

HRSA EHB USER GUIDE

# Noncompeting Continuation (NCC) Progress Report

## User Guide for Grantees

Last updated on: 06/30/2010



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# Noncompeting Continuation (NCC) Progress Report User Guide

## 1. Introduction

### 1.1. Document Purpose and Scope

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

- Standard Information, (i.e., the SF-PPR forms and the budget related forms)
- Program-Specific Information

Depending on your program, your Progress Report may require you to fill out the following combinations of forms:

- SF-PPR forms, Budget Information forms, and Program-Specific Information forms
- SF-PPR forms, Performance Narrative, and Budget Information forms
- SF-PPR forms, and Program-Specific Information forms
- SF-PPR forms, and Performance Narrative

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

### 1.2. Document Organization and Version Control

This document contains 4 sections apart from the Introduction. Following is the summary:

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

## 2. Before You Access a Progress Report

In order to initiate your Progress 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:

1. 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 side menu.
2. 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 NGA. 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 Noncompeting Continuation, Submit Noncompeting Continuation).

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) or 301-998-7373 between 9:00 am to 5:30 pm ET or email [callcenter@hrsa.gov](mailto:callcenter@hrsa.gov).

### 3. Completing the Progress Report in HRSA Electronic Handbooks

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

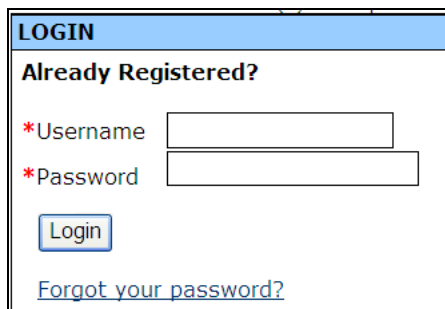
Users new to the EHBs should be mindful that the system times-out after 30 minutes of inactivity. Some forms may take a long time to complete. Users should ensure that they save their work at frequent intervals.

#### 3.1. Login and Access the Progress Report

##### 3.1.1 Logging In to the HRSA Electronic Handbooks

1. Point your browser to <https://grants.hrsa.gov/webexternal/login.asp>.
2. Enter your username and password.

Figure 1: Section of Login Screen



3. Click **Login**.
4. The 'HRSA EHB Home (Welcome)' Page (Figure 2) opens.



Figure 2: 'HRSA EHB Home (Welcome)' Page

U.S. Department of Health and Human Services  
**HRSA**  
 Health Resources and Services Administration  
 E-HANDBOOK HOME

HRSA Electronic Handbooks for Applicants/Grantee  
 Columbia River Community Health Services, Boardman, OR

Welcome Melinda Binder to **HRSA EHB utl6 environment** (Last login date and time 5/24/2010 12:03:00 PM) --Tools Menu-- Go

**Welcome**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

**Contact Us:**  
 Phone: 877-Go4-HRSA/877-464-4772; 301-998-7373  
 Time: 9:00 a.m. to 5:30 p.m. Eastern Time (E.T.), Monday through Friday  
 Email: [CallCenter@HRSA.GOV](mailto:CallCenter@HRSA.GOV)

Applicant/Grantee Electronic Handbook (EHB) provides all potential and existing grantees a means to conduct various activities electronically.

**WHAT WOULD YOU LIKE TO DO TODAY?**

- Manage Competing Applications**
  - [Read Electronic Submission Guide](#)
  - [Verify Grants.gov Application \(if required per Guidance\)](#)
  - [Work on My Application](#)
  - [Allow Other Members of My Organization to Work on My Application](#)
  - [Set My Default Organization](#)
- Manage Grants Portfolio**
  - [Read About Grant Registration](#)
  - [Add a Grant to My Portfolio](#)
  - [View Grants in My Portfolio](#)
  - [Work on a Grant](#)
  - [Work on My Noncompeting Application](#)
  - [Work on Other Post Award Submissions](#)
- Manage Organization Profile**
  - [Read About Organization Profile Management](#)
  - [Update Organization Information on File](#)
  - [Change Communication Contact for Organization](#)
  - [Manage Users of My Organization](#)

**Left Side Menu:**

- Home
- Manage Applications
  - Funding
  - Opportunities
  - View Applications
  - Peer Access
- Grants Portfolio
  - Add to Portfolio
  - View Portfolio
- Manage Organization Profile
  - View/Update Profile
  - Update
  - Communication
  - Contact
  - Manage Users
  - Performance Sites
- Manage Personal Profile
  - Update Profile
  - Change Password
  - My Registered Organizations
- Logout

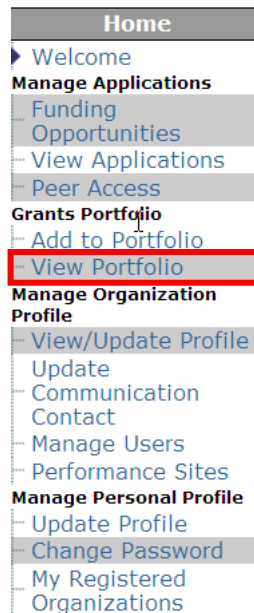
Depending on your program, your 'HRSA EHB Home (Welcome)' Page may appear differently, and may not contain all the left side menu items listed in this figure.

### 3.1.2 Accessing the Progress Report

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

1. On the 'HRSA EHB Home (Welcome)' Page, click the [View Portfolio](#) link under the **Grants Portfolio** heading on the left side menu (Figure 3).

Figure 3: Sample Left Side Menu on 'HRSA EHB Home (Welcome)' Page



2. The **View Portfolio Page** (Figure 4) will be displayed.
3. Choose the appropriate grant record and click the [Open Grant Handbook](#) link.

Figure 4: View Portfolio Page

The screenshot shows the HRSA EHB View Portfolio page. The left side menu is visible, with 'View Portfolio' highlighted. The main content area displays a list of grants. The first grant is H80CS04207:Health Center Cluster, with a last award issued on 02/25/2010. The 'Open Grant Handbook' link is highlighted with a red box. A red arrow points from the 'View Portfolio' link in the left side menu to the 'Open Grant Handbook' link in the main content area.

H80CS04207:Health Center Cluster				Last Award Issued on: 02/25/2010
Project Period	12/1/2004-11/30/2010	Budget Period	12/1/2009-11/30/2010	Open Grant Handbook
CRS EIN	1201056268A1	Number of Support Years	6	
Project Director	Melinda Binder, Email: reitester1@hotmail.com, Phone: (541) 481-7212			
Grant Contact	Kellie Gilchrist, Email: reitester1@hotmail.com, Phone: (301) 443-1077			
Program Contact	Karen Charles, Email: reitester1@hotmail.com, Phone: (301) 443-1531			

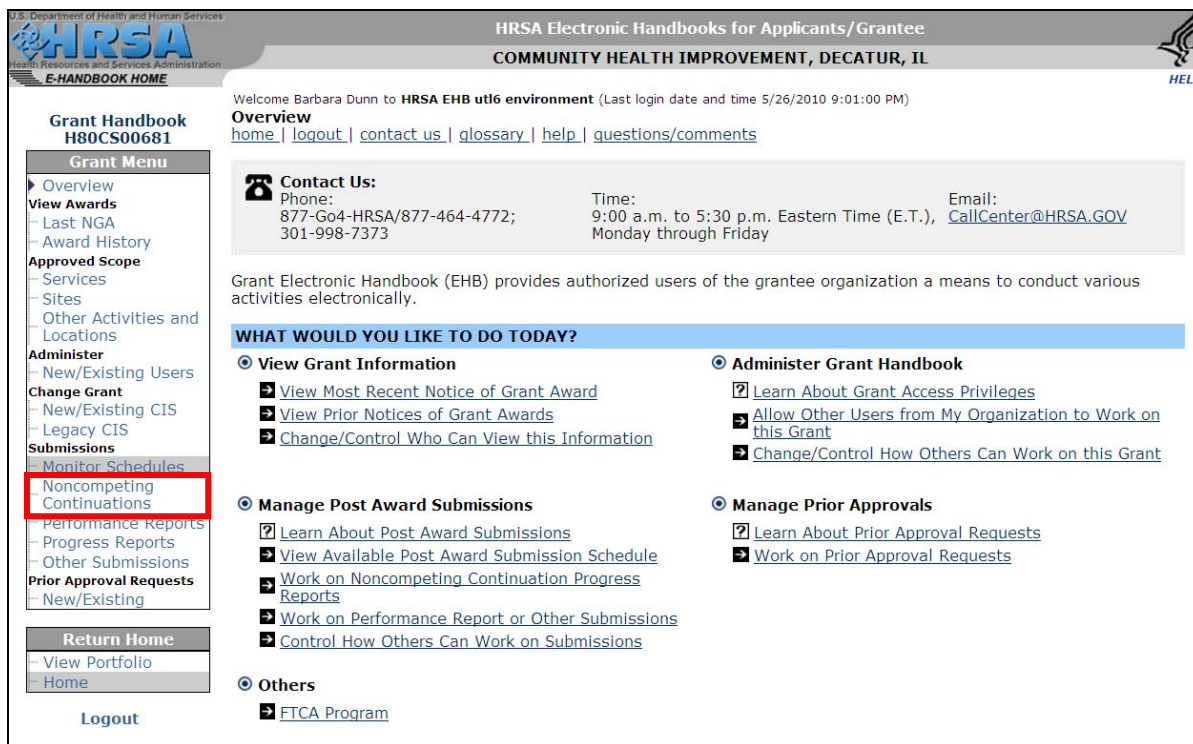
C81CS13450:ARRA - Capital Improvement Program				Last Award Issued on: 08/28/2009
Project Period	6/29/2009-6/28/2011	Budget Period	6/29/2009-6/28/2011	Open Grant Handbook
CRS EIN	1201056268A1	Number of Support Years	1	
Project Director	Melinda Binder, Email: reitester1@hotmail.com, Phone: (541) 481-7212 Ext: 29			
Grant Contact	Donna Giarth, Email: reitester1@hotmail.com, Phone: (301) 443-9142			
Program Contact	Karen McMillan, Email: reitester1@hotmail.com, Phone: (301) 443-1531			

H8BCS11606:ARRA - Increased Demand for Services				Last Award Issued on: 09/18/2009
Project Period	3/27/2009-3/26/2011	Budget Period	3/27/2009-3/26/2011	Open Grant Handbook
CRS EIN	1201056268A1	Number of Support Years	1	
Project Director	Melinda Binder, Email: reitester1@hotmail.com, Phone: (541) 481-7212 Ext: 29			
Grant Contact	Curtis Colston, Email: reitester1@hotmail.com, Phone: (301) 443-3438			
Program Contact	Karen Charles, Email: reitester1@hotmail.com, Phone: (301) 443-1531			

- The **'Welcome Page' for the Grant Handbook** (Figure 5) corresponding to the link you clicked will be displayed.

