



HRSA
Healthy
Grants
WORKSHOP
Presented as a Web Series

HRSA
Health Resources & Services Administration

Electronic Handbooks Overview

2025 HRSA Healthy Grants Workshop

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Office of Federal Assistance and Acquisition Management (OFAAM)

Vision: Healthy Communities, Healthy People



What is HRSA EHBs?

One-stop Grants Management online:

- Grant Applications
- Notices of Award
- Non-Competing Continuations, Prior Approval Requests, and other Post-Award Reports

Visit Electronic Handbooks (EHBs)

<https://grants.hrsa.gov/EAuthNS/external/account/SignIn>



EHBs Post Award Overview

EHBs Grantee Handbook allows award recipients to:

- View award history and past Notices of Award.
- Administer user access to grant.
- Monitor Post-Award activity schedule.
- Access Post-Award requirements such as Non-Competing Continuations and Performance Reports.

Accessing HRSA EHBs

Visit Electronic Handbooks (EHBs)

<https://grants.hrsa.gov/EAuthNS/external/account/SignIn>

All award recipients needing access to work on post award requests should register to EHBs.

- **Who within the recipient organization should register?**
 - Project Directors
 - Authorizing Official
 - Data Submitters for Post-Award reports



EHBs Registration

- To access the EHBs Applicants, Recipients, Service Providers, Consultants, and Technical Analysts (TAs) must use Login.gov and 2 Factor Authentication
- Your Login.gov account must be created with the same email address used to log into the EHBs
- If you already have a Login.gov account, you must ensure it is active and the same email address used to log into the EHBs



EHBs Registration (Continued)

- All organization registration requests must be reviewed and approved to access the organization's information in the EHBs.
- Users with the Primary Authorizing Official (AO) privileges (users with both the 'Manage Users' and 'Manage Organization Profile' privileges) will receive a task in the EHBs to review and approve or reject registration requests for their organization(s).
- If the organization does not have a user with Primary AO privilege, the request is sent to the SAM.gov Electronic Business POC and they must create an EHBs account, if they do not already have an account, and register to the organization.
- These changes only apply to future organization registrations. Users who are already registered to an organization do not need to take any action.
- Organization must have an active account in SAM.gov.
- Organization must have a user with the Primary AO privilege in the EHBs.



Annual Review Process

- Users with Primary AO privilege must complete an annual review of users registered to their organization(s).
- On the anniversary date of a user registering to the organization, the user with Primary AO privilege receives a task in the EHBs to review and ensure all registered users are still associated with the organization.
- If the user is no longer with the organization, the user with Primary AO privilege can remove the user from the organization.

Organization Roles

- **Authorizing Official** - The individual, named by the applicant organization, who is authorized to act for the organization and to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to grant applications or grant awards.
- **Business Official** - The individual, named by the applicant organization, who is authorized to review and submit the financial status report, and, interact with the payment management system.
- **Other** - All other individuals of an organization who wish to participate in the electronic process should register using this role.



Grant Roles

- **Project Director** - This is the individual who is most closely tied to programmatic aspects of the award. The PD's name appears on the Notice of Award (NoA). This person will have all permissions to non-financial submissions for the award after successful registration and will be responsible for approving grant handbook privileges for other individuals in the organization. Non-financial submissions include performance reports, progress reports, noncompeting continuations, and other submissions.
- **Other Employee** - Individuals in the organization other than the PD.

Tasks Tab

The screenshot displays the HRSA Electronic Handbooks interface. The top navigation bar includes the HRSA logo, a search bar, and a 'Logout' link. Below this, a secondary navigation bar contains tabs for 'Home', 'Tasks', 'Organizations', 'Grants', 'Free Clinics', 'FQHC-LALs', and 'Resources'. The 'Tasks' tab is selected, and the breadcrumb trail reads 'You are here: Home » Tasks » Browse » All Entities []'.

