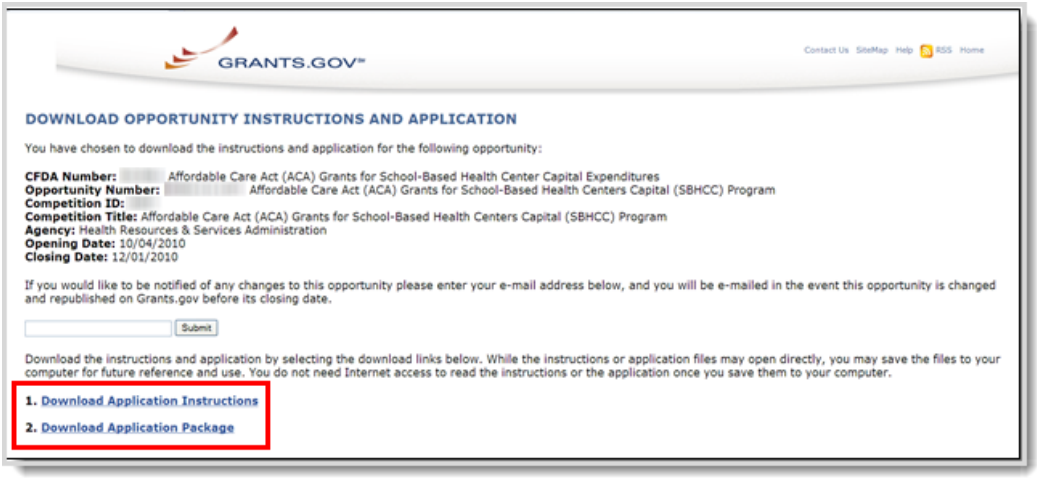
3.2. Download Application Package and Instructions

Note:

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

1. Click the **download** link (red box in **Figure 4**) for the funding opportunity.
2. The **DOWNLOAD OPPORTUNITY INSTRUCTIONS AND APPLICATION** page (**Figure 5**) will open in a separate window.

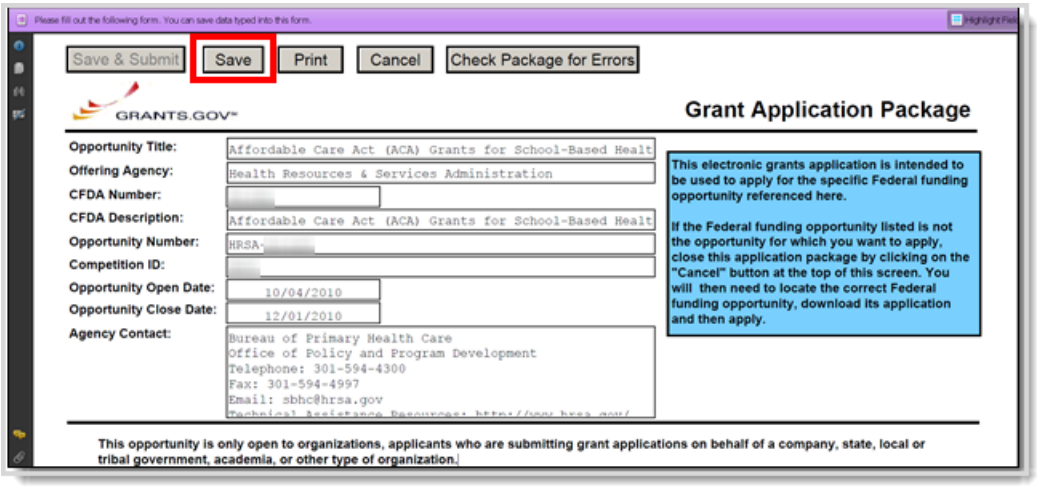
Figure 5: Download Opportunity Instructions and Application Page (at Grants.gov)



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 Plugin** button on the dialog.
6. The **Grant Application Package** Page (**Figure 6**) will be displayed.

3.3. Complete Application

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



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

Note: 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.

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

3.4. Submit Application

Note:

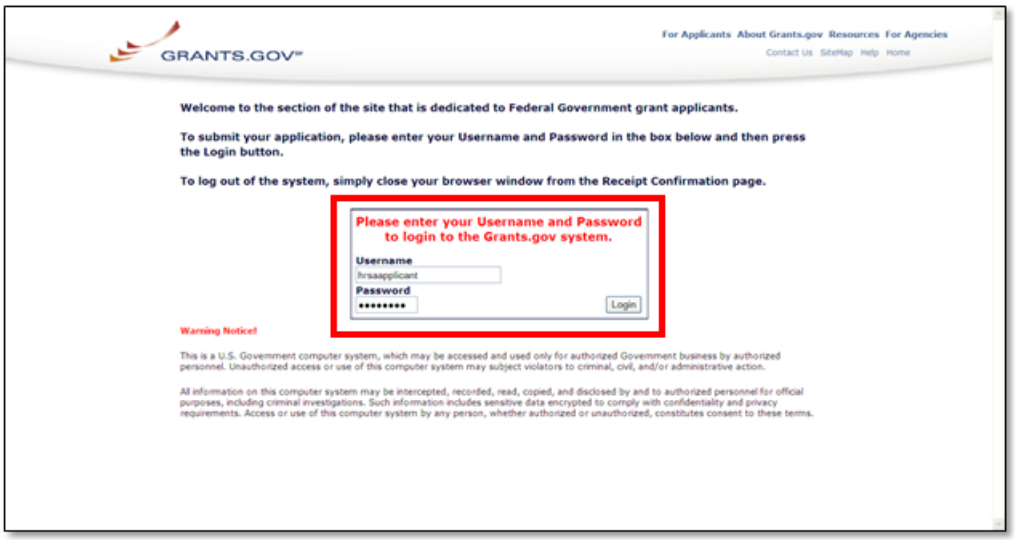
- You must be connected to the Internet and must have a Grants.gov username and password to submit the application package.
- Please direct questions regarding application submission to the **Grants.gov Contact Center at Tel.: 1 800-518-4726**. Contact Center hours of operation are Monday-Friday from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

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

Note: 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.

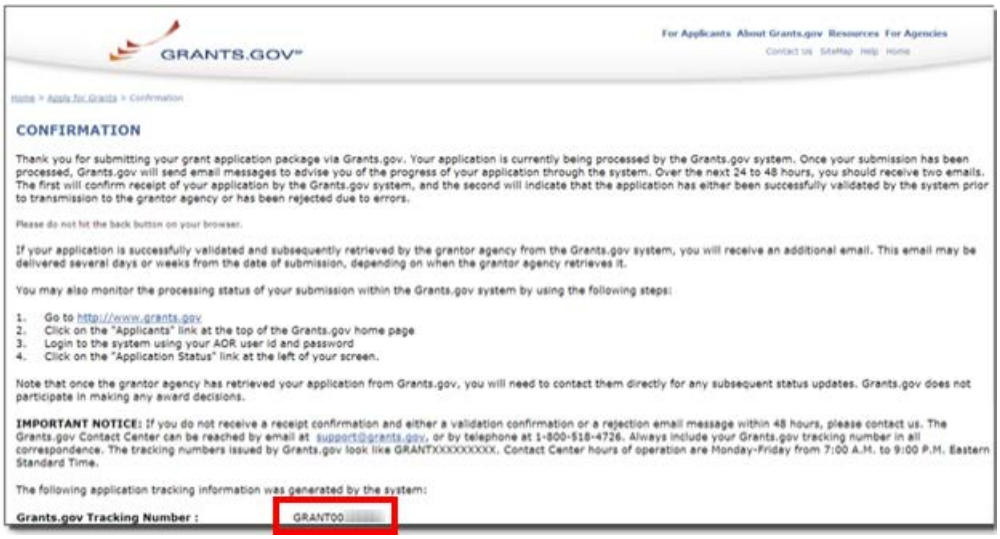
1. Click the **Save & Submit** button on the application package cover page, ***once it's active***, to start the submission process.
2. When prompted, log into **Grants.gov** (red box in **Figure 7**).

Figure 7: Grants.gov Login Prompt



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

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



GRANTS.GOV™

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

Home > Apply for Grants > Confirmation

CONFIRMATION

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

Please do not hit the back button on your browser.

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

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

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

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

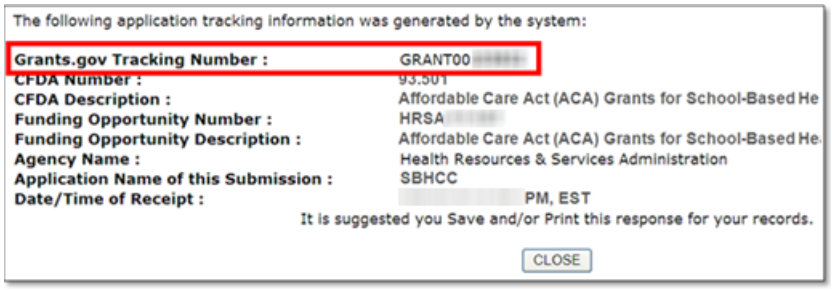
IMPORTANT NOTICE: If you do not receive a receipt confirmation and either a validation confirmation or a rejection email message within 48 hours, please contact us. The Grants.gov Contact Center can be reached by email at support@grants.gov, or by telephone at 1-800-518-4726. Always include your Grants.gov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

The following application tracking information was generated by the system:

Grants.gov Tracking Number : GRANT00

4. A Grants.gov Tracking number (red box in **Figure 8**) 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)



The following application tracking information was generated by the system:

Grants.gov Tracking Number :	GRANT00
CFDA Number :	93.501
CFDA Description :	Affordable Care Act (ACA) Grants for School-Based He
Funding Opportunity Number :	HRSA
Funding Opportunity Description :	Affordable Care Act (ACA) Grants for School-Based He
Agency Name :	Health Resources & Services Administration
Application Name of this Submission :	SBHCC
Date/Time of Receipt :	PM, EST

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

CLOSE

Note: Make note of the Grants.gov Tracking Number (red box in **Figure 9**), as you will need it later, when you initiate the application. (This number is used to associate the Grants.gov application with the EHB application.)

3.5. Track Status of Application

Note: 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 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

To complete your application, you must have access to 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: Registration within HRSA EHBs is required only once for each user regardless of the organizations they represent. If you already have a user account, you do not need to create another account. **Do not create duplicate user accounts.**

If you are a new user, you can complete the following two steps to get appropriate access:

- Individual users from an organization who participate in the grants process must create individual accounts in the system. **https://grants.hrsa.gov/webexternal/home.asp**
- Associate your account with the specific applicant organization. You may search for your organization by name, or, if you recently received a grant from HRSA, you may use your 10-digit grant number from box 4b of the NoA. Note that EHBs offers three roles – Authorizing Official, Business Official and an Other Employee role. To submit the application an Authorizing Official role is required.

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

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

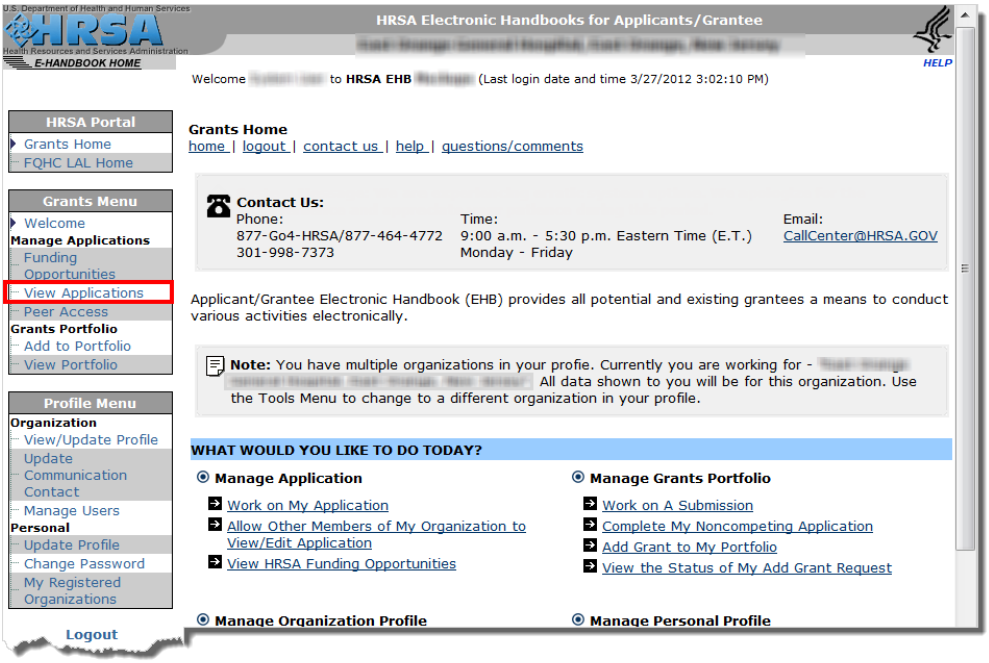
Note: Users new to the EHBs should be mindful that the system times out after 30 minutes of inactivity. Some forms may take a long time to complete. Users should ensure that they save their work at frequent intervals.

4.1. Logging in and Accessing the Application

The EHBs allow you to create your application, work on it in parts, save it and return to complete it later. If you are returning, you will have to log in again.

1. Point your browser to **https://grants.hrsa.gov/webexternal/home.asp**. Enter your username and password to log in.
   - The **HRSA EHB Welcome** page opens.

Figure 10: HRSA EHB Welcome Page



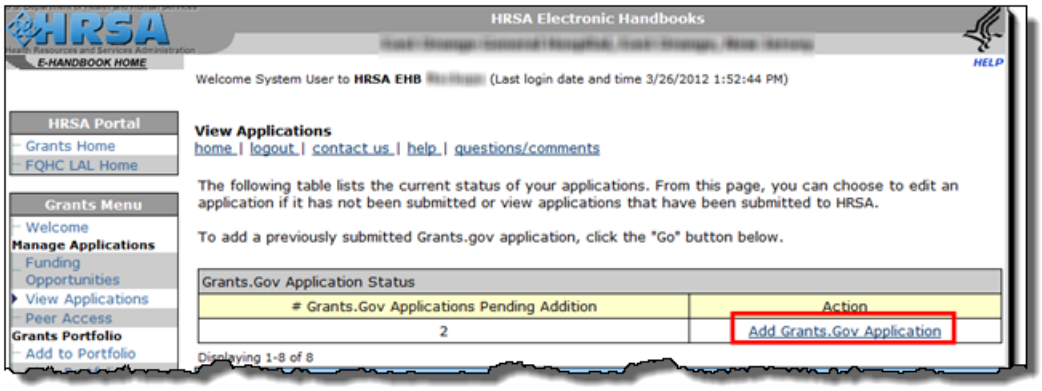
2. Click **View Applications** on the left navigation panel.

➢ The **View Applications** page opens. If this is the first time you are opening your application in the HRSA EHBs, initiate your application using the steps in section 4.1.1, Initiating the Application (First Time Access in the HRSA EHBs). Otherwise, proceed to section 4.1.3, Accessing and Updating the Application (After It Has Been Initiated).

4.1.1. Initiating the Application (First Time Access in the HRSA EHBs)

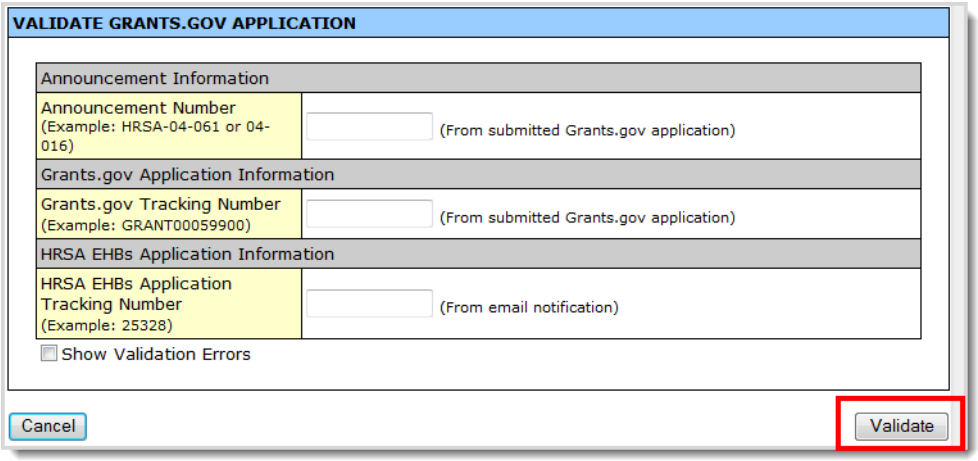
Users who are accessing their application for the first time should follow the steps in this section to add the application to the list of pending applications.

Figure 11: View Applications Page - Add Grants.gov Application Link



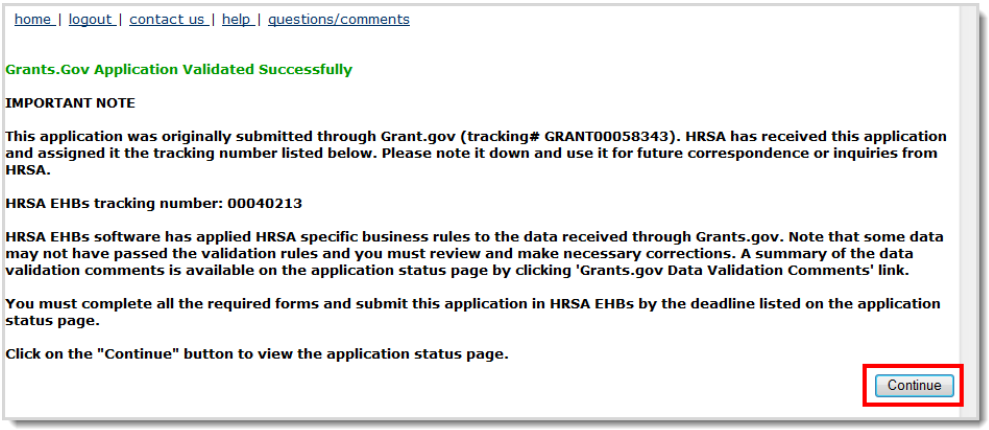
1. Click the **Add Grants.Gov Application** link to add your application to the list of pending applications.
2. The **Validate Grants.Gov Application Page** (**Figure 12**) will open.

Figure 12: Validate Grants.gov Application Page



3. Enter the requested information.
4. Click the **Validate** button.
   - The Grants.gov Application Validated Successfully message displays (**Figure 13**).

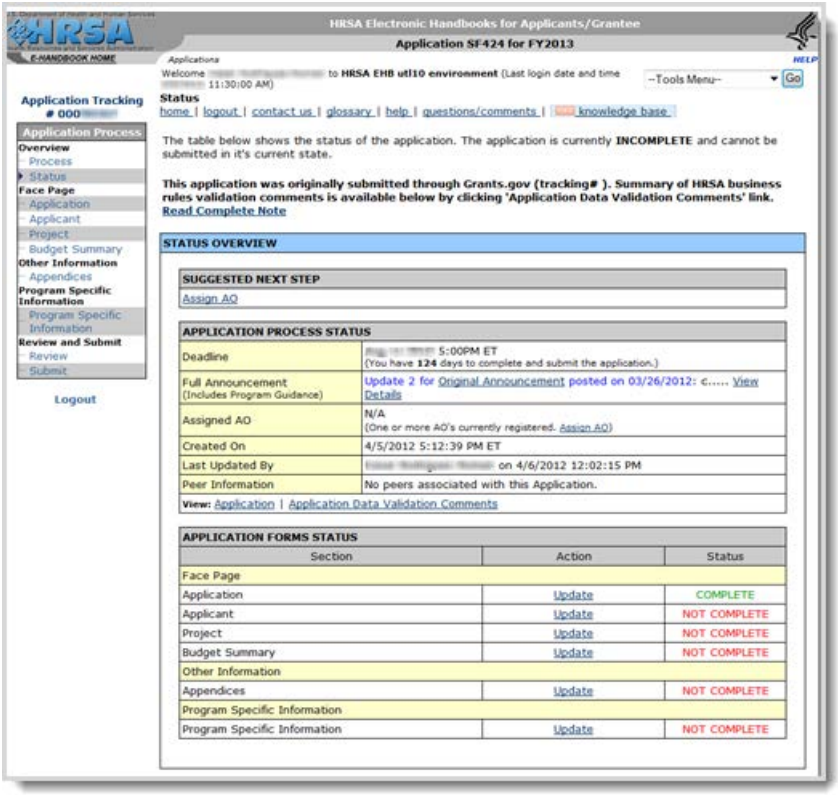
Figure 13: Successful Validation Message



5. Click the **Continue** button.
   - The **Status Overview** page for the entire application (**Figure 14**) opens. This page lists all the forms that you must complete before you can submit the application.
6. Click the left navigation panel item or the corresponding **Update** link for the form you want to enter or revise.

Note: For instructions and information for completing the forms belonging to the application, proceed to section **4.3, Entering the Basic Information (Face Page).**

Figure 14: Status Overview Page (For Entire Application)

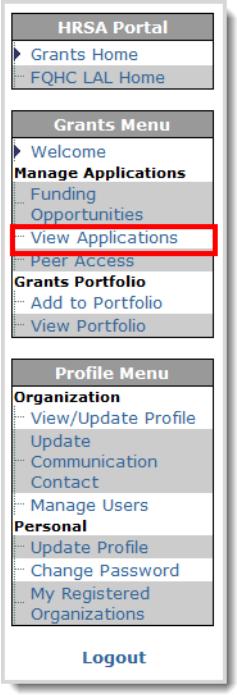


4.1.2. Accessing and Updating the Application (After It Has Been Initiated)

Once an application has been initiated, you may need to return to the application to continue the application entry process. The steps detailed below describe the process of returning to the application for editing purposes.

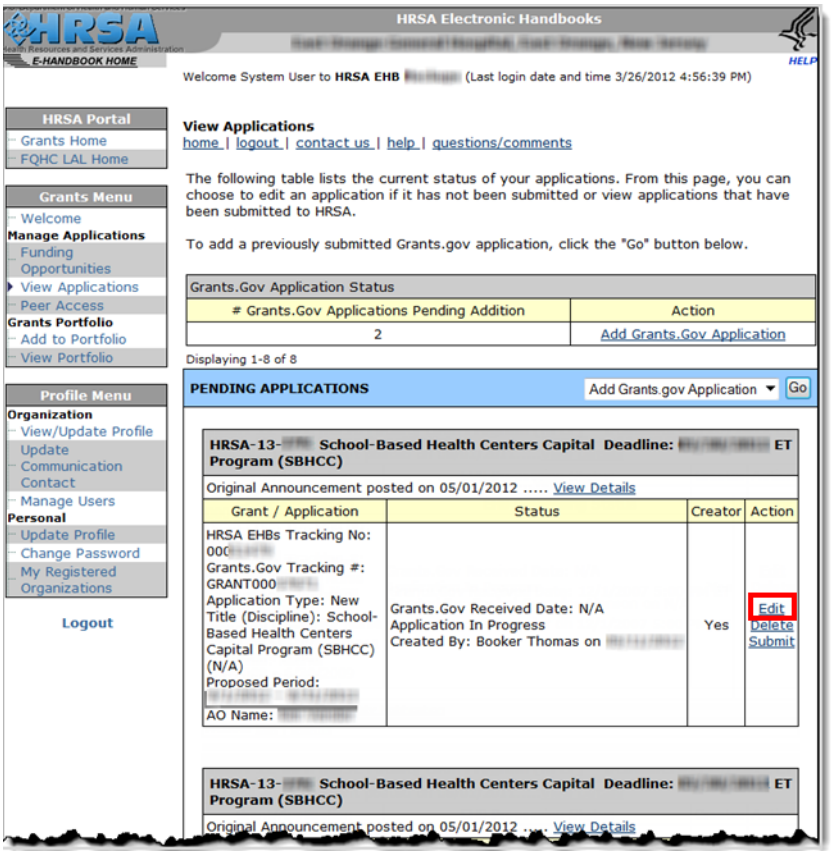
1. On the **HRSA EHB Home (Welcome) Page**, click the **View Applications** link under the **Manage Applications** heading on the left navigation panel (**Figure 15**).

Figure 15: Left Navigation Panel on HRSA EHB Home (Welcome) Page



2. The **Pending Applications Page** (**Figure 16**) will be displayed.

Figure 16: Pending Applications Page



3. Locate the **SBHCC** application in the list of pending applications.
4. Click **Start** (or **Edit**).

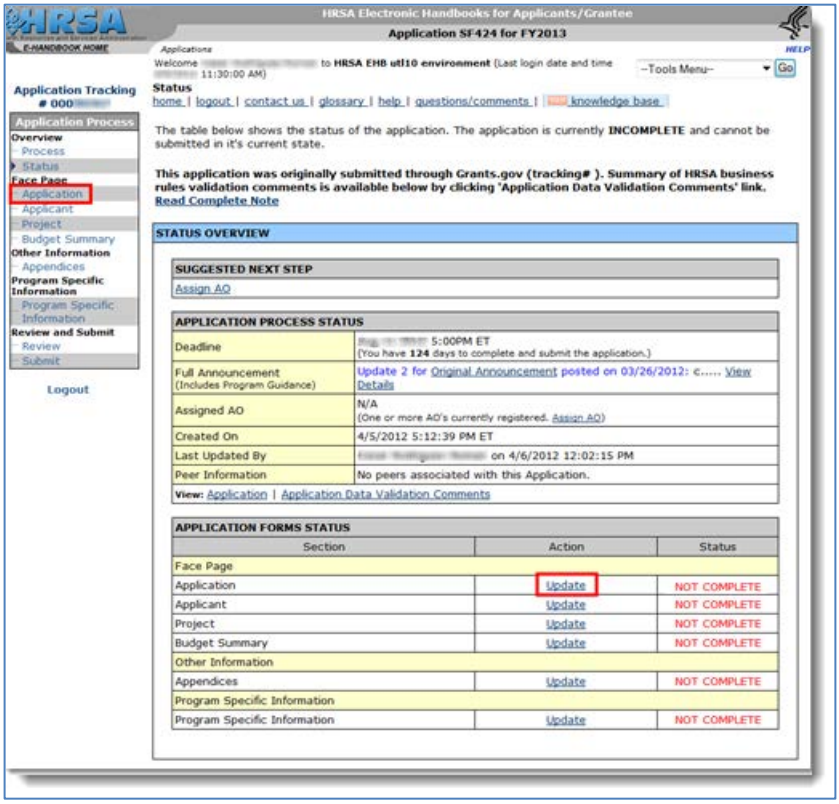
Note: Once an application has been started, the **Begin** link will change to **Edit**.

- The application opens to the **Status Overview** page for the entire application. This page lists all the forms that you must complete before you can submit the application.

5. Click the left navigation panel item or the corresponding **Update** link for the form you want to enter or revise, as shown in **Figure 19.**

Note: For instructions and information for completing the forms belonging to the application, proceed to section **4.3, Entering the Basic Information (Face Page).**

Figure 17: Status Overview Page (For Entire Application)

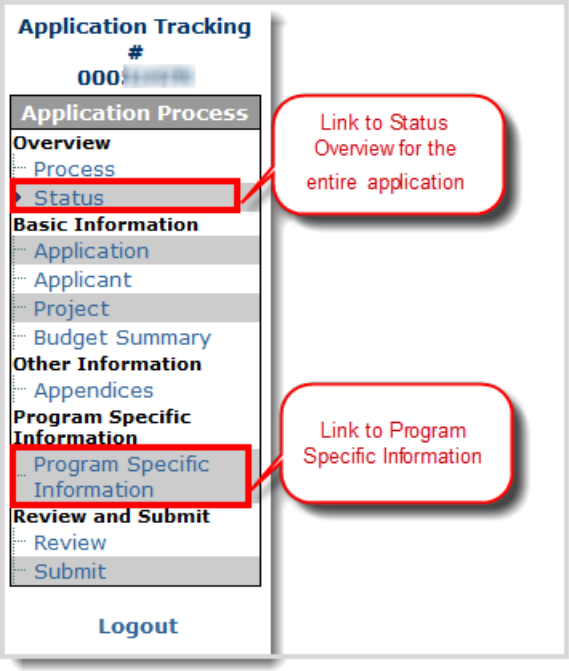


Note: The screen contains a different left navigation panel than it did before. Use this left navigation panel to navigate through the application.

4.2. Navigating within the Application

Navigation menus, such as the one shown in **Figure 18**, appear on the left side of every screen in the Electronic Handbooks (EHBs). Use these menus to access the various pages of your application.

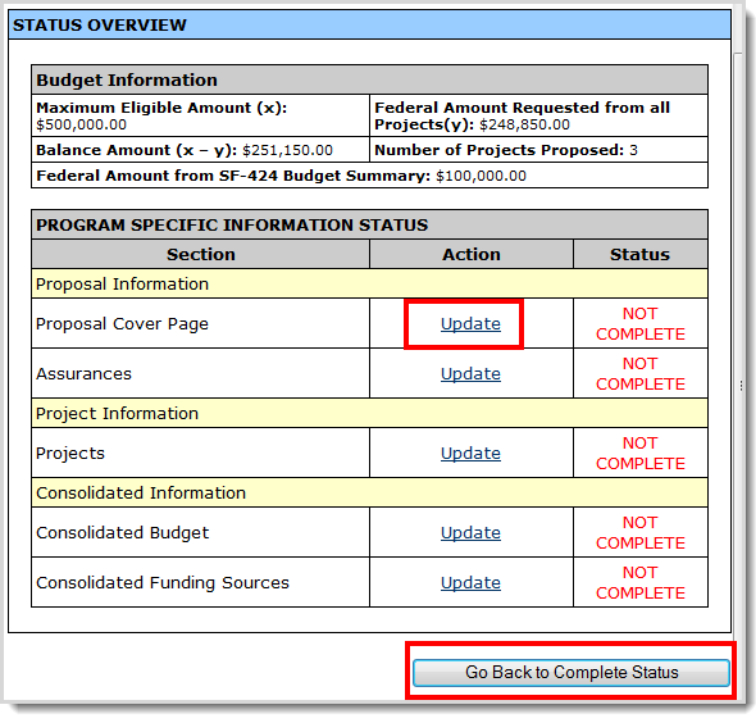
Figure 18: Sample Navigation Menu



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 within it.)

- To go to the **Status Overview Page (for the Entire Application)**, click the **Status** link in the **Application Process** menu.
- To access the program specific information forms, click the **Program Specific Information** link in the **Application Process** menu. This will display the **Status Overview Page (for Program Specific Information Status).** Note that when you are on Program Specific Forms, there is a different left side menu.
- To access the project-related forms, first click the **Projects** link on the **Program Specific Information** menu to display the **Projects Page** (**Figure 52**). Next, click the **Update** button for the project you want to access, to display its **Project Status Page** (**Figure 95**).

Figure 19: Status Overview – Program Specific Information Status



STATUS OVERVIEW

Budget Information	
Maximum Eligible Amount (x): $500,000.00	**Federal Amount Requested from all Projects(y):** $248,850.00
Balance Amount (x – y): $251,150.00	**Number of Projects Proposed:** 3
Federal Amount from SF-424 Budget Summary: $100,000.00	

PROGRAM SPECIFIC INFORMATION STATUS		
Section	**Action**	**Status**
Proposal Information		
Proposal Cover Page	Update	NOT COMPLETE
Assurances	Update	NOT COMPLETE
Project Information		
Projects	Update	NOT COMPLETE
Consolidated Information		
Consolidated Budget	Update	NOT COMPLETE
Consolidated Funding Sources	Update	NOT COMPLETE

Go Back to Complete Status

4.3. Entering the Basic Information (Face Page)

After you open your application, the first screen that appears is the **Status Overview Page (for Entire Application)** (**Figure 17**), which 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.

Note: Your session will remain active for 30 minutes since your last activity. Please save your work at least every **5 minutes** to avoid losing data.

Within the **APPLICATION FORM STATUS** Table, click the appropriate left navigation panel item or the **Update** link to open the corresponding form.

Notes:

- For the purpose of this document, from this point forward, the left navigation panel will be used 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.
- Whenever 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.

Enter the information, using the HRSA EHBs application screens; the EHBs navigation will automatically take you progressively through the application.

