



HRSA
Healthy
Grants
WORKSHOP
Presented as a Web Series

HRSA
Health Resources & Services Administration

Electronic Handbooks Overview

2024 HRSA Healthy Grants Workshop

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Systems Operations Branch

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/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/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
- Data Submitters for Post-Award reports



EHBs Registration

- **Registration is a two part process:**
 - **STEP 1:** Create a User Account.
 - **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

The screenshot shows the HRSA Electronic Handbooks interface. The top navigation bar includes the HRSA logo, the title 'Electronic Handbooks', a search bar, and a 'Logout' link. Below this is a secondary navigation bar with tabs for 'Home', 'Tasks', 'Organizations', 'Grants', 'Free Clinics', 'FQHC-LALs', and 'Resources'. The 'Tasks' tab is selected.

The breadcrumb trail reads: 'You are here: Home » Tasks » Browse » All Entities []'. On the left, a sidebar menu lists various categories: 'ALL ENTITIES', 'All Entities', 'Tasks' (with 'Pending Tasks' selected), 'Free Clinics', 'Requests' (with sub-items like 'Applications'), 'FQHC-LALs', 'Requests' (with sub-items like 'Health Center CIS Requests'), 'Submissions', 'Grants' (with sub-items like 'Grant Applications', 'Prior Approvals'), 'Submissions', and 'User Access Requests' (with sub-item 'Review Requests'). A red box highlights 'Grant Applications' in the sidebar, with a mouse cursor pointing to it.

The main content area is titled 'Pending Tasks - List'. It features two tabs: 'Not Completed' (active) and 'Recently Completed'. Below the tabs are options for 'Detailed View', 'Search', and 'Saved Searches'. A pagination control shows 'Page size: 15' and 'Go', with '1 items in 1 page(s)'. A table displays the task details:

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, another pagination control shows 'Page size: 15' and 'Go', with '1 items in 1 page(s)'. At the bottom of the page, there are icons for 'AA', a window icon, a printer icon, and a plus sign.

Organization Tab

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
	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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Organization Tab (Continued)

The screenshot displays the 'Organization Home' page for 'MILES CITY, MT'. The left sidebar contains a navigation menu under 'ALL FUNCTIONS' with categories: Organization Folder, Organization Overview (Home, Profile, Users), Entities (Funded Grants, Designated LALs), Sites (Performance Sites), and Navigation Functions (Return to Organization List). The main content area is titled 'Organization Home' and shows details for 'MILES CITY, MT'. It includes fields for 'CRS.EIN:', 'Organization Type: Corporate Entity, Federal Tax Exempt', and 'Organization Role: AO'. Below this is a 'Resources' section with a 'View' button and a link to 'Authorizing Officials'. The 'Organization' section is expanded to show 'Users' (Add Communication Contact, Update Communication Contact) and 'Organization Role (AO, BO, Other Employee)' (Update My Role). The 'Grants' section is also expanded, showing 'Submissions' (Progress Reports, Performance Reports, NCC Reports, Other Submissions), 'Requests' (Existing Prior Approvals, Request New Prior Approval, Grant Access Requests, Applications, Existing H80 Health Center CIS), and 'Portfolio' (My Portfolio, Add Grant to Portfolio). Each list has a '+ View More' link. The bottom of the page shows a Windows taskbar with icons for Start, Internet Explorer, and other applications.



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)

ALL FUNCTIONS <<

Other Functions ▲

My Portfolio

- Return to Grants List

Grant Folder ▲

Grant Overview

- Grant Home**
- Award History
- Users
- Approved Scope

Grant Home

Miles City, MT

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

Resources ↗

View

Last NoA | HRSA Contacts | Awarded Funding Opportunities

Grants

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

Others

- FTCA Program
- HRSA Accreditation/PCMH Initiative
- Project Work Plan
- Patient Target Management
- Manage Contracts

Windows taskbar: [Icons for search, task view, Edge, File Explorer, Word, OneDrive, etc.]

Free Clinics Tab

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](#)

Page size: 15 Go 0 items in 1 page(s)

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

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

Page size: 15 | Go | 0 items in 1 page(s)

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

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



Dashboard Tab

The screenshot displays a web dashboard with a dark blue navigation bar at the top containing tabs for Home, Tasks, Organization, Grants, Free Clinics, FQHC-LALs, **Dashboards**, and Resources. Below the navigation bar, a breadcrumb trail reads "You are here: Home".