On the left side, a sidebar menu lists various categories under 'ALL ENTITIES': 'All Entities', 'Tasks' (with a sub-item 'Pending Tasks' highlighted), 'Free Clinics', 'Requests' (with sub-items 'Applications', 'Health Center CIS Requests', and 'Look-Alike Applications'), 'Submissions' (with sub-item 'Submissions'), 'Grants' (with sub-items 'Requests' (containing 'Health Center CIS Requests', 'Look-Alike Applications', and 'Submissions'), 'Grant Applications' (highlighted with a red box and a mouse cursor), 'Prior Approvals', 'Submissions', and 'User Access Requests' (containing 'Review Requests')).

The main content area is titled 'Pending Tasks - List'. It features two tabs: 'Not Completed' (active) and 'Recently Completed'. Below the tabs are links for 'Detailed View', 'Search', and 'Saved Searches'. A table displays a single task entry:

Deadline (Due)	Task Category	Tracking #	Task	Entity	Organization	Options
11/28/2017 05:00 PM (18 Days)	Grant Applications	151970	Grant Applications	H80CS00000 (Grant)	HEALTHCARE NETWORK	Edit

Below the table, there are pagination controls showing 'Page size: 15' and 'Go', and a status '1 items in 1 page(s)'.



Organization Tab

Navigation: Home » **Organization** » Grants » Free Clinics » FQHC-LALs » Dashboards » Resources

You are here: Home » Organizations » Browse

My Registered Organizations - List

[Register to Another Organization](#) [Detailed View](#)

Page size: 15 Go 4 items in 1 page(s)

Organization Name	City	State	CRS-EIN	Organization Role	UEI	Options
		All		All		
▶	MILES CITY	MT		AO		Organization Folder ▼
▶	BUTTE	MT		AO		Organization Folder ▼
▶	GRAND JUNCTION	CO		AO		Organization Folder ▼
▶	Billings	MT		AO		Organization Folder ▼

Page size: 15 Go 4 items in 1 page(s)

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Product: EPS

Organization Tab (Continued)

The screenshot displays the 'Organization Home' interface for 'MILES CITY, MT'. The left sidebar, titled 'ALL FUNCTIONS', includes sections for 'Organization Folder', 'Organization Overview' (with 'Home' selected), 'Entities' (Funded Grants, Designated LALs), 'Sites' (Performance Sites), and 'Navigation Functions' (Return to Organization List). The main content area features a header with the organization name and a 'UEI' field. Below this, there are sections for 'Resources' (with a 'View' button and 'Authorizing Officials' link) and 'Organization'. The 'Organization' section is divided into 'Users' (Add Communication Contact, Update Communication Contact, + View More) and 'Organization Role (AO, BO, Other Employee)' (Update My Role, + View More). A 'Grants' section follows, containing three columns: 'Submissions' (Progress Reports, Performance Reports, NCC Reports, Other Submissions, + View More), 'Requests' (Existing Prior Approvals, Request New Prior Approval, Grant Access Requests, Applications, Existing H80 Health Center CIS, + View More), and 'Portfolio' (My Portfolio, Add Grant to Portfolio, + View More). The bottom of the page shows a Windows taskbar with various application icons.

Grants Tab

[Home](#) » [Grants](#) » [Browse](#)

My Grant Portfolio - List

[Add Grant To Portfolio](#)

My Grant Portfolio (2)

My Grant Access Requests (0)

Detailed View

Search

Saved Searches

Page size: 15

Go

2 items in 1 page(s)

Grant Number	Organization Name	Current Budget Period	Current Project Period End Date	CRS-EIN	Grant Role	Grant Active	Last Award Issue Date	Options
		09/01/2021-08/31/2024	08/31/2024		PD	Yes	10/07/2021	Grant Folder
		07/01/2021-06/30/2022	06/30/2022		PD	Yes	07/23/2021	Grant Folder

Page size: 15

Go

2 items in 1 page(s)



Grants Tab (Continued)

