Property Tracking Report
User Guide for Grantees

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Table of Contents

TABLE OF CONTENTS...........................................................................................................................................II

TABLE OF FIGURES .....................................................................................................................................................II

1. INTRODUCTION .....................................................................................................................................................4

1.1. DOCUMENT PURPOSE AND SCOPE ..................................................................................................................4

1.2. DOCUMENT ORGANIZATION AND VERSION CONTROL .....................................................................................4

2. BEFORE YOU ACCESS A PROPERTY REPORT .....................................................................................................5

3. COMPLETING THE PROPERTY REPORT IN HRSA ELECTRONIC HANDBOOKS .................................................6

3.1. LOGIN AND ACCESS THE PROPERTY REPORT ..................................................................................................6

3.1.1. Logging Into the HRSA Electronic Handbooks .................................................................................................6

3.1.2. Accessing the Property Report .........................................................................................................................8

3.1.3. Status Overview Page .......................................................................................................................................10

3.1.4. Navigating within the Property Report .............................................................................................................12

3.2. Navigating to the Standard Forms .....................................................................................................................12

3.2.1. Basic Information – Update Page ....................................................................................................................13

3.2.2. SF-428s (Supplemental Sheet) – Update Page ....................................................................................................18

3.2.3. SF-428 – Update Page .......................................................................................................................................23

3.2.4. Other Information ...........................................................................................................................................23

3.3. PROPERTY REPORT – REVIEW PAGE ..................................................................................................................25

3.3.1. Printing the Property Tracking Report ............................................................................................................25

3.3.2. Viewing a Section of the Property Tracking Report .........................................................................................25

3.4. SUBMIT THE PROPERTY REPORT .....................................................................................................................28

3.5. SUBMITTING REVISED PROPERTY REPORTS ................................................................................................30

3.5.1. Edit and Submit Change-Requested Property Reports ......................................................................................30

4. FAQS ........................................................................................................................................................................33

4.1. SOFTWARE ..........................................................................................................................................................33

4.1.1. What are the software requirements for HRSA EHBs? ...................................................................................33

4.1.2. What are the system requirements for using HRSA EHBs on a Macintosh computer? .................................33

4.1.3. What document types can I upload? ................................................................................................................33

Table of Figures

Figure 1: EHB Login .....................................................................................................................................................6

Figure 2: View/Update Profile Page ..........................................................................................................................7

Figure 3: HRSA EHB Home (Welcome) Page ...........................................................................................................8

Figure 4: All Entities– Left Navigation Panel ...........................................................................................................9

Figure 5: Submissions – Incomplete List Page ..........................................................................................................9

Figure 6: Property Report – Status Overview Page ..................................................................................................10

Figure 7: Property Report – Status Overview Page Left Navigation Panel ...............................................................11

Figure 8: Basic Information Page – Update Page .....................................................................................................13

Figure 10: Contact Information Section – Detailed View ........................................................................................14

Figure 11: The Primary POC – Add Page (Existing Users) ........................................................................................14

Figure 12: The Primary POC – Add New User ..........................................................................................................15
1. Introduction

1.1. Document Purpose and Scope

The purpose of this document is to provide detailed instructions to help grantees complete Property Reports for their grant within the HRSA Electronic Handbook (EHB). Property Reports in EHBs consist of:

- Basic Information
- SF-428S
- SF-428
- Other Information

**Note:** This user guide can be used to complete Property Report for any grant program.

1.2. Document Organization and Version Control

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

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before You Access a Property Report</td>
<td>Provides information that grantees need to know before they initiate Property Reports.</td>
</tr>
<tr>
<td>Completing the Property Report in HRSA Electronic Handbooks</td>
<td>Describes the steps necessary to complete and submit the Property Report in the Electronic Handbooks.</td>
</tr>
<tr>
<td>Customer Support Information</td>
<td>Provides contact information to address technical and programmatic questions.</td>
</tr>
<tr>
<td>FAQs</td>
<td>Provides answers to frequently asked questions by various categories.</td>
</tr>
</tbody>
</table>