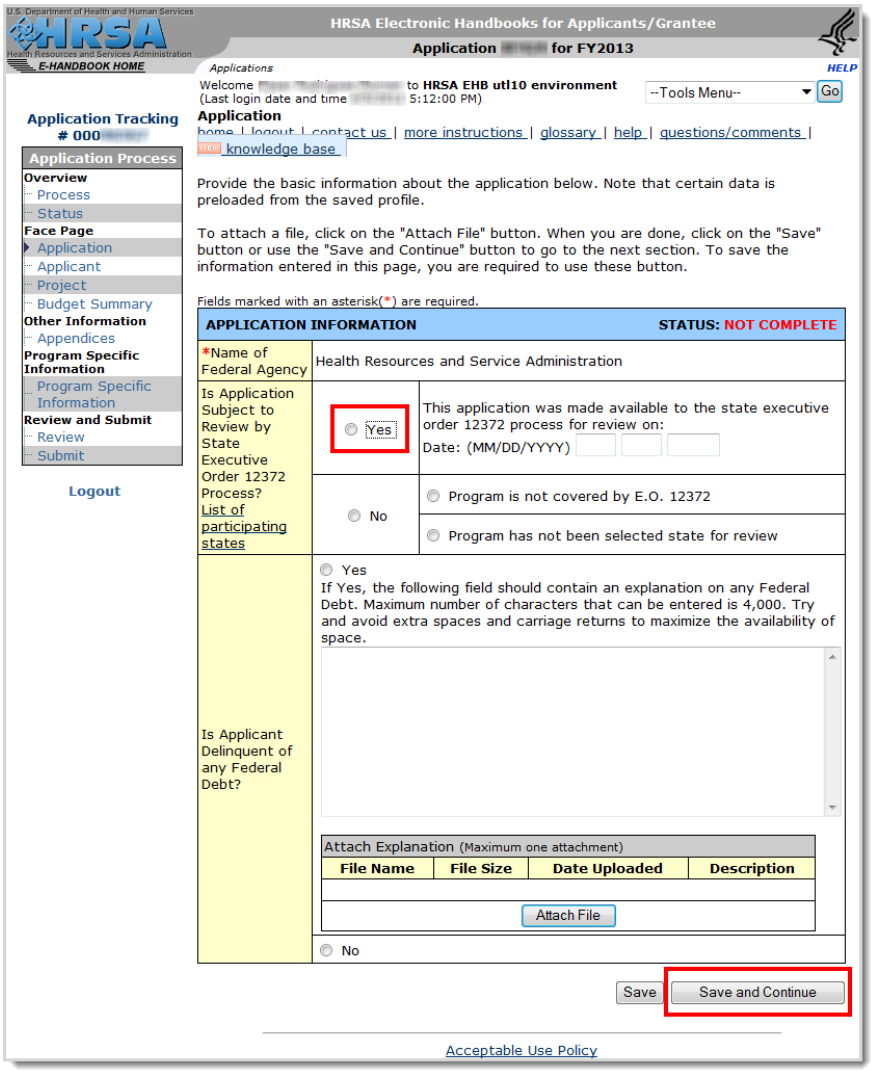
Click the **Save and Continue** button to move to the next page in your application. If there are any data entry errors the HRSA EHBs will display error messages to help you correct the information.

To open the **Application** page, click the **Application** link in the left navigation panel or the **Update** link in the Application row of the Application Form Status table on the **Status Overview** page.

4.3.1. Application

The **Application Information** page contains basic information about your application.

Figure 20: Application Information Page



1. Answer the questions on the form.

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

- If you select *Yes* to the question as to whether you are delinquent on debt, then you must enter an explanation in the text box provided, or you must provide the explanation in the form of an attachment.

2. After you have completed the form, click the **Save and Continue** button to save your information, and proceed to the next form (**Applicant Organization Information Form,** **Figure 21**).

4.3.2. 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 **Application Process** left navigation panel to access the **Applicant Organization Information Form**.

Figure 21: Applicant Organization Information Form (Top)

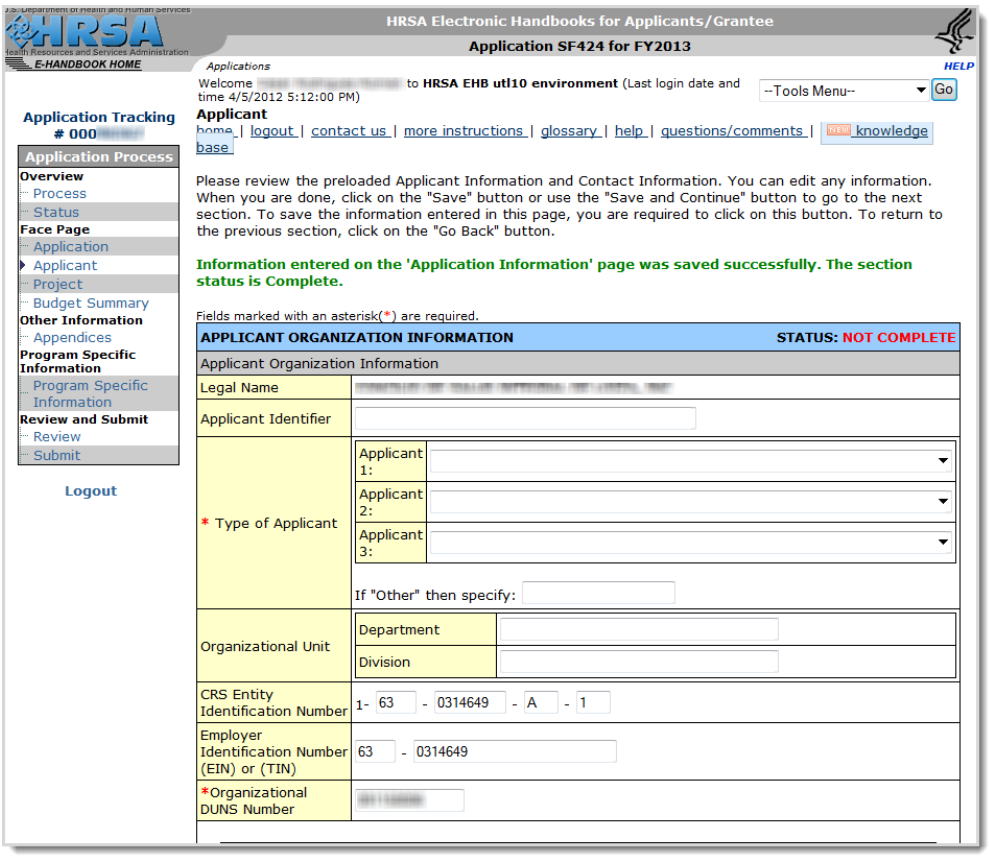
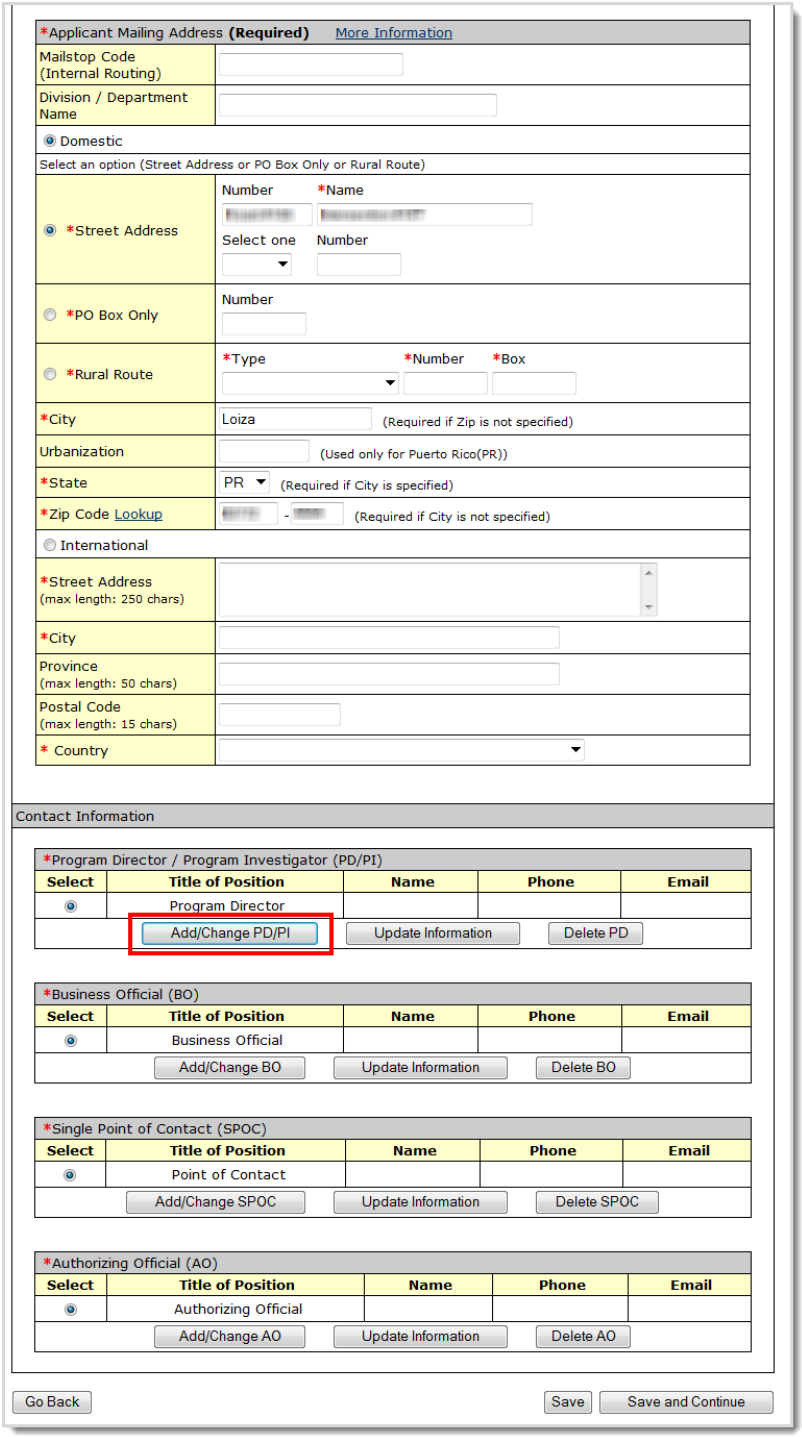


Figure 22: Applicant Organization Information Form (Bottom)



Review the information on the **Applicant Organization Information Form**.

- Fields marked with an asterisk (*) are required.

You can perform the following functions on the screen:

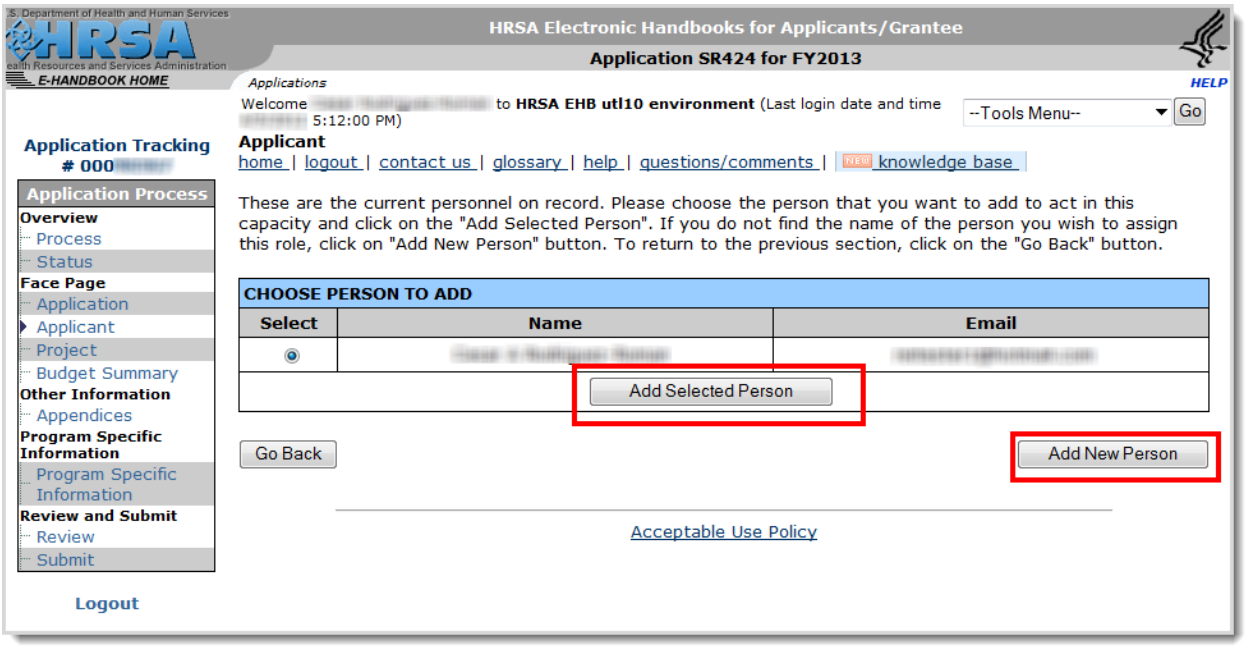
	Options: ❖ MODIFY Applicant Organization and Mailing Address Information ❖ ADD or CHANGE Contact Information (see below) ❖ UPDATE Contact information (**on page 31**) ❖ DELETE Contact (**on page 31**)

- ❖ To 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.
- ❖ To ADD or CHANGE a Contact,

Note: For the purpose of this document, the Add/Change PD/PI example will be used. However, similar scenarios apply to all the other types of contacts.

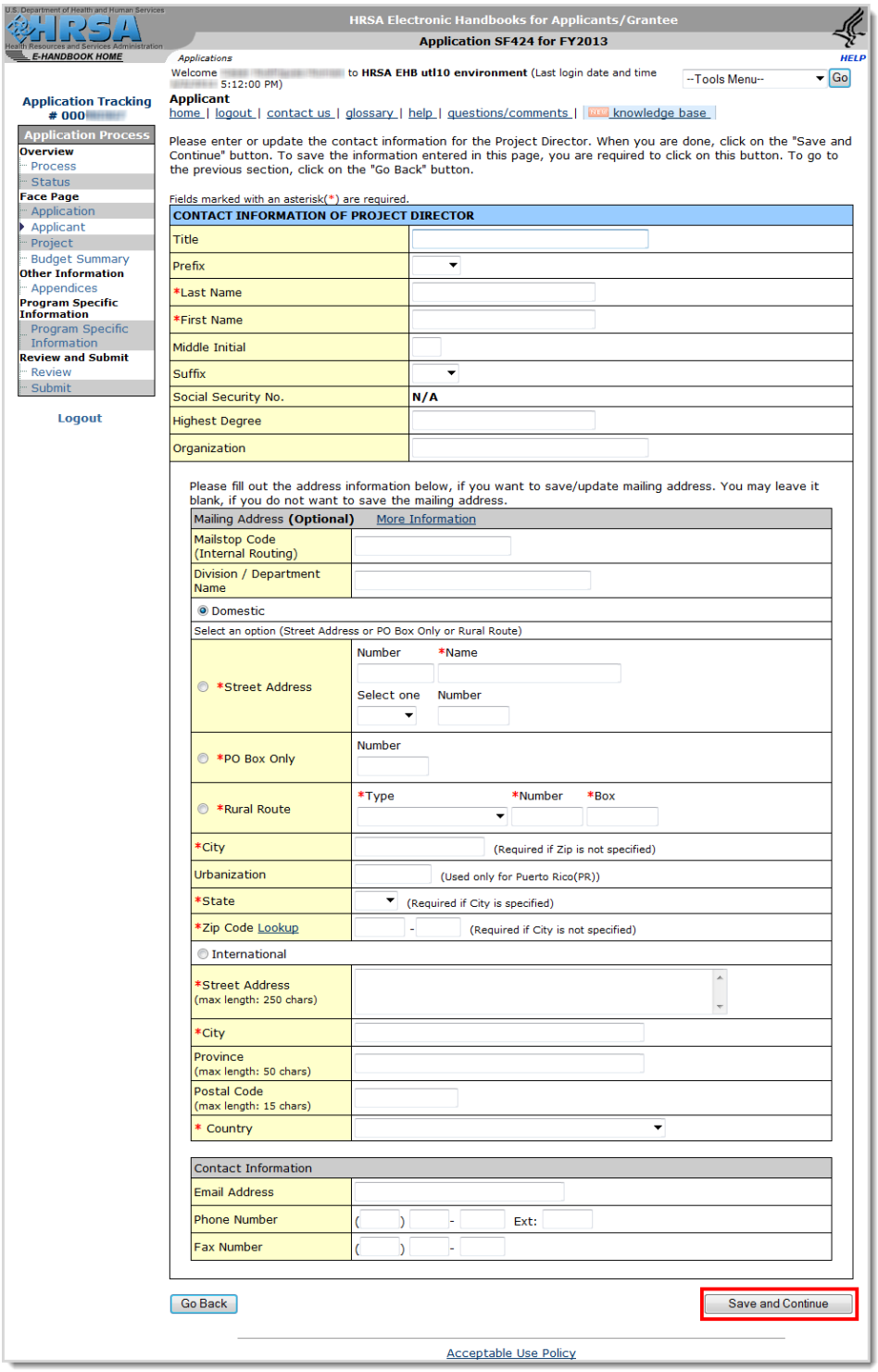
1. Select a contact and click **Add/Change PD/PI**.
   - ➢ The **Choose Person to Add Form** (**Figure 23**) will be displayed.

Figure 23: Choose Person to Add Form



- ❖ To change the contact, click the **Add Selected Person** button to make a listed person the contact.
  - ➢ The **Contact Information Page** for the contact (**Figure 24**) will be displayed, listing the current contact information for the contact.

Figure 24: Contact Information of Project Director Page



- To add a new person as a contact:
  1. Click the **Add New Person** button.
  - The (blank) **Contact Information Page** for the contact (**Figure 24)** will be displayed.

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

Fields marked with an asterisk (*) are required.

2. Verify and revise the contact information, as necessary.
3. Click the **Save and Continue** button to save your information and return to the **Applicant Organization Information Form** (**Figure 21**).
    - The user that you changed or added will be listed in the **Name** column as the contact.

- To update the Contact information:

1. Select a Point of Contact (POC) and click **Update Information**.
    - The Contact Information Page (**Figure 24**) will be displayed, listing the existing contact information.
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 Form**.

- To delete the Point of Contact,

1. Select a Contact, and click **Delete PD**.
    - You will be returned to the Applicant Organization Information Form (**Figure 21** and **Figure 22**). The contact that you deleted will not be listed under the Name column

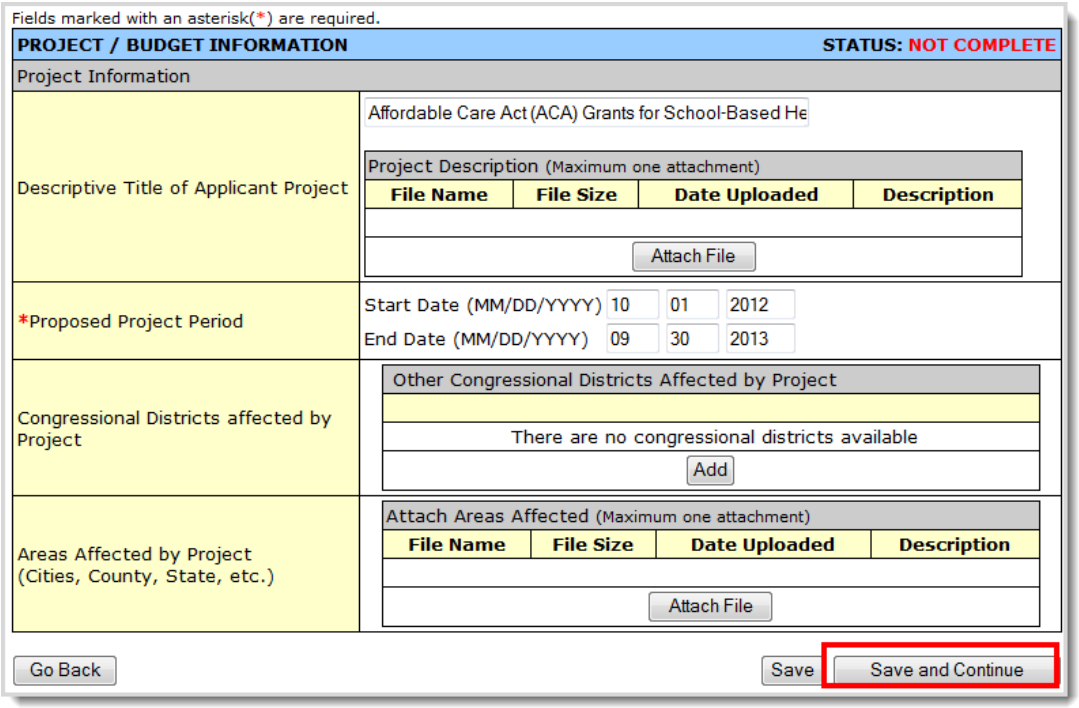
- If you are satisfied with the information on the screen, click **Save and Continue** to save your work and proceed to the next form.

4.3.3. Project Form

The **Project Form** provides general information about the application's project.

Click **Project** on the Application Process left navigation panel to access the **Project Form** (**Figure 25**).

Figure 25: Project Form



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

1. Enter or modify the Descriptive Title of Applicant Project, as necessary.
2. Enter or modify the Proposed Project Period dates.
3. You can perform the following additional functions on the screen:

Options:

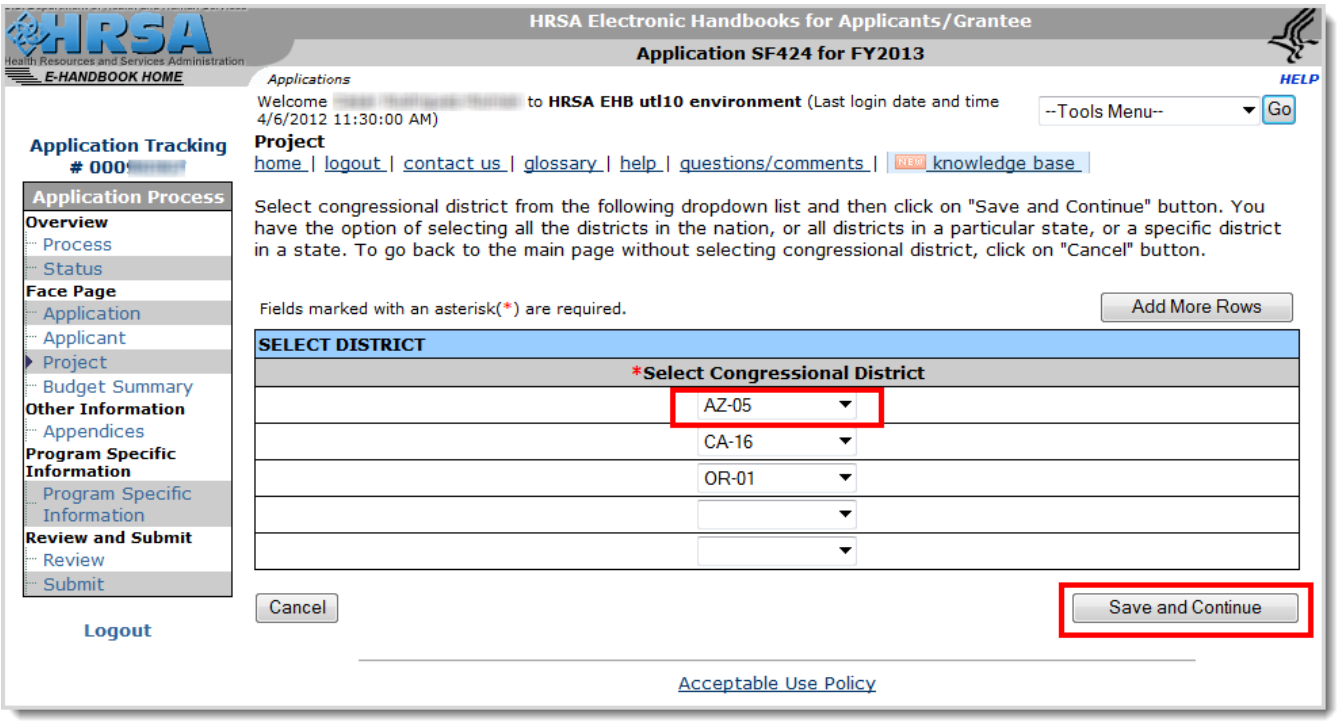
- ADD Congressional Districts (section **4.3.3.1**, **Add Congressional Districts**)
- DELETE Congressional Districts (section **4.3.3.2**, **Deleting Congressional Districts**)
- ADD Areas Affected (section **4.3.3.3, Adding Areas Affected**)
- UPDATE Areas Affected (section **4.3.3.4, Updating the Areas Affected**)
- DELETE Areas Affected (section **4.3.3.5, Deleting Areas Affected:**)

4.3.3.1. Add Congressional Districts

To add **Congressional Districts** affected by the project:

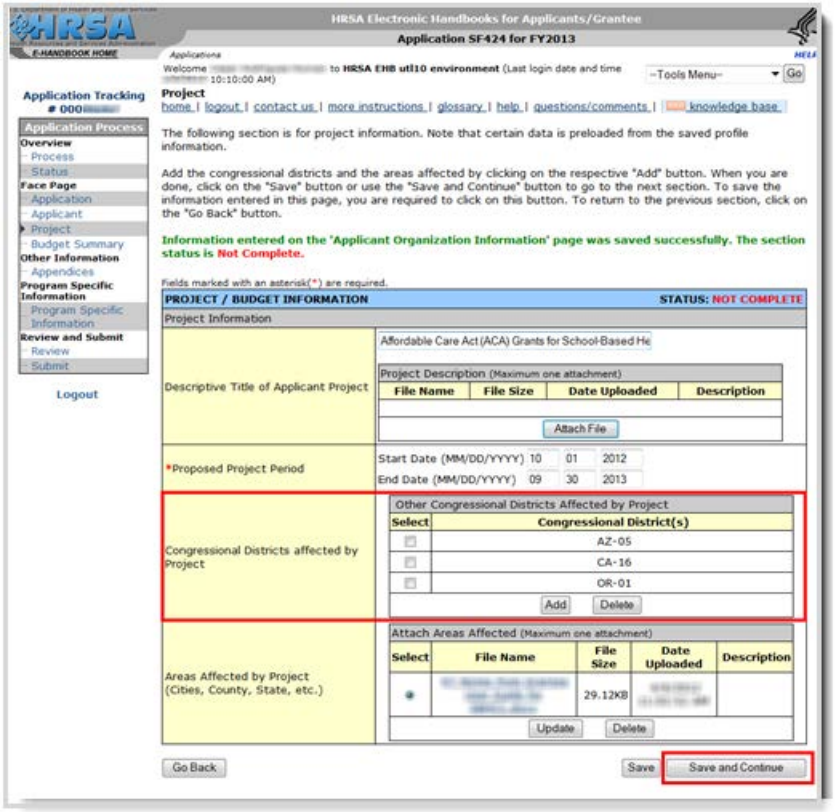
1. Click the **Add** button under Congressional Districts Affected by Project.
2. The **Select District** form (**Figure 26**) will be displayed.

Figure 26: Select District Form



3. Select Congressional Districts using the drop-downs on the form.
4. Click the **Save and Continue** button when you are finished.
   - You will be returned to the **Project Form** (**Figure 27**). The Congressional Districts you selected will be listed.

Figure 27: Project/Budget Form with New Congressional Districts

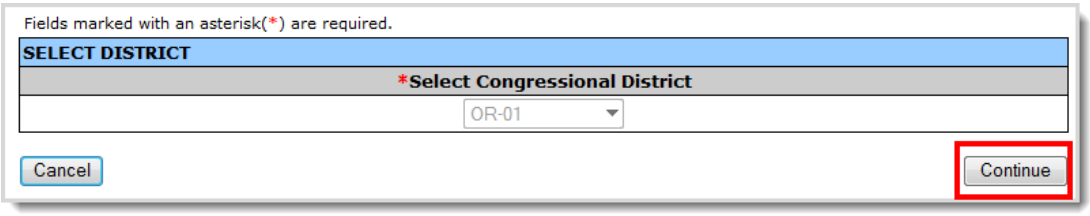


4.3.3.2. Deleting Congressional Districts

To delete **Congressional Districts** affected by the project:

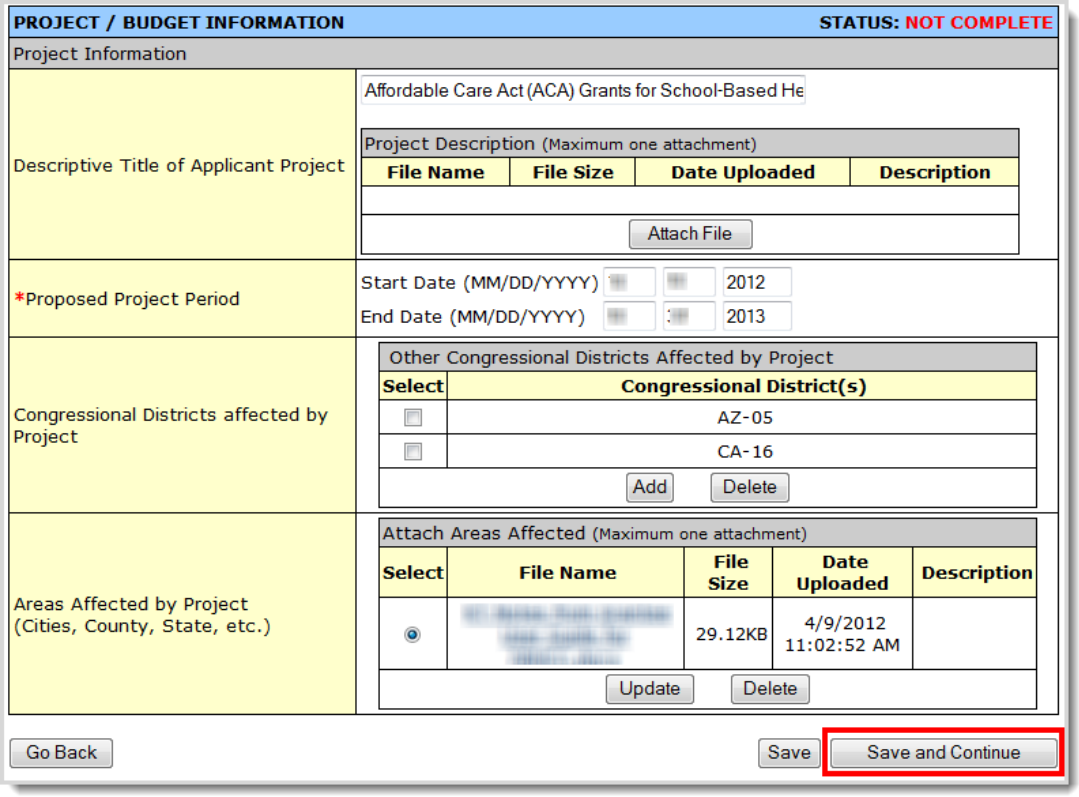
1. Select the Congressional Districts to be deleted.
2. Click the **Delete** button.
3. The **Select District** form (**Figure 28**) will be displayed, listing the districts you selected for deletion.

Figure 28: Confirm Districts for Deletion Form



4. After confirming the districts to be deleted, click the **Continue** button.
   - You will be returned to the **Project Form (with Congressional Districts Listed)** (**Figure 29**). The Congressional Districts you deleted will no longer be listed.