The screenshot displays the HRSA Grants Tab interface. On the left is a sidebar with the following sections:

- ALL FUNCTIONS** (with a double-left arrow icon)
- Other Functions** (with an upward arrow icon)
- My Portfolio**
 - [Return to Grants List](#)
- Grant Folder** (with an upward arrow icon)
- Grant Overview**
 - Grant Home** (highlighted)
 - [Award History](#)
 - [Users](#)
- Approved Scope**

The main content area is titled **Grant Home** and shows details for **Miles City, MT**. It includes the following information:

- Current Budget Period:** 07/01/2021 - 06/30/2022
- Current Project Period:** 07/01/2021 - 06/30/2022
- CRS-EIN:**
- Budget Support Year:** 1
- Project Title:** Rural Health Clinic Vaccine Confidence Program
- Grant Period:** 07/01/2021 - 06/30/2022

Below this is a **Resources** section with a link icon and a **View** button. It lists: [Last NoA](#), [HRSA Contacts](#), and [Awarded Funding Opportunities](#).

The **Grants** section is divided into three columns:

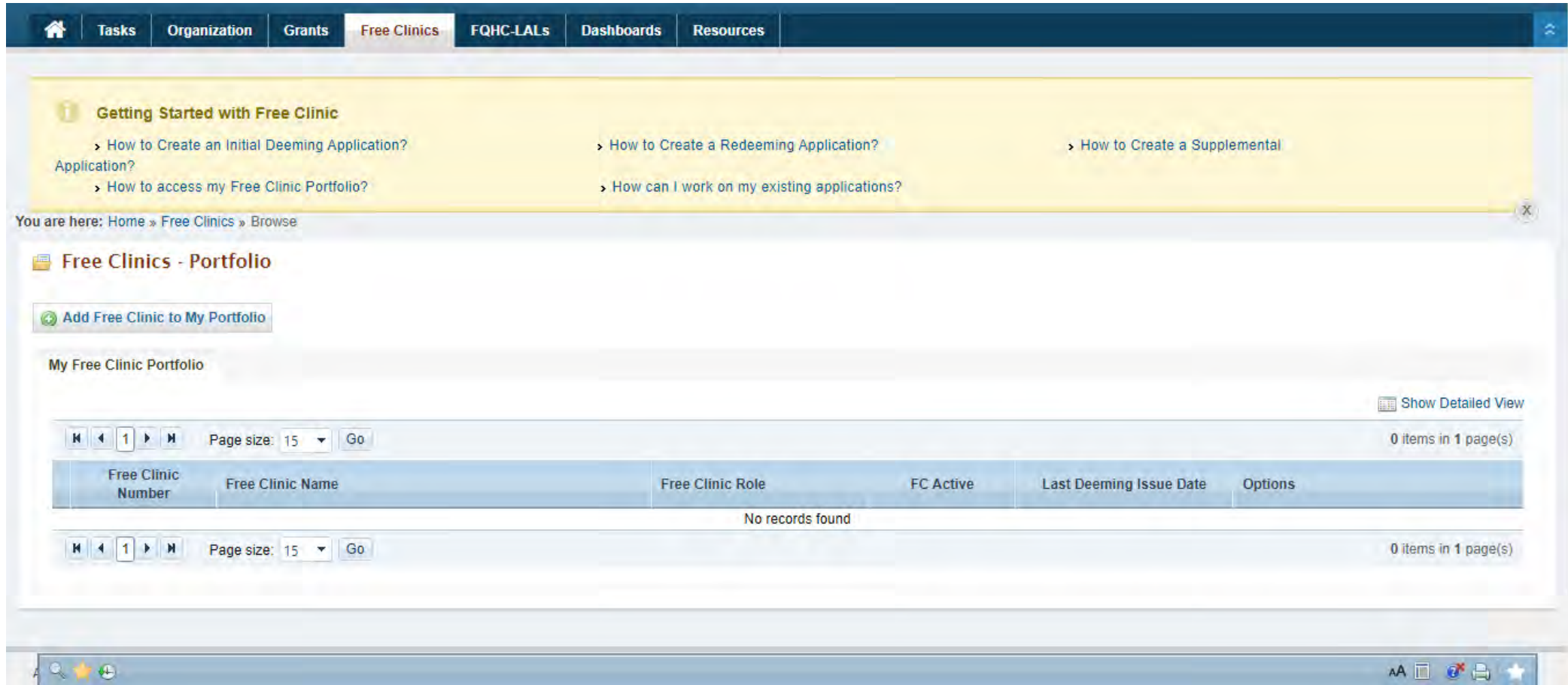
- Submissions**
 - [Work on Progress Report](#)
 - [Performance Report](#)
 - [Work on My NCC Report](#)
 - [Work on Other Submissions](#)[+ View More](#)
- Requests**
 - [Applications](#)
 - [Existing Prior Approvals](#)
 - [Request New Prior Approval](#)
 - [Existing H80 Health Center CIS](#)
 - [Request New H80 Health Center CIS](#)
 - [Legacy H80 Health Center CIS](#)[+ View More](#)
- Users**
 - [Approve Requests](#)
 - [Update Privileges](#)
 - [Authorize New](#)[+ View More](#)