Note that the screen contains a different left side menu than it did before.

**Figure 5: 'Welcome Page' for the Grant Handbook**



Depending on your program, your 'Welcome Page' for the Grant Handbook may appear differently, and may not contain all the left side menu items listed in this figure.

- Click the **Noncompeting Continuations** link under the **Submissions** heading on the left side menu.
- The **Noncompeting Continuations Page** will be displayed.

**Figure 6: Noncompeting Continuations Page**

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

HRSA Electronic Handbooks for Applicants/Grantee

Columbia River Community Health Center

Welcome Melinda Binder to HRSA EHB ut16 environment. (Log out)

**Noncompeting Continuations**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [faq](#)

Following is the list of noncompeting continuation applications. To search through noncompeting continuation applications, click on the "Search" button.

Displaying 1-1 of 1

**NONCOMPETING CONTINUATION**

Input Parameters: ([Show Parameters](#))

Noncompeting Continuation Progress Report			Schedule Status: <b>In Progress</b>
Type	Noncompeting Continuations	Due Date	12/1/2010 5:00:00 PM Due In: 191 days
Available Date	5/18/2010 4:21:03 PM	Submission Tracking Number	00072791
Reporting Cycle	Budget Period Start Date	Reporting Period	Dec 1 2010 12:00AM
Online Submission	Yes (preferred)	Submission Status	Not Started
Started by			
<a href="#">Submit Submission</a>   <a href="#">Edit Submission</a>   <a href="#">View Submission</a>			

Page 1

- Click the [Begin Submission](#) (or [Edit Submission](#)) link corresponding to the progress report that you want to enter.

Once a progress report has been started, the [Begin Submission](#) link will change to [Edit Submission](#).

- The **Status Page (for Progress Report)** will be displayed.

Note that the screen contains a different left side menu than it did before. Use this left menu to navigate through the progress report.

Depending on your program, you may see one of the types of **Status Page (for Progress Report)** screens listed below (Figure 7, Figure 8, Figure 9, Figure 10).

**Figure 7: Status Page (for Progress Report) - SF-PPR Forms, Budget Information Forms, and Program-Specific Information Forms**

U.S. Department of Health and Human Services

**HRSA**

Health Resources and Services Administration

E-HANDBOOK HOME

H80: Budget Period Renewal (93.224)

SF-PPR for FY 2011

HELP

Application SF PPR NCC72791

Progress Report Process

Overview

Status

Basic Information

SF-PPR

SF-PPR-2

Budget Information

Budget Summary

Budget Categories

Budget Narrative

Program Specific Information

Program Specific Information

Other Information

Appendices

Review and Submit

Review

Submit

Logout

Welcome Melinda Binder to HRSA EHB utl6 environment (Last login date and time 5/24/2010 1:51:00 PM)

Status

home | logout | contact us | glossary | help | questions/comments

The table below shows the status of the application. The application is currently **INCOMPLETE** and cannot be submitted in it's current state.

STATUS OVERVIEW

NCC PROGRESS REPORT PROCESS STATUS

Deadline	Dec 1 2010 5:00PM (You have <b>191</b> days to complete and submit the application.)
Created On	5/18/2010 4:21:02 PM
Last Updated By	Melinda Binder on 5/24/2010 10:37:09 AM

View: [NCC Progress Report](#)

Users with Permissions on NCC Request [\(Show Details\)](#)

NCC PROGRESS REPORT FORM STATUS

Section	Action	Status
Basic Information		
SF-PPR	<a href="#">Update</a>	COMPLETE
SF-PPR-2 (Cover Page Continuation)	<a href="#">Update</a>	COMPLETE
Budget Information		
Budget Summary	<a href="#">Update</a>	NOT COMPLETE
Budget Categories	<a href="#">Update</a>	NOT COMPLETE
Budget Narrative	<a href="#">Update</a>	NOT COMPLETE
Other Information		
Program Specific Information	<a href="#">Update</a>	COMPLETE
Appendices	<a href="#">Update</a>	NOT COMPLETE



**Figure 8: Status Page (for Progress Report) - SF-PPR Forms, Performance Narrative, and Budget Information Forms**

U.S. Department of Health and Human Services  
**HRSA**  
 Health Resources and Services Administration  
 E-HANDBOOK HOME

H76: (93.918)  
 SF-PPR for FY 2011

Welcome Paul Cassidy MSW to **HRSA EHB util8 environment** (Last login date and time 5/28/2010 1:13:00 PM)

**Status**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

The table below shows the status of the application. The application is currently **INCOMPLETE** and cannot be submitted in it's current state.

**Progress Report Tracking# NCC00071985**

**Progress Report Process**

Overview  
 ▶ Status  
 Basic Information  
 - SF-PPR  
 - SF-PPR-2  
 - Performance Narrative  
 Budget Information  
 - Budget Summary  
 - Budget Categories  
 - Budget Narrative  
 Other Information  
 - Appendices  
 Review and Submit  
 - Review  
 - Submit

Logout

**STATUS OVERVIEW**

**NCC PROGRESS REPORT PROCESS STATUS**

Deadline	Aug 20 2010 5:00PM (You have <b>84</b> days to complete and submit the application.)
Created On	5/27/2010 11:12:39 AM
Last Updated By	Dawn Johnson on 5/28/2010 11:40:12 AM

View: [NCC Progress Report](#)

**Users with Permissions on NCC Request** ([Show Details](#))

**NCC PROGRESS REPORT FORM STATUS**

Section	Action	Status
<b>Basic Information</b>		
SF-PPR	<a href="#">Update</a>	COMPLETE
SF-PPR-2 (Cover Page Continuation)	<a href="#">Update</a>	NOT COMPLETE
Performance Narrative	<a href="#">Update</a>	COMPLETE
<b>Budget Information</b>		
Budget Summary	<a href="#">Update</a>	COMPLETE
Budget Categories	<a href="#">Update</a>	NOT COMPLETE
Budget Narrative	<a href="#">Update</a>	NOT COMPLETE
<b>Other Information</b>		
Appendices	<a href="#">Update</a>	NOT COMPLETE

**Figure 9: Status Page (for Progress Report) - SF-PPR Forms, and Program Specific Information**

U.S. Department of Health and Human Services  
**HRSA**  
 Health Resources and Services Administration  
 E-HANDBOOK HOME

H80: Budget Period Renewal (93.224)  
 SF-PPR for FY 2010

Welcome Jerome Kilbane to **HRSA EHB util8 environment** (Last login date and time 6/8/2010 6:19:00 PM)

**Status**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

The table below shows the status of the progress report. The progress report is currently **INCOMPLETE** and cannot be submitted in it's current state.

**Progress Report Tracking# NCC00072481**

**Progress Report Process**

Overview  
 ▶ Status  
 Basic Information  
 - SF-PPR  
 - SF-PPR-2  
 Program Specific Information  
 - Program Specific Information  
 Other Information  
 - Appendices  
 Review and Submit  
 - Review  
 - Submit

Logout

**STATUS OVERVIEW**

**NCC PROGRESS REPORT PROCESS STATUS**

Deadline	Aug 9 2011 5:00PM (You have <b>426</b> days to complete and submit the application.)
Created On	6/8/2010 2:49:44 PM
Last Updated By	N/A

View: [NCC Progress Report](#)

**Users with Permissions on NCC Request** ([Show Details](#))

**NCC PROGRESS REPORT FORM STATUS**

Section	Action	Status
<b>Basic Information</b>		
SF-PPR	<a href="#">Update</a>	NOT COMPLETE
SF-PPR-2 (Cover Page Continuation)	<a href="#">Update</a>	NOT COMPLETE
<b>Other Information</b>		
Program Specific Information	<a href="#">Update</a>	NOT COMPLETE
Appendices	<a href="#">Update</a>	NOT COMPLETE

**Figure 10: Status Page (for Progress Report) - SF-PPR Forms, and Performance Narrative**

U.S. Department of Health and Human Services  
**HRSA**  
 Health Resources and Services Administration  
 E-HANDBOOK HOME

H25: (93.110)  
 SF-PPR for FY 2011

Welcome Alison Monsma to HRSA EHB util8 environment (Last login date and time 5/28/2010 1:25:00 PM)

**Status**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

**Progress Report Tracking#**  
 NCC00072103

**Progress Report Process**

**Overview**  
 ▶ **Status**  
 ▶ **Basic Information**  
 - SF-PPR  
 - SF-PPR-2  
 - Performance Narrative  
 ▶ **Other Information**  
 - Appendices  
 ▶ **Review and Submit**  
 - Review  
 - Submit

[Logout](#)