Figure 29: Project Form Verifying Deleted Districts

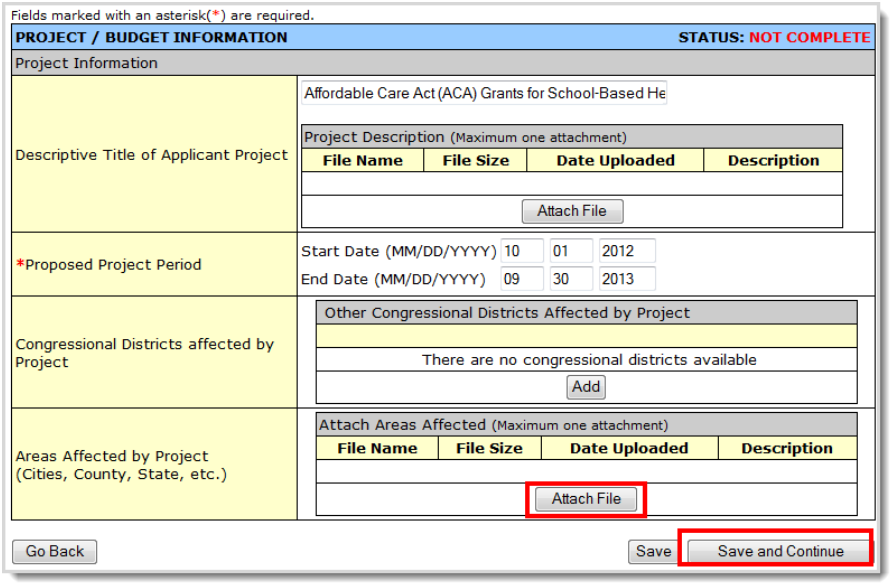


4.3.3.3. Adding Areas Affected

To add **Areas Affected:**

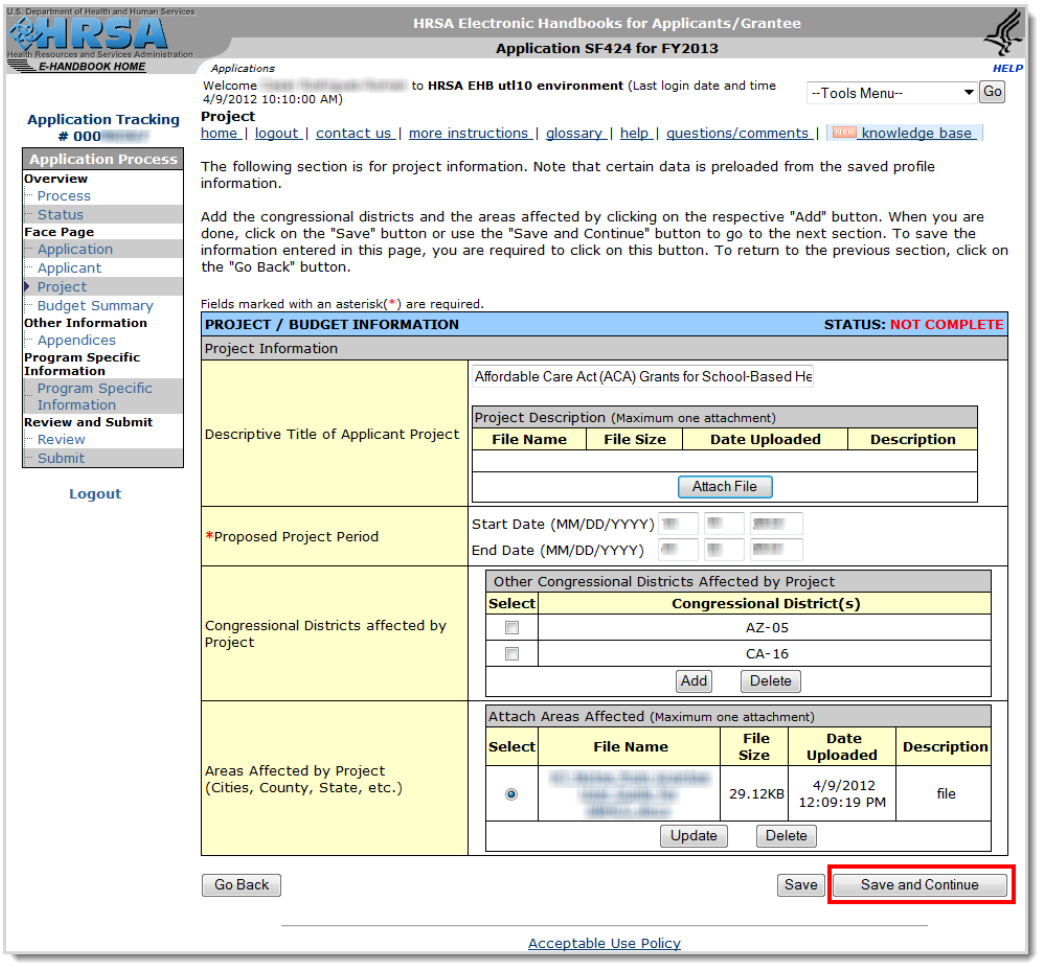
1. Click the **Attach File** button under **Attach Areas Affected**.

Figure 30: Attach File Button



2. Follow the usual attachment procedures.
   - You will be returned to the Project Form (**Figure 31**). The **Areas Affected** will be listed showing the areas that have been added.

Figure 31: Project Form Showing Attached Areas

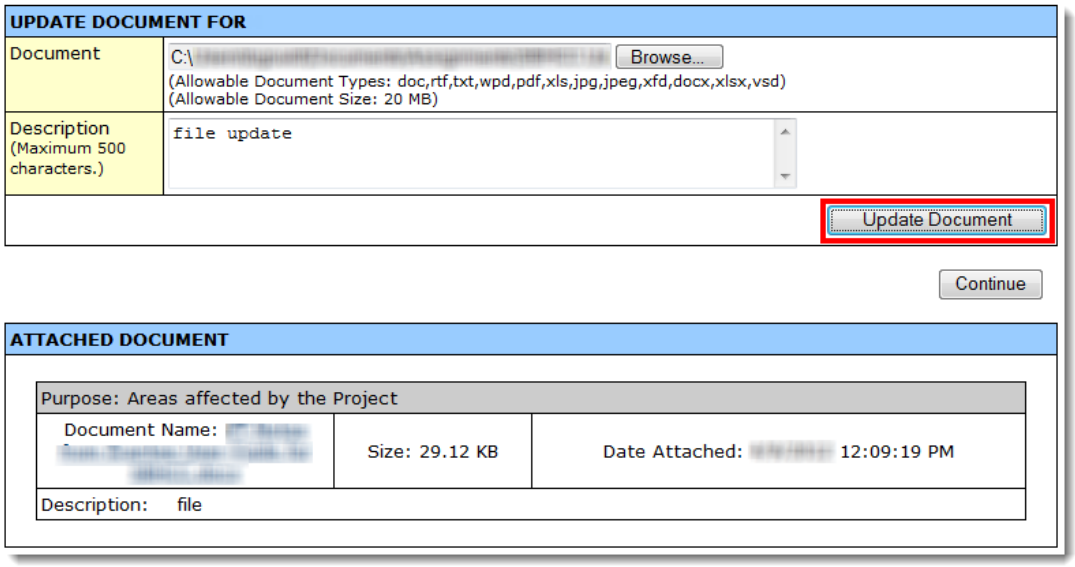


4.3.3.4. Updating the Areas Affected

To update the **Areas Affected**:

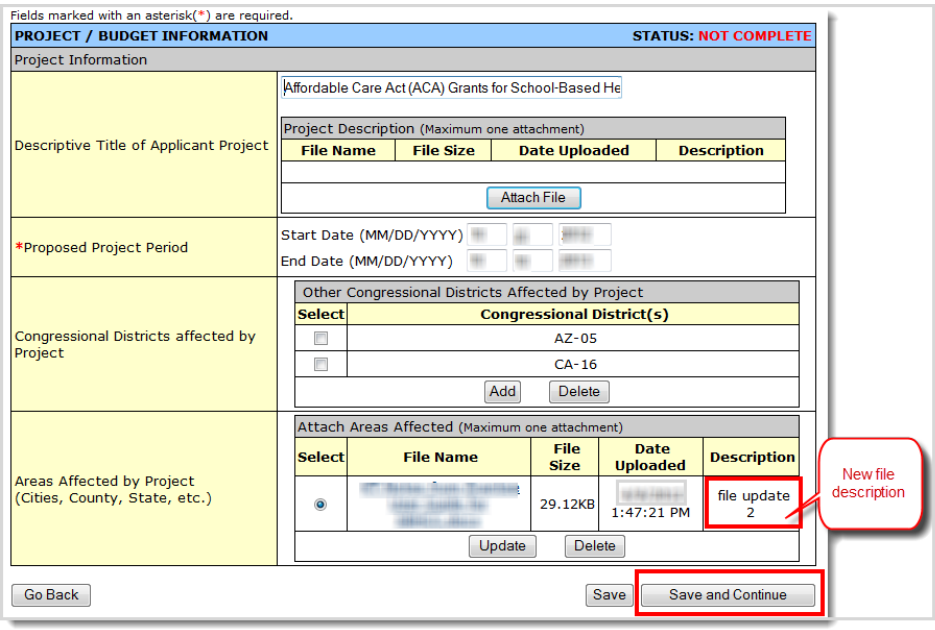
1. Select the Areas Affected attachment.
2. Click the **Update** button.
   - The **Update Document Form** (**Figure 32**) will be displayed.

Figure 32: Update Document Form



3. Follow the usual procedures to change the attachment's description and update the attachment.
   - You will be returned to the **Project Form (Figure 33**). The new attachment will be listed.

Figure 33: Project Form Showing New Attachment



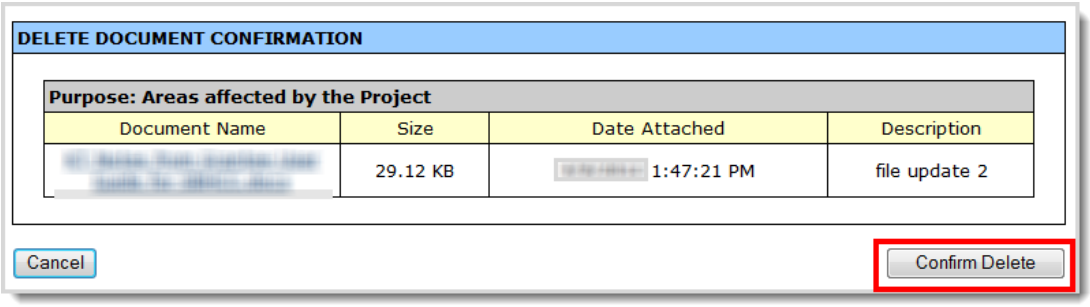
4.3.3.5. Deleting Areas Affected:

To delete **Areas Affected**:

1. Select the Areas Affected attachment.
2. Click the **Delete** button.

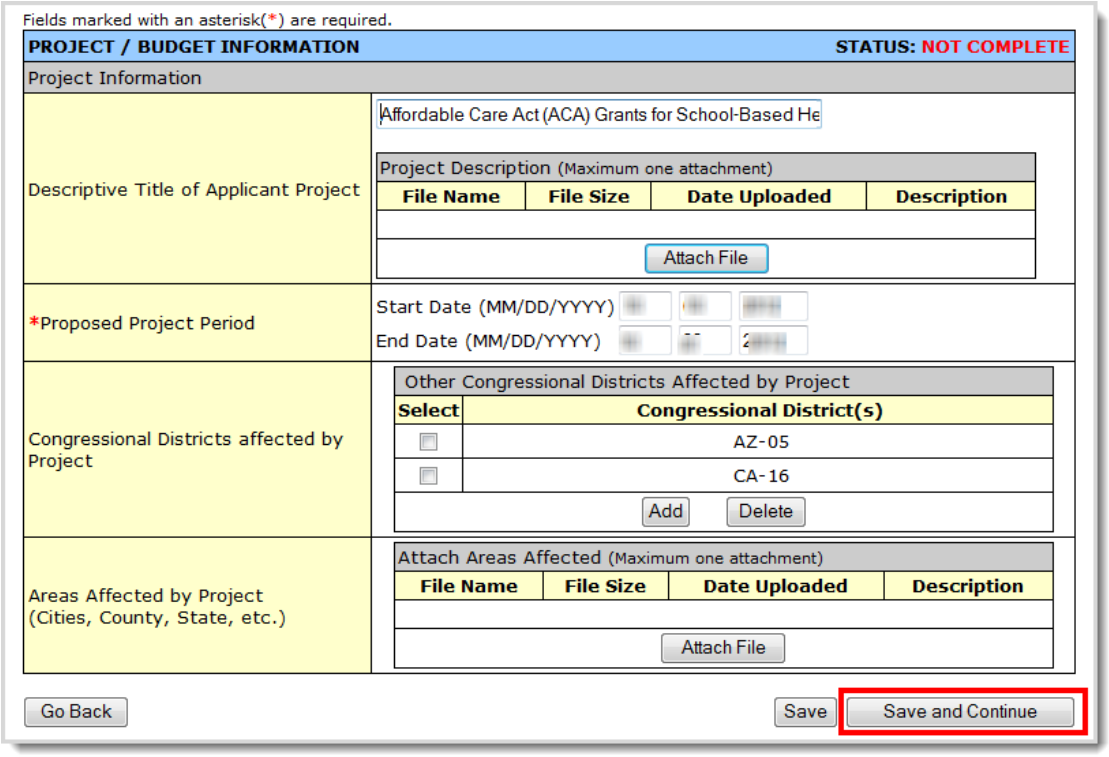
- The **Delete Document Confirmation Form** (**Figure 34**) will be displayed, listing the document you selected for deletion.

Figure 34: Delete Document Confirmation Form



3. After confirming the attachment to be deleted, click the **Confirm Delete** button.
   - You will be returned to the Project Form (With Congressional Districts and Affected Areas Listed) (**Figure 33**). The attachment you deleted will no longer be listed.

Figure 35: Project Form Verifying Attachments Have Been Deleted



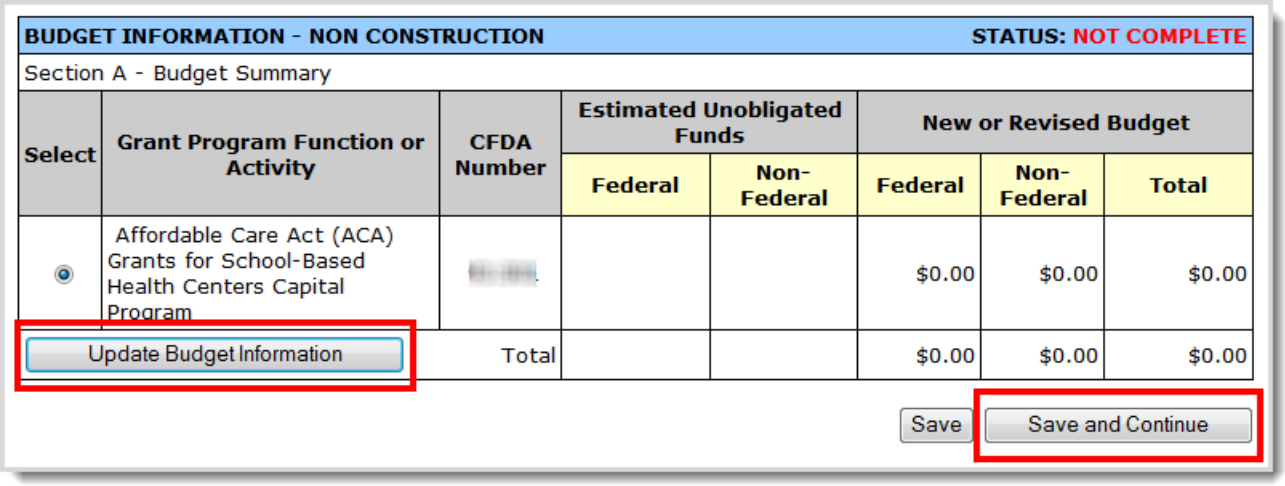
4. After you have completed the form, click the **Save and Continue** button to save your work and proceed to the next form.

4.3.4. Budget Summary

The **Budget Summary Form** 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.

1. Click **Budget Summary** on the Application Process left navigation panel to access the **Budget Information – Non-Construction** form (**Figure 36**).

Figure 36: Budget Information – Non-Construction Form



BUDGET INFORMATION - NON CONSTRUCTION — STATUS: NOT COMPLETE

Section A - Budget Summary

Select	Grant Program Function or Activity	CFDA Number	Estimated Unobligated Funds		New or Revised Budget		
			Federal	Non-Federal	Federal	Non-Federal	Total
◉	Affordable Care Act (ACA) Grants for School-Based Health Centers Capital Program	[illegible]			$0.00	$0.00	$0.00
Update Budget Information		Total			$0.00	$0.00	$0.00

Save | Save and Continue

2. Click the **Update Budget Information** button.

➢ The **Section A - Budget Summary Form (for Grant Program Function)** (**Figure 37**) will be displayed.

Note: 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) in the **Consolidated Budget** page of the Program Specific Information.
- The **Total Non-Federal Amount** (in the New or Revised Budget columns) MUST BE EQUAL to the Total Other Funding Sources row (in column d) in the **Consolidated Funding Sources** page (section **4.4.5)** of the Program Specific Information.
- The **Total Amount of State Funding**, as specified in the **Budget Summary Form** (for Grant Program Function) must be equal to the Total State Grants (row 3a, column d) in the Consolidated Funding Sources page (section **4.4.5**) of the Program Specific Information.
- The **Total Amount of Local Funding**, as specified in the **Budget Summary Form** (for Grant Program Function) (section **4.3.4**) must be equal to the Total Local Funding (row 3b, column d) in section of the Program Specific Information.
- The **Total Amount of Other, Program Income Funding**, as specified in the **Budget Summary Form** (for Grant Program Function) (section **4.4.5**) must be equal to the Total Other Funding (row 4b, column d) in the **Consolidated Funding Sources** page (section **4.4.5**) of the Program Specific Information.

Figure 37: Budget Summary Form (Before Entry)

Fields marked with an asterisk(*) are required.

SECTION A - BUDGET SUMMARY	
Grant Program Function or Activity	Affordable Care Act (ACA) Grants for School-Based Health Centers Capital Program
CFDA Number	[illegible]
Estimated Unobligated Funds	
Federal	
Non-Federal	
New or Revised Budget	
* Federal	$ 0
Non-Federal Resources	
Applicant	$ 0
State	$ 0
Local	$ 0
Other	$ 0
Program Income	$ 0
Non-Federal Sub Total	**0.00**

Cancel | Save and Continue

3. Update the information for each category, as necessary.
4. Click the **Save and Continue** button.
   - You will be returned to the Budget Summary Form (**Figure 38**). The **Budget Summary Information for Grant Program** page will reflect your changes.

Figure 38: Budget Information – Non-Construction Form

BUDGET INFORMATION - NON CONSTRUCTION **STATUS: NOT COMPLETE**

Section A - Budget Summary

Select	Grant Program Function or Activity	CFDA Number	Estimated Unobligated Funds		New or Revised Budget		
			Federal	Non-Federal	Federal	Non-Federal	Total
◉	Affordable Care Act (ACA) Grants for School-Based Health Centers Capital Program	93.501			$10,000.00	$0.00	$10,000.00
Update Budget Information		Total			$10,000.00	$0.00	$10,000.00

Save | Save and Continue

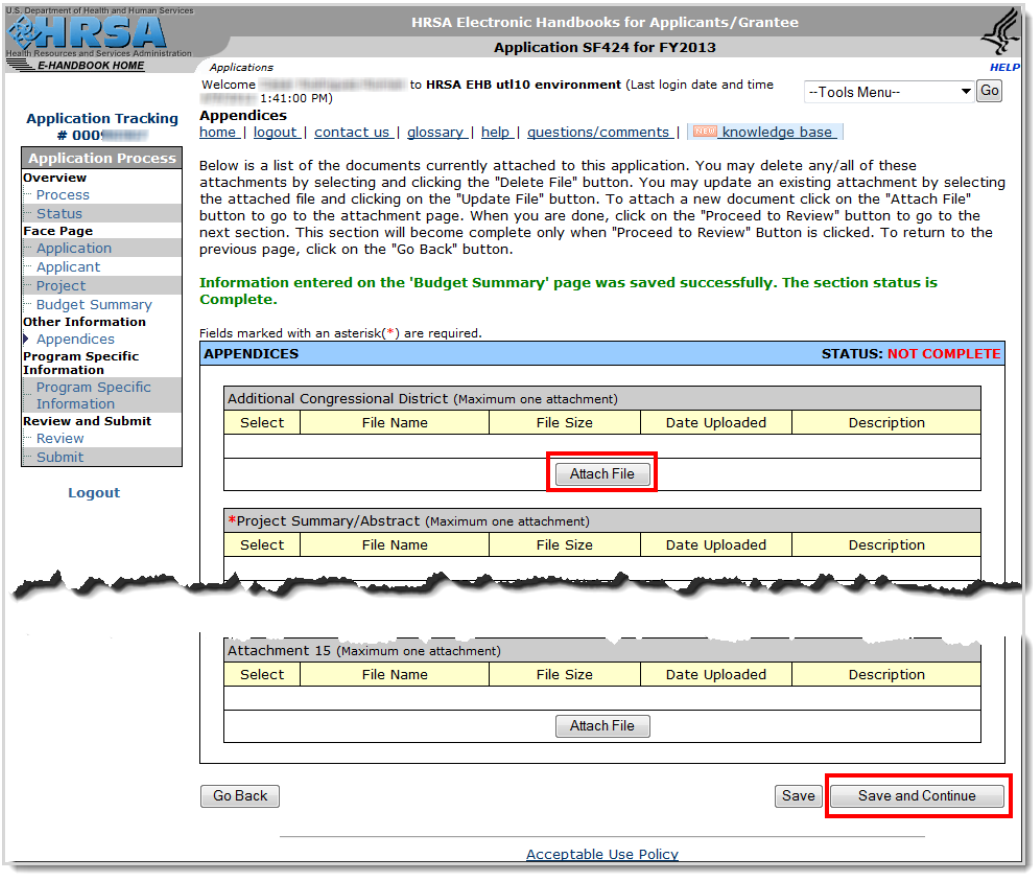
5. When you are finished making the changes, click **Save and Continue** to save your work and proceed to the next form.

4.3.5. Appendices

The **Appendices** section allows you to attach required and optional documents related to your grant program. There are specific attachment categories and general attachment categories. The attachments should be placed in the proper category.

Click the **Appendices** link on the Application Process left navigation panel to access the **Appendices Form** (**Figure 39**).

Figure 39: Appendices Form



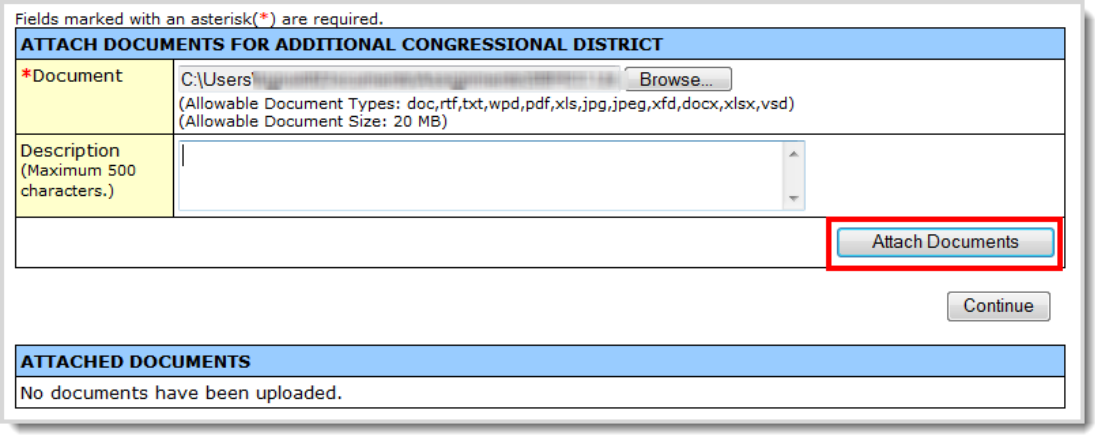
Note: Fields marked with an asterisk (*) are required.

1. First determine the category for which you want to attach documents (e.g., Letters of Support).

Note: You will only be able to attach the maximum number of attachments allowed for the attachment category as indicated on the **Appendices Form** (**Figure 39**),

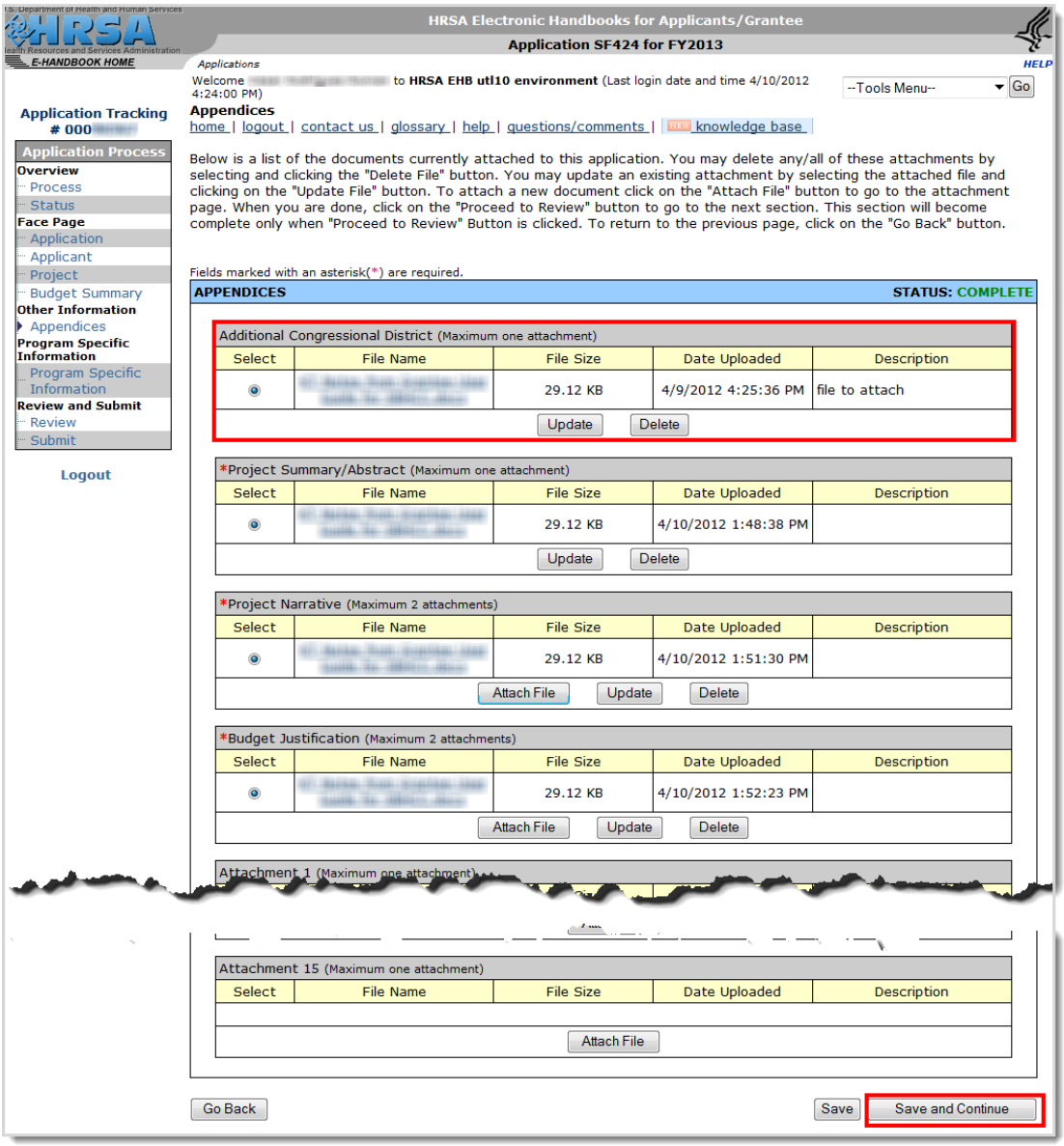
2. Click the **Attach File** button related to the Appendix Attachment.
   - The corresponding **Attach Documents Form** (**Figure 40**) will be displayed. Fields marked with an asterisk (*) are required.

Figure 40: Attach Documents Form



3. Enter a description of the document you are attaching.
4. Click the **Browse** button and follow the standard Windows browse procedure to select the document to be attached in the Document box.
5. Click the **Attach Documents** button to attach the document.
   - The **Appendices Form** will be re-displayed (**Figure 41**), listing the document you attached under the heading *Attached Documents*.

Figure 41: Appendices Form with Attachment

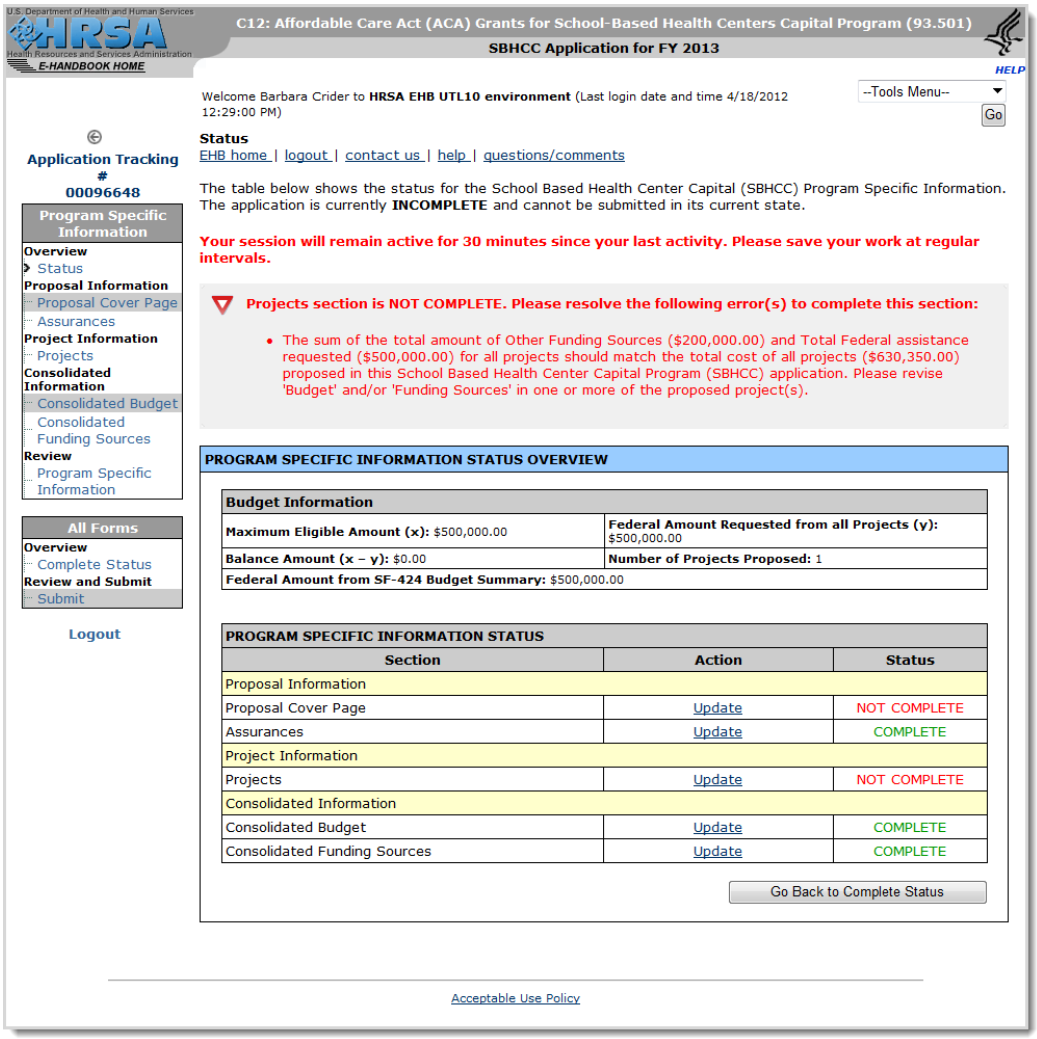


4.4. Entering Program Specific Information

The **Program Specific Information** section contains a set of forms which are specific to the SBHCC application.

Click **Program Specific Information** under the Program Specific Information heading on the left navigation panel or click **Update** as shown in **Figure 42** to access the Program Specific Information section. The **Status Overview** (Program Specific Information Status) page opens.