At the bottom is an **Others** section with the following links:

- [FTCA Program](#)
- [HRSA Accreditation/PCMH Initiative](#)
- [Project Work Plan](#)
- [Patient Target Management](#)
- [Manage Contracts](#)

The bottom of the screen shows a Windows taskbar with various icons and the system clock.

Free Clinics Tab



The screenshot displays the 'Free Clinics' tab in the HRSA system. The top navigation bar includes links for Home, Tasks, Organization, Grants, Free Clinics (active), FQHC-LALs, Dashboards, and Resources. A yellow banner at the top provides links for getting started, such as 'How to Create an Initial Deeming Application?' and 'How to Create a Redeeming Application?'. Below this, a breadcrumb trail shows 'You are here: Home » Free Clinics » Browse'. The main section is titled 'Free Clinics - Portfolio' and features a button to 'Add Free Clinic to My Portfolio'. Under the heading 'My Free Clinic Portfolio', there is a table with columns: Free Clinic Number, Free Clinic Name, Free Clinic Role, FC Active, Last Deeming Issue Date, and Options. The table is currently empty, displaying 'No records found'. Pagination controls at the bottom of the table show 'Page size: 15' and 'Go'. A 'Show Detailed View' link is also present.

Getting Started with Free Clinic

- › How to Create an Initial Deeming Application?
- › How to Create a Redeeming Application?
- › How to Create a Supplemental Application?
- › How to access my Free Clinic Portfolio?
- › How can I work on my existing applications?

You are here: Home » Free Clinics » Browse

Free Clinics - Portfolio

[Add Free Clinic to My Portfolio](#)

My Free Clinic Portfolio

[Show Detailed View](#)

Free Clinic Number	Free Clinic Name	Free Clinic Role	FC Active	Last Deeming Issue Date	Options
No records found					

Page size: 15 Go

0 items in 1 page(s)

FQHC-LALs Tab

[Home](#) | [Tasks](#) | [Organization](#) | [Grants](#) | [Free Clinics](#) | **[FQHC-LALs](#)** | [Dashboards](#) | [Resources](#)

You are here: [Home](#) » [FQHC-LALs](#) » [Browse](#)

My FQHC-LAL Portfolio - List

[Add Look-Alike to Portfolio](#)

[Detailed View](#) | [Search](#) | [Saved Searches](#) ▼

⏪ ⏩ 1 ⏪ ⏩ Page size: 15 ▼ Go

0 items in 1 page(s)

LAL Number	Organization Name	Current Certification Period	Current Designation Period End Date	CRS-EIN	LAL Role	LAL Active	Last NLD Issue Date	Options
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	All ▼	All ▼	<input type="text"/>	