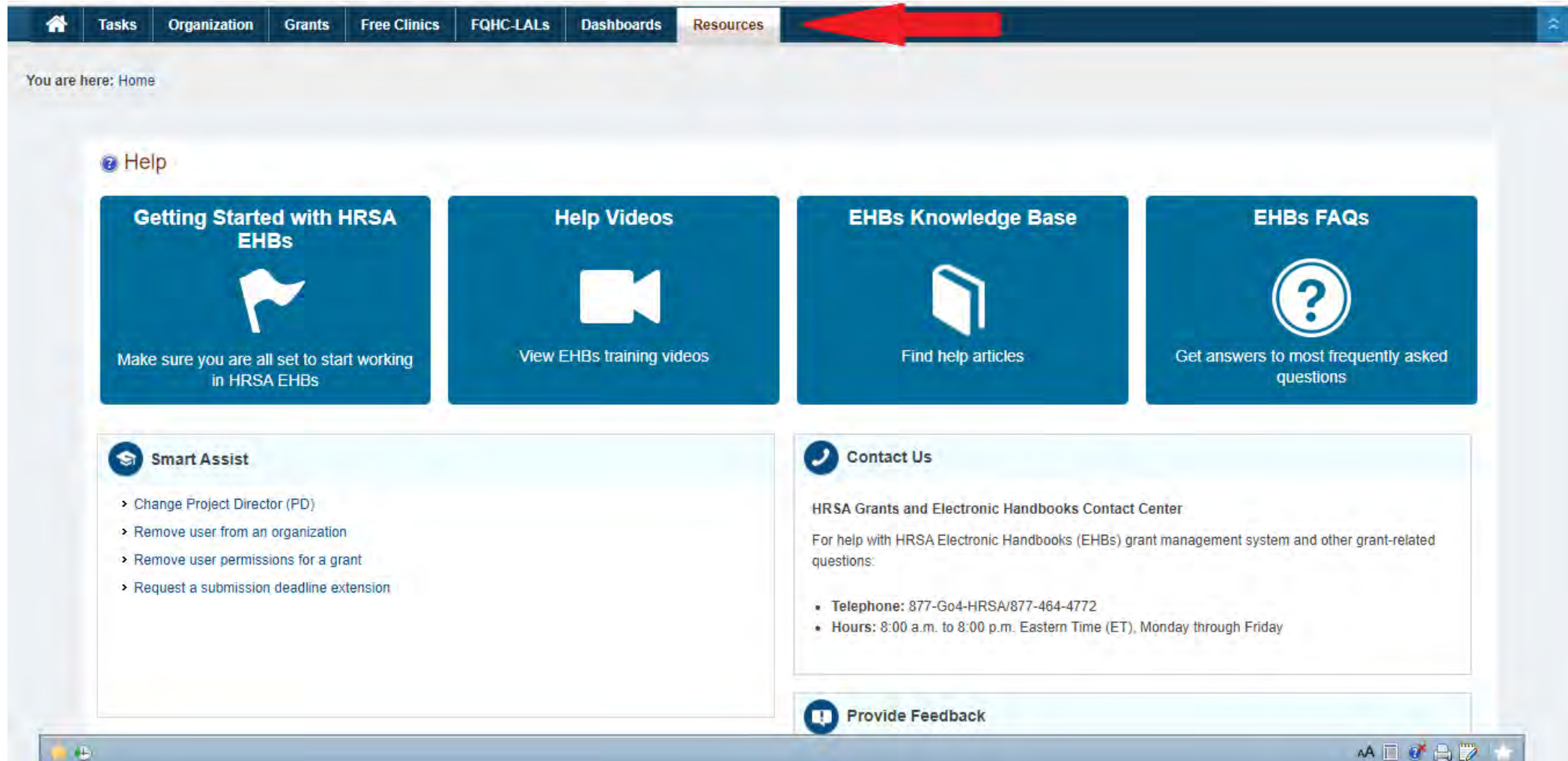
The main content area features a "Dashboard Portal: All" section with five filter buttons: "All" (7 items), "Favorites" (0 items), "Trending" (7 items), "Newest" (0 items), and "Last Updated" (1 item).

On the left, a sidebar lists "All Dashboards" with a search bar and a list of dashboard cards. The first card, "Demonstration of Improvement", is highlighted and includes star and eye icons. Other cards include "Healthy Start Monitoring and Evaluation Data System (HSMED) Reports Dashboard", "MCHB HVIS Form 1", and "MCHB HVIS Form 1 Infographic".

The main content area features a featured dashboard card titled "Demonstration of Improvement" with a help icon. The card includes a thumbnail image showing a pie chart, a bar chart, and a table. Below the thumbnail, it states "Last Updated: 3/25/2021" and has a blue "View Dashboard" button.

To the right of the featured card, there is a "Purpose" section with a paragraph of text and a "Show More" link, followed by a "Key Features" section with a numbered list of two items, each with sub-bullets, and another "Show More" link.

Resources Tab



Knowledge Base

HRSA | Electronic Handbooks Help and Knowledge Base Search

EHBs KB for Grantees

Pages

Knowledge Base

- EHBs Home Page and Navigati
- Add HRSA as a Trusted Site FA
- Access Support and Help FAQs
- Application Access Overview
- Archive Tasks
- Assistance with EHBs Using Scr
- BHW Grantee Balanced Scorec
- BHW MGATT - Quarterly Progr
- BHW Performance Managemer
- BPHC Diabetes Action Plan - U
- BPHC Loan Guarantee Program
- BPHC Progress Reports
- Compliance Resolution Opport
- Correspondence Request for Bl
- COVID-19 Progress Report Terr
- Creating Prior Approval Reque

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](#)



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.)



Contact Information

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



Contact Information (Continued)

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

Melissa Reyes
OFAAM, Systems Operations Branch
[Email Melissa
mreyes2@hrsa.gov](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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