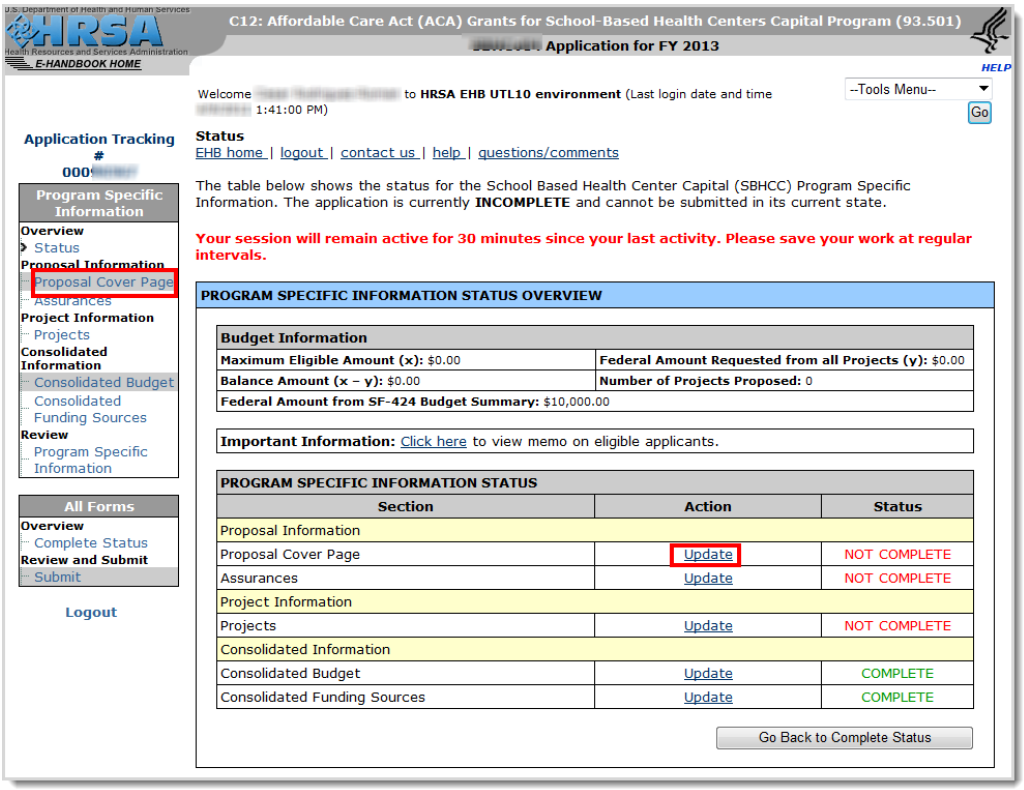
Figure 42: Status Page – Program Specific Information Status



4.4.1. Proposal Cover Page

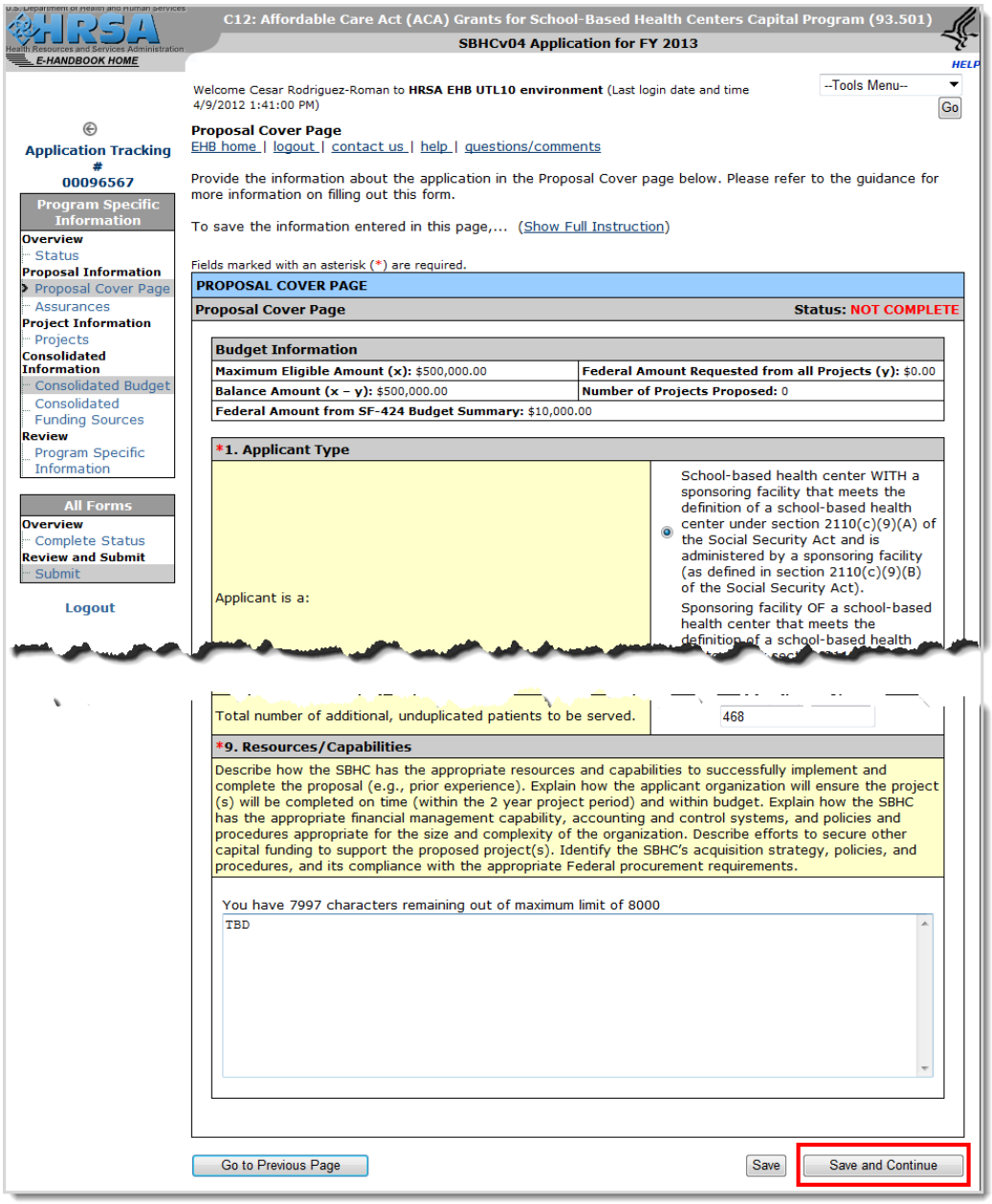
The **Proposal Cover** page provides for the entry of general information regarding the SBHCC application.

Figure 43: Select Proposal Cover Page



1. Click **Proposal Cover Page** on the Program Specific Information left navigation panel to access the **Proposal Cover Page** (**Figure 44)**.

Figure 44: Proposal Cover Page



2. Answer the questions on the form. Fields marked with an asterisk (*) are required.
3. When you have completed the form, click the **Save and Continue** button to save your work and proceed to the next form.

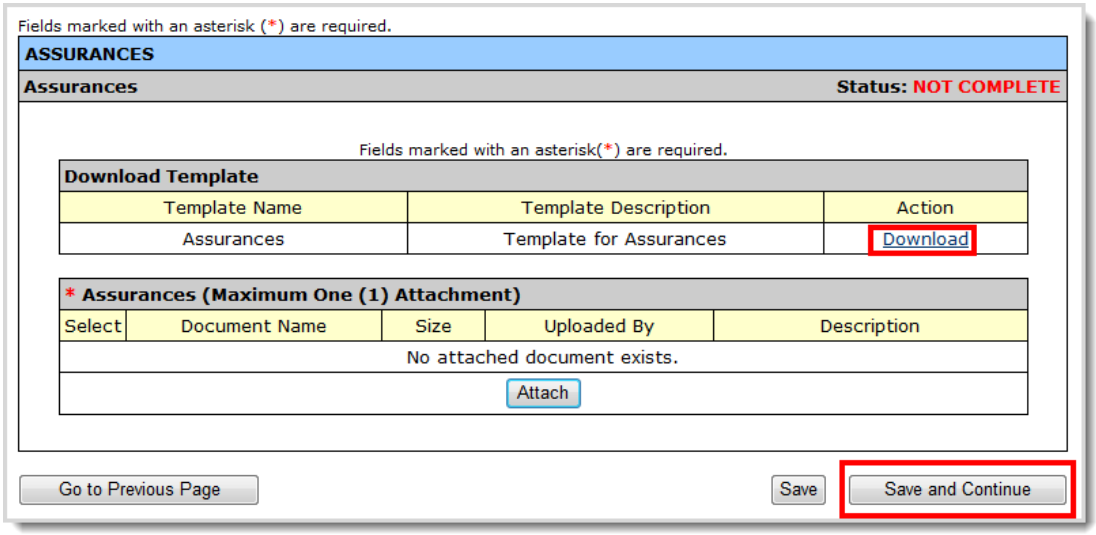
4.4.2. Assurances

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 45**).

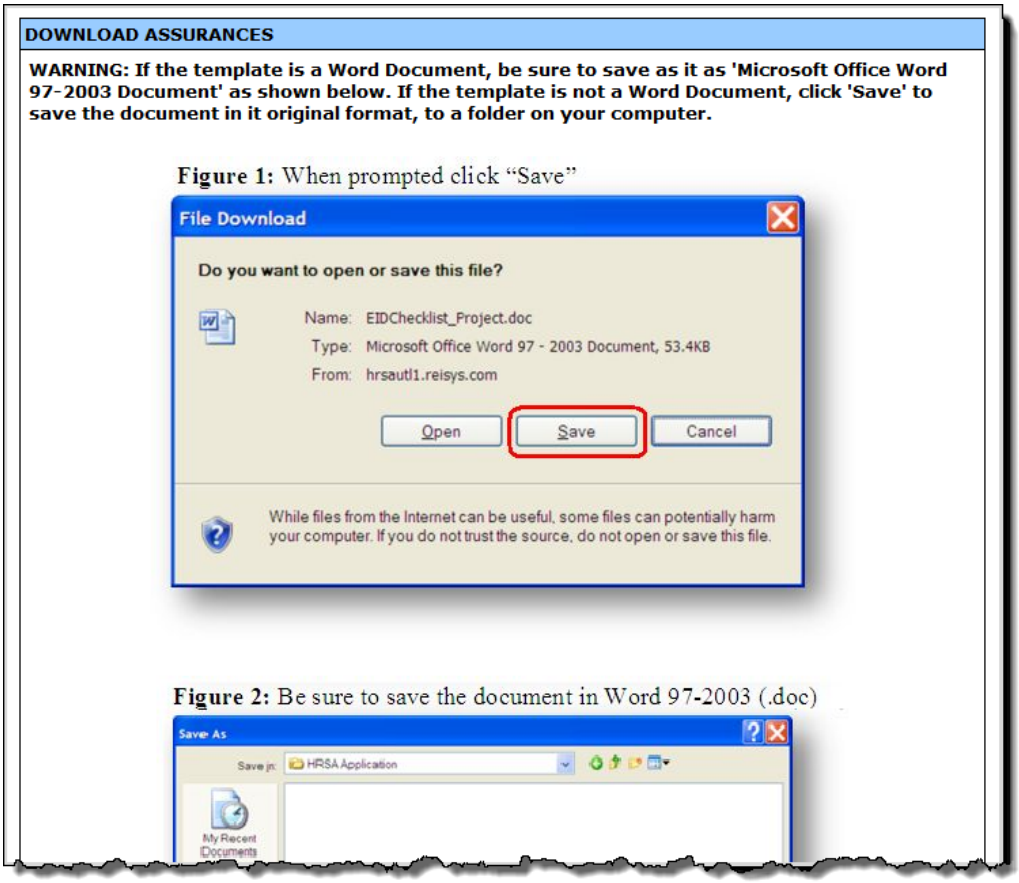
Note: Fields marked with an asterisk (*) are required.

Figure 45: Assurances Page



1. Click the **Download** link in the Download Template section to download the document.
   - A **Download Instructions** screen (**Figure 46**) will be displayed.

Figure 46: Download Instructions Screen

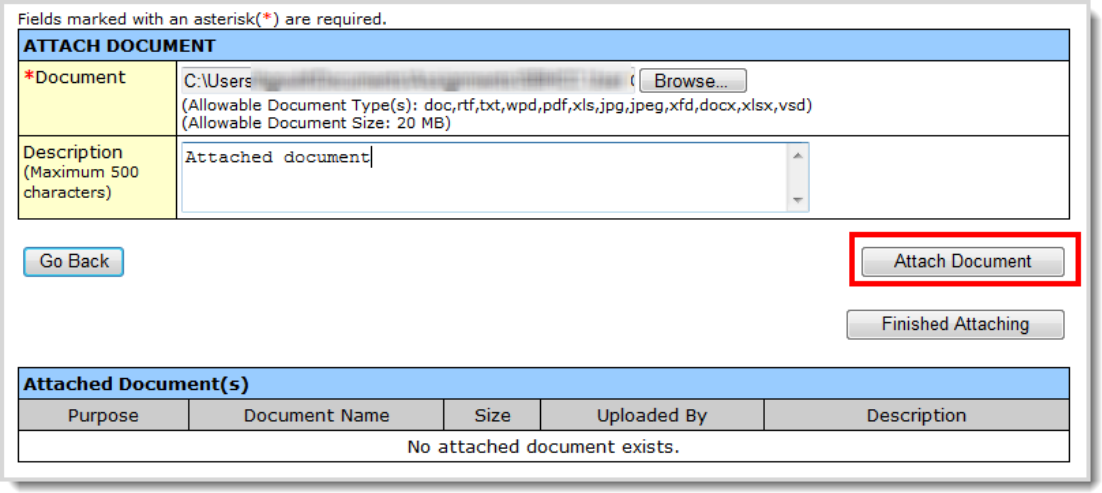


2. Read the download instructions, then click the **Continue** button.
   - A **File Download Dialog Box** will be displayed.
3. Click the **Save** button to save the document to a folder on your computer.
4. Open the downloaded file from the location where you saved it.
5. "Update" the document by entering the information requested in the form.

Note: Make sure you save the updated document on the hard drive of your computer.

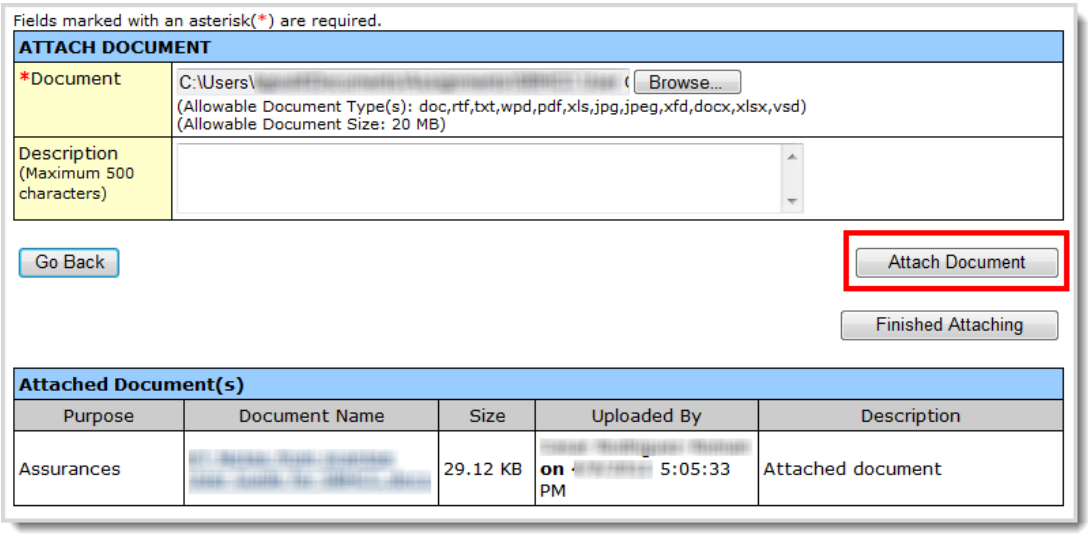
6. Click the **Attach Document** button on the **Attach Document** page, as shown in **Figure 47** to upload the **Assurances** form for Year 1 as an attachment.

Figure 47: Attach Document Screen



7. The **Attach Document Screen** (**Figure 47**) will be displayed. Fields marked with an asterisk (*****) are required.
8. After you browse to the location where you saved the document, click the **Open** button.
   - The file name will now appear in the Document field of the **Attach Document Screen** (**Figure 48**)
9. On the **Attach Document Screen**, click the **Attach Document** button.
   - The attached document will appear as a hyperlink under the Attached Document(s) heading on the **Attach Document Screen** (**Figure 48**).

Figure 48: Attach Document Screen (Listing Attached Document

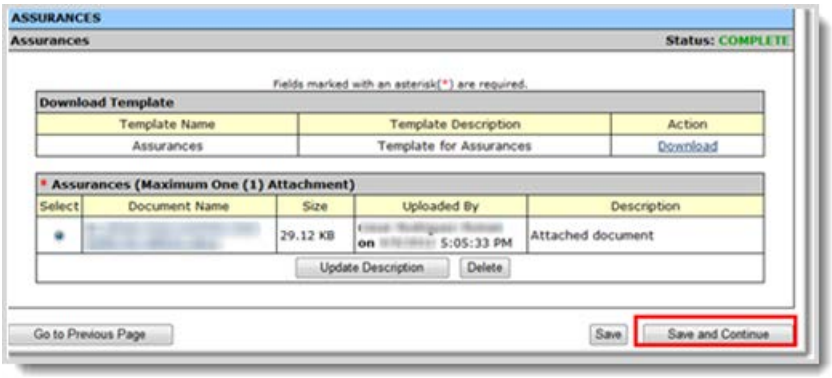


Note: You can always view the **Assurances** document by clicking its hyperlink.

10. After the document appears under the Attached Document(s) heading, click the **Finished Attaching** button.

- You will be returned to the **Assurances Page** (**Figure 49**). The attached document will be listed under the **Assurances** heading.

Figure 49: Downloaded File - Assurances Document



11. Click the **Save and Continue** button at the bottom of the **Assurances Page** (**Figure 45**) to save your work and proceed to the next form.

4.4.3. Projects Page

The **Projects Page** (**Figure 50**) allows you to add projects (and subsequently delete them, if necessary). For each project that you add, you must complete a number of project-related forms. You may add up to five projects.

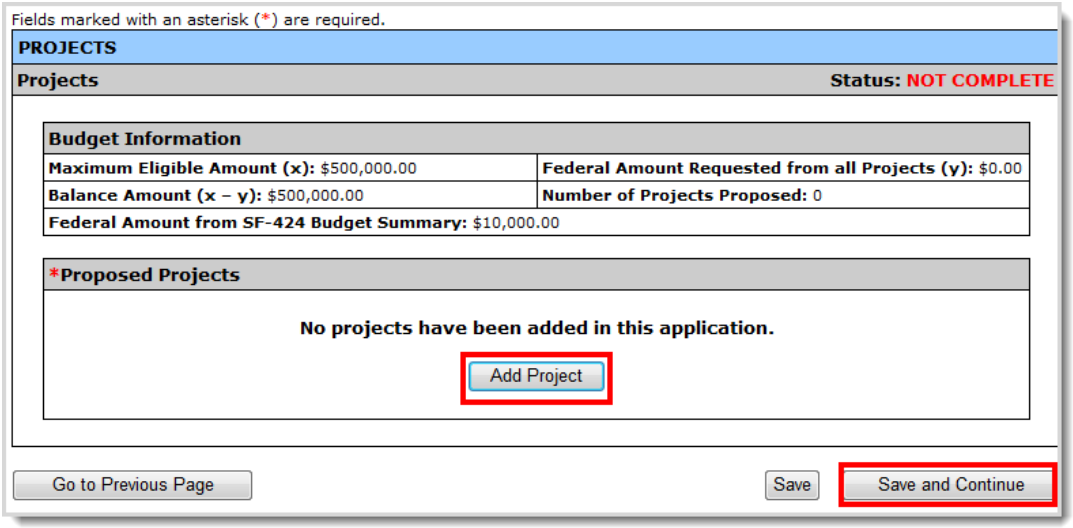
Note: You must propose at least one project in the SBHCC application. You must enter all applicable project-related forms for EACH project that you propose.

The maximum allowable projects can be comprised of:

- Any combination of 5 alteration and renovation (A&R) and construction projects
- Any combination of 4 alteration / renovation (A&R) and construction projects, and 1 equipment-only project
- You can complete all the project-related forms for each project before you continue work on the remainder of the Program-Specific forms

1. Click **Projects** on the Program Specific Information left navigation panel to access the **Projects Page** (**Figure 50**), if it is not already displayed. Fields marked with an asterisk (*) are required.

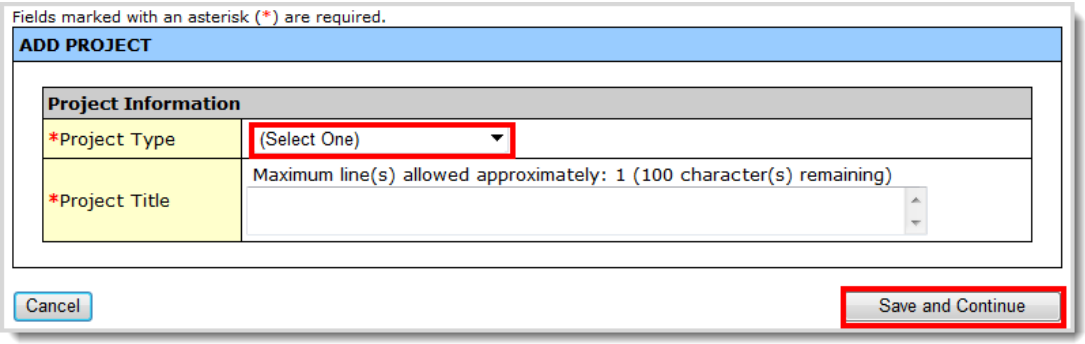
Figure 50: Projects Page



4.4.3.1. Add Project

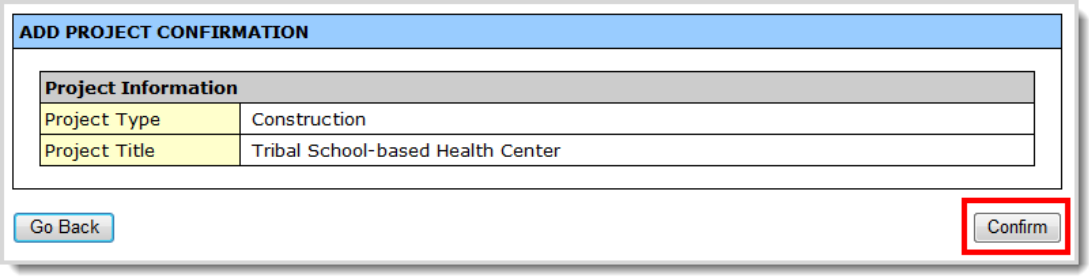
1. Click the **Add Project** button at the bottom of the page.
   - The **Add Project** page (**Figure 51**) will be displayed. Fields marked with an asterisk (*) are required.

Figure 51: Add Project Page



2. Select the Project Type (Alteration / Renovation (A&R), Construction, or Equipment-Only).
3. Enter a title for the project.
4. Click the **Save and Continue** button.
   - A confirmation page will open. Click the **Confirm** button to be returned to the **Projects Page** (**Figure 52).** The project you added will be listed.

Figure 52: Projects Page (with listed Project)

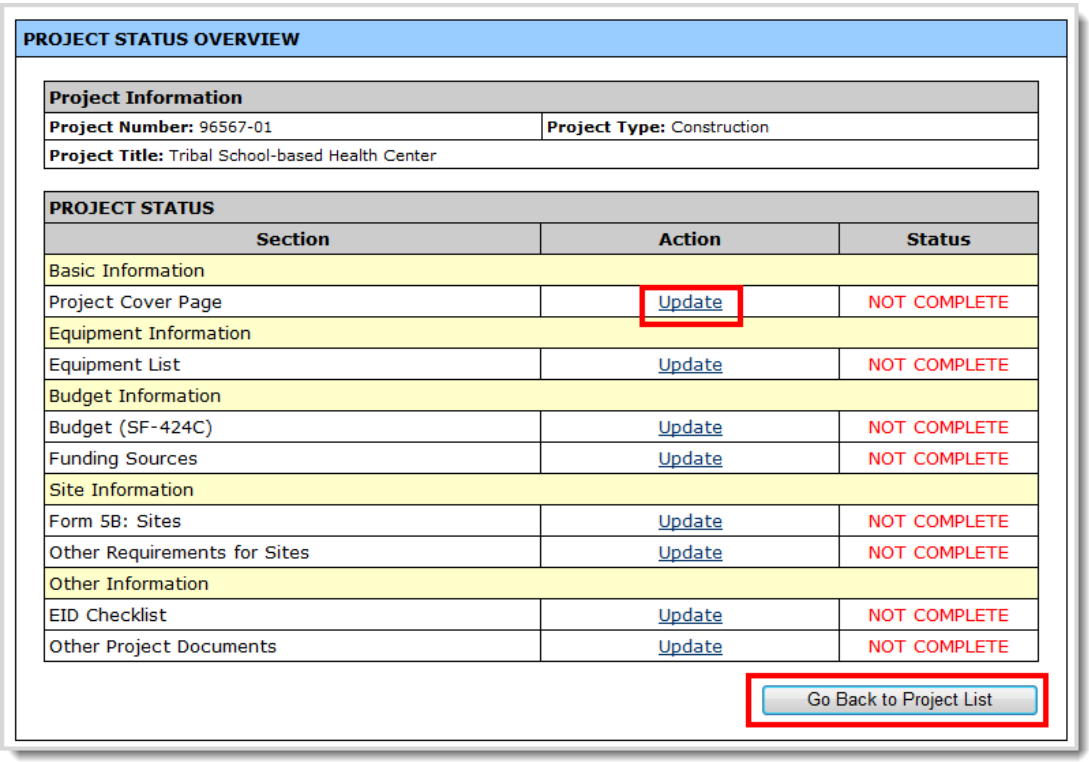


Note: You can also delete a project by clicking the **Delete Project** button under the project listing on this screen. If you delete a project, any information provided in the project-related forms will be lost.

4.4.3.2. Updating the Project Details

1. To add or update information for a proposed project, click its **Update Project Details** button on the **Projects** page.
   - The **Project Status Overview** page for the project opens. There is one **Project Status Overview** page for each project that is added. It is the main page for entering all the project-related information for a project. Fields marked with an asterisk (*) are required

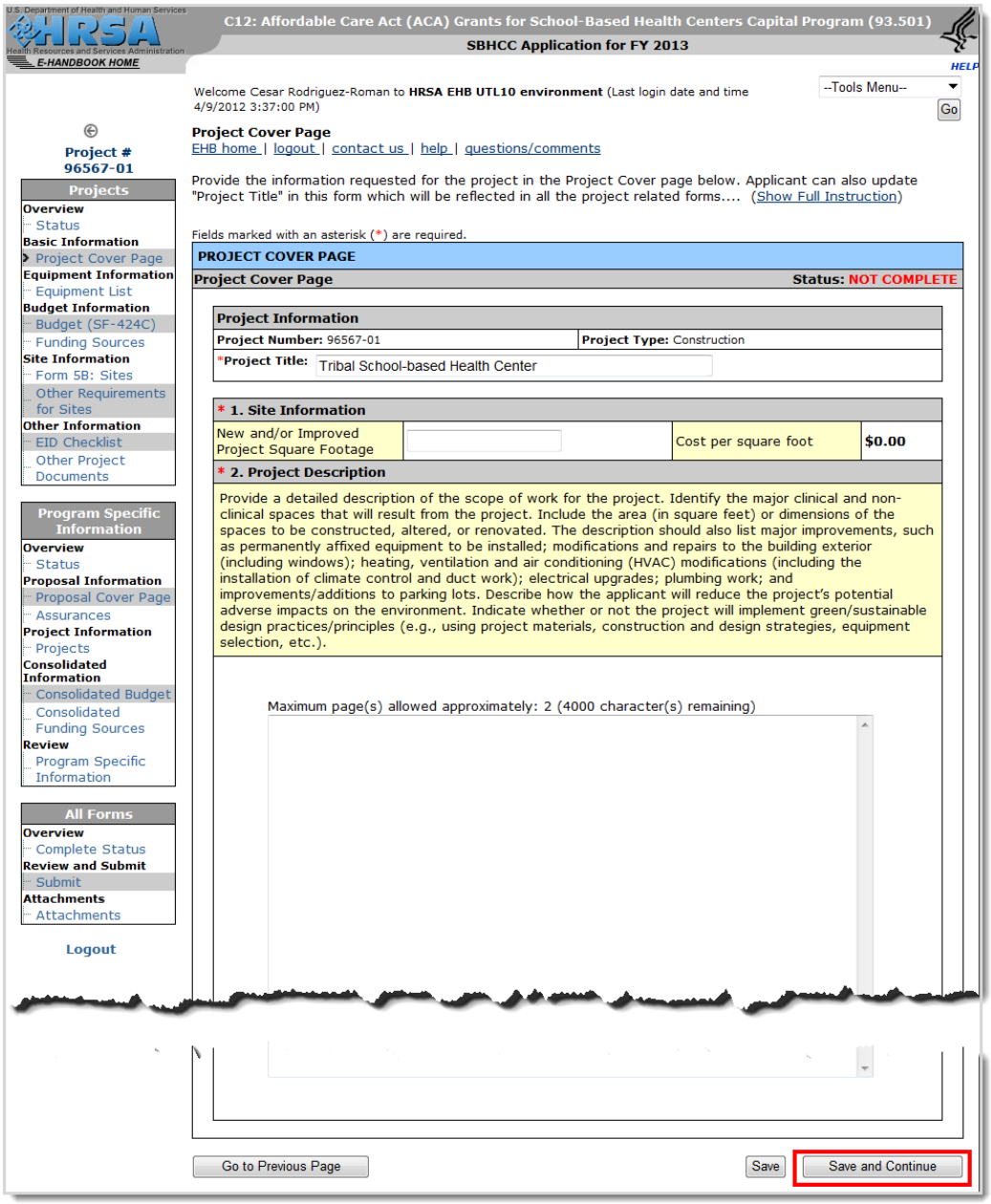
Figure 53: Project Status Overview Page



4.4.3.2.1. Project Cover Page

1. On the **Project Status Overview** page, click the **Update** link for **Project Cover** page.
   - The **Project Cover Page** opens.

Figure 54: Project Cover Page



2. Under Project Information, update the Project Title, if desired.

Note: This is the only form that permits you to update the Project Title.

3. Enter the New and/or Improved Square Footage under section 1, Site Information.

Note: The square footage will be used with the dollar amount in cell 17c (Federal assistance requested) in the project's Budget form to calculate the cost per square foot.

4. In section 2, enter a detailed Project Description.
5. In section 3, Project Management, question 3a, click the **Add** button to enter the Project Manager information.

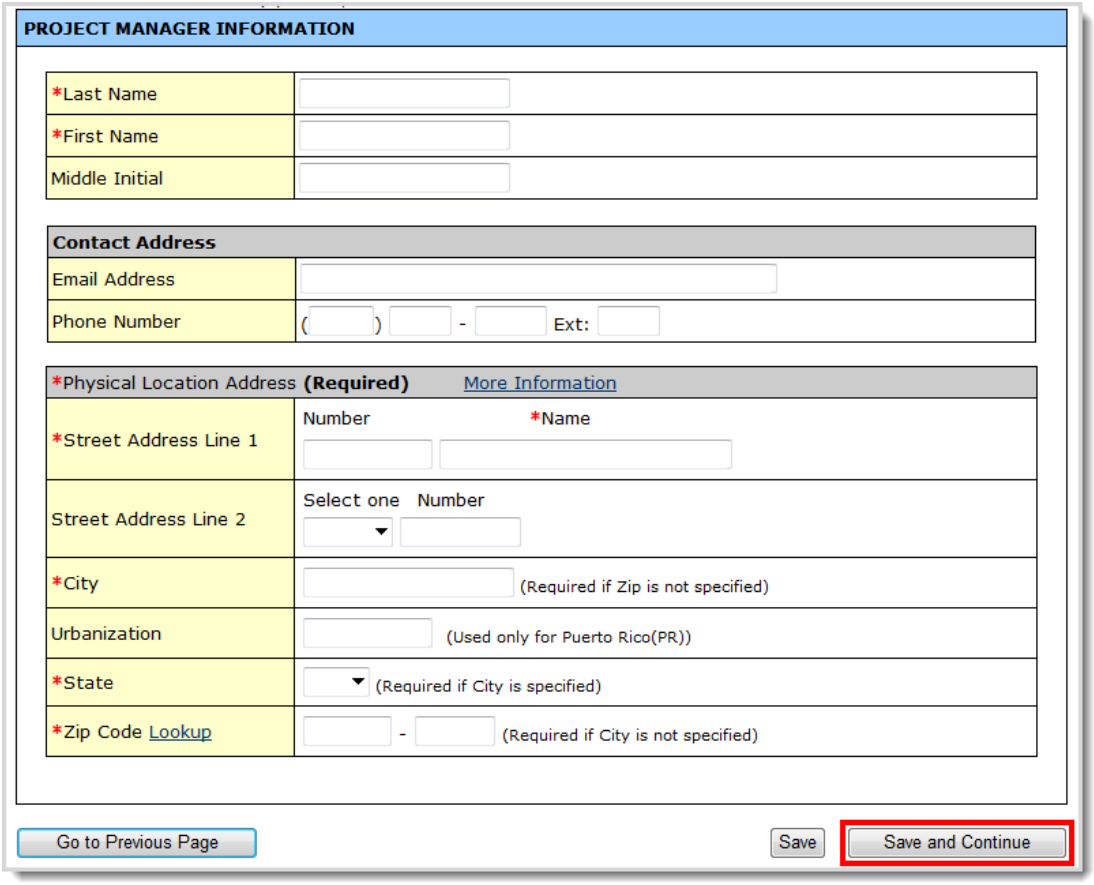
- The **Contact Information** page **(for Project Manager)** (**Figure 55**) will be displayed. (Please refer to section **4.4.3.2.1.1, Contact Information Page** for instructions.)

6. Provide the information for each section, as required.
7. Click the **Save and Continue** button.
   - The **Equipment List** page (see section **4.4.3.2.2)** opens.

Note: Use the **Save** button at least every five minutes to avoid losing your work.

4.4.3.2.1.1. Contact Information Page

Figure 55: Contact Information Page (for Project Manager)



1. Complete the information on the form. All information marked with a red asterisk (*) is required.
2. Click the **Save and Continue** button.
   - You will be returned to the **Project Cover Page** (**step 6** in section 4.4.3.2). The contact information will be listed under the Project Manager field.

4.4.3.2.2. Equipment List Page

The **Equipment List** page allows you to specify each piece of equipment you are requesting.