There are no FQHC-LAL(s) to be displayed

⏪ ⏩ 1 ⏪ ⏩ Page size: 15 ▼ Go

0 items in 1 page(s)

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Product: FQHCLA | Platform #: 4.7.30.0 | Build #: 8.2.0.6 | Environment: OS

Last Login: 04/06/22 2:05:00 PM ET

HRSA
Office of Federal Assistance & Acquisition Management

Dashboard Tab

The screenshot shows the HRSA Dashboard Tab interface. At the top is a navigation bar with tabs: Home, Tasks, Organization, Grants, Free Clinics, FQHC-LALs, **Dashboards**, and Resources. Below the navigation bar, a breadcrumb trail indicates 'You are here: Home'. The main content area is titled 'Dashboard Portal: All' and features five summary cards: 'All' (7), 'Favorites' (0), 'Trending' (7), 'Newest' (0), and 'Last Updated' (1). On the left, a sidebar contains a search bar and a list of dashboards under the heading 'All Dashboards'. The list includes 'Demonstration of Improvement', 'Healthy Start Monitoring and Evaluation Data System (HSMED) Reports Dashboard', 'MCHB HVIS Form 1', and 'MCHB HVIS Form 1 Infographic'. Each item has star and eye icons in the 'Actions' column. The 'Demonstration of Improvement' dashboard is selected and shown in a larger view on the right. This view includes a title 'Demonstration of Improvement', a placeholder image for a dashboard, the text 'Last Updated: 3/25/2021', and a 'View Dashboard' button. To the right of the image placeholder, there is a 'Purpose' section explaining that the dashboard provides access to Form 2 Performance and Systems Outcome data and comparison values for the MIECHV Demonstration of Improvement (DOI). Below the purpose is a 'Key Features' section with two numbered points: 1. Summary page listing measure-level improvement results for all 19 measures; 2. Graphical views of performance data for all 19 measures, which includes sub-points for comparing performance measure data against awardee baseline value and against national baseline value. A 'Show More' link is located at the bottom of the key features section.

You are here: Home

Dashboard Portal: All

7 All 0 Favorites 7 Trending 0 Newest 1 Last Updated

Search

All Dashboards Actions

Demonstration of Improvement

Healthy Start Monitoring and Evaluation Data System (HSMED) Reports Dashboard

MCHB HVIS Form 1

MCHB HVIS Form 1 Infographic

Demonstration of Improvement

Last Updated: 3/25/2021

[View Dashboard](#)

Purpose

This dashboard provides awardees access to their Form 2 Performance and Systems Outcome data as well as comparison values calculated for the MIECHV Demonstration of Improvement (DOI). The purpose of the DOI dashboard is to provide enhanced access to performance data and to increase data use and understanding of measure-level improvement for all 19 performance measures.

[Show More](#)

Key Features

1. Summary page listing measure-level improvement results for all 19 measures
2. Graphical views of performance data for all 19 measures:
 - Compare performance measure data against awardee baseline value
 - Compare performance measure data against national baseline value

[Show More](#)

Resources Tab

Home Tasks Organization Grants Free Clinics FQHC-LALs Dashboards **Resources**

You are here: Home

Help

Getting Started with HRSA EHBs

Make sure you are all set to start working in HRSA EHBs

Help Videos

View EHBs training videos

EBBs Knowledge Base

Find help articles

EBBs FAQs

Get answers to most frequently asked questions

Smart Assist

- › Change Project Director (PD)
- › Remove user from an organization
- › Remove user permissions for a grant
- › Request a submission deadline extension