**STATUS OVERVIEW**

**NCC PROGRESS REPORT PROCESS STATUS**

Deadline	Aug 25 2010 5:00PM (You have 89 days to complete and submit the application.)
Created On	5/27/2010 12:02:01 PM
Last Updated By	Alison Monsma on 5/27/2010 6:44:15 PM

[View: NCC Progress Report](#)

**Users with Permissions on NCC Request** [\(Show Details\)](#)

**NCC PROGRESS REPORT FORM STATUS**

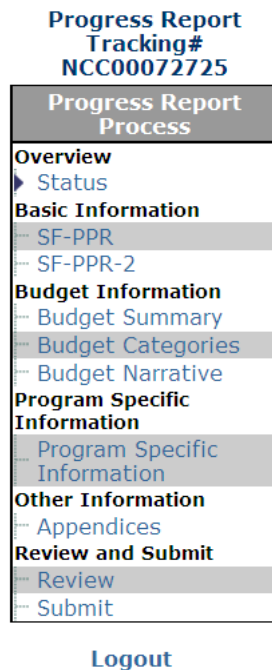
Section	Action	Status
<b>Basic Information</b>		
SF-PPR	<a href="#">Update</a>	NOT COMPLETE
SF-PPR-2 (Cover Page Continuation)	<a href="#">Update</a>	NOT COMPLETE
Performance Narrative	<a href="#">Update</a>	COMPLETE
<b>Other Information</b>		
Appendices	<a href="#">Update</a>	COMPLETE

9. Click the [Update](#) link for the section you want to enter or revise.  
 ▶ The corresponding page will be displayed.
10. *If your program's Progress Report contains Program Specific Information.* click the [Update](#) link next to Program Specific Information, to enter or revise any of the program specific forms,  
 ▶ The **Status Page (for Program Specific Information)** will be displayed (not shown).

Depending on the type of grant program, there may NOT be a section for Program Specific Information. In this case, instead of completing the Program Specific Information, a Performance Narrative will need to be uploaded as part of the progress report.

### 3.1.3 Navigating within the Progress Report

**Figure 11: Side Menu in Grantee Handbook**



A navigation menu (Figure 11) appears on the left side of every screen in the Electronic Handbook. Use this menu to access the various pages of your Progress Report.

- To access the program specific information forms (if you have any), click the [Program Specific Information](#) link. (Note that when you are on Program Specific Forms, there is a different side menu.)

You can always go to the Status page to check your progress toward completing your *entire* submission: (There is a separate Status page for *Program Specific Information* forms, if the grant requires them.)

- Click [Status](#) under **Overview** to go to the **Status Overview Page for the Entire Progress Report** (Figure 41).



### 3.2. Standard Forms (SF-PPR)

After you open your Progress Report, the first screen that appears is the **Status Page (for Progress Report)**, showing the various sections of overall SF-PPR.

**Figure 12: SAMPLE Status Page (for Progress Report)**

U.S. Department of Health and Human Services  
**HRSA**  
 Health Resources and Services Administration  
 E-HANDBOOK HOME

H80: Budget Period Renewal (93.224)  
 SF-PPR for FY 2011

Welcome Melinda Binder to **HRSA EHB utl6 environment** (Last login date and time 5/24/2010 1:51:00 PM)

**Status**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

The table below shows the status of the application. The application is currently **INCOMPLETE** and cannot be submitted in it's current state.

**Application SF PPR NCC72791**

**Progress Report Process**

**Overview**  
 ▶ Status  
**Basic Information**  
 - SF-PPR  
 - SF-PPR-2  
**Budget Information**  
 - Budget Summary  
 - Budget Categories  
 - Budget Narrative  
**Program Specific Information**  
 - Program Specific Information  
**Other Information**  
 - Appendices  
**Review and Submit**  
 - Review  
 - Submit

[Logout](#)

**STATUS OVERVIEW**

**NCC PROGRESS REPORT PROCESS STATUS**

Deadline	Dec 1 2010 5:00PM (You have <b>191</b> days to complete and submit the application.)
Created On	5/18/2010 4:21:02 PM
Last Updated By	Melinda Binder on 5/24/2010 10:37:09 AM
<a href="#">View: NCC Progress Report</a>	

**Users with Permissions on NCC Request** [\(Show Details\)](#)

**NCC PROGRESS REPORT FORM STATUS**

Section	Action	Status
<b>Basic Information</b>		
SF-PPR	<a href="#">Update</a>	COMPLETE
SF-PPR-2 (Cover Page Continuation)	<a href="#">Update</a>	COMPLETE
<b>Budget Information</b>		
Budget Summary	<a href="#">Update</a>	NOT COMPLETE
Budget Categories	<a href="#">Update</a>	NOT COMPLETE
Budget Narrative	<a href="#">Update</a>	NOT COMPLETE
<b>Other Information</b>		
Program Specific Information	<a href="#">Update</a>	COMPLETE
Appendices	<a href="#">Update</a>	NOT COMPLETE

The **Status Page (for Progress Report)** shows the status of each standard form (i.e., the SF-PPR forms) and budget form, as well as the summary status of *all the* Program Specific Information. You cannot submit your Progress Report until all forms in all sections are complete.

**Your session will remain active for 30 minutes since your last activity. Please save your work every 5 minutes to avoid unexpected behavior.**

Within the **NCC PROGRESS REPORT FORM STATUS** Table, click the [Update](#) link to open the corresponding form.

**NOTE:** For the purpose of this document, the left-side menu will be used to access each form. However, as noted above, you can access any SF-PPR or budget form by returning to the Status Page (for Progress Report), and clicking its [Update](#) link.

### 3.2.1 Basic Information: SF-PPR

The **SF-PPR Form** contains basic information about your grantee organization and is the cover page for the progress report. By default, the information will be pre-populated from the information in the application which started the last budget period, including the Authorizing Official(s) designated for the grant.

Click [SF-PPR](#) on the Progress Report left side menu to access the **SF-PPR Form** (Figure 13).

**Figure 13: SF-PPR Form**

Welcome Melinda Binder to **HRSA EHB ut16 environment** (Last login date and time 5/24/2010 6:51:00 PM)

**SF-PPR**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Please review the preloaded Grantee Information in this form. Note that certain data is preloaded from the saved profile. Please provide Authorizing Official (A... ([Show Full Instruction](#)))

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

**SF-PPR** Status: **Not Complete**

**Grantee Organization Information**

Federal Grant or Other Identifying Number Assigned by Federal Agency	H80CS04207
DUNS Number	147185941
Employer Identification Number (EIN)	201056268
Recipient Organization Name	Columbia River Community Health Services
Recipient Organization Address	SW Kinkade Rd , Boardman Oregon 97818
CRS Entity Identification Number	
Recipient Identifying Number or Account Number	72791
Reporting Period End Date	11/30/2010 12:00:00 AM
Final Report	<input type="radio"/> Yes <input checked="" type="radio"/> No


**Authorizing Official(AO) Contact Information**

Select	Title of Position	Name	Phone	Email
<input checked="" type="radio"/>	Authorizing Official			

[Add/Change AO](#) [Update Information](#) [Delete AO](#)

[Go to Previous Page](#) [Save](#) [Save and Continue](#)

You can perform the following functions on the screen:



**Options:**

- ❖ [CHANGE selected Authorizing Official](#) (below)
- ❖ [ADD an AO](#) (on page 20)
- ❖ [UPDATE the AO information](#) (on page 21)
- ❖ [DELETE an AO](#) (on page 21)

❖ To **CHANGE** the selected Authorizing Official,

1. Select an AO and click [Add/Change AO](#).

► The **SF-PPR Add Authorizing Official Form** (Figure 14) will be displayed, and will be populated with all the AO's registered for the grant.

Figure 14: SF-PPR Add Authorizing Official Form

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

H3H: (93.301)  
 SF-PPR for FY 2011

Welcome Rozelia Harris to HRSA EHB utB environment (Last login date and time 6/9/2010 3:28:00 PM)

**SF-PPR**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

These are the current AO(s) with submit applications privilege. Please choose the person that you want to Add as AO for this application and click on the "Add Selected Person as AO". If you do not find the name of the person you wish to Add, click on the "Request A New AO" Button. To return to the previous section, click on the "Go Back" Button.

Select	Name	UserName	Email	Last Login Date
<input type="radio"/>	Daniel R Bender	benderd	retester1@hotmail.com	7/14/2009 10:40:00 AM
<input checked="" type="radio"/>	Johnny Singleton Jr.	msdh09	retester1@hotmail.com	2/18/2010 9:49:00 AM
<input type="radio"/>	Rozelia Harris	rozelia	retester1@hotmail.com	6/9/2010 3:28:00 PM
<input type="radio"/>	Arthur C Sharpe	arthur.sharpe	retester1@hotmail.com	12/8/2009 8:39:00 AM

**CHOOSE AO TO ADD**

2. Select the user to be designated as the AO, if more than one user is listed.
3. Click **Add Selected Person as AO**.  
 ► The **SF-PPR Contact Information Page** (Figure 15) will be displayed for the selected user, listing the current contact information.

Figure 15: SF-PPR Contact Information Page (for existing HRSA user)

**CONTACT INFORMATION**

Title: Director, Office of Health Administration

Prefix: Mr

\* Last Name: Lucius

\* First Name: Mike

Middle Initial:

Suffix:

Organization Affiliation:

**\* Mailing Address (Required) More Information**

Mailstop Code (Internal Routing):

Division / Department Name:

Select an option (Street Address or PO Box Only or Rural Route):

☒ \* Street Address

Number: PO Box 1700

Select one: Number

☐ \* PO Box Only

\* Number:

☐ \* Rural Route

\* Type: \* Number: \* Box:

\* City: Jackson (Required if Zip is not specified)

Urbanization: (Used only for Puerto Rico(PR))

\* State: MS (Required if City is specified)

\* Zip Code Lookup: 39215 (Required if City is not specified)

**Contact Address**

\* Email Address: retester1@hotmail.com

\* Phone Number: (001) 576 - 7542 Ext:

Fax Number: (001) 576 - 7655

4. Verify and revise the contact information, as necessary.  
 Fields marked with an asterisk (\*) are required.

5. Click **Save and Continue** to save your information and return to the **SF-PPR form** (Figure 13)

The user that you added will be listed as the Authorizing Official.