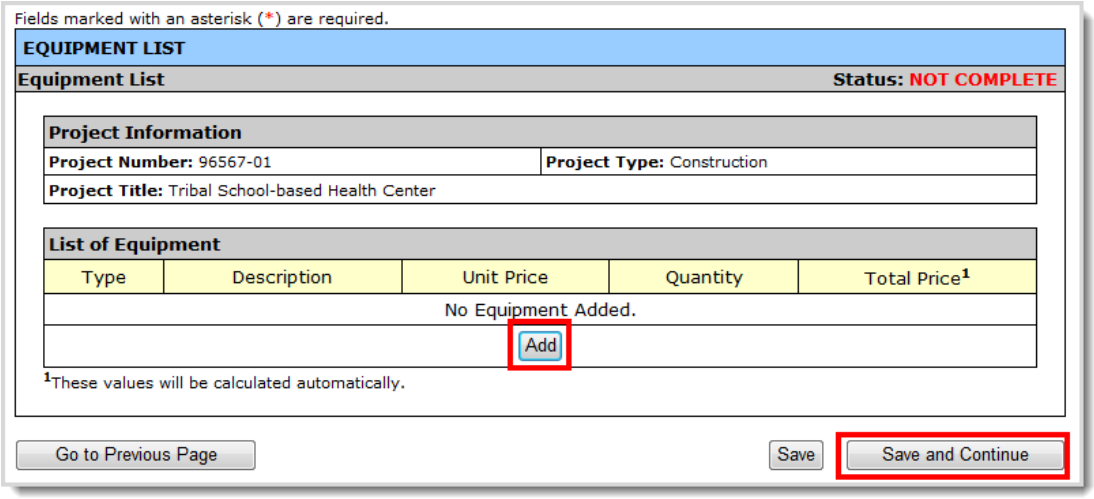
Notes:

- This page is required for **Equipment-only** type projects.

- This page is optional for alteration / renovation (A&R) and construction projects.
- The amount in cell 10c of Budget (SF-424C) form for this project must be equal to the **Total Price** of all equipment listed in the Equipment List Page.

1. Click **Equipment List** on the Projects left navigation panel to access the **Equipment List Page** (**Figure 56**).

Figure 56: Equipment List Page



2. To add a piece of equipment, click the **Add** button.
   - The **Add Equipment Information** page (**Figure 57**) will be displayed**.** (Refer to section **4.4.3.2.2.1, Adding Equipment** for instructions.)
3. To update a type of equipment, click the radio button to select that equipment.
4. Click the **Update** button.
   - The **Update Equipment Information** page opens. (Refer to section **4.4.3.2.2.2**)

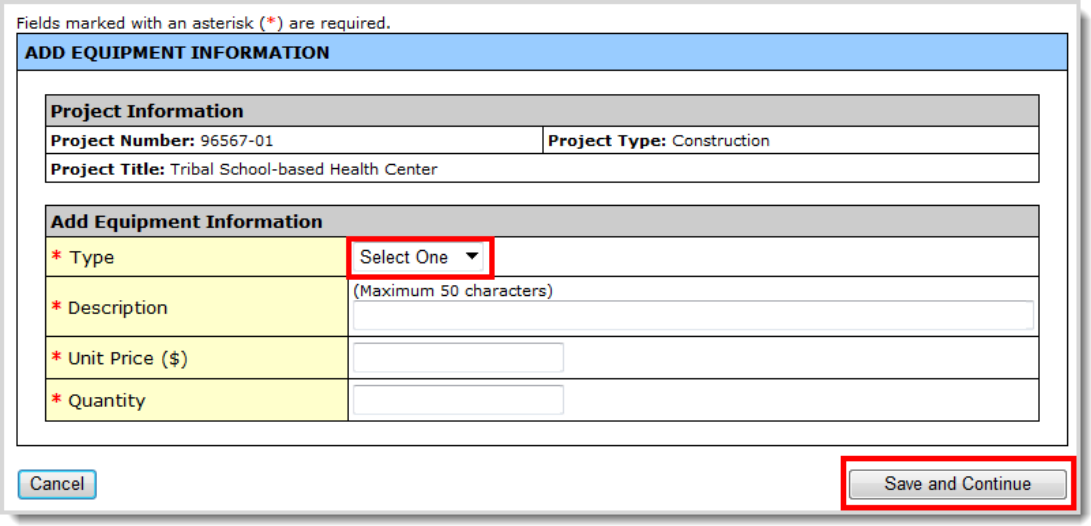
Options:

- ADDING More Equipment (refer to section **4.4.3.2.2.1**)
- UPDATING Equipment (refer to section **4.4.3.2.2.2**)
- DELETING Equipment (refer to section **4.4.3.2.2.3**)

4.4.3.2.2.1. Adding Equipment

The **Add Equipment Information** page is where you add a new item of equipment and information about it.

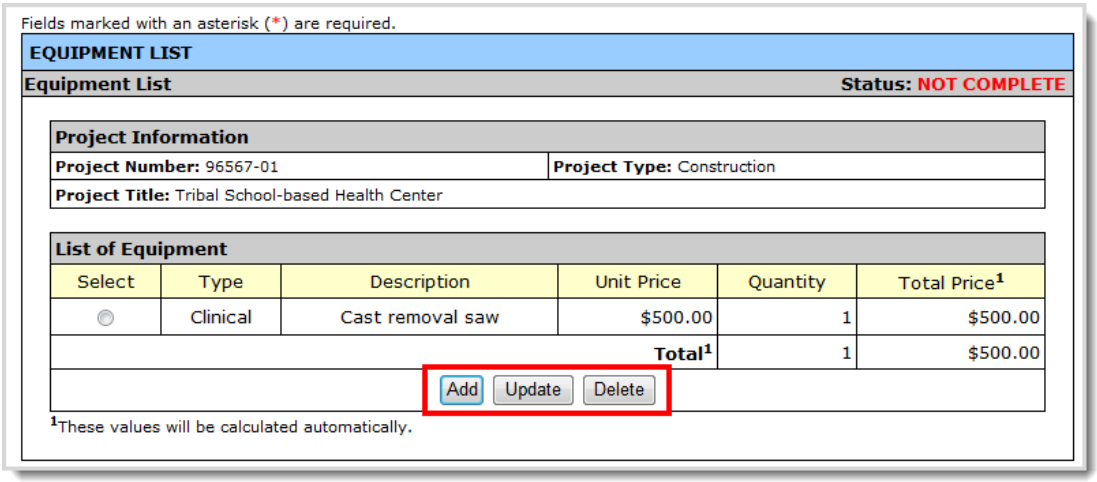
Figure 57: Add Equipment Information Page



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

1. Select the type of equipment from the drop-down menu.
2. Enter the Description, Unit Price, and Quantity.
3. When you have completed the entries, click the **Save and Continue** button.
   - You will be returned to the **Equipment List** page (**Figure 56**).

Figure 58: Equipment List Page (With Equipment Added)



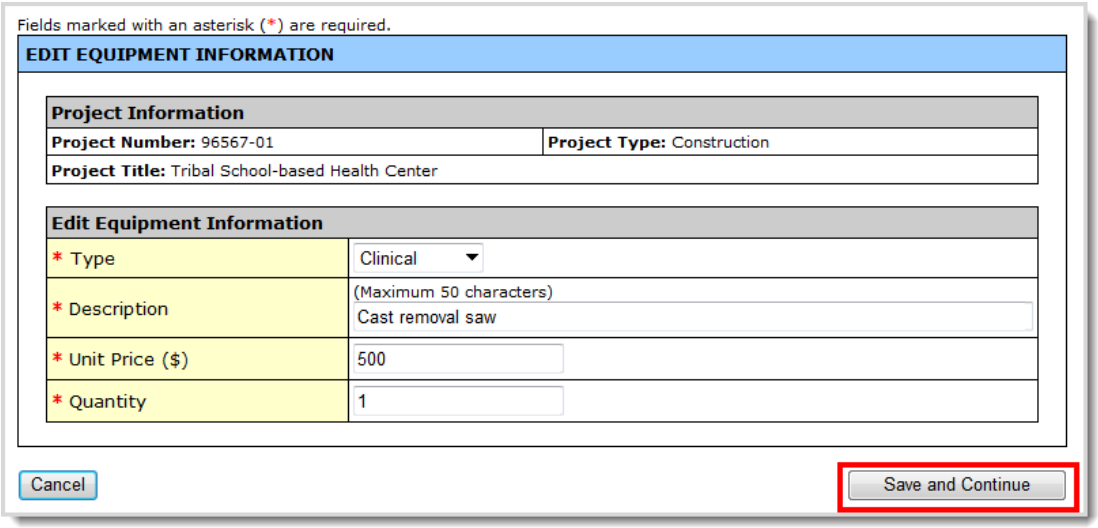
- The equipment you entered will be listed, and the Total Price will be dynamically calculated by the system. At this point, you can perform the following additional functions on the screen:

4.4.3.2.2.2. Updating Equipment

1. On the **Equipment List** screen, select the Equipment you want to update.
2. Click the **Update** button.

- The **Edit Equipment Information Page** (**Figure 59**) will be displayed, indicating the details of the equipment you selected. Fields marked with an asterisk (*) are required.

Figure 59: Edit Equipment Information Page

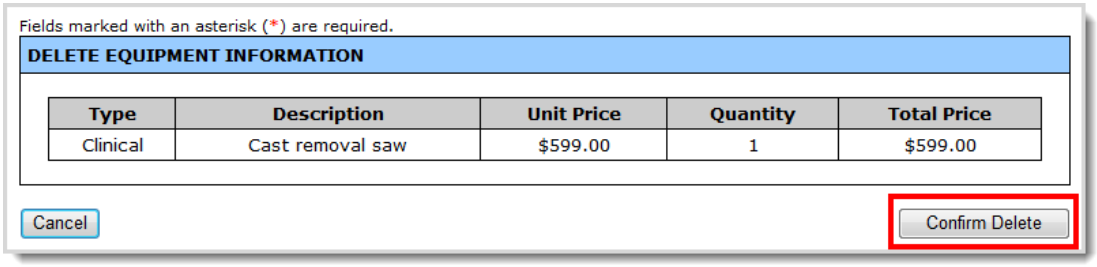


3. Make any necessary changes to the fields on the screen, and click the **Save and Continue** button.
   - You will be returned to the **Equipment List Page** (**Figure 58**). The modifications you made to the equipment will be reflected.
4. When you are finished entering equipment, click the **Save and Continue** button on the **Equipment List** screen to save your work and proceed to the next form.

4.4.3.2.2.3. Deleting Equipment

1. On the Equipment List page, select the equipment you want to delete.
2. Click the **Delete** button.
   - The **Delete Equipment Information Confirmation** page will be displayed.

Figure 60: Delete Equipment Information Confirmation Page



3. 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.

4.4.3.2.3. Budget (SF-424C) Page

The **Budget (SF-424C) Form** allows you to categorize the costs for the project and request the amount of Federal Assistance you want.

1. Click **Budget (SF-424C)** on the Projects left navigation panel to access this form (**Figure 61**).

Figure 61: Budget (SF-424C) Form (After Entry)

Information entered on the 'BUDGET (SF-424C)' page was saved successfully. The Section status is COMPLETE.

NOTE: Certain Federal assistance programs require additional computations to arrive at the Federal share of project costs eligible for participation. If such is the case you will be notified.

Fields marked with an asterisk (*) are required.

BUDGET (SF-424C)

Budget Information — **Status:** COMPLETE

Project Information	
Project Number: 96567-03	**Project Type:** Equipment-only
Project Title: New Equipment for Tribal School	

Budget Information	
Maximum Eligible Amount (x): $500,000.00	**Federal Amount Requested from all Projects (y):** $343,000.00
Balance Amount (x – y): $157,000.00	**Number of Projects Proposed:** 3
Federal Amount from SF-424 Budget Summary: $10,000.00	**Amount Requested in this project:** $343,000.00

Cost Classification	Total Cost (a)	Costs Not Allowable for Participation (b)	Total Allowable Costs[1] (c = a-b)
*1. Administrative and legal expenses	$ 0.00	$ 0.00	$ 0.00
*2. Land, structures, rights-of-way, appraisals, etc.	$ 0.00	$ 0.00	$ 0.00
*3. Relocation expenses and payments	$ 0.00	$ 0.00	$ 0.00
*4. Architectural and engineering fees	$ 0.00	$ 0.00	$ 0.00
*5. Other architectural and engineering fees	$ 0.00	$ 0.00	$ 0.00
*6. Project inspection fees	$ 0.00	$ 0.00	$ 0.00
*7. Site work	$ 0.00	$ 0.00	$ 0.00
*8. Demolition and removal	$ 0.00	$ 0.00	$ 0.00
*9. Construction	$ 0.00	$ 0.00	$ 0.00
*10. Equipment	$ 343000.00	$ 0.00	$ 343000.00
*11. Miscellaneous	$ 55000.00	$ 0.00	$ 55000.00
12. SUBTOTAL (sum of lines 1-11)[1]	$ 398000.00	$ 0.00	$ 398000.00
*13. Contingencies	$ 0.00	$ 0.00	$ 0.00
14. SUBTOTAL (sum of lines 12 and 13)[1]	$ 398000.00	$ 0.00	$ 398000.00
*15. Project (program) income	$ 0.00	$ 0.00	$ 0.00
16. TOTAL PROJECT COSTS[1]	$ 398000.00	$ 0.00	$ 398000.00
*17. Federal assistance requested Federal Percentage Share: **86%** (Federal Percentage Share is calculated based on Federal assistance requested in 17c)			$ 343000

[1]These values will be calculated automatically.

NOTE: Certain Federal assistance programs require additional computations to arrive at the Federal share of project costs eligible for participation. If such is the case you will be notified.

Go to Previous Page | Save | Save and Continue

2. Enter the requested information. (The **Total Allowable Costs** column, the SUBTOTAL ROWS, and the TOTAL PROJECT COSTS row will auto-calculate when you press the tab key, click in another entry box, or click the **Save** button.)

Notes:

- In an Equipment-Only project, fields 1 through 9 are disabled. 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:

- The sum of maximum Federal Assistance Requested (cell 17c) *FOR ALL PROJECTS* must be equal to or less than $500,000.
- The sum of Federal Assistance Requested (cell 17c) *FOR ALL PROJECTS* should be equal to the Federal Amount, as entered in the Budget Summary Form (on page 39).

3. 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.

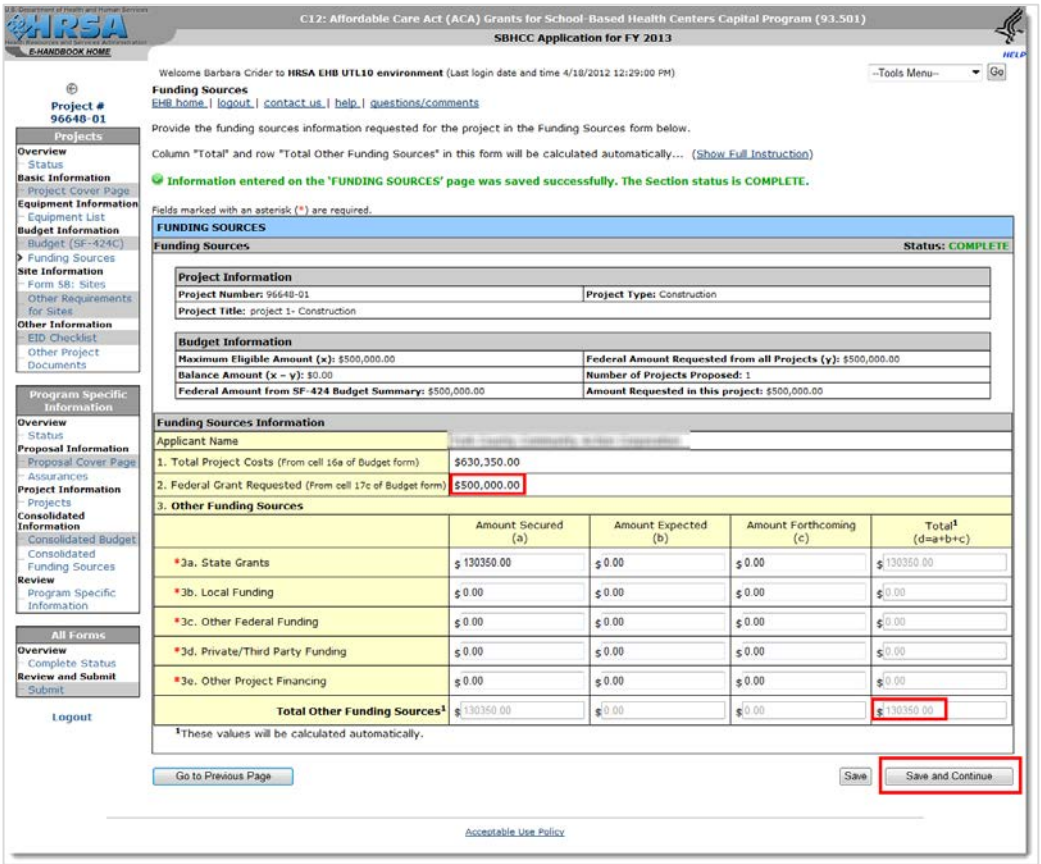
4.4.3.2.4. Funding Sources Form

The Funding Sources Form allows you to categorize where you intend to get the *remaining funding for the project* (i.e., the Non-Federal funding).

The ***remaining funding for the project*** refers to the Budget (SF-424C) Form (Figure 61). It is the difference between the TOTAL PROJECT COSTS (cell16c) and the amount of Federal Assistance Requested (cell 17c).

1. Click **Funding Sources** on the Projects left navigation panel to access this form **(Figure 62**).

Figure 62: Funding Sources Form (After Entry)



2. Enter values in the appropriate boxes to account for the total of the *remaining funding for the project*. Fields marked with an asterisk (*) are required.

(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 ***remaining funding 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).

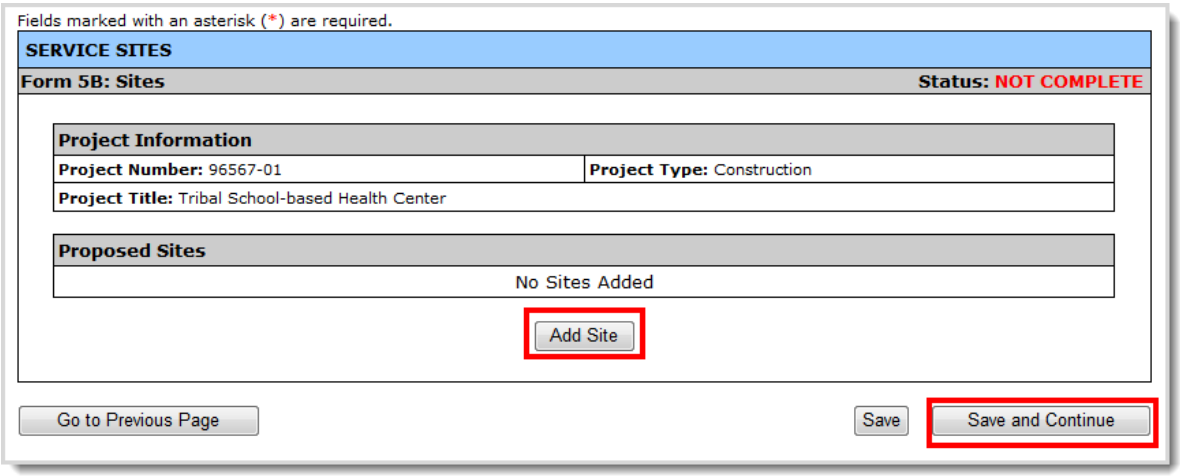
3. After you have completed the form, click the **Save and Continue** button at the bottom of the screen to save your work and proceed to the next form.

4.4.3.2.5. Form 5B: Sites Page

The **Form 5B: Sites** page is used to identify the sites to be used to serve the project.

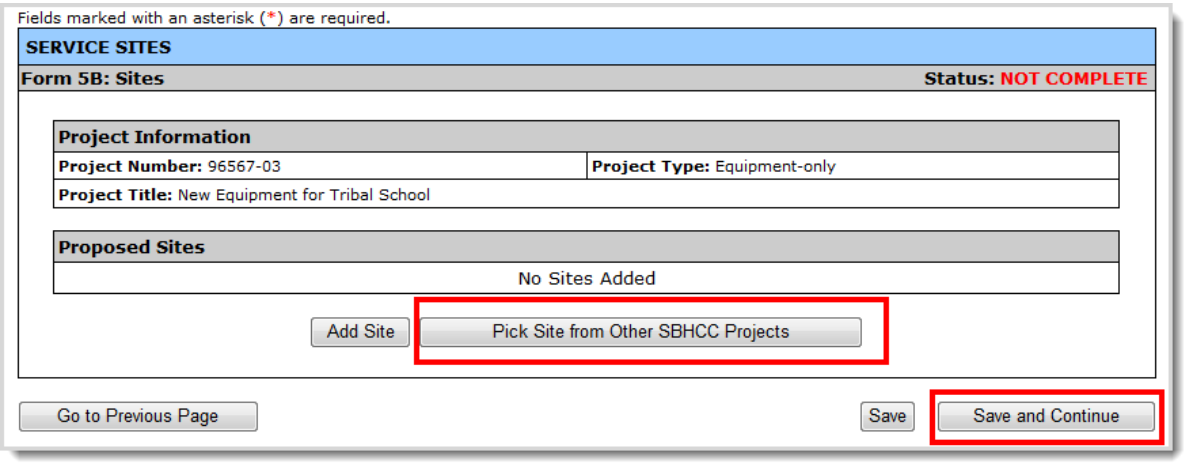
1. Click **Form 5B: Sites** on the Projects left navigation panel to access this form (**Figure 63**).
   - The **Form 5B: Sites** page (**Figure 63**, **Figure 64**) will be displayed based on the project-type that was selected in the **Add Project Page** (**Figure 51**).

Figure 63: Form 5B: Service Sites Page (for A&R and Construction Projects)



Note: The page shown in **Figure 63** will be displayed for A&R and Construction Projects. This page allows you to add a site by clicking the **Add Site** button.

Figure 64: Form 5B: Service Sites Page (for Equipment-Only Projects)



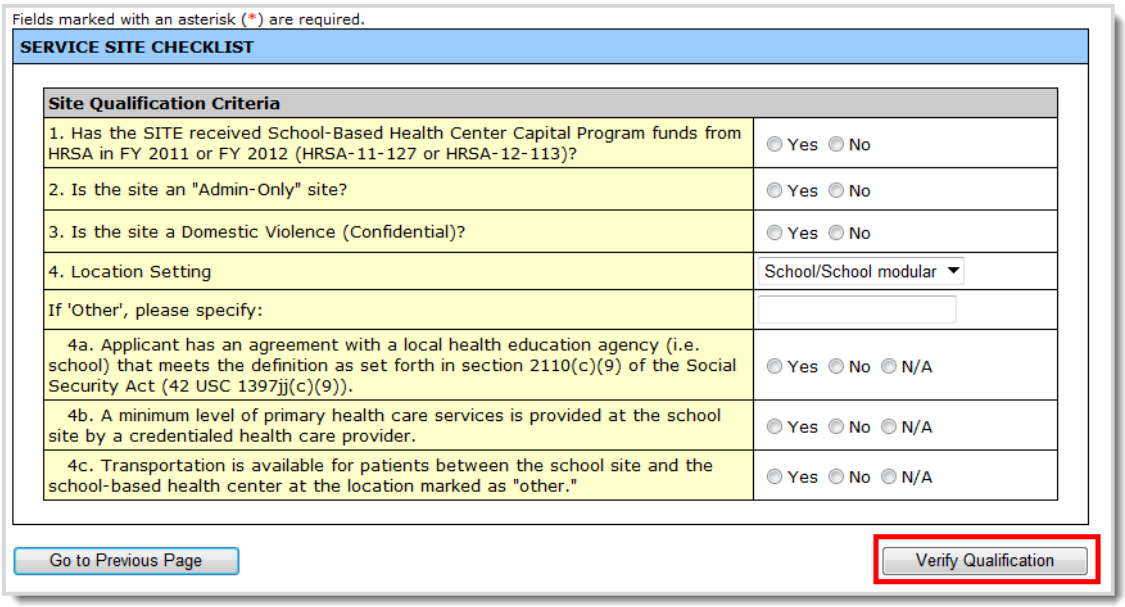
Note: The page shown in **Figure 64** will be displayed for **Equipment-Only** projects. This page allows you to add a site by:

- Clicking the **Add Site** button
- Clicking the **Pick Site from Other SBHCC Projects** button.

Refer to **Picking Sites from Other SBHCC Projects** for the details of picking a site.

1. If this is an A&R or Construction Project, click the **Add Site** button to propose a site.
   - The **Service Site Checklist** (Figure 65) will open. Fields marked with an asterisk (*) are required.

Figure 65: Form 5B: Service Sites Checklist Form



Fields marked with an asterisk (*) are required.

SERVICE SITE CHECKLIST

Site Qualification Criteria	
1. Has the SITE received School-Based Health Center Capital Program funds from HRSA in FY 2011 or FY 2012 (HRSA-11-127 or HRSA-12-113)?	Yes No
2. Is the site an "Admin-Only" site?	Yes No
3. Is the site a Domestic Violence (Confidential)?	Yes No
4. Location Setting	School/School modular
If 'Other', please specify:	
4a. Applicant has an agreement with a local health education agency (i.e. school) that meets the definition as set forth in section 2110(c)(9) of the Social Security Act (42 USC 1397jj(c)(9)).	Yes No N/A
4b. A minimum level of primary health care services is provided at the school site by a credentialed health care provider.	Yes No N/A
4c. Transportation is available for patients between the school site and the school-based health center at the location marked as "other."	Yes No N/A

Go to Previous Page

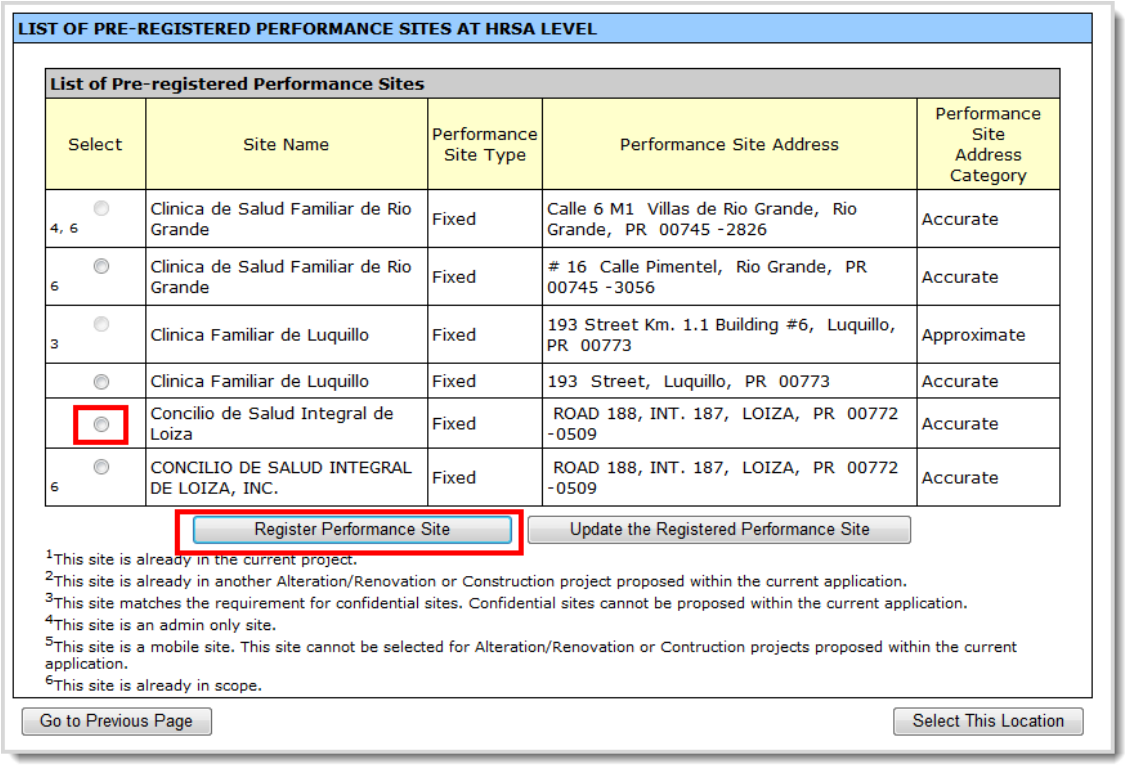
Verify Qualification

2. Select the answers to complete the checklist questionnaire and click the **Verify Qualification** button at the bottom of the page. Fields marked with an asterisk (*) are required.
   - The **List of Pre-registered Performance Sites at HRSA Level** page (**Figure 66**) will open.

Note: You cannot add a site if you select ***Yes*** to the domestic violence or Admin-only questions.

4.4.3.2.5.1.1. List of Pre-Registered Performance Sites at HRSA Level Form

Figure 66: List of Pre-registered Performance Sites at HRSA Level



LIST OF PRE-REGISTERED PERFORMANCE SITES AT HRSA LEVEL

List of Pre-registered Performance Sites

Select	Site Name	Performance Site Type	Performance Site Address	Performance Site Address Category
4, 6	Clinica de Salud Familiar de Rio Grande	Fixed	Calle 6 M1 Villas de Rio Grande, Rio Grande, PR 00745 -2826	Accurate
6	Clinica de Salud Familiar de Rio Grande	Fixed	# 16 Calle Pimentel, Rio Grande, PR 00745 -3056	Accurate
3	Clinica Familiar de Luquillo	Fixed	193 Street Km. 1.1 Building #6, Luquillo, PR 00773	Approximate
	Clinica Familiar de Luquillo	Fixed	193 Street, Luquillo, PR 00773	Accurate
	Concilio de Salud Integral de Loiza	Fixed	ROAD 188, INT. 187, LOIZA, PR 00772 -0509	Accurate
6	CONCILIO DE SALUD INTEGRAL DE LOIZA, INC.	Fixed	ROAD 188, INT. 187, LOIZA, PR 00772 -0509	Accurate

Register Performance Site | Update the Registered Performance Site

[1]This site is already in the current project.
[2]This site is already in another Alteration/Renovation or Construction project proposed within the current application.
[3]This site matches the requirement for confidential sites. Confidential sites cannot be proposed within the current application.
[4]This site is an admin only site.
[5]This site is a mobile site. This site cannot be selected for Alteration/Renovation or Contruction projects proposed within the current application.
[6]This site is already in scope.

Go to Previous Page | Select This Location

You can perform the following major functions using this screen:

	Options: ❖ Register (Add) a Performance Site (Refer to section **4.4.3.2.5.1.1.1**) ❖ Update the Name of a Pre-Registered Performance Site (Refer to section **4.4.3.2.5.1.1.2**) ❖ Select a Location (Refer to section **4.4.3.2.5.1.1.3**) You must click the **Select This Location** button to complete the process of adding a Service Site.

4.4.3.2.5.1.1.1 Register (Add) a Performance Site

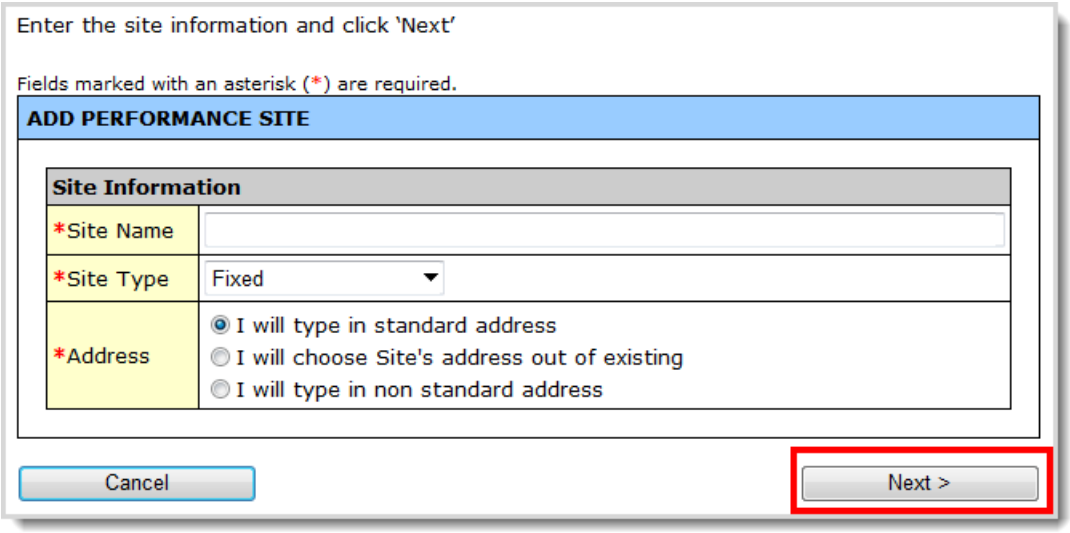
This function can be performed for all project types (A&R, Construction, and Equipment-Only).

Note: The applicant will not be able to select sites having the following conditions:

- The site is already in the current project
- The site is already in another A/R or Construction project proposed within the current application
- The site is a Mobile site. It cannot be selected for an A/R or Construction Project proposed within the current application
- The site does not match the requirement for a non-confidential site
- The site is an admin-only site

1. Select the site, and click the **Register Performance Site** button.
   - The first **Add Performance Site Page** (**Figure 67**) will open. Fields marked with an asterisk (*) are required.