Contact Us

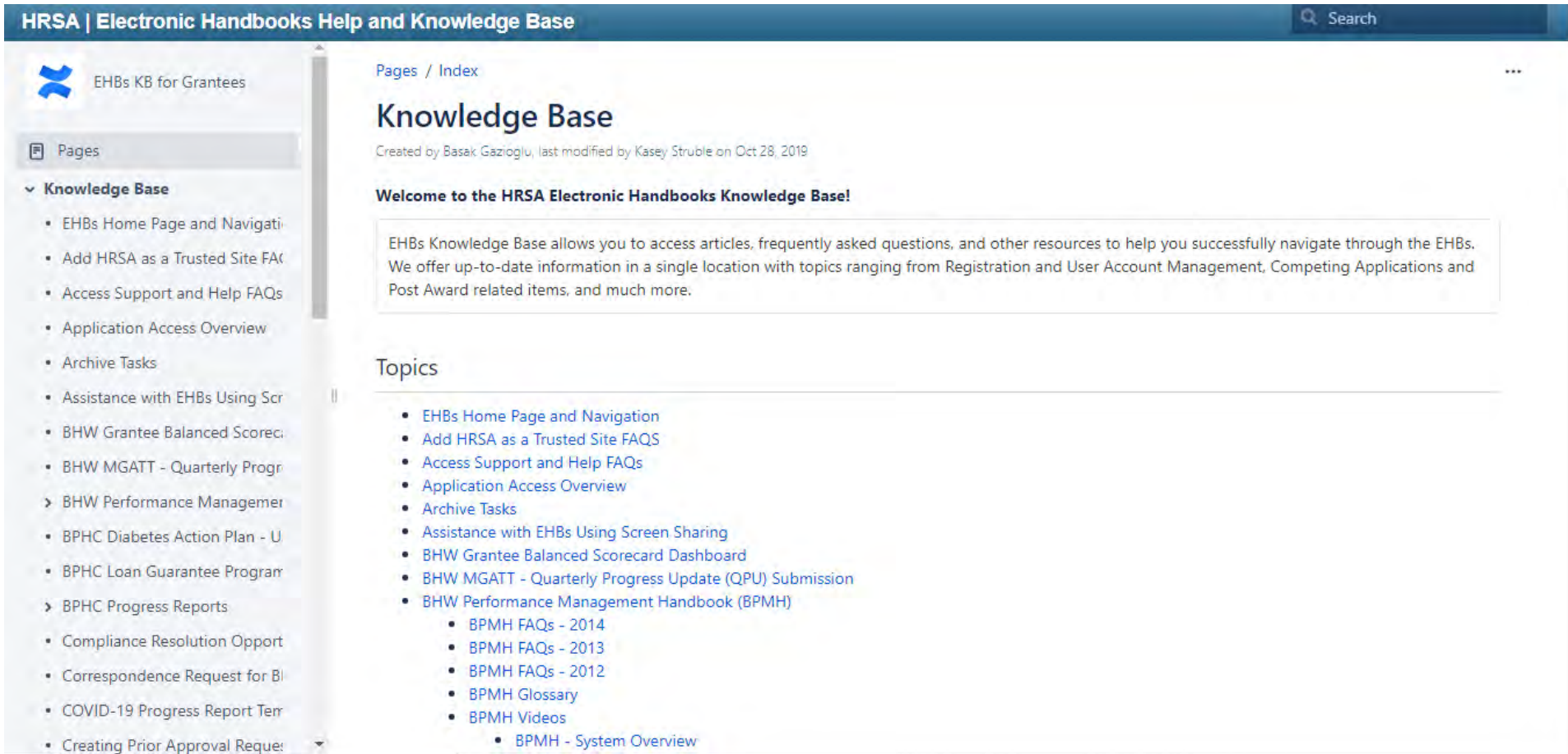
HRSA Grants and Electronic Handbooks Contact Center

For help with HRSA Electronic Handbooks (EBBs) grant management system and other grant-related questions:

- Telephone: 877-Go4-HRSA/877-464-4772
- Hours: 8:00 a.m. to 8:00 p.m. Eastern Time (ET), Monday through Friday