**Note:** None of the screens displayed in this user guide are for real grants.

Revision History

<table>
<thead>
<tr>
<th>Date</th>
<th>Reason for change(s)</th>
<th>Author(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/10/2012</td>
<td>Original document</td>
<td>REI – Barbara Gould</td>
</tr>
</tbody>
</table>
2. Before You Access a Property Report

To initiate your Property Report, you will have to access the HRSA Electronic Handbooks (EHBs). To do this, you must register within the EHBs. The purpose of the registration process is to collect consistent information from all users, avoid collection of redundant information, and allow for the unique identification of each system user. Note that registration within HRSA EHBs is required only once for each user regardless of the organizations 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 grantee organization user, you need to 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. To get registration guidance, go to https://grants.hrsa.gov/webexternal/home.asp and click Registration in the left navigation panel.

The user must then associate their account with the specific grantee organization. While searching for your organization, use your 10 digit grant number from box 4b of the NoA. If you recently received a grant from HRSA and have not registered before, this step will be applicable to you. Note that EHBs offers these roles – Project Director, Authorizing Official, Business Official and an Other Employee role. To work on and submit the progress report within the EHBs, please request the Project Director for the grant to assign you appropriate access (i.e. Edit Other Submissions, Submit Other Submissions).

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.
3. Completing the Property Report in HRSA Electronic Handbooks

The next step is to complete your Property Report in the HRSA Electronic Handbook (HRSA EHB). 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.

3.1. Login and Access the Property Report

3.1.1. Logging Into the HRSA Electronic Handbooks

Point your browser to https://grants.hrsa.gov/webexternal/login.asp.

1. Enter your username and password.

![Figure 1: EHB Login](image)

2. Click the `Login` button. The View/Update Profile page opens.
3. Ensure that all required fields are filled and are up to date.
4. Click the **Continue** button. The **View/Update Profile** confirm page opens.
5. Click the **Confirm** button. The **View/Update Profile** page opens with a green Success banner at the top of the page.
6. Click the **Continue** button. The **HRSA EHB Home (Welcome)** page (**Figure 3**) opens.
**Note:** Depending on your program, your **HRSA EHB Home (Welcome)** page may appear differently, and may not contain all the items listed in this figure.

### 3.1.2. Accessing the Property Report

Users who are accessing a progress report should follow these steps:

On the **HRSA EHB Home (Welcome)** page (Figure 3), click the **Tasks** tab. The **Tasks** page opens with the **All Tasks** list in the left navigation panel (Figure 4).
1. Click the Submissions link. The Submissions – Incomplete List page opens (Figure 5).
2. Use the filters (in the red box in Figure 5: Submissions – Incomplete List Page) to find the submission you’re working on by Tracking #, Submission Name, or Grant #.

3. Choose the appropriate Grant (Entity) and click the Start or Edit link. The Property Report – Status Overview page opens (Status Overview Page)

4. Figure 6).
3.1.3. Status Overview Page

Figure 6: Property Report – Status Overview Page

The Property Report – Status Overview page lists the status of each form making up the Property Report, links to read-only versions of the forms, and links to editable versions of the forms that need to be completed or updated.

The Header section contains all identifying information about the Submission.

Under the Resources section View tab, there are sub-tabs that open read-only versions of the documents they represent.

The Download Guidance section contains a link to download a guidance document for your Property Report.

The fourth section, when expanded, lists the Users with permissions on Other Submissions.

The Property Report Status section lists all forms required for the report and their completion status: Not Complete or Complete.
The **Property Report – Status Overview** page lists each section of the property report and its status: Not Complete, or Complete.
3.1.4. Navigating within the Property Report

Figure 8: Side Menu in Grantee Handbook

A navigation panel (Figure 8) appears on the left side of every screen in the Electronic Handbook. Use this panel to access the various pages of your Property Report.