❖ To ADD an AO,

1. Click **Add/Change AO**.  
 ► The **SF-PPR Add Authorizing Official Form** (Figure 14) will be displayed.
2. Click **Request a New AO**.  
 ► The **Notify AO Page** (Figure 16) will be displayed, to allow you to enter name and email address information into a pre-formatted email, requesting the HRSA employee to register in the HRSA EHB.

**Figure 16: Notify AO Page**

U.S. Department of Health and Human Services  
**HRSA**  
 E-HANDBOOK HOME

H3H: (93.301)  
 SF-PPR for FY 2011

Welcome Rozelia Harris to **HRSA EHB utB environment** (Last login date and time 6/9/2010 3:28:00 PM)  
**SF-PPR**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

In order to assign a new AO to your application, the chosen person must be registered. Please enter the information below to notify the prospective AO via an email and request that he or she registers. When you are done click on the "Continue" button. To cancel the action, click on the "Cancel" button.  
 AO information entered here will not be saved by the system.

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

Notify AO	
*First Name:	<input type="text"/>
*Last Name:	<input type="text"/>
*Email Address:	<input type="text"/>
Subject:	Registration Request
Message:	<p>This email has been sent to you because Rozelia Harris has indicated that you are the Authorizing Official (AO) for the following organization.</p> <p>Name: MISSISSIPPI STATE DEPARTMENT OF HEALTH          Address:          570 E Woodrow Wilson Ave          Jackson, MS, 39216-4538          Registered AOs: Danny Bender, Keith Parker, Rozelia Harris, Alvin Harlton, Karey Riddle, Louisa Denson, Daniel Bender, Alisa Williams, Rozelia Harris, Johnny Singleton Jr., Arthur Sharpe</p> <p>Rozelia Harris has created an application for the above organization. You are required to review and submit this application to HRSA. In order to do this, you must register with HRSA following the instructions given below.</p> <p>1. Log on to the HRSA EHBs website <a href="https://hrsautib.reisys.com/webExternal/">https://hrsautib.reisys.com/webExternal/</a>          2. Click on the registration link on the left hand side menu.          3. Enter your name and contact information, choose to register the organization and select the Authorizing Official (AO) role. Complete the registration by following the instructions.          4. Click on 'Continue to Register Organization' and search for your organization using the name provided above. In case there are multiple matches, please use the complete organization information given above to select the correct organization from the results.</p> <p>After your registration process is complete, please notify the creator of the application, so your name can be chosen as the AO for his/her application.</p> <p>If you have any questions, please contact HRSA Call Center at <a href="mailto:CallCenter@HRSA.GOV">CallCenter@HRSA.GOV</a>.</p>
Additional Comments:	<input type="text"/>

3. Complete the form, and click **Continue**.  
 ► The **Notify AO Confirmation Page** will be displayed (Figure 17).

Figure 17: Notify AO Confirmation Page

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

H3H: (93.301)  
 SF-PPR for FY 2011

Welcome Rozella Harris to HRSA EHB utls environment (Last login date and time 6/9/2010 3:28:00 PM)  
**SF-PPR**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

**Progress Report**  
 Tracking#  
 NCC00072268

**Progress Report**  
 Process

Overview  
 Status  
 Basic Information  
 SF-PPR  
 SF-PPR-2  
 Performance  
 Narrative  
 Other Information  
 Appendices  
 Review and Submit  
 Review  
 Submit

Logout

**Notify AO**

First Name: Ed  
 Last Name: Molin  
 Email Address: emolin@REIsys.com  
 Subject: Registration Request

Message:  
 This email has been sent to you because Rozella Harris has indicated that you are the Authorizing Official (AO) for the following organization.  
 Name: MISSISSIPPI STATE DEPARTMENT OF HEALTH  
 Address:  
 570 E Woodrow Wilson Ave  
 Jackson, MS, 39216-4538  
 Registered AOs: Danny Bender, Keith Parker, Rozella Harris, Alvin Harrison, Karey Riddle, Louisa Denson, Daniel Bender, Alisa Williams, Rozella Harris, Johnny Singleton Jr., Arthur Sharpe  
 Rozella Harris has created an application for the above organization. You are required to review and submit this application to HRSA. In order to do this, you must register with HRSA following the instructions given below.  
 1. Log on to the HRSA EHBs website <https://hrsautls.reisys.com/webExternal/>  
 2. Click on the registration link on the left hand side menu.  
 3. Enter your name and contact information, choose to register the organization and select the Authorizing Official (AO) role. Complete the registration by following the instructions.  
 4. Click on 'Continue to Register Organization' and search for your organization using the name provided above. In case there are multiple matches, please use the complete organization information given above to select the correct organization from the results.  
 After your registration process is complete, please notify the creator of the application, so your name can be chosen as the AO for his/her application.  
 If you have any questions, please contact HRSA Call Center at [CallCenter@HRSA.GOV](mailto:CallCenter@HRSA.GOV).

Additional Comments:

Cancel Continue

4. Click **Continue**.  
 ► You will be returned to the **SF-PPR Form** (Figure 13).
5. The email displayed in the **Notify AO Confirmation Page** (Figure 17) will be sent, requesting the HRSA employee to register in the HRSA EHB.

After the HRSA employee registers within the EHB, you must return to the **SF-PPR Form** (Figure 13) and click **Add/Change AO** to display the **SF-PPR Add Authorizing Official Form** (Figure 14). The HRSA employee will now be listed on the screen to allow you to [select him/her as an AO](#).

- ❖ To UPDATE the AO information,
  1. Select an AO and click **Update Information**.  
 ► The **SF-PPR Contact Information Page** (Figure 15) will be displayed, listing the user's current contact information.
  2. Verify and revise the contact information, as necessary.
  3. Click **Save and Continue** to save your information and return to the **SF-PPR Form** (Figure 13).
- ❖ To DELETE an AO,
  1. Select an Authorizing Official and click **Delete AO**.  
 ► You will be returned to the **SF-PPR Form** (Figure 13).

The AO that you deleted will not be listed under the **Name** column. (However it will still be listed in the **SF-PPR Add Authorizing Official Form** (Figure 14).
- ❖ If you are satisfied with the information on the screen, click **Save and Continue** to save your work and proceed to the next form.



### 3.2.2 Basic Information: SF-PPR-2

The **SF-PPR-2 Form** contains information about the grant for which you are creating / updating the progress report, and is a continuation of SF-PPR form.

Click [SF-PPR-2](#) on the Progress Report left side menu to access the **SF-PPR-2 (Cover Page Continuation) Form** (Figure 18), if it is not already displayed.

- By default, the information will be pre-populated from the information in the application which started the last budget period. This includes the Department Name, Division Name, and the Point of Contact (POC) registered for the grant.
- If a POC was not added in the application which initiated the last budget period, the system will list the Project Director (PD), Business Official (BO), and Authorizing Official (AO) from the application, so that one of them can be selected as a POC (see Add/Change POC below).
- In addition, the system will pre-populate the list of areas affected from all the awarded applications in the last budget period.

Figure 18: SF-PPR-2 (Cover Page Continuation) Form

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

H80: Budget Period Renewal (93.224)  
 SF-PPR for FY 2011

Welcome Melinda Binder to HRSA EHB utt6 environment (Last login date and time 5/24/2010 2:29:00 PM)  
**SF-PPR-2**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Provide the required information requested in this form. Note that certain data is preloaded from the saved profile.

Use the "Save and Continue" button to... ([Show Full Instruction](#))

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

**SF-PPR-2 (COVER PAGE CONTINUATION)** Status: Complete

**Supplemental Continuation of SF-PPR Cover Page**

*Department Name	Botany Department
*Division Name	Plants and Planktons
Name of Federal Agency	Health Resources and Service Administration
Funding Opportunity Number	HRSA-08-005
Funding Opportunity Title	Non Competing Continuations (Budget Period Renewal)

Areas Affected by Project (Cities, County, State, etc.)

Area Type	Affected Area(s)
There are no Areas affected added.	

**Point of Contact (POC) Information**


Select	Title of Position	Name	Phone	Email
<input checked="" type="radio"/>	Point of Contact	Melinda Binder	(541)481-7212 Ext: 29	retester1@hotmail.com

[Add/Change POC](#) [Update Information](#) [Delete POC](#)

[Go to Previous Page](#) [Save](#) [Save and Continue](#)

Review the **Supplemental Continuation of the SF-PPR Cover Page**.