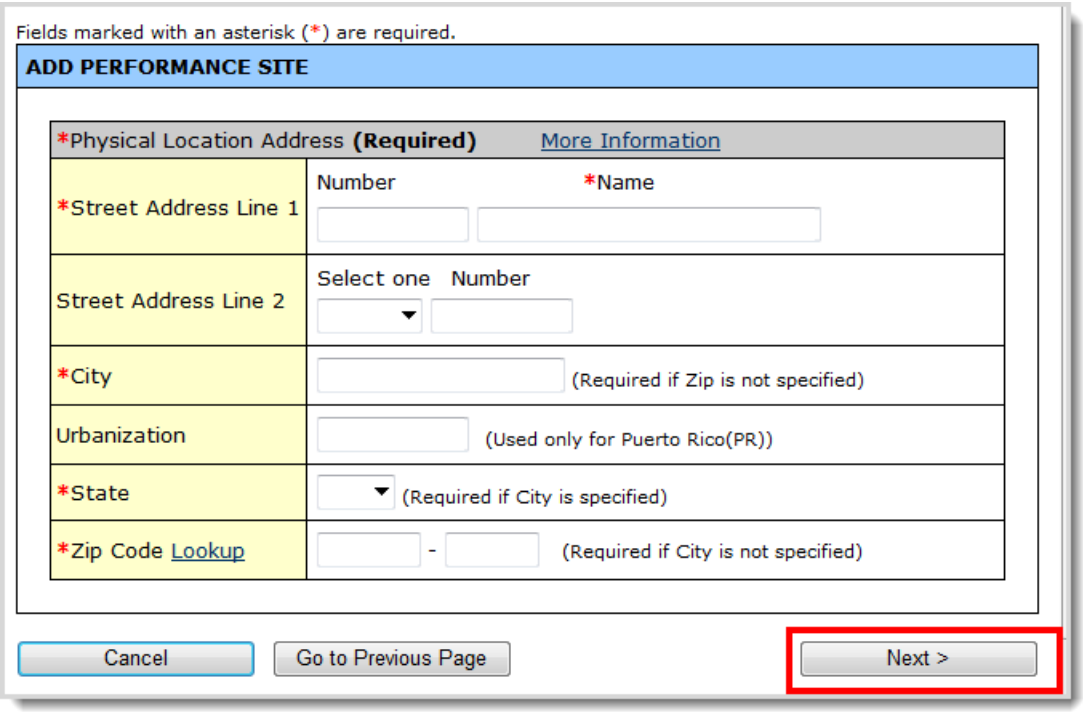
Figure 67: Add Performance Site: Site Name, Site Type, Address Type



2. Provide the site name andsite type, select the address type, then click the **Next >** button.
   - Depending on the address type selected, an appropriate address form will be presented. If you select "I will type in a standard address", the **Physical Location Address Form** (**Figure 68**) will be displayed. Fields marked with an asterisk (*) are required. If you select "I will choose site's address out of existing," the **Add Performance Site** – Choose Address page (**Figure 70**) will open. If you selected "I will type in a non-standard address", The **Add Performance Site Form** (**Figure 71**) will be displayed. Fields marked with an asterisk (*) are required.
3. Complete the form.

Note: Click the **Cancel** button (or the **Cancel** link in left navigation panel) to cancel the registration process of a performance location.

Figure 68: Physical Location Address Form



4. Click the **Next >** button.
   - The **Site Created Successfully Page** (**Figure 69**) will be displayed.
5. Click the **Finish** button to confirm the Performance Site.
   - List of **Pre-registered Performance Sites at HRSA Level** page will be displayed. The site you registered will be listed.

Figure 69: Site Created Successfully Page

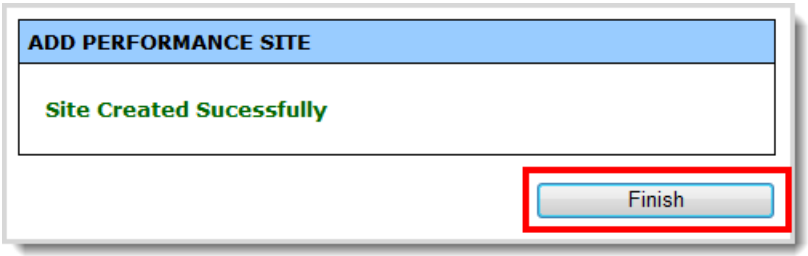
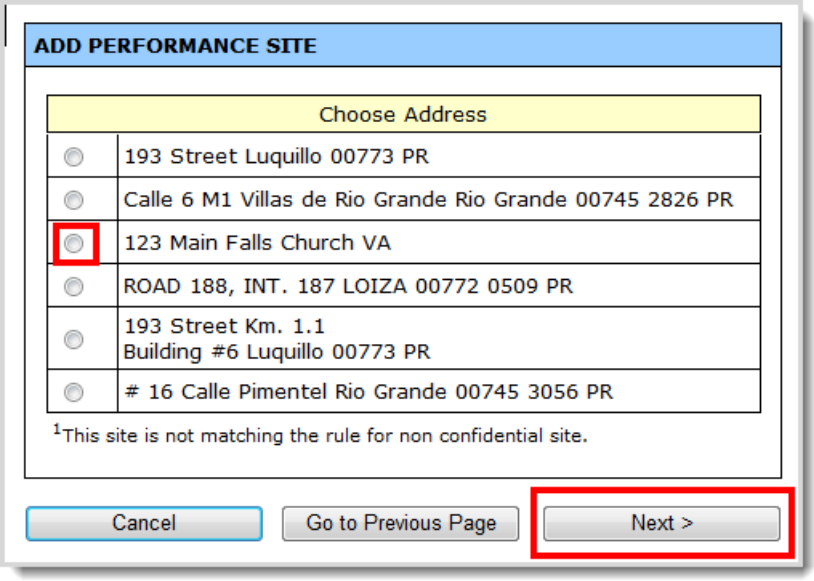


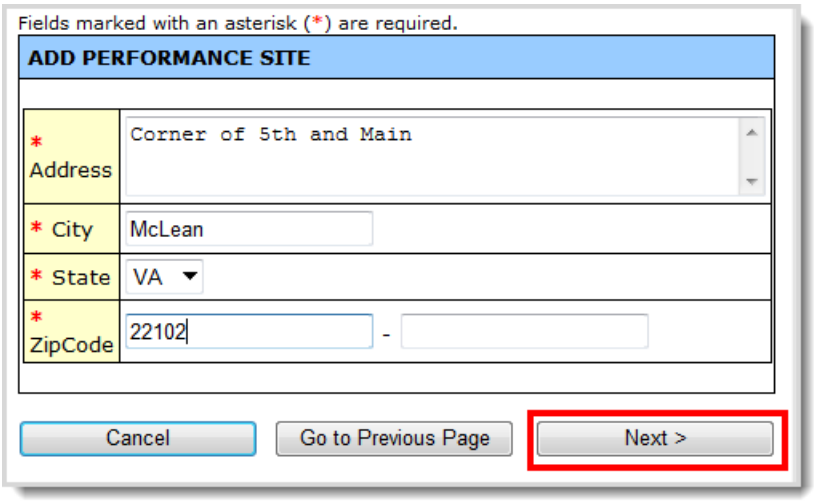
Figure 70: Add Performance Site: Choose Address From Existing Locations



If you selected "I will choose site's address out of existing," use the following steps to add a performance site:

1. Select an address from one of the existing locations.
2. Click the **Next >** button
   - The **Site Created Successfully Page** (**Figure 69)** will be displayed.
3. Click the **Finish** button.
   - You will be returned to the **List of Pre-registered Performance Sites at HRSA Level** page (**Figure 66**). The site you registered will be listed.

Figure 71: Add Performance Site Form (Non-Standard Address)



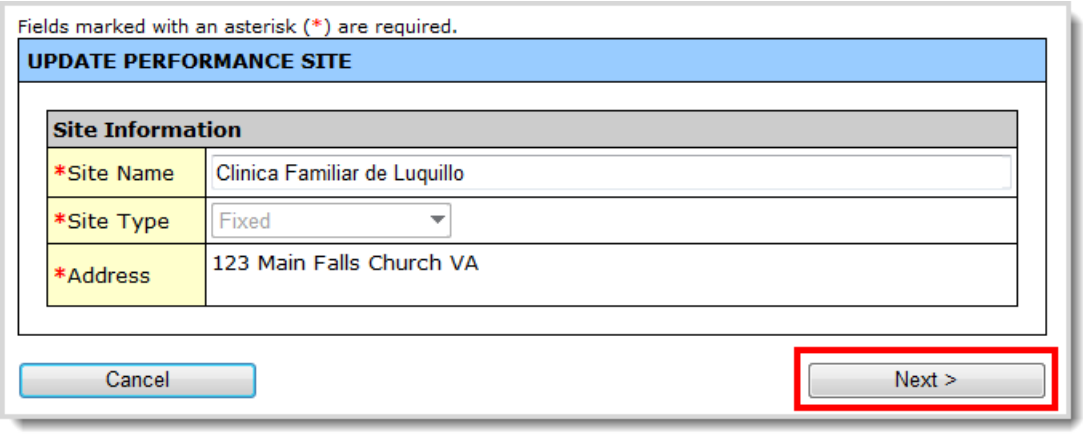
4. Provide the "non-standard address" with a street address, city, state and zip-code.
5. Click the **Next >** button.
   - The **Site Created Successfully Page** (**Figure 69**) will be displayed.

6. Click the **Finish** button. You will be returned to the **List of Pre-registered Performance Sites at HRSA Level** page (**Figure 66**). The site you registered will be listed.

4.4.3.2.5.1.1.2 Update The Name Of A Pre-Registered Site:

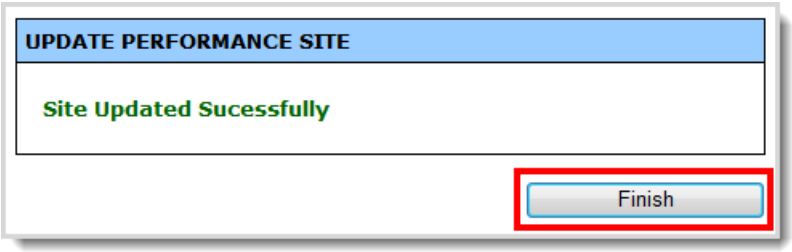
1. Select the performance site and click the **Update the Registered Performance Site** button.
   - The **Update Performance Site Page** (**Figure 72**) will be displayed. Fields marked with an asterisk (*) are required.

Figure 72: Update Performance Site Page



2. Modify the name of the Performance Site.
3. Click the **Next >** button.
   - The **Site Updated Successfully Page** (**Figure 73**) will be displayed.

Figure 73: Site Updated Successfully Page

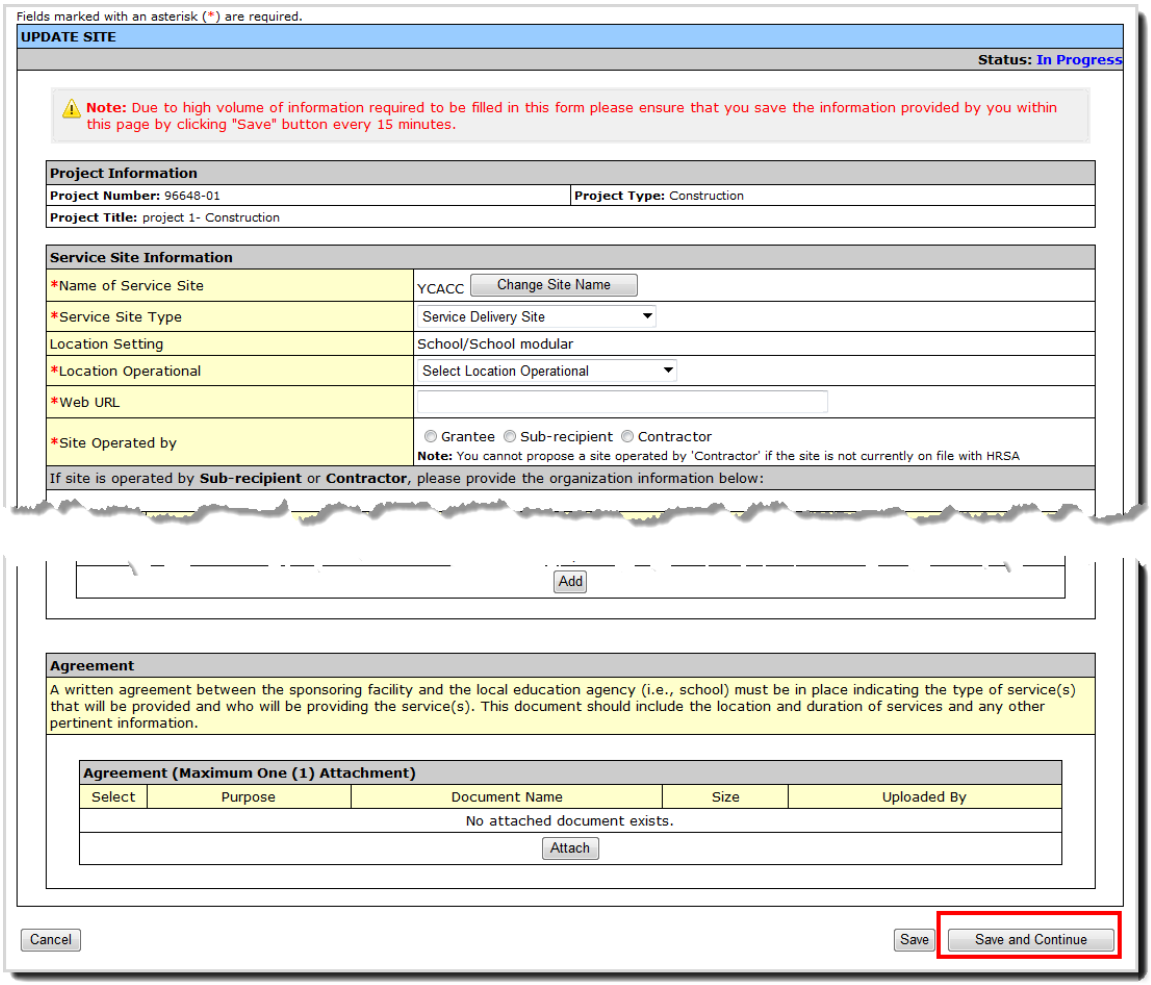


4. Click the **Finish** button.
   - You will be returned to the **List of Pre-registered Performance Sites at HRSA Level Page** (**Figure 66**). The new name for the site you updated will be displayed.

4.4.3.2.5.1.1.3 Select a Location

1. On the **List of Pre-Registered Performance Sites at HRSA Level** page, select the site, and click the **Select This Location** button.
   - The **Update Site Form** (**Figure 74**) will be displayed. Fields marked with an asterisk (*) are required.

Figure 74: Update Site Form



2. Update existing information, as allowed, or provide additional information about the site in the **Update Site** form. Fields marked with an asterisk (*****) are required.
3. Click the **Change Site Name** button to update the site's name by following the procedure in section **4.4.3.2.5.1.1.2**.
   - You will be returned to the **Update Site Form** (**Figure 74**).
   - If the site is operated by a sub-recipient or contractor, click the **Add** button under the Sub-recipient or Contractor section to add sub-recipient or contractor information. The **Add Service Site Organization Page** (**Figure 75**) will be displayed. Fields marked with an asterisk (*****) are required.

Note: Applicants are NOT allowed to change any site details if the applicant is an H80 grantee and the proposed site is part of the grantee's approved scope.

Figure 75: Add Service Site Organization (Top of Form)

All fields marked with a (*) are required.

ADD SERVICE SITE ORGANIZATION

Add Organization	
*Organization Name	Go to top YCACC Health Co-op
*Organization EIN (99-9999999)	Go to top 99-9999999

*Physical Location Address **(Required)** More Information	
*Street Address Line 1	Number *Name 123 Main
Street Address Line 2	Select one Number
*City	Sanford (Required if Zip is not specified)
Urbanization	(Used only for Puerto Rico(PR))
*State	ME (Required if City is specified)
*Zip Code Lookup	04023 - (Required if City is not specified)

Providing the address information below is optional. If you decide to provide the address then all fields marked with an "*" are required. Please provide the mailing address if it is different from physical location address.

Mailing Address **(Optional)** More Information	
Mailstop Code (Internal Routing)	
Division / Department Name	
Company	
Select an option (Street Address or PO Box Only or Rural Route)	
* Street Address	Number *Name 123 Main Select one Number
*PO Box Only	*Number
*Rural Route	*Type *Number *Box
*City	Sanford (Required if Zip is not specified)
Urbanization	(Used only for Puerto Rico(PR))
*State	ME (Required if City is specified)
*Zip Code Lookup	04023 - (Required if City is not specified)

Comments
(Maximun 500 characters) Contractor comments

Go to Previous Page | Continue

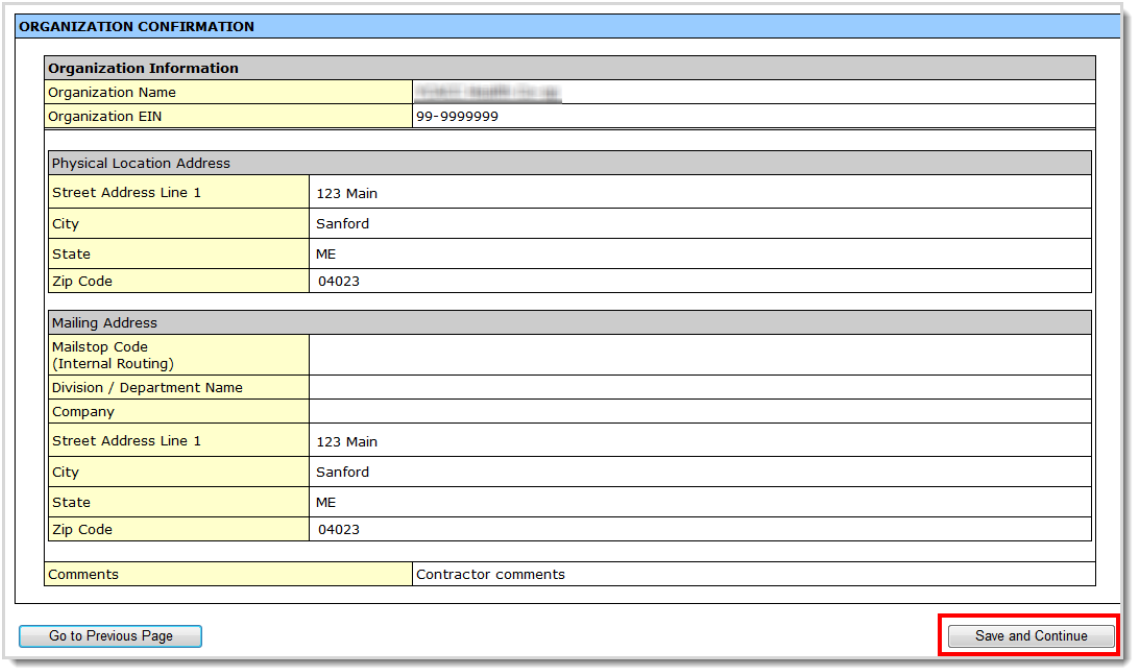
4. Enter the requested information. Fields marked with an asterisk (*) are required.

Note:

- The mailing address portion of the form only needs to be entered if it is ***different*** than the physical address.
- If you enter the mailing address, you must first select whether you are entering a street address, a post office box, or a rural route.

5. When you have completed the **Add Service Organization** form, click the **Continue** button.
   - An **Organization Confirmation Page** (**Figure 76**) will be displayed.

Figure 76: Organization Confirmation Page



ORGANIZATION CONFIRMATION

Organization Information	
Organization Name	[illegible]
Organization EIN	99-9999999

Physical Location Address	
Street Address Line 1	123 Main
City	Sanford
State	ME
Zip Code	04023

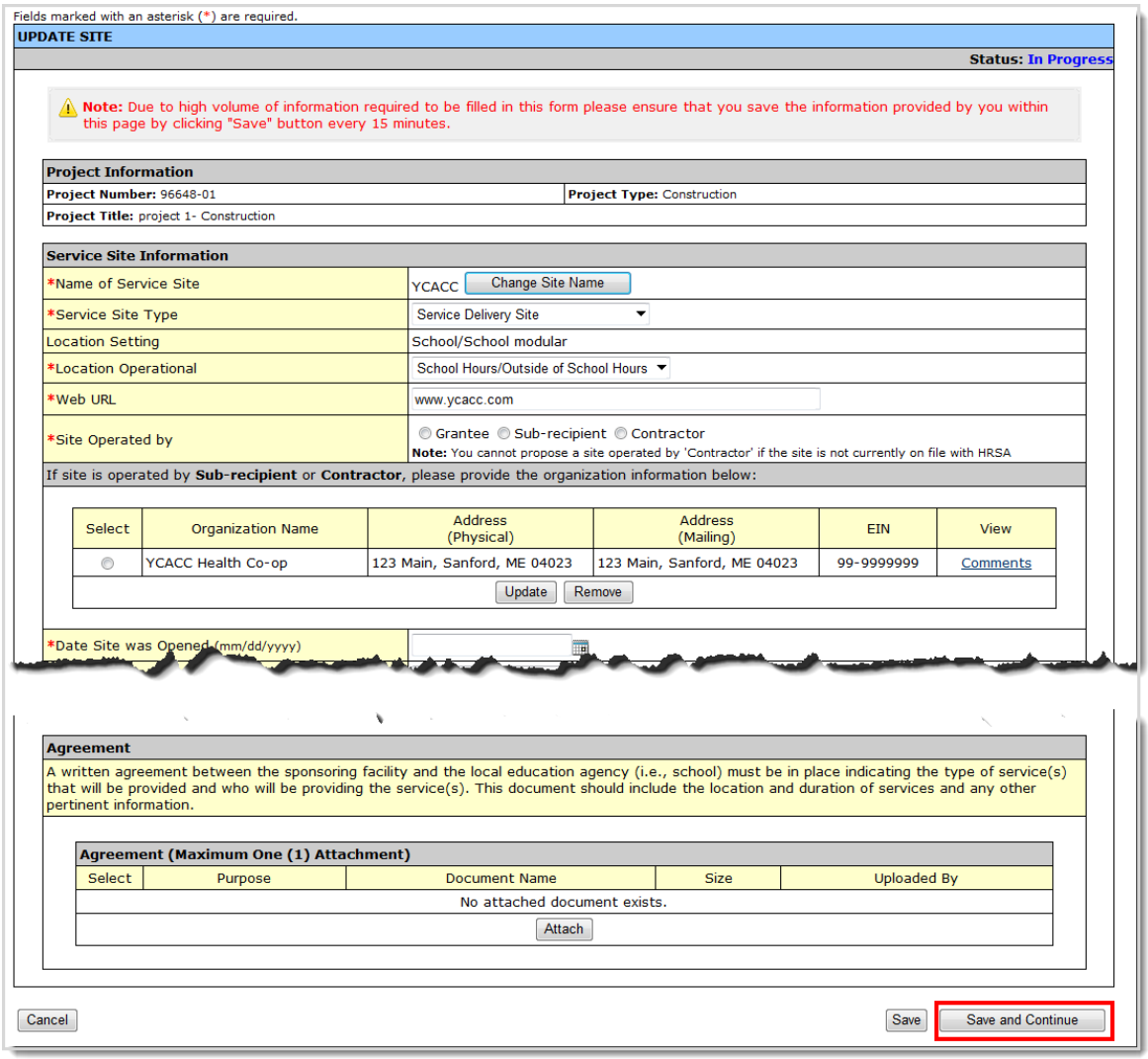
Mailing Address	
Mailstop Code (Internal Routing)	
Division / Department Name	
Company	
Street Address Line 1	123 Main
City	Sanford
State	ME
Zip Code	04023

Comments	Contractor comments

Go to Previous Page | Save and Continue

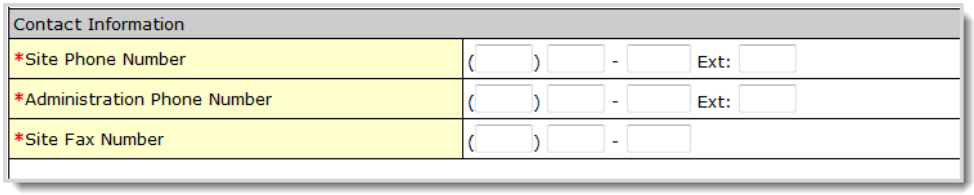
6. Click the **Save and Continue** button, at the bottom of the screen.
   - You will be returned to the **Update Site Page** (**Figure 77**). The sub-recipient or contractor site you added will be displayed.

Figure 77: Service Site Information Section of Update Site Form (With Added Sub-Recipient / Contractor)



7. Continue filling out the remainder of the **Service Site Information Section** after adding the site. Fields marked with an asterisk (*) are required.
8. Provide dates requested.
9. Provide the requested Medicare Billing Numbers.
10. Enter the contact information phone numbers (**Figure 78**).

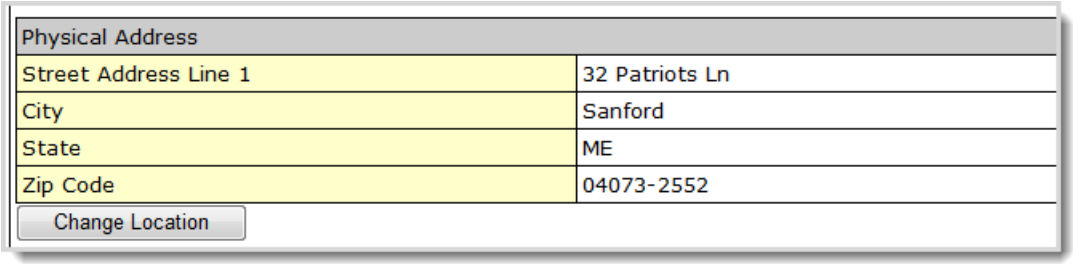
Figure 78: Contact Information Section from Update Site Form in Form 5B: Sites



11. In the physical address information section (**Figure 79**) click the **Change Location** button if you want to change the physical address of the site being proposed.

Note: The performance location must qualify as a service site in order to allow change of physical address. Please note that the qualification questions displayed are related to updating the physical address.

Figure 79: Physical Location Address Section from Update Site Form in Form 5B: Sites

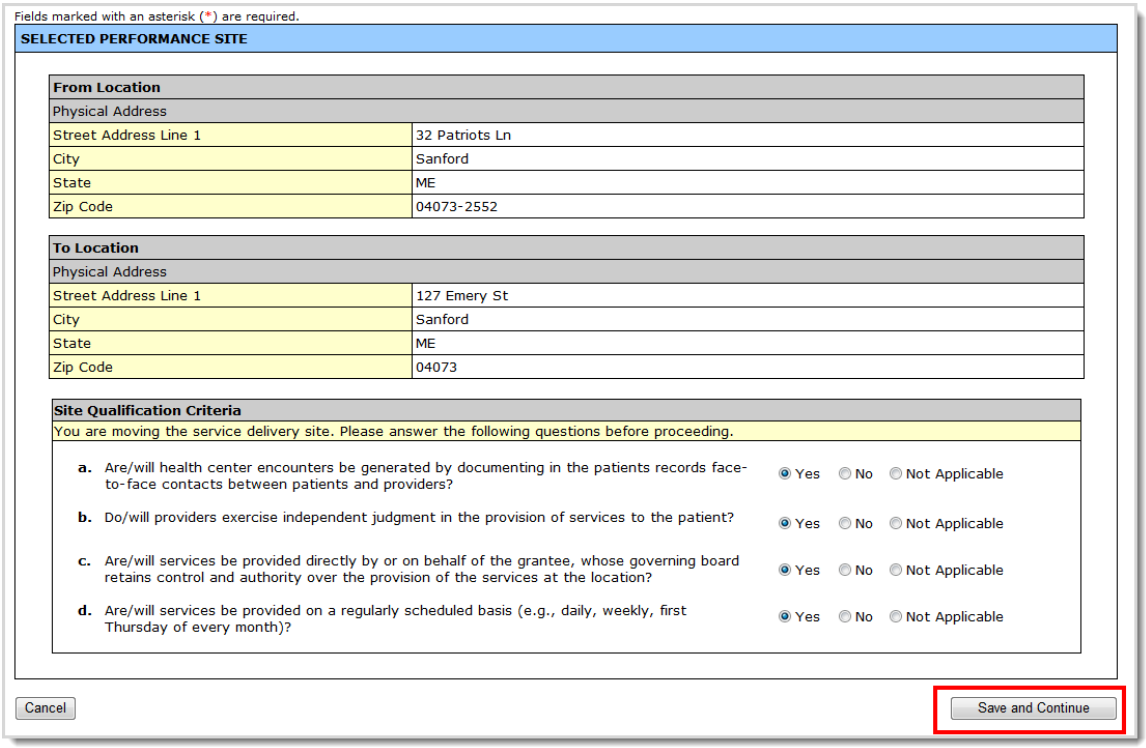


Physical Address	
Street Address Line 1	32 Patriots Ln
City	Sanford
State	ME
Zip Code	04073-2552

Change Location

12. A sequence of screens will be displayed for your entry. Fields marked with an asterisk (*) are required.
13. On the *final* screen, the **Selected Performance Site Page** (**Figure 80**), the user will be prompted to verify the site qualification criteria again.

Figure 80: Re-verification of Site Qualification Upon Change of Physical Address



Fields marked with an asterisk (*) are required.

SELECTED PERFORMANCE SITE

From Location	
Physical Address	
Street Address Line 1	32 Patriots Ln
City	Sanford
State	ME
Zip Code	04073-2552

To Location	
Physical Address	
Street Address Line 1	127 Emery St
City	Sanford
State	ME
Zip Code	04073

Site Qualification Criteria

You are moving the service delivery site. Please answer the following questions before proceeding.

a. Are/will health center encounters be generated by documenting in the patients records face-to-face contacts between patients and providers?	Yes	No	Not Applicable
b. Do/will providers exercise independent judgment in the provision of services to the patient?	Yes	No	Not Applicable
c. Are/will services be provided directly by or on behalf of the grantee, whose governing board retains control and authority over the provision of the services at the location?	Yes	No	Not Applicable
d. Are/will services be provided on a regularly scheduled basis (e.g., daily, weekly, first Thursday of every month)?	Yes	No	Not Applicable

Cancel | Save and Continue

14. Answer questions a, b, c and d, then click the **Save and Continue** button at the bottom of the screen.
    - You will be returned to the **Update Site Form** to enter the remainder of the form, starting with the Mailing Address section (**Figure 81**).

Figure 81: Mailing Address Section from Update Site Form

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	
Company	
Select an option (Street Address or PO Box Only or Rural Route)	
* Street Address	Number *Name Select one Number
*PO Box Only	*Number
*Rural Route	*Type *Number *Box
*City	(Required if Zip is not specified)
Urbanization	(Used only for Puerto Rico(PR))
*State	(Required if City is specified)
*Zip Code Lookup	- (Required if City is not specified)

15. Enter mailing address information, if desired. Fields marked with an asterisk (*) are required.

Note:

- The mailing address portion of the form only needs to be entered if it is different than the physical address.
- If you enter the mailing address, you must first select whether you are entering a street address, a post office box, or a rural route.
- Enter service area information.

16. Enter the Service Area Information Sections (**Figure 82**).

Figure 82: Service Area Information Sections from Update Site Form

Service Area Zip Codes (Required for Service Site)

Go to top

Select	Zip Codes
No Zip Code Added	
Add	

Service Area Census Tracts (Required for Service Site)

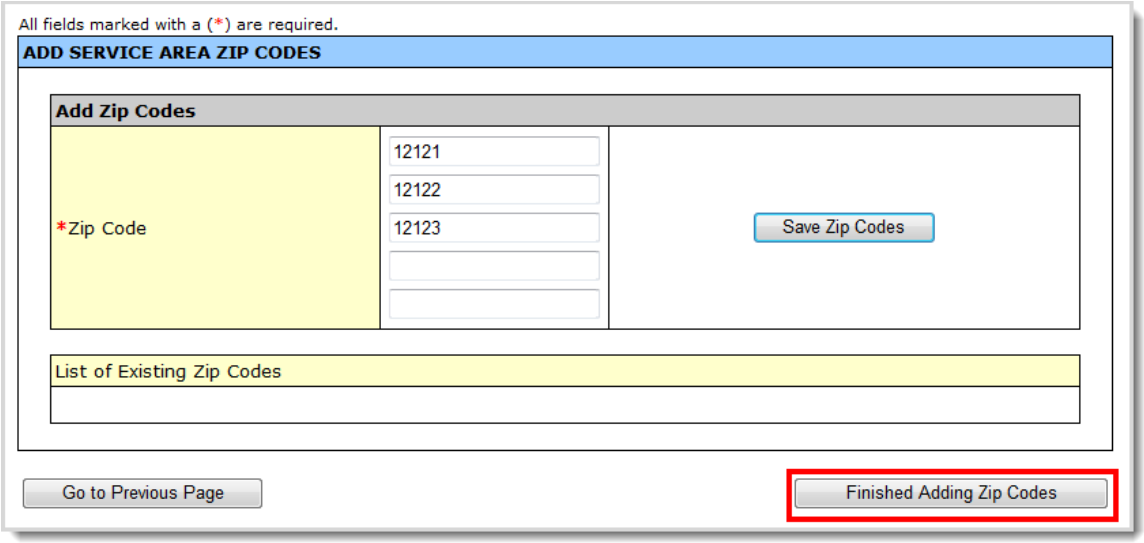
Go to top

Select	Census Tracts
No Census Tract Added	
Add	

Note: Zip Codes and Census Tracts are required for service sites. Multiple entries under Service Area Zip Codes and Service Area Census Tracts are allowed.

