Electronic Handbooks Overview

2022 HRSA Healthy Grants Workshop

June 29, 2022

Melissa Reyes
Systems Operations Branch
Office of Federal Assistance Management (OFAM)

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/webexternal/login.asp
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/webexternal/login.asp

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

• **Who within the recipient organization should register?**
  o Project Directors
  o Data Submitters for Post-Award reports
EHBs Registration

• Registration is a **two** part process:
  o **STEP 1:** Create a User Account.
  o **STEP 2:** Associate your account with your organization.

• Only register if you **do not** already have an account.
  If you have forgotten your password, please select the “forgot password” link on the login page to have your password reset.

• To associate your account with your organization, you can search for the organization with information such as grant number or UEI.
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
Organization Tab
Organization Tab (Continued)
Grants Tab

![Grants Tab Image](image-url)

<table>
<thead>
<tr>
<th>Grant Number</th>
<th>Organization Name</th>
<th>Current Budget Period</th>
<th>Current Project Period End Date</th>
<th>CRS-EIN</th>
<th>Grant Role</th>
<th>Grant Active</th>
<th>Last Award Issue Date</th>
<th>Options</th>
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<tbody>
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<td></td>
<td></td>
<td>09/01/2021 - 09/30/2021</td>
<td>08/31/2024</td>
<td></td>
<td>FO</td>
<td>Yes</td>
<td>10/07/2021</td>
<td>Grant Folder</td>
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<td>07/01/2021 - 09/30/2022</td>
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<td>Yes</td>
<td>07/23/2021</td>
<td>Grant Folder</td>
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Grants Tab (Continued)
Free Clinics Tab
## FQHC-LALs Tab

![FQHC-LALs Tab Image]

**My FQHC-LAL Portfolio - List**

<table>
<thead>
<tr>
<th>LAL Number</th>
<th>Organization Name</th>
<th>Current Certification Period</th>
<th>Current Enrolment Period End Date</th>
<th>CRS-EIN</th>
<th>LAL Role</th>
<th>LAL Active</th>
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There are no FQHC-LAL(s) to be displayed.

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**Additional Information**

- Accessibility
- Accessibility
- Viewers And Players
- Contact Us

Last Login: 04/06/22 2:00:18 PM ET

HRSA Office of Federal Assistance Management
Dashboard Tab

This image shows a screenshot of a dashboard with various sections and tabs. The main interface includes a search bar and multiple dashboard options. It also displays a demonstration of improvement with a pie chart and multiple graphs. The purpose section explains that this dashboard provides access to MCHV Performance and Systems Outcome data, including measures level improvement results for all 13 measures. It also includes graphical views of performance data for all 13 measures.
Resources Tab
Knowledge Base

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 EHBS 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
Prior Approval Requests

Prior Approval Requests can be submitted for the following reasons:

- Administrative Supplements
- Approval to Draw-Down Funds
- Capital Update
- Carryover of Unobligated Balances
- Extension with Funds
- Extension without Funds (No Cost Extension)
- Other (e.g. Name Change, Construction, Deviation from Terms, etc)
- Project Director (PD) Change
- Property Actions (e.g. Disposition, Encumbrance)
- Rebudgeting (e.g. A&R, Transfers, etc.)
Prior Approval Requests - New

Previously users would submit budget information as PDF attachments. Users can now submit Prior Approval Requests using structured web based forms instead of uploading PDF attachments. The SF 424 A and SF 424 C forms are now embedded into several prior approval request types.
For more help with EHBs, please contact the HRSA Customer Support Center at:
https://bphccommunications.secure.force.com/EHBExternalForm

Or phone:
877-Go4-HRSA/877-464-4772
For questions concerning the content of this presentation, please contact:

**Melissa Reyes**  
OFAM, Systems Operations Branch  
[Email Melissa](mailto: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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