You can perform the following functions on the screen:

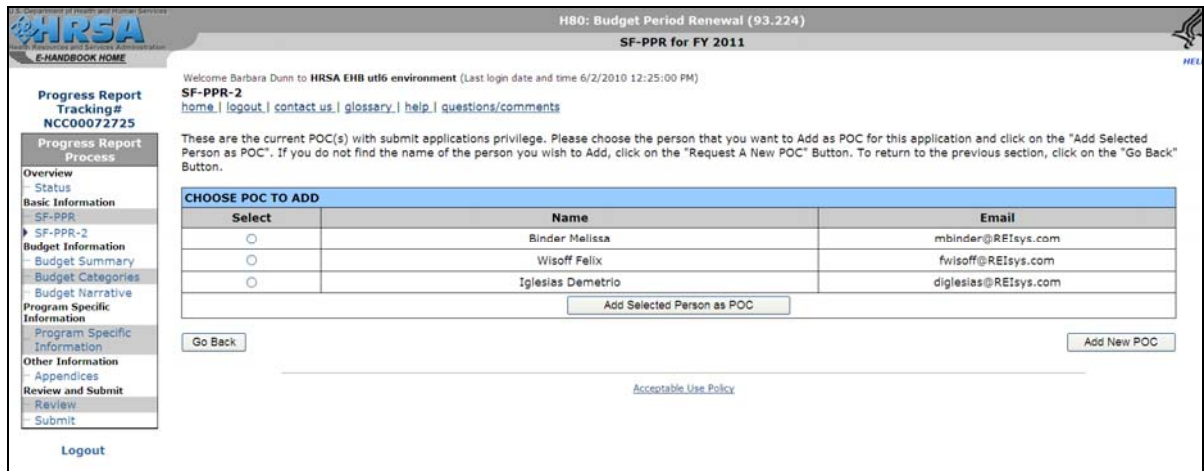


### Options:

- ❖ [MODIFY Department Name and/or Division Name](#) (below)
- ❖ [ADD or CHANGE Point of Contact](#) (below)
- ❖ [UPDATE POC information](#) (below)
- ❖ [DELETE Point of Contact](#) (on page 24)

- ❖ To MODIFY the Department Name and/or Division Name, replace the text in the text boxes.
- ❖ To ADD or CHANGE the Point of Contact,
  1. Select a Point of Contact, and click **Add/Change POC**.
    - The **SF-PPR Add Point of Contact Form** (Figure 19) will be displayed, and will be populated from the list of contacts proposed in the awarded application which started the last budget period.

**Figure 19: SF-PPR Add Point of Contact Form**



Select	Name	Email
<input type="radio"/>	Binder Melissa	mbinder@REIsys.com
<input type="radio"/>	Wisoff Felix	fwisoff@REIsys.com
<input type="radio"/>	Iglesias Demetrio	diglesias@REIsys.com

2. Select the person to be designated as the POC, if more than one user is listed.
3. Click **Add Selected Person as POC**.
  - The **SF-PPR Contact Information Page** (Figure 15) will be displayed, listing the current contact information for the contact.

If you click **Add New POC**, the **SF-PPR Contact Information Page** (Figure 15) will also be displayed. However, all the fields will be blank as you will need to provide the information for the new POC.

4. Verify and revise the contact information, as necessary.
5. Click **Save and Continue** to save your information and return to the **SF-PPR-2 (Cover Page Continuation) Form** (Figure 18).

The user that you added will be listed as a Point of Contact.

- ❖ To UPDATE the POC information,
  1. Select a POC and click **Update Information**.
    - The **SF-PPR Contact Information Page** (Figure 15) will be displayed.

2. Verify and revise the contact information, as necessary.
  3. Click [Save and Continue](#) to save your information and return to the **SF-PPR-2 (Cover Page Continuation) Form** (Figure 18).
- ❖ To DELETE the Point of Contact,
1. Select a Point of Contact, and click [Delete POC](#).  
▶ You will be returned to the **SF-PPR-2 (Cover Page Continuation) Form** (Figure 18).  
The POC 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.



### 3.2.3 Performance Narrative

Depending on the type of grant program, there may not be a Performance Narrative section. (If the Progress Report has a Program Specific Information section, it will not contain a Performance Narrative section.)

The **Performance Narrative Form** allows you to attach up to two (2) documents describing your grant's performance for the period covered by the Progress Report.

Click [Performance Narrative](#) on the Progress Report left side menu to access the **Performance Narrative Form** (Figure 20), if it is not already displayed.

**Figure 20: Performance Narrative Form**

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

H3H: (93.301)  
 SF-PPR for FY 2011

Welcome Rozella Harris to **HRSA EHB utls environment** (Last login date and time 6/8/2010 6:17:00 PM)

**Performance Narrative**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Upload the completed document using the 'Attach' button. After uploading, you can delete the attachment (if needed) by selecting it and clicking "Delete" button. Please... ([Show Full Instruction](#))

**PERFORMANCE NARRATIVE** Status: **Not Complete**

**\*Attachment(s) (Maximum two (2) attachments)**

Select	Purpose	Document Name	Size	Uploaded By	Description
No attached document exists.					

[Attach](#)

[Go to Previous Page](#) [Save](#) [Save and Continue](#)

[Logout](#)

You can perform the following functions on this screen related to Performance Narrative documents:



#### Options:

- ❖ [ATTACH document](#) (below)
- ❖ [UPDATE document description](#) (on page 26)
- ❖ [DELETE document](#) (on page 27)

- ❖ To ATTACH a performance narrative document,
  1. Click [Attach](#) on the **Performance Narrative Form** (Figure 20) and follow the usual attachment procedures.
    - The **Attach Document Page (for Performance Narrative)** (Figure 21) will be displayed.

**Figure 21: Attach Document Page (for Performance Narrative)**

Welcome Rozelia Harris to **HRSA EHB ut18 environment** (Last login date and time 6/8/2010 6:17:00 PM)

**Performance Narrative**  
[home](#) | [contact us](#) | [help](#) | [questions/comments](#)

This page allows you to manage the document(s) for a specific purpose. The maximum number of documents allowed for this purpose is displayed below. To attach a document, locate the document on your local machine using the 'Browse' button. You may enter a description for the document. Click on the 'Attach Documents' button to attach the document. Depending on the size of your document, the upload process may take several minutes. The attached document will appear in the 'Attached Documents' section along with all other documents that you have uploaded for this purpose.

To delete one or more documents, select the document or documents and click on the 'Delete Selected Attached Documents' button.

After you are done, click on the 'Continue' button to return to the application page.

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

**ATTACH DOCUMENT**

*Purpose	Performance Narrative (Max 2)
*Document	C:\Documents and Settings\leolin\My Documents\1- RE   <a href="#">Browse...</a> (Allowable Document Types: doc,rtf,txt,wpd,pdf,xls,jpg,jpeg,xfd,docx,xlsx) (Allowable Document Size: 20 MB)
Description (Maximum 500 characters)	This document contains an overall description of performance.

[Go Back](#) [Attach Document](#) [Finished Attaching](#)

**Attached Document(s)**

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

**NOTE:** This document is similar to the standard Attach Document Form, except that there is a field for you to enter a description of the document you are attaching.

- Optionally enter a description.
- Follow the standard attachment procedures to attach the document.
- After finishing the attachment procedures, the **Performance Narrative Form** will be re-displayed, with the attachment listed (Figure 22).

**Figure 22: Performance Narrative Form (with Attachment Listed)**

Welcome Rozelia Harris to **HRSA EHB ut18 environment** (Last login date and time 6/8/2010 6:17:00 PM)

**Performance Narrative**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Upload the completed document using the 'Attach' button. After uploading, you can delete the attachment (if needed) by selecting it and clicking "Delete" button. Please... ([Show Full Instruction](#))

Information entered on the 'PerformanceNarrative' page was saved successfully. The Section status is **Not Complete**

**PERFORMANCE NARRATIVE** Status: **Not Complete**

*Attachment(s) (Maximum two (2) attachments)					
Select	Purpose	Document Name	Size	Uploaded By	Description
<input checked="" type="radio"/>	Performance Narrative	Description of Overall Performance.txt	445 Bytes	Rozelia Harris on 6/9/2010 1:21:11 PM	This document contains an overall description of performance.

[Attach](#) [Update Description](#) [Delete](#)

[Go to Previous Page](#) [Save](#) [Save and Continue](#)

- To **UPDATE** the description of the document,
  - Click [Update Description](#) on the **Performance Narrative Form (with Attachment Listed)** (Figure 22).
    - The **Update Description Form (for Performance Narrative)** (Figure 23) will be displayed.

**Figure 23: Update Description Form (for Performance Narrative)**

U.S. Department of Health and Human Services  
**HRSA**  
 Health Resources and Services Administration  
 E-HANDBOOK HOME

H3H: (93.301)  
 SF-PPR for FY 2011

Welcome Rozella Harris to **HRSA EHB ut18 environment** (Last login date and time 6/8/2010 6:17:00 PM)

**Performance Narrative**  
[home](#) | [contact us](#) | [help](#) | [questions/comments](#)

This page allows you to manage the document(s) for a specific purpose. The maximum number of documents allowed for this purpose is displayed below. To attach a document, locate the document on your local machine using the 'Browse' button. You may enter a description for the document. Click on the 'Attach Documents' button to attach the document. Depending on the size of your document, the upload process may take several minutes. The attached document will appear in the 'Attached Documents' section along with all other documents that you have uploaded for this purpose.

To delete one or more documents, select the document or documents and click on the 'Delete Selected Attached Documents' button.

After you are done, click on the 'Continue' button to return to the application page.

**UPDATE DESCRIPTION**

New Description (Maximum 500 characters)

This document contains an overall description of performance.

Cancel Update Description

**Attached Document**

Purpose	Document Name	Size	Uploaded By	Description
Performance Narrative	Description of Overall Performance.txt	445 Bytes	Rozella Harris on 6/9/2010 1:21:11 PM	This document contains an overall description of performance.

2. Modify the description, and click **Update Description**.
  - You will be returned to the **Performance Narrative Form (with Attachment Listed)** (Figure 22). The description will reflect your change.
- ❖ To DELETE a document,
  1. Select the document to be deleted on the on the **Performance Narrative Form (with Attachment Listed)** (Figure 22).
  2. Click **Delete**.  
The **Delete Attachment Confirmation** screen (not shown) will be displayed.
  3. Click **Confirm Delete**.
    - You will be returned to the **Performance Narrative Form (with Attachment Listed)** (Figure 22). The document you deleted will no longer be listed.
- ❖ If you are satisfied with the information on the screen, click **Save and Continue** to save your work and proceed to the next form.