You can always click Status under Overview go to the Property Report – Status Overview page to check your progress toward completing your entire submission.

The Property Report – Status Overview page shows the status of each Basic Information form (i.e., the SF-428 forms) and Other Information forms.

Note: You cannot submit your Property Report 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 every 5 minutes to avoid unexpected behavior.

Note: For the purpose of this document, the left navigation panel will be used to access each form.

3.2. Navigating to the Standard Forms

To get to any of the forms used in the Property Report, click the appropriate link in the left navigation panel, or click the Update link for that form on the Property Report – Status Overview (Figure 8).
3.2.1. Basic Information – Update Page

The Basic Information – Update (Figure 9) page gathers or contains basic information about the property purchased with your Grant money, your Point of Contact (POC), and your Project Director. All fields with red asterisks (*) are required.

Figure 9: Basic Information Page – Update Page

1. Answer question 1 by clicking the appropriate radio button. If the answer is No, you must enter an explanation in the space provided.

   **Note:** If you select “No” and click the Save button, the system will auto-complete section SF-428S and the Other Information section. You will not have to enter any information in these two pages. The default values for the two Other Information questions will be N/A.

2. If you want to view the details of the Contact Information section, click the Show Details link. The Contact Information section will expand as shown in (Figure 10).
3. If there is no POC listed, click the Add button under Options. The Primary POC – Add page opens.

### 3.2.1.1. The Primary POC – Add Page

The Primary POC – Add page gives you two different methods for selecting a POC. You can select from Existing Users, as shown in Figure 11, or you can expand the Add New Contact Information section and add a User to the list of Existing Users, as shown in Figure 12.

**Figure 11: The Primary POC – Add Page (Existing Users)**
Note: In the **Add New Contact Information** section, all fields except the **Title of the position** field are required.

4. Click the **Continue** button after you have selected and existing user or click the **Save and Continue** button after you have created a new user to be returned to the **Basic Information – Update** page.

5. When all information has been entered on the **Basic Information – Update** page, click the **Save and Continue** button to proceed to the next form.

After a POC has been entered on the **Basic Information – Update** form, the **Add** link becomes the **Update** drop-down with three links, **Update**, **Change**, and **Delete**, as shown in **Figure 13**.

**Figure 13: POC Contact Information – Action Options**

### Options:

- UPDATE the POC information
- CHANGE the POC. This Option includes adding a new POC.
- DELETE the POC

#### 3.2.1.2. To Update the POC information

1. On the **Basic Information – Update** page (Figure 9), click the **Update** drop-down for POC and then select **Update** from the drop-down. The **Primary POC – Update** page opens (Figure 14), and is populated with the information for the selected POC.
2. Verify and revise the contact information, as necessary.

3. Click the **Save and Continue** button to save your information and return to the **Basic Information – Update** page (Figure 9).

### 3.2.1.3. To Change the Selected POC

1. Click the **Update** link for a POC and then select **Change** from the drop-down. The **Primary POC – Change** page opens (Figure 15), and is populated with all the POCs registered for the grant.
2. To change from the current POC to an existing user, select the user to be designated as the POC, if more than one user is listed, and click the Continue button to be returned to the Basic Information – Update page (Figure 9) with a green Success banner at the top of the page.

OR

To change from the current POC to a new user, expand the Add New Contact Information section, enter the required information, and click the Save and Continue button to be returned to the Basic Information – Update page (Figure 9). with a green Success banner at the top of the page.

Note: New HRSA employee users must register with the EHB. After the new users are registered within the EHB, you must return to the Primary POC - Add page to select the newly registered HRSA employee as a POC.

3.2.1.4. To Delete a POC

1. On the Basic Information – Update page (Figure 9), click the Update drop-down for a POC and then select Delete from the drop-down. The Primary POC – Delete Confirm page opens.

2. Click the Confirm button. The Basic Information – Update page re-opens and the POC that you deleted has been removed as the Primary POC. (However it will still be listed in the Primary POC – Add (Figure 15).