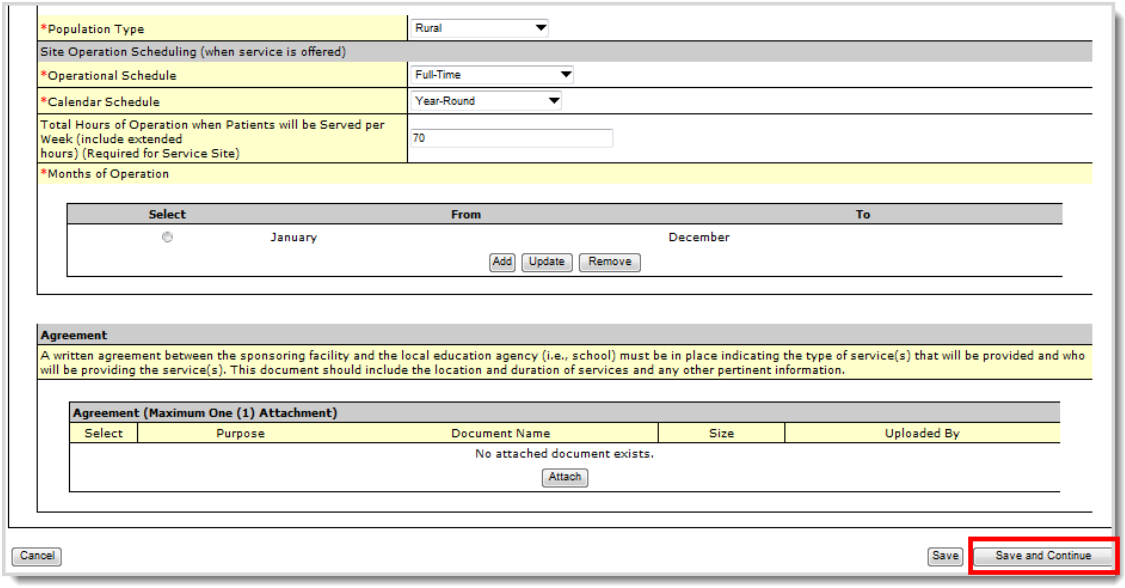
17. Click the Add button under *Service Area Zip Codes* and *Service Area Census Tracts* to make entries in these areas.
    - The **Add Service Area Zip Codes Page** (Figure 83) or the **Add Service Census Tracts Page** (not shown) will be respectively displayed. Fields marked with an asterisk (*) are required. Fields marked with an asterisk (*) are required.

Figure 83: Add Service Area Zip Codes Page



18. Add the zip codes (or census tracts), and click the Save Zip Codes button (or the Save Census Tracts button), then click the Finished Adding Zip Codes button (or the Finished Adding Census Tracts button)
    - You will be returned to the **Update Site Form** (**Figure 74**). The zip codes (or census tracts) that you added will be listed.
19. Complete the bottom of the **Update Site Form** (**Figure 84**).

Figure 84: Bottom of Update Site Page

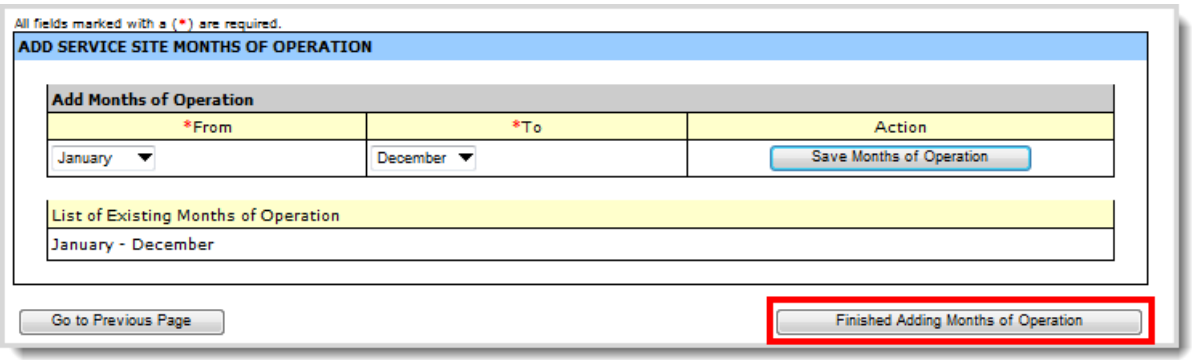


20. Select the Population Type, Operational Schedule, and Calendar Schedule.
21. Enter the Total Hours of Operation.

Note: "Total Hours of Operation" are not required for administrative only sites.

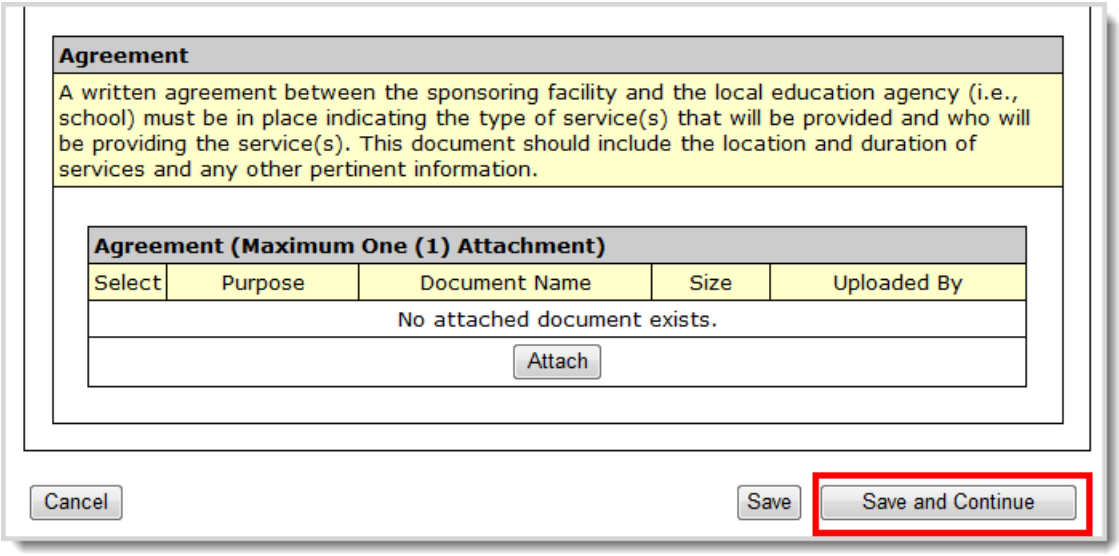
22. For Months of Operation, click the **Add** button to enter data.
    - The **Add Service Site Months of Operation Page** (**Figure 85**) will be displayed.

Figure 85: Add Service Sites Months of Operation Page



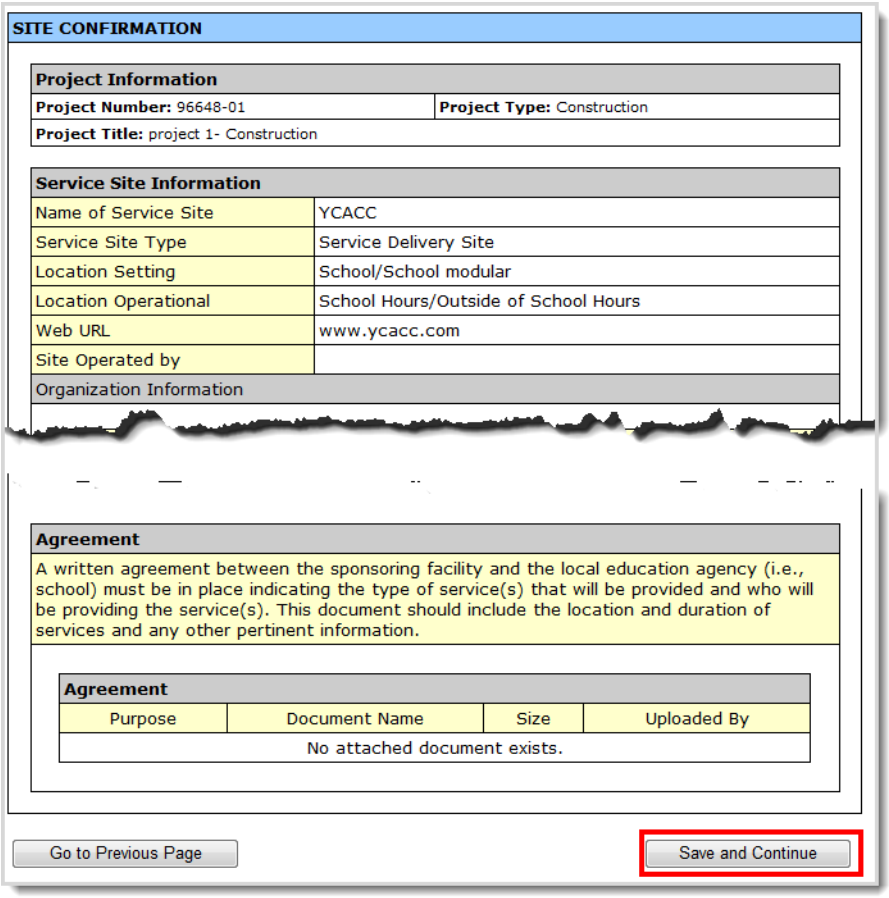
23. Select the *From* and *To* months, click the **Save Months of Operation** button, then click the **Finished Adding Months of Operation** button.
    - You will be returned to the **Update Site Form** (**Figure 74**). The Months of Operation you selected will be listed.
24. If you selected "***Yes***" for qualification question 3a: "Applicant has an agreement with a local health education agency (i.e. school) that meets the definition as set forth in section 2110(c)(9) of the Social Security Act (42 USC 1397jj(c)(9))."., click the **Attach** button in the Agreement section, at the bottom of the **Update Site Page** (**Figure 86**), and follow the usual attachment procedures to attach your agreement document.

Figure 86: Agreement Section of Update Site Page



25. When you have completed the entire **Update Site Form** (**Figure 74**), click the **Save and Continue** button at the bottom of the form.
    - A **Site Confirmation Page** (**Figure 87**) will be displayed.

Figure 87: Site Confirmation Page



SITE CONFIRMATION

Project Information	
Project Number: 96648-01	**Project Type:** Construction
Project Title: project 1- Construction	

Service Site Information	
Name of Service Site	YCACC
Service Site Type	Service Delivery Site
Location Setting	School/School modular
Location Operational	School Hours/Outside of School Hours
Web URL	www.ycacc.com
Site Operated by	
Organization Information	

Agreement

A written agreement between the sponsoring facility and the local education agency (i.e., school) must be in place indicating the type of service(s) that will be provided and who will be providing the service(s). This document should include the location and duration of services and any other pertinent information.

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

Go to Previous Page | Save and Continue

26. Click the **Save and Continue** button at the bottom of the confirmation page to save the information for the site.
    - You will be returned to the **Service Sites Page** (**Figure 63**). The newly added service site will be listed.
27. Click the **Save and Continue** button at the bottom of the **Service Sites Page** to save your work and proceed to the next form.

4.4.3.2.5.1.1.4 Picking Sites from Other SBHCC Projects

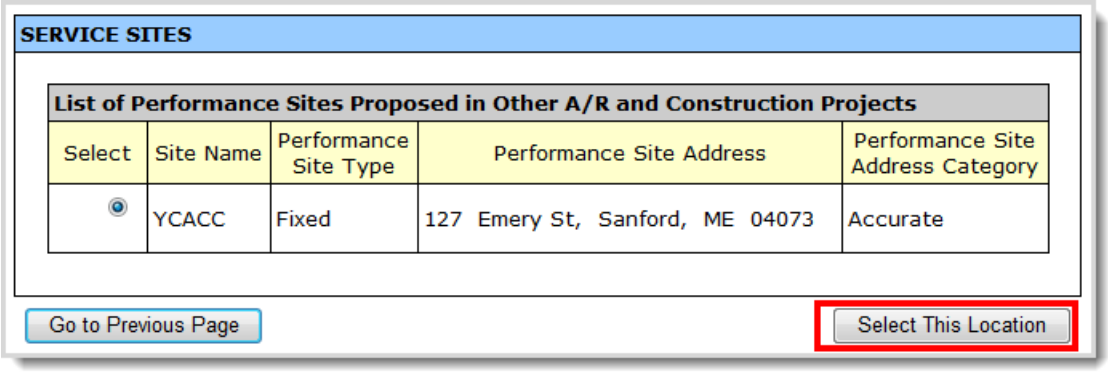
Note: This function can only be performed for Equipment-Only projects.

To perform this function, you must have added the site in an A&R or Construction project.

If you have already added a site for either an A&R or Construction project, you can click the **Pick Site from Other SBHCC Projects** button on the **Form 5B: Service Sites** page as an alternative to having to add a completely new site.

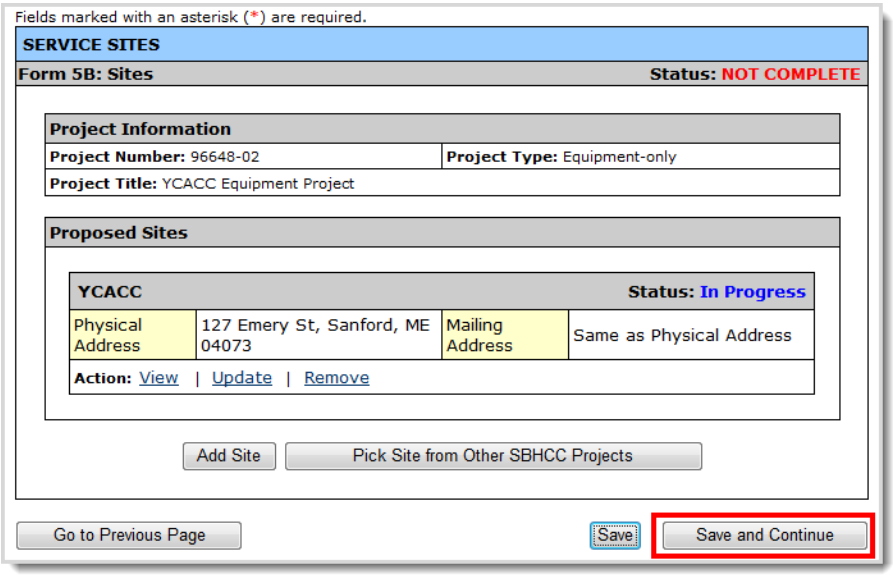
1. **On Form 5B: Service Sites** page (for Equipment-Only Projects) (**Figure 64**), click the **Pick Site from Other SBHCC Projects** button.
    - The **Select Service Site Page** (**Figure 88**) will open. The screen will list all the Service Sites previously added for A&R projects and/or a Construction project.

Figure 88: Select Service Site Page



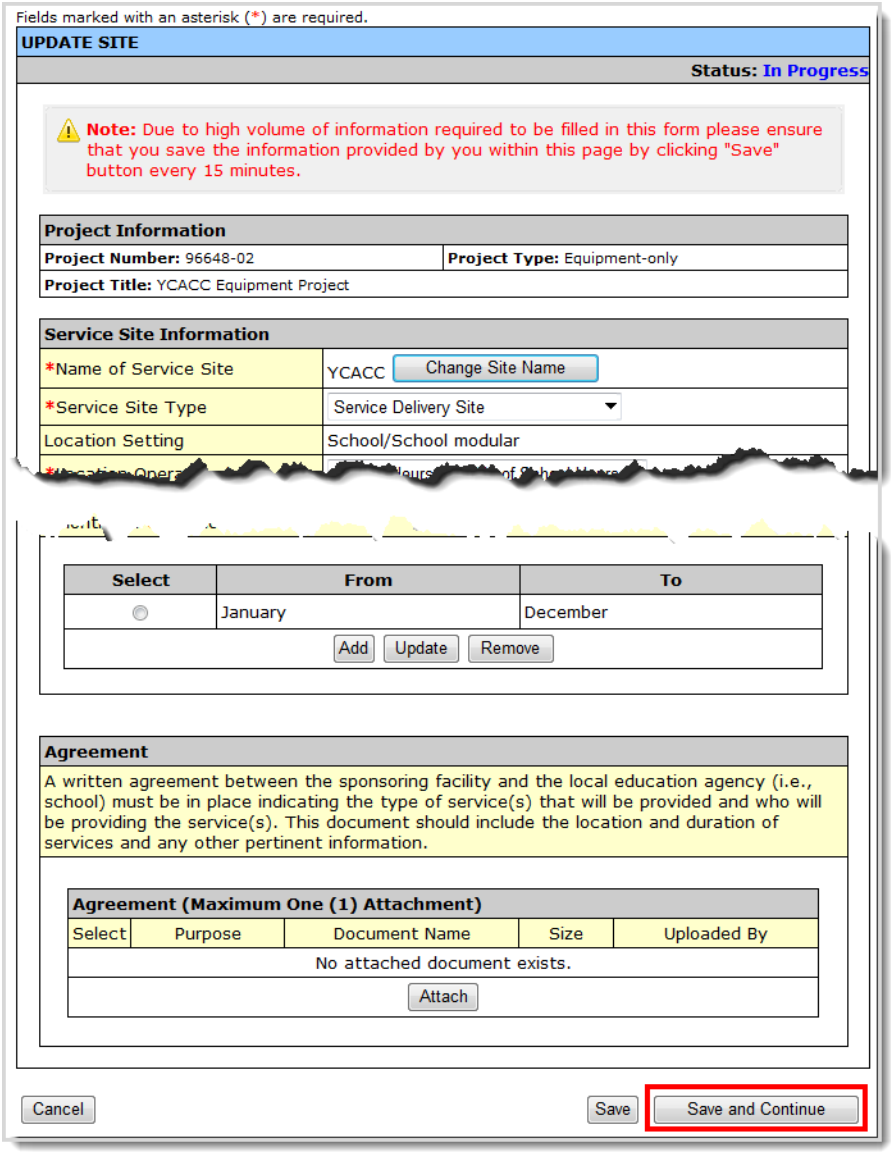
2. Select the site you want to add for the Equipment-Only project, and click the **Save and Continue** button.
   - The **Update Site Form** for the site will be displayed. The form will be *pre-populated*, based upon the information you previously entered for the site.
3. Review the information on the form and make any changes as required. (Refer to the directions following the **Update Site Form** (**Figure 74**) if you need to update the form.)
4. When you have finished reviewing the form, click the **Save and Continue** button.
   - The **Site Confirmation Page** (**Figure 87**) will be displayed.
5. Click the **Save and Continue** button at the bottom of the confirmation page to save the information for the site.
   - You will be returned to the **Service Sites Page** (**Figure 89**). The newly added service site will be listed.

Figure 89: Form 5B: Updated Service Sites Page



6. Click the **Save and Continue** button at the bottom of the **Service Sites Page** (**Figure 89**) to save your work and proceed to the next form.

Figure 90: Update Site Form (for previously-added site)



4.4.3.2.5.1.1.5 Managing Site Information

The proposed Service Site information is summarized on the **Service Sites Page** -- the main page for **Form 5B: Sites** (**Figure 63**).

1. Click on the appropriate Action link to **View**, **Update**, or **Remove** the sites that were added in the application.
2. After you have finished with your changes, click the **Save and Continue** button at the bottom of the **Service Sites Page** (**Figure 63**) to save your work and proceed to the next form.

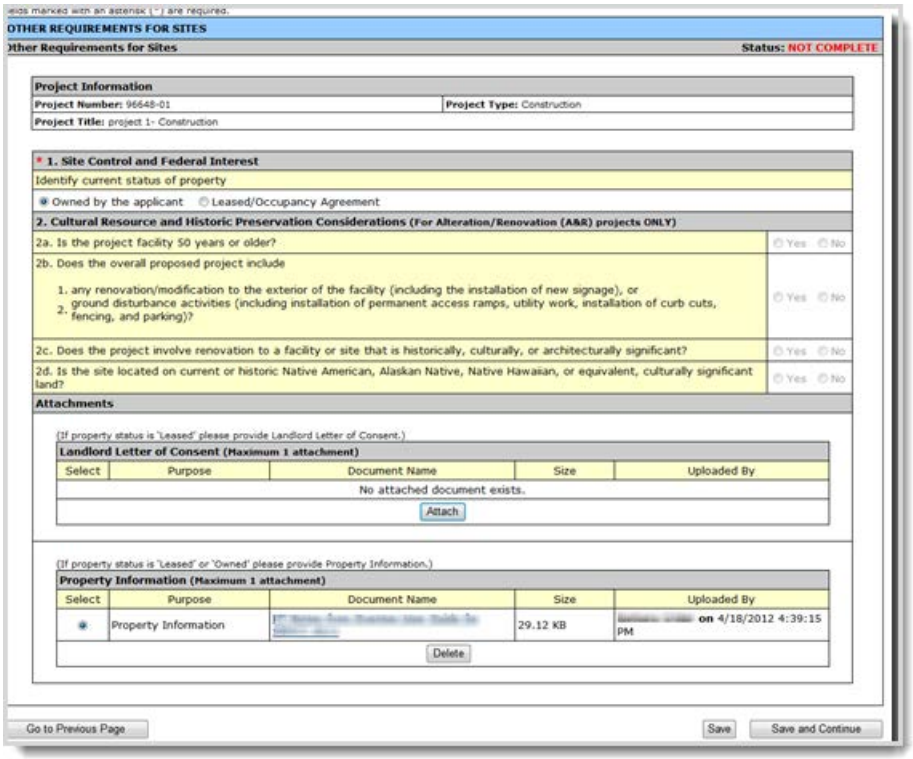
4.4.3.2.6. Other Requirements for Sites Page

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

Note: This page is only applicable to alteration/renovation (A&R) and construction projects. Applicants will be able to provide information ***only after*** they have added a site in Form 5B.

1. Click **Other Requirements for Sites** on the Projects left navigation panel to access the **Other Requirements for Sites Page** (**Figure 91**).

Figure 91: Other Requirements for Sites Page



2. Answer the questions on the form. Fields marked with an asterisk (*) are required.
3. If the property is leased, you must attach a Landlord Letter of Consent. Click the **Attach** button to attach the document by following the usual attachment procedure.

Note: The Landlord Letter of Consent can only be attached, and is required, when "Leased" is selected in Question 1.

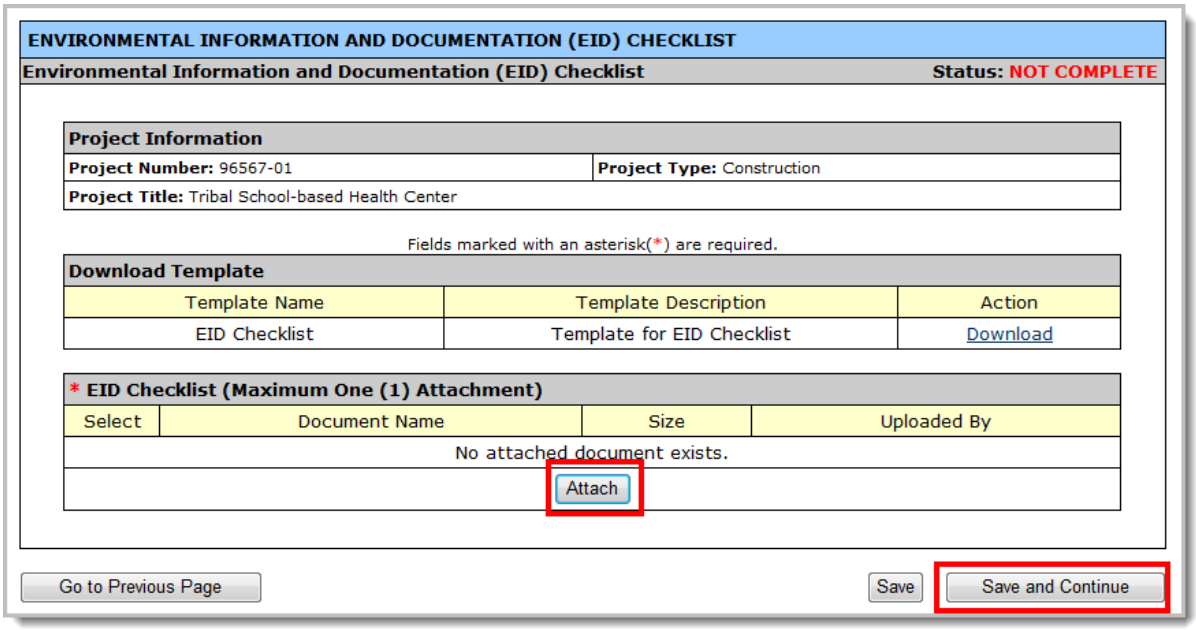
4. Attach the Property Information document by clicking on the **Attach** button.
5. Click the **Save and Continue** button to save your work and proceed to the next form.

4.4.3.2.7. 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.

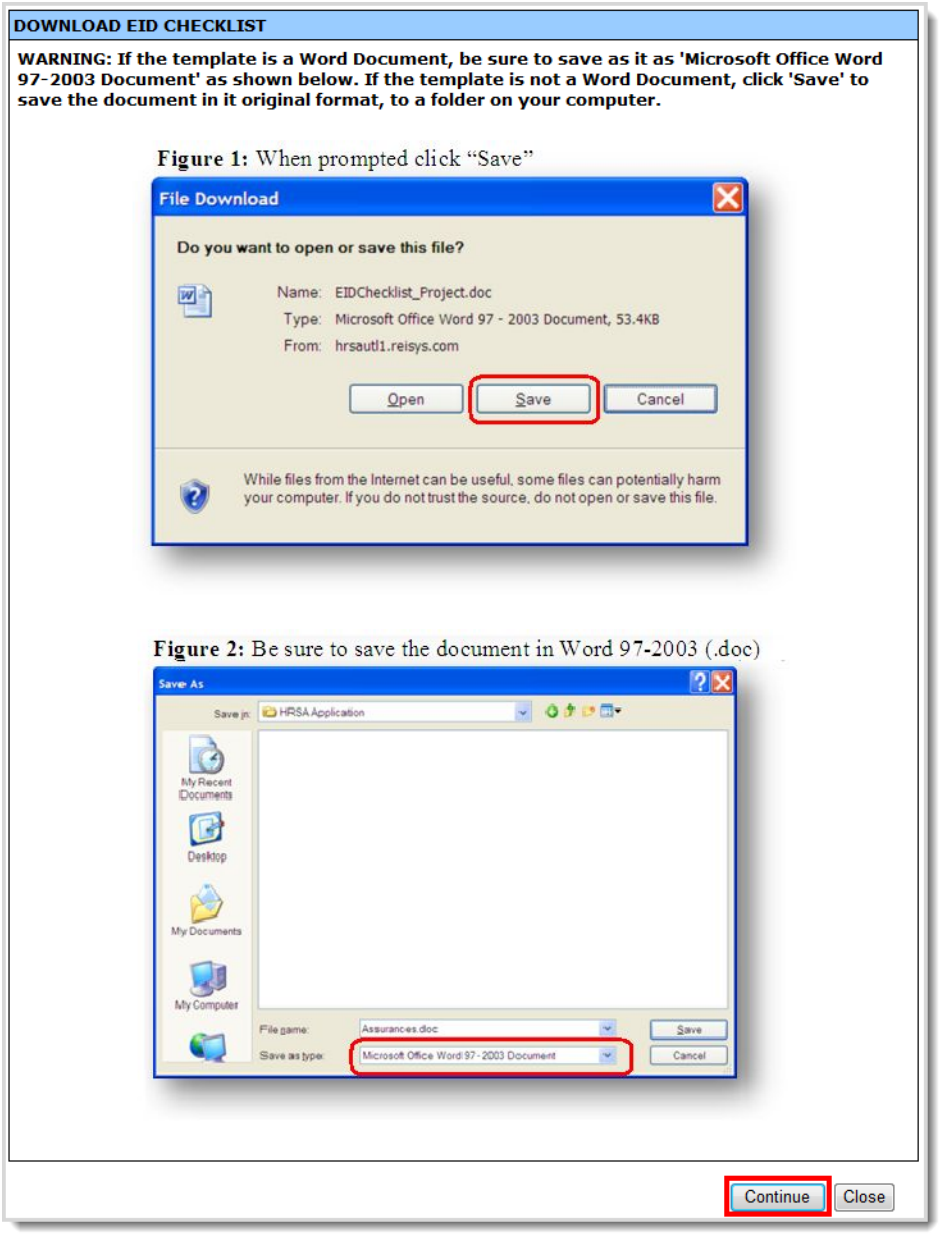
1. Click the **EID Checklist** link on the Projects left navigation panel to access this form (**Figure 92**).

Figure 92: Environmental Information and Documentation (EID) Checklist Form



2. Refer to section **4.4.2, Assurances** for the steps to download and open the Electronic Information and Documentation (EID) Checklist template (**Figure 93)**.

Figure 93: Downloading Instructions for the EID Checklist Template



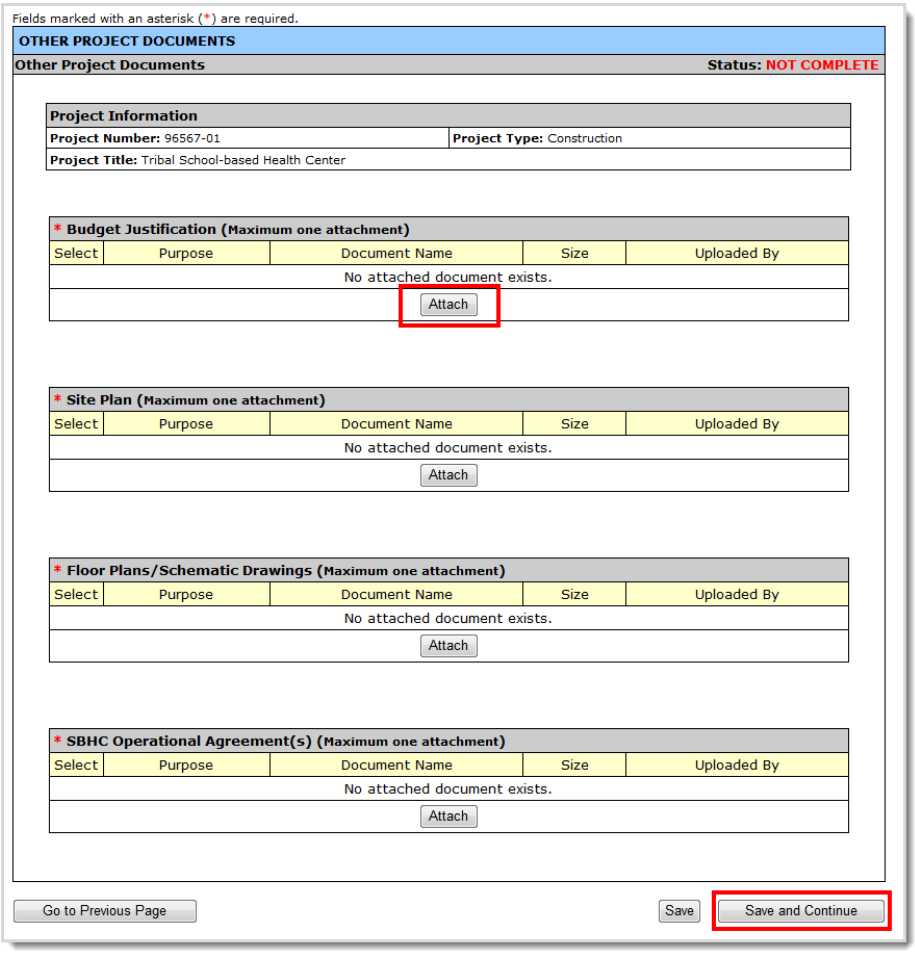
3. Complete the EID form.
4. Save the document on the hard drive of your computer.
5. Follow a procedure similar to steps 12 – 18 of section **4.4.2, Assurances** to attach (i.e., upload) the completed EID Checklist document.
6. After you have attached the EID Checklist document and have returned to the **Environmental Information and Documentation (EID) Checklist Form** (**Figure 92**), click the **Save and Continue** button, at the bottom of the screen, to save your work and proceed to the next form.