## 3.2.4 Budget Information for Health Center Cluster Program (H80) Progress Reports

### 3.2.4.1 Budget Information: Budget Summary (H80 grants)

The **Budget Summary Form** (Figure 24) can be used to provide a break-down of federal funding for each grant program function (e.g. Community Health Center, Migrant Health Center, etc). The CFDA number is provided for each listed sub-program.

**The budget summary form pre-populates the list of grant program functions (e.g. Community Health Center, Migrant Health Center, etc) for which the grantee is currently receiving federal funds.**

The Recommended Federal Funding amount is shown from the last Notice of Grant Award (NGA) received by the grantee. This **Budget Summary Form** can be used to update the budget information (federal and non-federal budget) for each of the listed grant program functions (also referred here as sub-programs) such that the total federal budget for all sub-programs equals the recommended federal amount from the last NGA.

Click [Budget Summary](#) on the Progress Report left side menu to access the **Budget Summary Form (H80)** (Figure 24), if it is not already displayed.

**Figure 24: Budget Summary Form (H80)**

U.S. Department of Health and Human Services  
**HRSA**  
 Health Resources and Services Administration  
 E-HANDBOOK HOME

H80: Budget Period Renewal (93.224)  
 SF-PPR for FY 2011

Welcome Melinda Binder to **HRSA EHB utl6 environment** (Last login date and time 5/25/2010 1:07:00 PM)  
**Budget Summary**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

To update the information for a grant program or activity, first select it and then click on the "Update Budget Information" button. To add or remove a program or ac... ([Show Full Instruction](#))

Recommended Federal Budget (from Last NGA): **\$0.00**

**BUDGET SUMMARY** Status: **Not Complete**

Select	Grant Program Function or Activity (a)	CFDA Number (b)	New or Revised Budget		
			Federal (c)	Non-Federal (d)	Total
<input checked="" type="radio"/>	Community Health Centers	93.224	\$0.00	\$0.00	\$0.00
<input type="radio"/>	Migrant Health Centers	93.224	\$0.00	\$0.00	\$0.00
<input type="radio"/>	Public Housing	93.224	\$0.00	\$0.00	\$0.00
Total:			\$0.00	\$0.00	\$0.00

[Update Budget Information](#) [Change Sub-Programs](#)

[Go to Previous Page](#) [Save](#) [Save and Continue](#)

You can perform the following functions on this screen:

**Options:**

- ❖ [ADD or REMOVE Sub-Programs](#) (below)
- ❖ [UPDATE Sub-Program Budget Information](#) (on page 29)

- ❖ To ADD any missing sub-program(s) or to REMOVE a sub-program,
  1. Click the [Change Sub-Programs](#) link, located below the table.
    - The **Select Sub-Programs Page (H80)** (Figure 25) will be displayed.

**This link will only appear on Progress reports for H80 grants.**



**Figure 25: Select Sub-Programs Page (H80)**

U.S. Department of Health and Human Services  
**HRSA**  
 Health Resources and Services Administration  
 E-HANDBOOK HOME

H80: Budget Period Renewal (93.224)  
 SF-PPR for FY 2011

Welcome Melinda Binder to HRSA EHB utl6 environment (Last login date and time 5/25/2010 1:07:00 PM)  
**Budget Summary**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

The program "Health Center Cluster" includes the following sub-programs. Please choose the sub-program(s) you want to apply. If you unselect a sub-program, all the budget information you entered for this sub-program will be deleted.

Select	Program	CFDA
<input checked="" type="checkbox"/>	Community Health Centers	93.224
<input type="checkbox"/>	Health Care for the Homeless	93.224
<input checked="" type="checkbox"/>	Migrant Health Centers	93.224
<input checked="" type="checkbox"/>	Public Housing	93.224
<input type="checkbox"/>	School Based Health Center	93.224

[Go Back](#) [Continue](#)

[Acceptable Use Policy](#)

Logout

2. Select / de-select subprograms, as appropriate.

**In the progress report, grantees should not seek funding for any sub-program for which they are not receiving federal funds.**

3. Click **Continue**.

► You will be returned to the **Budget Summary Form (H80)** (Figure 24)

The listed sub-programs will reflect your changes.

- ❖ To UPDATE the budget information for a sub-program,

1. Select the sub-program, and click **Update Budget Information**.

► The **Budget Summary Form (for Sub-Program) (H80)** (Figure 26) will be displayed.

**Figure 26: Budget Summary Form (for Sub-Program) (H80)**

U.S. Department of Health and Human Services  
**HRSA**  
 Health Resources and Services Administration  
 E-HANDBOOK HOME

H80: Budget Period Renewal (93.224)  
 SF-PPR for FY 2011

Welcome Melinda Binder to HRSA EHB utl6 environment (Last login date and time 5/25/2010 1:07:00 PM)  
**Budget Summary**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Enter or update the budget summary information. Please refer to the Progress Report Instructions for more information on filling out this section. Use the "Save and Continue" button to go to the next section. To return to the previous section, click on the "Cancel" button. The form will be marked as **COMPLETE** only after all the required information is provided.

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

BUDGET SUMMARY	
Grant Program Function or Activity	Community Health Centers
CFDA Number	93.224
New or Revised Budget	
* Federal	\$ 0.00
Non-Federal Resources	
Applicant	\$ 0.00
State	\$ 0.00
Local	\$ 0.00
Other	\$ 0.00
Program Income	\$ 0.00
Non-Federal Sub Total	\$ \$0.00

[Go Back](#) [Save and Continue](#)

2. Update the information for each category, as necessary.  
Fields marked with an asterisk (\*) are required.

3. Click **Save and Continue**.

► You will be returned to the **Budget Summary Form (H80)** (Figure 24)

The budget summary information for sub-program will reflect your changes.


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

 **The system will validate that the Total Federal amount requested by the grantee for all sub-programs listed in the form is equal to the Recommended Federal Amount (from the last NGA).**

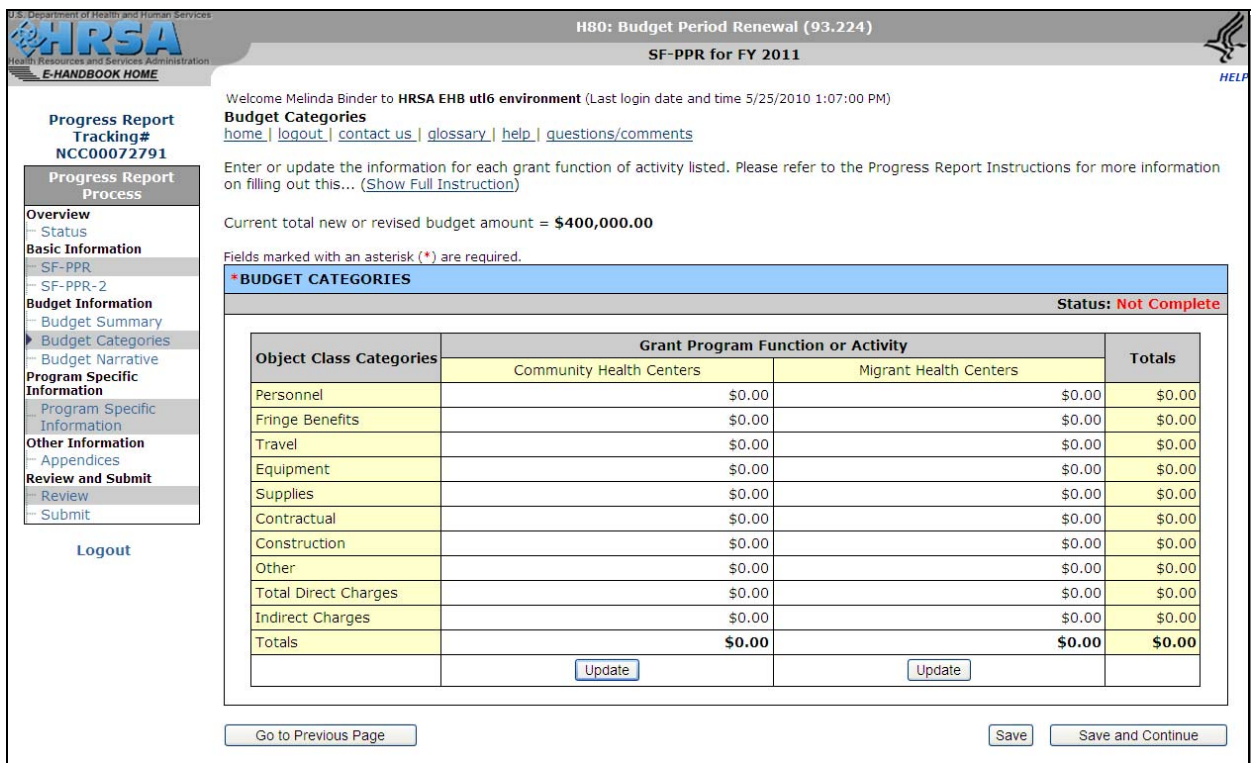
### 3.2.4.2 Budget Information: Budget Categories (H80 grants)

The **Budget Categories Form** allows you to update the budget object class amounts for each sub-program.

Click **Budget Categories** on the Progress Report left side menu to access the **Budget Categories Form (H80)** (Figure 27), if it is not already displayed.

 **The system will display all the sub-programs that are listed in Budget Summary Form (H80) (Figure 24).**

**Figure 27: Budget Categories Form (H80)**



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

H80: Budget Period Renewal (93.224)  
 SF-PPR for FY 2011

Welcome Melinda Binder to HRSA EHB utl6 environment (Last login date and time 5/25/2010 1:07:00 PM)

**Budget Categories**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Enter or update the information for each grant function of activity listed. Please refer to the Progress Report Instructions for more information on filling out this... ([Show Full Instruction](#))

Current total new or revised budget amount = **\$400,000.00**

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

**\*BUDGET CATEGORIES** Status: **Not Complete**

Object Class Categories	Grant Program Function or Activity		Totals
	Community Health Centers	Migrant Health Centers	
Personnel	\$0.00	\$0.00	\$0.00
Fringe Benefits	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$0.00	\$0.00
Construction	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Total Direct Charges	\$0.00	\$0.00	\$0.00
Indirect Charges	\$0.00	\$0.00	\$0.00
<b>Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

- ❖ To update the budget object classes for a sub-program:

1. Click **Update** under the sub-program for which you want specify amounts for budget object categories.

► The **Budget Categories (for Sub-Program) Form (H80)** (Figure 28) will be displayed.