If you are satisfied with the information on the Basic Information – Update page, click the Save and Continue button to save your work and proceed to the next form.
3.2.2. SF-428 – Update Page

Figure 16: SF-428 – Update Page

The SF-428 – Update page allows you to attach up to 20 documents to update the descriptions of the property purchased with your grant for the period covered by the Property Report.

1. To open a read-only view of Items 1 – 7 from the SF-428 form, click on the Expand or Collapse icon, as shown in .

   **Note:** Item number 6, Attachment (Check Applicable), is not available in Form SF428 at this time, nor is it applicable.

2. Item 8, Comments is a required field for entering any explanations or additional information regarding your SF-428 – Update page updates or attachments.

3. To attach a file to the page, click the Attach File button. The Other Supporting Documents section expands, as shown in .
4. In the **Document** field, enter the file name or click the **Browse** button to select the file you wish to attach.

5. Enter a **Description**, if appropriate.

6. Click the **Attach** button. The **SF-428 – Update** page refreshes, listing the document you just attached.

7. When you have completed your entries, changes, and attachment, click the **Save and Continue** button to proceed to the next form.

You can perform the following functions on this screen related to **SF-428 – Update** documents:

<table>
<thead>
<tr>
<th>Options:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Attach a document</td>
</tr>
<tr>
<td>- Update a document description</td>
</tr>
<tr>
<td>- Delete a document</td>
</tr>
</tbody>
</table>

### 3.2.2.1. Attaching A Supporting Document

To attach a supporting document to the **SF-428 – Update** page, follow steps 3 through 6 of section 1.1.1.

**Note:** You are not required to attach any documents, but you may attach up to 20 files.

### 3.2.2.2. Updating a Document Description

When at least one document has been attached, you can perform the following:

1. On the **SF-428 – Update** page, in the expanded **Other Supporting Documents** section, click the **Update Description** drop-down.

2. Click the **Update Description** link.

3. Enter any changes you need to the **Description** of the attachment.

4. Click the **Save** button The **SF-428 – Update** page refreshes showing modified description.

5. Click the **Save and Continue** button. The next form opens with a green Success banner at the top of the page.

### 3.2.2.3. Deleting a Document

1. On the **SF-428 – Update** page, in the expanded **Other Supporting Documents** section, click the **Update Description** drop-down.

2. Click the **Delete** link.

3. The **SF-428 – Update** page refreshes without the file you just deleted.
3.2.3. SF-428s (Supplemental Sheet) – Update Page

The SF-428s (Supplemental Sheet) – Update page contains information about the property for which you are creating or updating the Property Report.

1. Click the SF-428S link on the left navigation panel (Figure 16) to access the SF-428s (Supplemental Sheet) – Update page (Figure 19), if it is not already displayed.

Figure 18: SF-428s – Left Navigation Panel

Figure 19: SF-428s (Supplemental Sheet) – Update Page

Use the filters for the Description of Item, Identification Number, Acquisition Date, Condition Code, or Acquisition Cost to help you find the item you wish to update. After a property has been added, you can update or delete it from this screen.
You can perform the following functions on the screen:

<table>
<thead>
<tr>
<th>Options:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Add Property</td>
</tr>
<tr>
<td>- Update Property</td>
</tr>
<tr>
<td>- Delete Property</td>
</tr>
</tbody>
</table>

### 3.2.3.1. Adding Property

1. On the **SF-428s (Supplemental Sheet) – Update** page, click the **Add Property** button. The **Property – Add** page opens.

![Property - Add Page](image)

**Figure 20: Property - Add Page**

**Note:** If you hover your mouse over one of the Information icons (i), a pop-up will appear to explain or describe the information that belongs in the related field.