Provide Feedback

Knowledge Base



HRSA | Electronic Handbooks Help and Knowledge Base Search

EHBs KB for Grantees

Pages

Knowledge Base

- EHBs Home Page and Navigation
- Add HRSA as a Trusted Site FAQs
- Access Support and Help FAQs
- Application Access Overview
- Archive Tasks
- Assistance with EHBs Using Screen Sharing
- BHW Grantee Balanced Scorecard Dashboard
- BHW MGATT - Quarterly Progress Update (QPU) Submission
- BHW Performance Management Handbook (BPMH)
 - BPMH FAQs - 2014
 - BPMH FAQs - 2013
 - BPMH FAQs - 2012
 - BPMH Glossary
 - BPMH Videos
 - BPMH - System Overview
- BPHC Diabetes Action Plan - Update
- BPHC Loan Guarantee Program
- BPHC Progress Reports
- Compliance Resolution Opportunity
- Correspondence Request for BPHC
- COVID-19 Progress Report Template
- Creating Prior Approval Request

Pages / Index

Knowledge Base

Created by Basak Gazioglu, last modified by Kasey Struble on Oct 28, 2019

Welcome to the HRSA Electronic Handbooks Knowledge Base!

EHBs Knowledge Base allows you to access articles, frequently asked questions, and other resources to help you successfully navigate through the EHBs. We offer up-to-date information in a single location with topics ranging from Registration and User Account Management, Competing Applications and Post Award related items, and much more.

Topics

- EHBs Home Page and Navigation
- Add HRSA as a Trusted Site FAQs
- Access Support and Help FAQs
- Application Access Overview
- Archive Tasks
- Assistance with EHBs Using Screen Sharing
- BHW Grantee Balanced Scorecard Dashboard
- BHW MGATT - Quarterly Progress Update (QPU) Submission
- BHW Performance Management Handbook (BPMH)
 - BPMH FAQs - 2014
 - BPMH FAQs - 2013
 - BPMH FAQs - 2012
 - BPMH Glossary
 - BPMH Videos
 - BPMH - System Overview

Coming Soon: Identity Verification at login.gov



What's Changing?

- HRSA EHBs Grantees and Applicants will soon be required to **verify their identity with login.gov**.
- **Identity verification is a one-time process needed to** strengthen security and minimize the possibility of impersonation and other fraudulent activities.

Login.gov Identity Verification Requirements

- Driver's license or State ID
- SSN
- Phone number or email
- Take a Photo of yourself *(for online verification service)*

Additional Information : [Overview](#) | [Login.gov](#)



Key Highlights

- **Identity verification will be done with No cost** to EHBs users.
- Service can be provided online or in person
- **A Grace period** will be given before full enforcement.
- Communication and guidance will be provided **via banners, mass emails, Newsletters, Workshops & Webinars**.
- If you have trouble meeting the verification requirements with login.gov, *ID.Me* can be used as an alternative option.



Next Steps

- Be on the lookout for **official communication and guidance**.
- Prepare to complete identity verification when prompted.
- Share updates with your teams to ensure readiness.
- HRSA will provide updates on **training and support**.



Contact Information

For more help with EHBs, please contact the HRSA Customer Support Center at:

<https://community.hrsa.gov/EHBsCommunity/s/create-case>

Or phone:

877-Go4-HRSA/877-464-4772



Contact Information (Continued)

For questions concerning the content of this presentation, please contact:

Melissa Reyes

OFAAM, Chief, Systems Operations Branch

[Email Melissa](mailto:mreyes2@hrsa.gov)

mreyes2@hrsa.gov

If you have a question or concern regarding a specific grant issue or program:

For budget, reporting and other grant administrative requirement questions,
please contact your Grants Management Specialist.

For project goals, scope, and other programmatic requirement questions,
please contact your Project Officer.

Full contact information for both individuals is listed on the front page of your most recent Notice of Award.



Questions



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www.HRSA.gov



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