Note that the bottom line is populated with the total \$ for the sub-program, as reflected in the **Budget Summary Form (H80)** (Figure 24).

**Figure 28: Budget Categories (for Sub-Program) Form (H80)**

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H80: Budget Period Renewal (93.224)  
 SF-PPR for FY 2011

Welcome Melinda Binder to HRSA EHB utl6 environment (Last login date and time 5/25/2010 1:07:00 PM)  
**Budget Categories**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

**Progress Report Tracking#**  
 NCC00072791

**Progress Report Process**

- Overview
  - Status
- Basic Information
  - SF-PPR
  - SF-PPR-2
- Budget Information
  - Budget Summary
  - Budget Categories**
  - Budget Narrative
- Program Specific Information
  - Program Specific Information
- Other Information
  - Appendices
- Review and Submit
  - Review
  - Submit

**Logout**

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

BUDGET CATEGORIES	
Object Class Categories	Grant Program Function or Activity (\$)
*Grant Program, Function or Activity	Community Health Centers
*Personnel	\$ 0.00
*Fringe Benefits	\$ 0.00
*Travel	\$ 0.00
*Equipment	\$ 0.00
*Supplies	\$ 0.00
*Contractual	\$ 0.00
*Construction	\$ 0.00
*Other	\$ 0.00
*Indirect Charges	\$ 0.00
Total Budget specified in Budget Summary	\$400,000.00

[Go Back](#) [Save and Continue](#)

- Enter the \$ amount for each budget object class.  
Fields marked with an asterisk (\*) are required.

**Make sure, that, for a given sub-program, the total \$ of all the Budget Object Classes equal the amount in the *Total Budget specified in Budget Summary*.**

- When you are finished entering the \$ amounts, click [Save and Continue](#).  
 ► You will be returned to the **Budget Categories Form (H80)** (Figure 27).

The \$ amounts that you entered for the sub-program's budget object classes will be listed.

- ❖ When you are finished entering the budget object class amounts for each sub-program, click [Save and Continue](#) to save your work and proceed to the next form.

### 3.2.4.3 Budget Information: Budget Narrative (H80 grants)

The **Budget Narrative Form** allows users to upload up to two (2) attachments that provide a budget narrative/justification.

(For more information regarding the budget narrative description, please refer to the Program Instructions.)

Click [Budget Narrative](#) on the Progress Report left side menu to access the **Budget Narrative Form (H80)** (Figure 29), if it is not already displayed.

**Figure 29: Budget Narrative Form (H80)**

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

H80: Budget Period Renewal (93.224)  
 SF-PPR for FY 2011

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**Budget Narrative**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Upload the completed document using the 'Attach' button. After uploading, you can delete the attachment (if needed) by selecting it and clicking "Delete" button. Please... ([Show Full Instruction](#))

✔ Information entered on the 'BudgetCategories' page was saved successfully. The Section status is Complete

**BUDGET NARRATIVE** Status: **Not Complete**

* Attachment(s) (Maximum two (2) attachments)					
Select	Purpose	Document Name	Size	Uploaded By	Description
No attached document exists.					
<a href="#">Attach</a>					

[Go to Previous Page](#) [Save](#) [Save and Continue](#)

[Acceptable Use Policy](#)

[Logout](#)

1. To attach a budget narrative document, click **Attach** and follow the usual attachment procedures.
2. When you are finished attaching the document(s), click **Save and Continue** to save your work and proceed to the next form.



### 3.2.5 Budget Information for Progress Reports (Non H80 grants)

#### 3.2.5.1 Budget Information: Budget Summary (non H80 grants)

Depending on the type of grant program, there may not be any sections for Budget Information.

The **Budget Summary Form** allows users to specify the non-federal portion of the total budget for the grant. In addition, the CFDA number is displayed for the listed Grant Program.

The federal portion of the total budget for the grant is pre-populated from Section 13 of the last Notice of Grant Award (NGA), which lists the recommended future federal funding support amount. The federal portion of the budget cannot be updated to an amount that is different from the recommended amount in the last NGA.

Click [Budget Summary](#) on the Progress Report left side menu to access the **Budget Summary form (non H80)** (Figure 30), if it is not already displayed.

**Figure 30: Budget Summary Form (non H80)**

U.S. Department of Health and Human Services  
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H76: (93.918)  
 SF-PPR for FY 2011

Welcome Ryan Ribeiro, M.Ed to HRSA EHB utl9 environment (Last login date and time 6/30/2010 2:34:00 PM)

**Budget Summary**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

To update the information for a grant program or activity, first select it and then click on the "Update Budget Information" button. To add or remove a program or activity, click on the "Change Sub-Program" link below. Please refer to the Progress Report Instructions for more information on filling out this section.

Use the "Save and Continue" button to go to the next section. To return to the previous section, click on the "Go to Previous Page" button. The form will be marked as **COMPLETE** only after all the required information is provided.

Recommended Federal Budget (from Last NGA): **\$368,556.00**

**BUDGET SUMMARY** Status: **Not Complete**

Select	Grant Program Function or Activity (a)	CFDA Number (b)	New or Revised Budget		
			Federal (c)	Non-Federal (d)	Total
<input checked="" type="radio"/>	Ryan White Part C Outpatient EIS Program	93.918	\$368,556.00	\$0.00	\$368,556.00
Total:			\$368,556.00	\$0.00	\$368,556.00

[Update Budget Information](#)

[Go to Previous Page](#) [Save](#) [Save and Continue](#)

❖ To update the budget information:

1. Select the Grant Program, and click [Update Budget Information](#).

► The **Budget Summary Form (for Grant Program) (non H80)** (Figure 31) will be displayed.

**Figure 31: Budget Summary Form (for Grant Program) (non H80)**

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

H76: (93.918)  
 SF-PPR for FY 2011

Welcome Ryan Ribeiro, M.Ed to **HRSA EHB ut19 environment** (Last login date and time 6/30/2010 2:34:00 PM)

**Budget Summary**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Enter or update the budget summary information. Please refer to the Progress Report Instructions for more information on filling out this section. Use the "Save and Continue" button to go to the next section. To return to the previous section, click on the "Cancel" button. The form will be marked as **COMPLETE** only after all the required information is provided.

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

BUDGET SUMMARY	
Grant Program Function or Activity	Ryan White Part C Outpatient EIS Program
CFDA Number	93.918
New or Revised Budget	
*Federal	\$ 368556.00
Non-Federal Resources	
Applicant	\$ 0.00
State	\$ 0.00
Local	\$ 0.00
Other	\$ 0.00
Program Income	\$ 0.00
Non-Federal Sub Total	\$ \$0.00

[Go Back](#) [Save and Continue](#)

2. Update the information for each category, as necessary.  
 Fields marked with an asterisk (\*) are required.

3. Click **Save and Continue**.

► You will be returned to the **Budget Summary Form (non H80)** (Figure 30)

The budget summary information for Grant Program will reflect your changes.

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

### 3.2.5.2 Budget Information: Budget Categories (non H80 grants)

The **Budget Categories Form** allows you to update the budget amount for each object class category for the listed Grant Program(s).

Click **Budget Categories** on the Progress Report left side menu to access the **Budget Categories Form (non H80)** (Figure 32), if it is not already displayed.

**Figure 32: Budget Categories Form (non H80)**

U.S. Department of Health and Human Services  
**HRSA**  
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 E-HANDBOOK HOME

H76: (93.918)  
 SF-PPR for FY 2011

Welcome Ryan Ribeiro, M.Ed to **HRSA EHB ut19 environment** (Last login date and time 6/30/2010 2:34:00 PM)

**Budget Categories**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Enter or update the information for each grant function of activity listed. Please refer to the Progress Report Instructions for more information on filling out this... ([Show Full Instruction](#))

✔ **Information entered on the 'BUDGET SUMMARY' page was saved successfully. The Section status is Complete**

Current total new or revised budget amount = **\$368,556.00**

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

**\*BUDGET CATEGORIES** Status: **Not Complete**

Object Class Categories	Grant Program Function or Activity	Totals	
	Ryan White Part C Outpatient CIS Program		
Personnel		\$0.00	\$0.00
Fringe Benefits		\$0.00	\$0.00
Travel		\$0.00	\$0.00
Equipment		\$0.00	\$0.00
Supplies		\$0.00	\$0.00
Contractual		\$0.00	\$0.00
Construction		\$0.00	\$0.00
Other		\$0.00	\$0.00
Total Direct Charges		\$0.00	\$0.00
Indirect Charges		\$0.00	\$0.00
<b>Totals</b>		<b>\$0.00</b>	<b>\$0.00</b>

[Update](#)

[Go to Previous Page](#) [Save](#) [Save and Continue](#)

❖ To update the budget object class categories for a Grant Program:

1. Click [Update](#) under the Grant Program Function or Activity for which you want to specify amounts for budget object categories.  
 ► The **Budget Categories (for Grant Program) Form (non H80)** (Figure 33) will be displayed.

Note that the bottom line is populated with the total budget for the Grant Program, as reflected in the **Budget Summary Form (non H80)** (Figure 30).