2. Click the **Property Ownership (ACQ)** drop-down to select the ownership code.
3. Enter a **Description** of the item.
4. Enter the **Identification Number**.
5. Enter or select the **Acquisition Date** from the calendar icon.
6. Click the **Condition Code** drop-down to select the condition code that best describes the current condition of the equipment (as of reporting date).

7. Enter the **Acquisition Cost** (just numbers – the system will add the dollar sign).

8. Click the **Save and Add New Property** button to stay on this page and add more property.

9. Click the **Save and Continue** button to return to the **SF-428s (Supplemental Sheet) – Update** page (Figure 19).

### 3.2.3.2. Updating the Property Information

1. On the **SF-428s (Supplemental Sheet) – Update** page, click the **Update** drop-down for an equipment item and then select **Update** from the drop-down. The **Property - Update** page (Figure 21) will open.

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

3. Click the **Save and Continue** button to save your information. The **SF-428s (Supplemental Sheet) – Update** page re-opens with a green Success banner, showing the changes you made to equipment entries.

**Figure 21: Property - Update Page**

4. On the **SF-428s (Supplemental Sheet) – Update** page, click the **Update** drop-down for an equipment item and then select **Delete** from the drop-down. The **Property – Delete Confirm** page (Figure 22) opens.
5. Click the **Confirm** button. The **SF-428s (Supplemental Sheet) – Update** page re-opens with a green Success banner, and the equipment that you deleted is no longer listed.

6. If you are satisfied with the information on the **SF-428s (Supplemental Sheet) – Update**, click the **Save and Continue** button to save your work and proceed to the next form.

### 3.2.4. Other Information

The **Other Information** page (Figure 23) relates to continued use of the equipment purchased and whether the equipment listed in the Property Report is part of your current, approved budget.
1. Answer questions 1 and 2 by clicking the appropriate radio button.
2. If the answer to either question is “No,” then enter explanations in the appropriate areas.
3. Click the **Save and Continue** button to proceed to the next form.
3.3. Property Report – Review Page

Figure 24: Property Report - Review Page

The Property Report - Review provides a means to view or print read-only versions of each section of the Tangible Personal Property Report, or to print the entire report. All forms must be complete before you can submit your Tangible Personal Property Report.

1. To open the Property Report – Review page, click the Review link in the left navigation panel.
2. When you are satisfied that all information for your Property Report has been entered, is accurate, and is up-to-date, click the Continue button at the bottom right corner of the Property Report - Review page. The Property Report – Submit page opens. See section 3.4, Submit the Property Report for details concerning the submission of the Property Report.

3.3.1. Printing the Property Tracking Report

1. To print the entire Property Tracking Report, click the Print Property Tracking button. A PDF version of the Property Tracking Report opens in Adobe Acrobat.
2. Click on the Adobe Print icon to print the Property Tracking Report.
3. Close the window to return to the Property Report – Review page.

3.3.2. Viewing a Section of the Property Tracking Report

1. To view any Property Report form, click the View drop-down for the section you want to view.
2. Click the View link. A read-only version of the related online form opens. Figure 25 shows a read-only version of the Property Report – Basic Information page.

3.3.3. Printing a Section of the Property Tracking Report

3. To view any Property Report form, click the View drop-down for the section you want to view.
4. Click the Print link. A read-only version of the related online form opens. Figure 25 shows a read-only version of the Property Report – Basic Information page. You can print a copy of the HTML form.
The read-only pages of the Property Report sections provide you with several navigation options:

- Click one of the tabs to open a pop-up of a read-only version of the form it represents (1).
- Use the Table of Contents drop-down and then the button return to the Property Report – Review page or to go to read-only pages for any of the other sections.
- On the Property Report – Basic Information page, click the button to return to the Property Report – Review page (Figure 25).
- On the Property Report - SF-428S – Supplemental Sheet and the Property Report – SF-428, you can navigate to the previous or next page in the Table of Contents using the Previous Section and Next Section buttons, as seen in Figure 26.
On the **Property Report – Other Information Page**, you can navigate to the previous page in the **Table of Contents** using the **Previous Section** button and go directly to the **Table of Contents** using the **Proceed to TOC** button, as seen in **Figure 27**.