4.4.3.2.8. 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 (*).

1. Click the **Other Project Documents** link on the Projects left navigation panel to access this form (**Figure 94)**. Fields marked with an asterisk (*) are required.

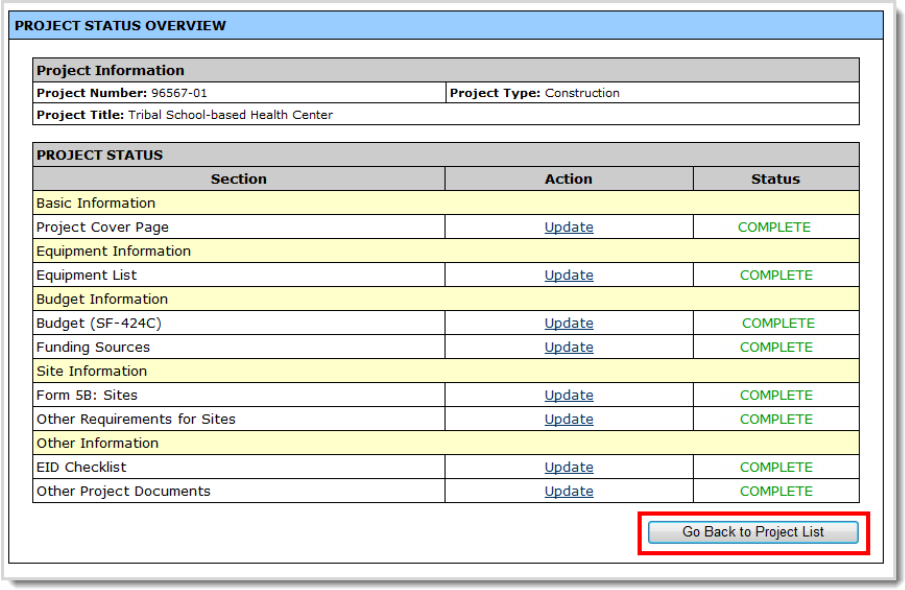
Figure 94: Other Project Documents Page



2. Click the **Attach** button and follow the usual attachment procedure for each of the documents you need to attach.
3. When you have finished attaching all the documents, click the **Save and Continue** button to save your work.
   - You will be returned to the **Project Status Overview** page (**Figure 95**) 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 95: Project Status Page (All Forms Completed)



PROJECT STATUS OVERVIEW

Project Information	
Project Number: 96567-01	**Project Type:** Construction
Project Title: Tribal School-based Health Center	

PROJECT STATUS

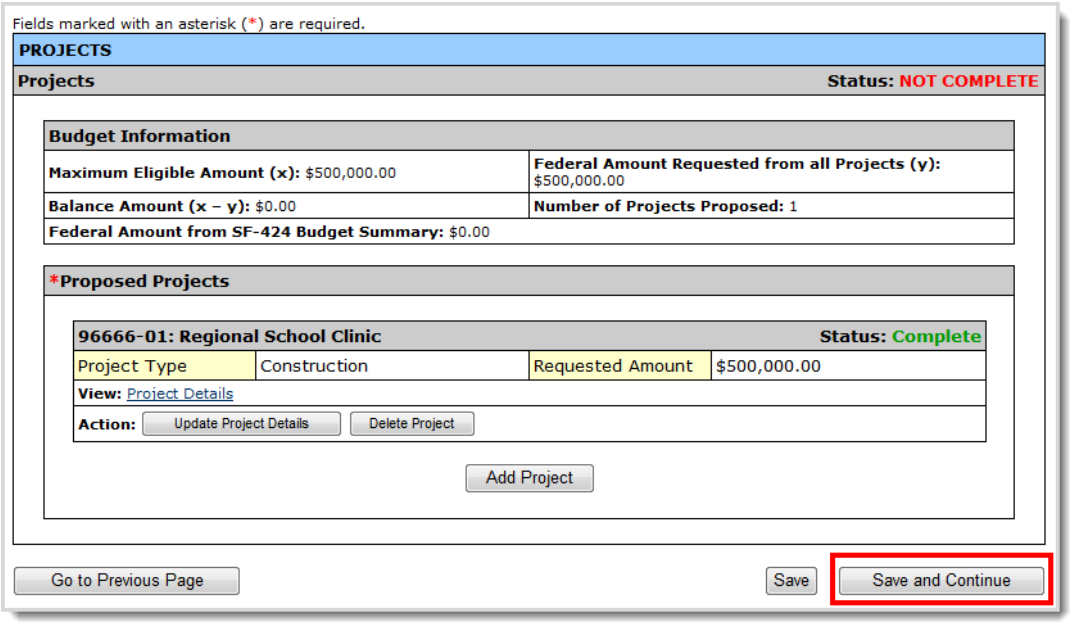
Section	Action	Status
Basic Information		
Project Cover Page	Update	COMPLETE
Equipment Information		
Equipment List	Update	COMPLETE
Budget Information		
Budget (SF-424C)	Update	COMPLETE
Funding Sources	Update	COMPLETE
Site Information		
Form 5B: Sites	Update	COMPLETE
Other Requirements for Sites	Update	COMPLETE
Other Information		
EID Checklist	Update	COMPLETE
Other Project Documents	Update	COMPLETE

Go Back to Project List

After you finish entering the information for a project and you return to the **Project Status Page (Figure 95**):

4. Click the **Go Back to Project List** button to return to the Projects Page (**Figure 96)**.
5. Click the **Status** link in the Program Specific Information left navigation panel to return to the **Program Specific Information Status Overview** page and resume entering Program Specific Information for the application.
6. Click the **Complete Status** link in the All Forms left navigation panel to return to the **Status Overview Page (for Entire Application)** and resume entering the Basic Information for the application. (Refer to section **4.4.3, Projects Page** for information about adding and editing Projects.)

Figure 96: Projects Page (Showing Project Completed)



Fields marked with an asterisk (*) are required.

PROJECTS

Projects — **Status:** NOT COMPLETE

Budget Information	
Maximum Eligible Amount (x): $500,000.00	**Federal Amount Requested from all Projects (y):** $500,000.00
Balance Amount (x – y): $0.00	**Number of Projects Proposed:** 1
Federal Amount from SF-424 Budget Summary: $0.00	

*Proposed Projects

96666-01: Regional School Clinic			Status: Complete
Project Type	Construction	Requested Amount	$500,000.00
View: Project Details			
Action: Update Project Details / Delete Project			

Add Project

Go to Previous Page | Save | Save and Continue

Click the **Save and Continue** button to Indicate that all the projects have been entered, and return to the **Consolidated Budget** section (**page 85**) of the Program Specific Information.

4.4.3.3. Delete Project

To delete a project, use the following steps:

1. On the **Projects** page, in the Proposed Projects section, click the **Delete** button for the project you wish to delete.
   - The **Delete Project Confirmation** page opens.
2. Click the **Confirm** button.
   - The **Projects** page reappears

4.4.4. Consolidated Budget

The **Consolidated Budget** page is a read-only screen containing summary information for ***ALL*** *the entered projects*. It contains the same classifications as a project's **Budget Form** (Figure 61).

1. Click **Consolidated Budget** on the Program Specific Information left navigation panel to access the **Consolidated Budget** page (**Figure 97**).

Figure 97: Consolidated Budget Page

CONSOLIDATED BUDGET

Consolidated Budget **Status:** COMPLETE

Budget Information	
Maximum Eligible Amount (x): $500,000.00	**Federal Amount Requested from all Projects (y):** $500,000.00
Balance Amount (x – y): $0.00	**Number of Projects Proposed:** 1
Federal Amount from SF-424 Budget Summary: $0.00	

Cost Classification	Total Cost (a)	Costs Not Allowable for Participation (b)	Total Allowable Costs (a-b)
1. Administrative and legal expenses	$10,000.00	$0.00	$10,000.00
2. Land, structures, rights-of-way, appraisals, etc.	$100,000.00	$0.00	$100,000.00
3. Relocation expenses and payments	$50,000.00	$0.00	$50,000.00
4. Architectural and engineering fees	$0.00	$0.00	$0.00
5. Other architectural and engineering fees	$0.00	$0.00	$0.00
6. Project inspection fees	$0.00	$0.00	$0.00
7. Site work	$0.00	$0.00	$0.00
8. Demolition and removal	$10,000.00	$0.00	$10,000.00
9. Construction	$272,500.00	$0.00	$272,500.00
10. Equipment	$2,500.00	$0.00	$2,500.00
11. Miscellaneous	$0.00	$0.00	$0.00
12. SUBTOTAL (sum of lines 1-11)	**$445,000.00**	**$0.00**	**$445,000.00**
13. Contingencies	$55,000.00	$0.00	$55,000.00
14. SUBTOTAL (sum of lines 12 and 13)	**$500,000.00**	**$0.00**	**$500,000.00**
15. Project (program) income	$0.00	$0.00	$0.00
16. TOTAL PROJECT COSTS	**$500,000.00**	**$0.00**	**$500,000.00**
17. Federal assistance requested Federal Percentage Share: **100.00%** (Federal Percentage Share is calculated based on Federal assistance requested in 17c)			**$500,000.00**

Go to Previous Page Continue

2. Review the Consolidated Budget Information.

Note: The Federal Assistance Requested (cell 17c) should be equal to the Federal Amount (in the New or Revised Budget columns), as entered in the Budget Summary Form of the Basic Information (**Figure 37**).

Otherwise an error message will appear at the top of the screen, and the following will have a status of NOT COMPLETE:

- The Projects Page (**Figure 96**)
- The Projects section of the **Status Overview Page (for Program Specific Information)** (**Figure 19**)
- The Program Specific Information section of the **Status Overview Page (for Entire Application)** (**Figure 14**)

3. If the error message appears at the top of the screen:
   A. Click the **SF- 424 Budget Summary** link to automatically go to the **Budget Summary Form** (**Figure 37**) so that you can update the budget information in the form to match the **Consolidated Budget Page**.

B. Go to the individual **Budget Forms** (Figure 61) in one or more of the proposed project(s), and revise the Federal assistance which you are requesting.

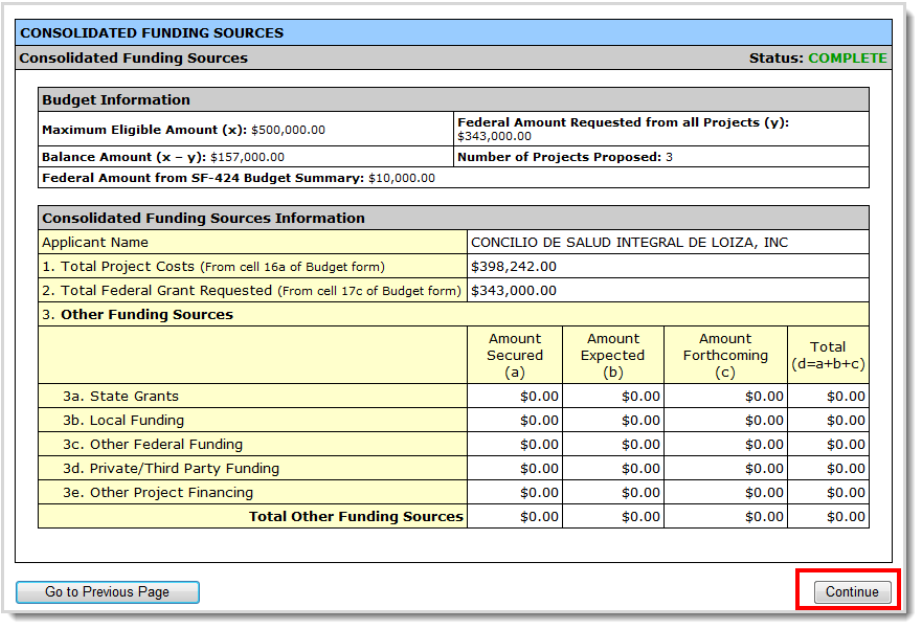
4. When you have finished reviewing the **Consolidated Budget Page**, click the **Continue** button to proceed to the next form.

4.4.5. Consolidated Funding Sources

The Consolidated Funding Sources Page is a read-only screen containing summary information for ***all** the entered projects.* It contains the same classifications as a project's **Funding Sources Form** (**Figure 62**).

1. Click **Consolidated Funding Sources** on the Program Specific Information left navigation panel to access the **Consolidated Funding Sources** page (**Figure 62**).

Figure 98: Consolidated Funding Sources Page



CONSOLIDATED FUNDING SOURCES

Consolidated Funding Sources — Status: COMPLETE

Budget Information	
Maximum Eligible Amount (x): $500,000.00	Federal Amount Requested from all Projects (y): $343,000.00
Balance Amount (x – y): $157,000.00	Number of Projects Proposed: 3
Federal Amount from SF-424 Budget Summary: $10,000.00	

Consolidated Funding Sources Information				
Applicant Name	CONCILIO DE SALUD INTEGRAL DE LOIZA, INC			
1. Total Project Costs (From cell 16a of Budget form)	$398,242.00			
2. Total Federal Grant Requested (From cell 17c of Budget form)	$343,000.00			
3. **Other Funding Sources**				
	Amount Secured (a)	Amount Expected (b)	Amount Forthcoming (c)	Total (d=a+b+c)
3a. State Grants	$0.00	$0.00	$0.00	$0.00
3b. Local Funding	$0.00	$0.00	$0.00	$0.00
3c. Other Federal Funding	$0.00	$0.00	$0.00	$0.00
3d. Private/Third Party Funding	$0.00	$0.00	$0.00	$0.00
3e. Other Project Financing	$0.00	$0.00	$0.00	$0.00
Total Other Funding Sources	$0.00	$0.00	$0.00	$0.00

Go to Previous Page — Continue

2. Review the Consolidated Funding Sources information.

Note: The Total Other Funding Sources (column d) should be equal to the Total Non-Federal Amount (in the New or Revised Budget columns), as entered in the Budget Summary Form of the Basic Information. If this is not the case, an error message will appear at the top of the screen, and the following will have a status of NOT COMPLETE:

- The **Projects** page (**Figure 96)**
- The Projects section of the **Status Overview Page (for Program Specific Information)** (**Figure 19**)
- The Program Specific Information section of the **Status Overview Page (for Entire Application)** (**Figure 14**)

3. If the error message appears at the top of the screen,

   A. Click the **SF- 424 Budget Summary** link to automatically go to the **Budget Summary Form** (**Figure 37**) so that you can update the budget information in the form to match the **Consolidated Funding Sources Page**.

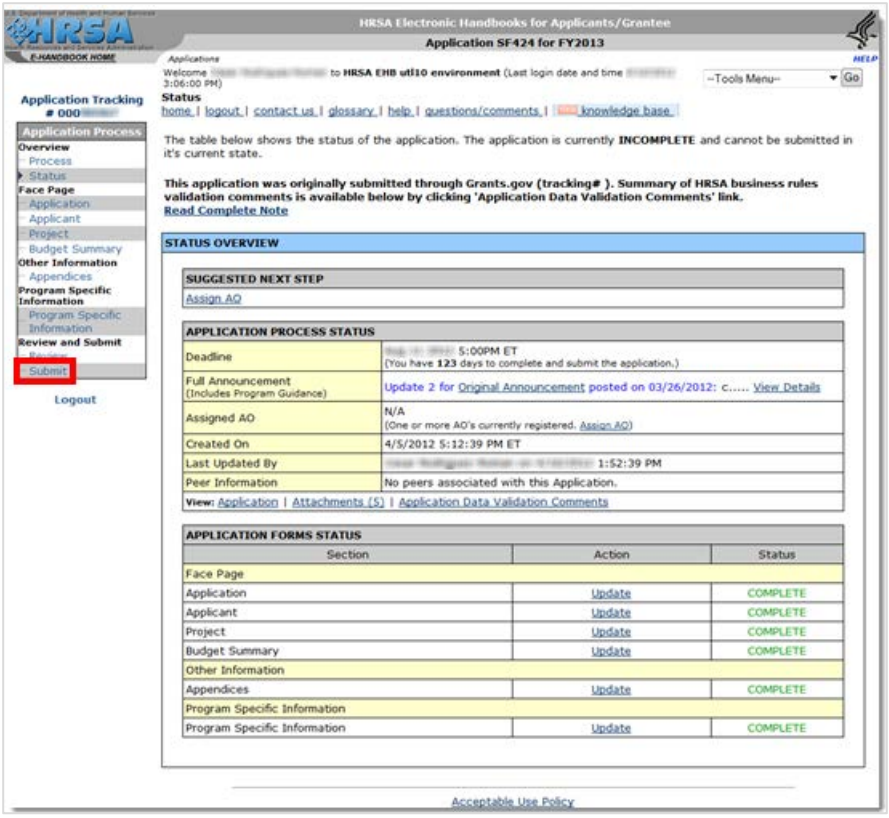
   B. Go to the individual **Funding Sources Forms** (Figure **62**) in one or more of the proposed projects, and revise the Federal assistance which you are requesting.

4. When you have finished reviewing the **Consolidated Funding Sources Page**, click the **Continue** button.
   - You will be returned to the **Program Specific Information Status Overview Page** (**Figure 19**).

4.5. Reviewing the Application

The **Status Overview Page for the Entire Application** (**Figure 99**) shows the completion status of each application form. All forms must be complete before you can submit your application.

Figure 99: Status Overview Page for the Entire Application



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

- To review the status of the Program Specific Information, click **Program Specific Information**.
  - The **Status Page (for Program Specific Information)** will be displayed (**Figure 100**).
- To view or print application-related forms, click **Review** in the **Review and Submit** section on the left navigation panel.
  - The **Review Page for Entire Application** will open in a Table of Content format (**Figure 101**).
- To start the submission process from this page, click **Submit** (in red box, **Figure 105**).
  - The **Status Overview Page for the Entire Application (for Submit)** (**Figure 102**) will be displayed.

Figure 100: Status Overview Page (for Program Specific Information)

PROGRAM SPECIFIC INFORMATION STATUS OVERVIEW

Budget Information	
Maximum Eligible Amount (x): $500,000.00	**Federal Amount Requested from all Projects (y):** $343,000.00
Balance Amount (x – y): $157,000.00	**Number of Projects Proposed:** 4
Federal Amount from SF-424 Budget Summary: $10,000.00	

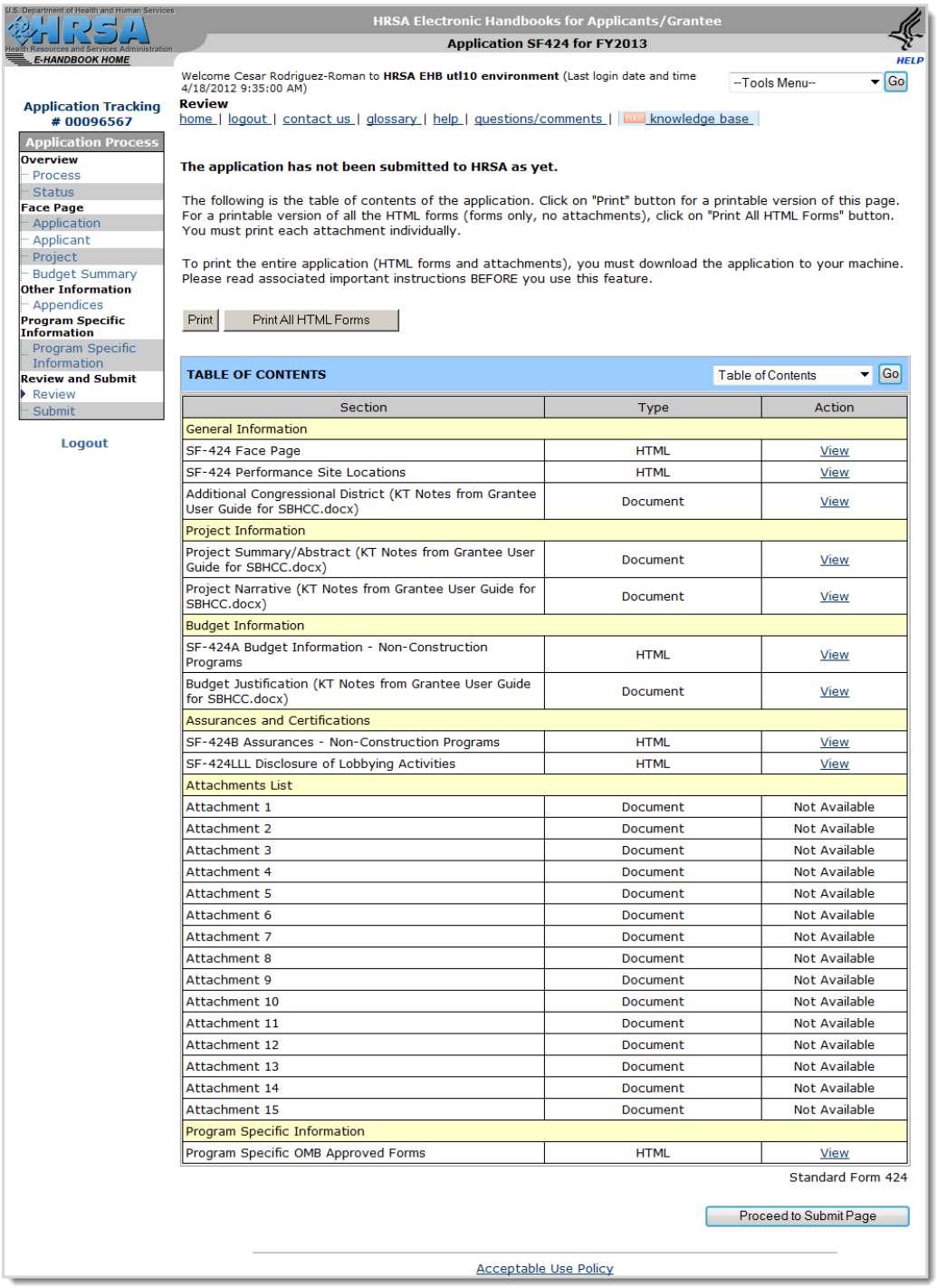
PROGRAM SPECIFIC INFORMATION STATUS		
Section	**Action**	**Status**
Proposal Information		
Proposal Cover Page	Update	COMPLETE
Assurances	Update	COMPLETE
Project Information		
Projects	Update	COMPLETE
Consolidated Information		
Consolidated Budget	Update	COMPLETE
Consolidated Funding Sources	Update	COMPLETE

Go Back to Complete Status

You can also use this page to start the submission process by clicking **Submit** on the left navigation panel.

- **Status Overview Page for the Entire Application (for Submit)** (**Figure 102**) will be displayed.

Figure 101: Review Page for Entire Application



The Table of Contents lists the application-related forms.

- Use the **View** links in the Action column to view a read-only version of a form.
- Click **Print** to get a printable version of the Table of Contents.

- Click **Print All HTML Forms** to print all forms that are HTML i.e., which were completed in EHB. Attachments can be printed by clicking on the individual **View** link for the Document (attachment) forms and then printing the document.
- Click **Proceed to Submit Page** to go to the **Status Overview Page for the Entire Application (for Submit)** (**Figure 102**) to initiate the Submit Application process. (You can also click **Submit** in the left side menu to initiate the Submit Application process.)

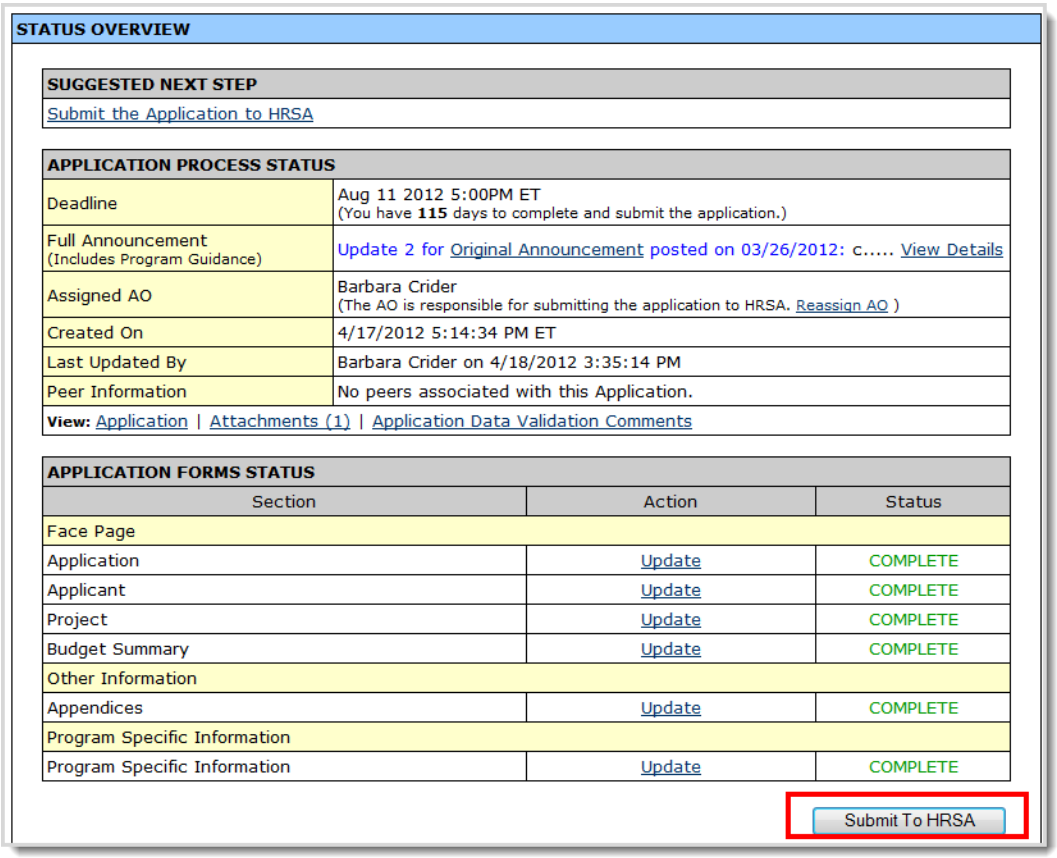
4.6. Submitting the Application

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

Note: 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 99**) (or any other page containing this link) to start the Submit Application process.
2. If all the forms are marked **COMPLETE**, the **Status Overview Page for the Entire Application (for Submit)** (**Figure 102**) will be displayed (as Ready for Submission), containing a **Submit to HRSA** button at the bottom of the screen.

Figure 102: Status Overview Page for the Entire Application (for Submit)



STATUS OVERVIEW

SUGGESTED NEXT STEP
Submit the Application to HRSA

APPLICATION PROCESS STATUS	
Deadline	Aug 11 2012 5:00PM ET (You have **115** days to complete and submit the application.)
Full Announcement (Includes Program Guidance)	Update 2 for Original Announcement posted on 03/26/2012: c..... View Details
Assigned AO	Barbara Crider (The AO is responsible for submitting the application to HRSA. Reassign AO)
Created On	4/17/2012 5:14:34 PM ET
Last Updated By	Barbara Crider on 4/18/2012 3:35:14 PM
Peer Information	No peers associated with this Application.
View: Application | Attachments (1) | Application Data Validation Comments	

APPLICATION FORMS STATUS		
Section	Action	Status
Face Page		
Application	Update	COMPLETE
Applicant	Update	COMPLETE
Project	Update	COMPLETE
Budget Summary	Update	COMPLETE
Other Information		
Appendices	Update	COMPLETE
Program Specific Information		
Program Specific Information	Update	COMPLETE

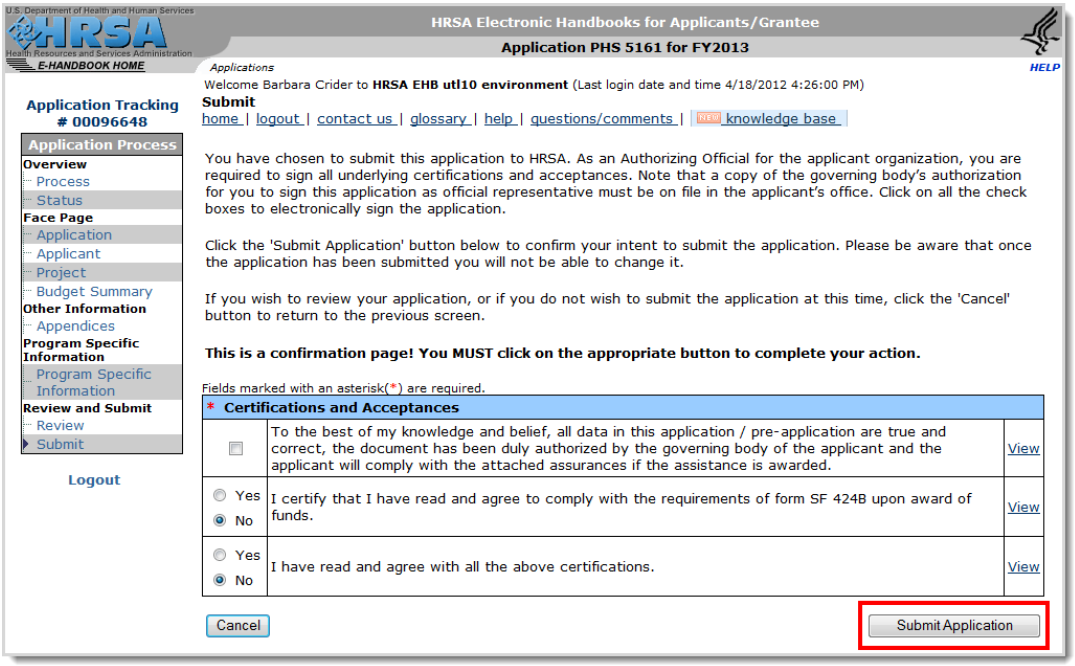
Submit To HRSA

Note: If you do not have the "Submit" privilege, a **Submit to AO** button will be displayed.

3. Click the **Submit to HRSA** button.

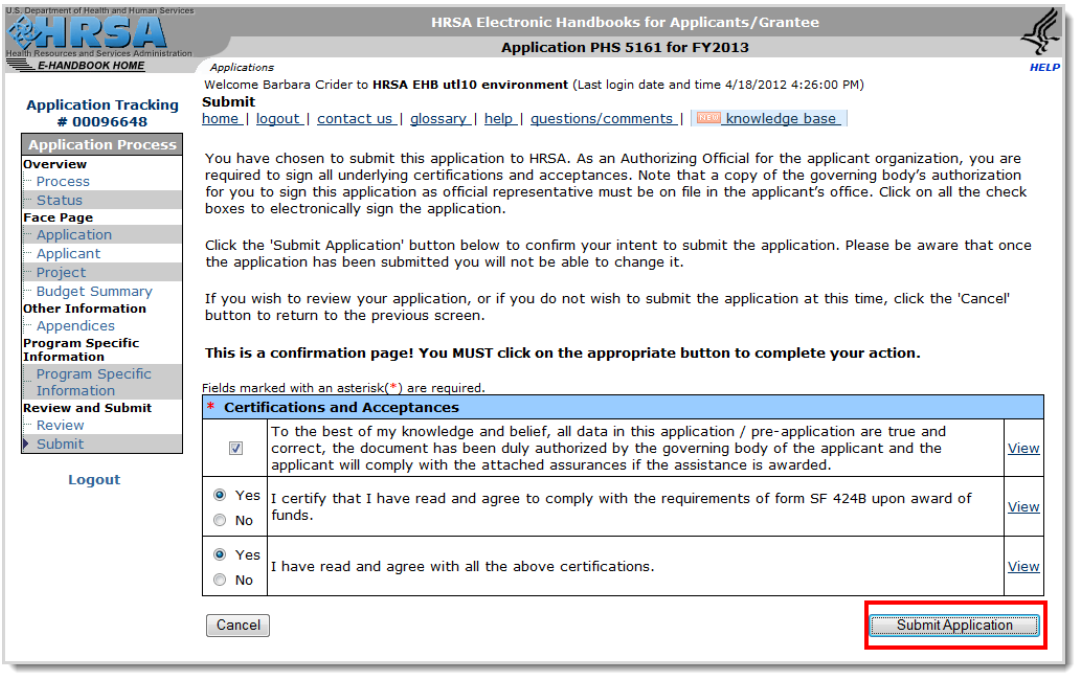
- The **Submit –Certifications and Acceptances Page** (**Figure 103**) will be displayed.

Figure 103: 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 **Application Submission Confirmation Page** (**Figure 104**) will be displayed.

Figure 104: Application Submission Confirmation Page



6. Take note of the Application Number.
   - You may optionally print the confirmation page by clicking the **Print** button.
7. **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 105**) to perform additional work.

5. Customer Support Information

Note: Use your **Application Tracking Number** for all correspondence.

5.1. BHPC Help Desk

- By email: **bphchelpline@hrsa.gov**

  OR

- By Phone: 1-877-974-BPHC (2742) (between 9:00 am to 5:30 pm ET)

Note: 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**.

Note: 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