When you have finished your review and all sections are complete, click the **Proceed to Submit** button to go to the **Property Report – Submit** page (**Figure 28**) to initiate the **Submit Property Report** process.
3.4. Submit the Property Report

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

To submit the Property Report, you must have the "Submit" privilege.

1. Under Review and Submit on the Property Report’s left navigation panel, click the Submit link to access the Property Report - Submit page (Figure 28) if it is not already displayed.

   Figure 28: Property Report - Submit Page

   ![Property Report - Submit Page]

2. If all the forms are marked Complete, click the Submit to HRSA button. The Property Report – Submit Confirm page (Figure 29) will open.
3. Check the box to electronically sign the **Property Report**.

4. Click the **Submit Report** button to submit your **Property Report** to HRSA. The **Submissions – Incomplete List** page will be displayed.

5. Click the **Recently Completed** tab. The **Submissions – Completed List** page (**Figure 30**) will be displayed.
6. Use the **Submission** drop-down to open links to read-only versions of the following:

- **Under the Current Document heading:**
  - **Submission** – Opens the **Property Report – Review** page
  - **Action History** – Opens the **Action History** page, listing the actions performed on this electronic submission, who performed them and when they were performed

- **Under the Grant heading:**
  - **NoA Condition Added** – Opens the **View NoA** page. Click the **Terms and Conditions** tab to read the Terms and Conditions connected with the Grant.
  - **Last NoA** - Opens the **View NoA** page to the most recent NoA issued for this Grant.
  - **Related Condition/Reporting Requirement** – Opens the **Related Conditions/Reporting Requirement** page. This page lists any related condition or reporting requirement associates with this Grant, its Type, whether it is a recurring requirement, its Due Date, the NoA number in which it is contained, and the text of the Condition itself.

### 3.5. Submitting Revised Property Reports

#### 3.5.1. Edit and Submit Change-Requested Property Reports

Sometimes, after you submit a **Property Report**, a HRSA reviewer may request that you revise the contents provided in the Property Report.

If your Property Report is **Change-Requested**, you will receive a **Change-Request Email**, similar to the one displayed below asking you to make specific revisions in the report:
After you receive the email you will need to edit and re-submit the Property Report noted in the email message.

1. On the HRSA EHB Home (Welcome) page (Figure 3), click the Tasks tab. The Pending Tasks - List page opens with the All Entities list in the left navigation panel (Figure 4).
2. In the left navigation panel, click the Submissions link. The Submissions – Incomplete List page opens.
3. Find the submission for which you wish to make changes and click the Edit drop-down.
4. Click the Edit link. The Property Report – Status Overview page for that submission opens.
1. Click the Update link for the section that was noted in the Change-Request Email.
2. Follow the Update instructions for that section.
4. Review your entries.
5. Click the Submit link in the left navigation panel. The Property Report – Submit page opens.
6. If all the forms are marked Complete, click the Submit to HRSA button. The Property Report – Confirm Submit page (Figure 29) will open.
7. Click the check box to electronically sign the Property Report.
8. Click the Submit Report button.
4. FAQs

4.1. Software

4.1.1. 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.

4.1.2. 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.

4.1.3. What document types can I upload?

The following document types are supported in HRSA EHBs:

- `.DOC` - Microsoft Word
- `.DOCX` - Microsoft Word
- `.JPEG` – Graphics Format
- `.JPG` - Graphics Format
- `.MSG` – Microsoft Mail Document
- `.PDF` - Adobe Portable Document Format
- `.PPT` – Power Point
- `.TIF` - Graphics Format
- `.RTF` - Rich Text Format
- `.TXT` - Text
- `.WPD` - Word Perfect Document
- `.XFD` - Extensible Forms Description Language files
- `.XLS` - Microsoft Excel
- `.XLSX` - Microsoft Excel