**Figure 33: Budget Categories (for Grant Program) Form (non H80)**

U.S. Department of Health and Human Services  
**HRSA**  
 Health Resources and Services Administration  
 E-HANDBOOK HOME

H76: (93.918)  
 SF-PPR for FY 2011

>Welcome Ryan Ribeiro, M.Ed to **HRSA EHB utl9 environment** (Last login date and time 6/30/2010 2:34:00 PM)

**Budget Categories**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Please update information for each Grant Function of Activity listed below. When you are done, click on the "Save and Continue" button. To save the information entered in this page, you are required to click on this button. To cancel the action, click on the "Go Back" button. The total of all budget categories for the program should be equal to the total budget specified in budget summary.

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

BUDGET CATEGORIES	
Object Class Categories	Grant Program Function or Activity (\$)
*Grant Program, Function or Activity	Ryan White Part C Outpatient EIS Program
*Personnel	\$ 0.00
*Fringe Benefits	\$ 0.00
*Travel	\$ 0.00
*Equipment	\$ 0.00
*Supplies	\$ 0.00
*Contractual	\$ 0.00
*Construction	\$ 0.00
*Other	\$ 0.00
*Indirect Charges	\$ 0.00
Total Budget specified in Budget Summary	<b>\$368,556.00</b>

Go Back      Save and Continue

- Enter the \$ amount for each budget object class category.  
 Fields marked with an asterisk (\*) are required.

**For the Grant Program, please ensure that the total \$ of all the Budget Object Class Categories equals the Total Budget specified in Budget Summary.**

- When you are finished entering the \$ amounts, click **Save and Continue**.  
 ► You will be returned to the **Budget Categories Form (non H80)** (Figure 32).  
 The \$ amounts that you entered for the budget object class categories will be listed.
- ❖ When you are finished entering the budget object class amounts for each Grant Program, click **Save and Continue** to save your work and proceed to the next form.

### 3.2.5.3 Budget Information: Budget Narrative (non H80 grants)

The **Budget Narrative Form** allows a user to upload up to two (2) attachments that provide a budget narrative/justification.

Click [Budget Narrative](#) on the Progress Report left side menu to access the **Budget Narrative Form (non H80)** (Figure 34), if it is not already displayed.

**Figure 34: Budget Narrative Form (non H80)**

U.S. Department of Health and Human Services  
**HRSA**  
 Health Resources and Services Administration  
 E-HANDBOOK HOME

H76: (93.918)  
 SF-PPR for FY 2011

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**Budget Narrative**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Upload the completed document using the 'Attach' button. After uploading, you can delete the attachment (if needed) by selecting it and clicking "Delete" button. Please... ([Show Full Instruction](#))

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

**BUDGET NARRATIVE** Status: **Not Complete**

*Attachment(s) (Maximum two (2) attachments)					
Select	Purpose	Document Name	Size	Uploaded By	Description
No attached document exists.					
<a href="#">Attach</a>					

Go to Previous Page Save Save and Continue

1. To attach a budget narrative document, click [Attach](#) and follow the usual attachment procedures.
2. When you are finished attaching the document(s), click [Save and Continue](#) to save your work and proceed to the next form.



### 3.2.6 Appendices

The Appendices section allows you to attach standard attachments required for your grant program when submitting a progress report.


Click the [Appendices](#) link on the Progress Reports side menu (Figure 12) to access the **Appendices Form** (Figure 35), if it is not already displayed.

**Figure 35: Appendices Form**

1. Click **Attach**.  
 ► The **Attach Document (for Appendices) Page** (Figure 36) will be displayed.

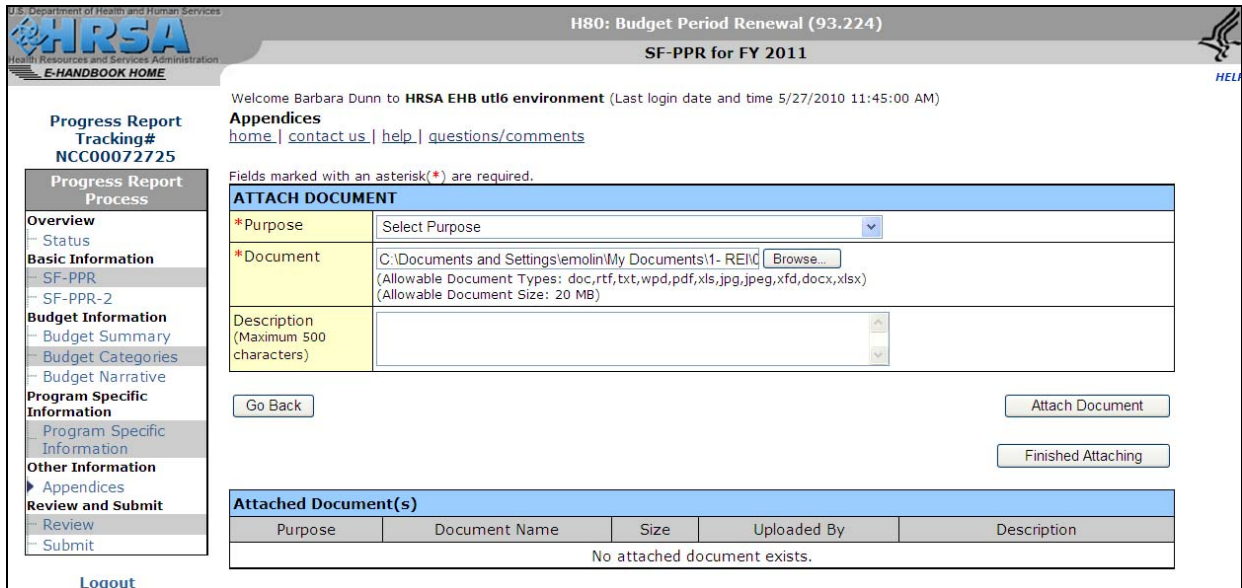
**Figure 36: Attach Document (for Appendices) Page**

2. Select the purpose of the attachment from the *Purpose* drop-down.

 **Only one attachment is allowed per purpose. Once you select a purpose, you cannot attach another document and select the same purpose.**

- Click **Browse . . .** and follow the standard Windows browse procedure to select the document to be attached in the Document box.

**Figure 37: Attach Document (for Appendices) Page (Showing Document *to be Attached*)**



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 E-HANDBOOK HOME

H80: Budget Period Renewal (93.224)  
 SF-PPR for FY 2011

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**Appendices**  
[home](#) | [contact us](#) | [help](#) | [questions/comments](#)

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

**ATTACH DOCUMENT**

*Purpose	Select Purpose
*Document	C:\Documents and Settings\lemolin\My Documents\1- REI\0 <b>Browse...</b> (Allowable Document Types: doc,rtf,txt,wpd,pdf,xls,jpg,jpeg,xfd,docx,xlsx) (Allowable Document Size: 20 MB)
Description (Maximum 500 characters)	

**Go Back** **Attach Document** **Finished Attaching**

Attached Document(s)				
Purpose	Document Name	Size	Uploaded By	Description
No attached document exists.				

**Logout**

- Enter a description of the document you are attaching.
- Click **Attach Document** to attach the document.  
 ► The **Attach Document (for Appendices) Page** will be re-displayed (Figure 38), listing the Document you attached under the heading *Attached Documents*.

**Figure 38: Attach Document (for Appendices) Page (Listing Attached Document)**

U.S. Department of Health and Human Services  
**HRSA**  
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H80: Budget Period Renewal (93.224)  
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**Appendices**  
[home](#) | [contact us](#) | [help](#) | [questions/comments](#)

✓ **Attachment saved successfully.**

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

**ATTACH DOCUMENT**

*Purpose	Attachment 4 - Position Descriptions for Key Management Staff (Max 1) ▾
*Document	<input type="button" value="Browse..."/> <small>(Allowable Document Types: doc,rtf,txt,wpd,pdf,xls,jpg,jpeg,xfd,docx,xlsx)          (Allowable Document Size: 20 MB)</small>
Description (Maximum 500 characters)	<div></div>

**Attached Document(s)**

Purpose	Document Name	Size	Uploaded By	Description
Attachment 4 - Position Descriptions for Key Management Staff	<a href="#">Position Descriptions</a>	364 Bytes	Barbara Dunn on 6/1/2010 2:21:41 PM	Position Descriptions

**Progress Report Tracking# NCC00072725**

**Progress Report Process**

Overview

- Status

**Basic Information**

- SF-PPR
- SF-PPR-2

**Budget Information**

- Budget Summary
- Budget Categories
- Budget Narrative

**Program Specific Information**

- Program Specific Information

**Other Information**

- Appendices

**Review and Submit**

- Review
- Submit

[Logout](#)

- Repeat steps 2 through 5 to attach any other appendix documents.
- When you have completed attaching all the appendix documents, click **Finished Attaching**.
  - The **Appendices Form** will be re-displayed (Figure 39), listing the appendix documents you just attached.



**Figure 39: Appendices Form (with Appendix Documents Listed)**

U.S. Department of Health and Human Services  
**HRSA**  
 Health Resources and Services Administration  
 E-HANDBOOK HOME

H80: Budget Period Renewal (93.224)  
 SF-PPR for FY 2011

Welcome Barbara Dunn to **HRSA EHB ut16 environment** (Last login date and time 5/27/2010 11:45:00 AM)

**Appendices**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Upload the completed document using the 'Attach' button. After uploading, you can delete the attachment (if needed) by selecting it and clicking "Delete" button. Ple... ([Show Full Instruction](#))

**Progress Report Tracking# NCC00072725**

**Progress Report Process**

- Overview
  - Status
- Basic Information
  - SF-PPR
  - SF-PPR-2
- Budget Information
  - Budget Summary
  - Budget Categories
  - Budget Narrative
- Program Specific Information
  - Program Specific Information
- Other Information
  - Appendices
- Review and Submit
  - Review
  - Submit

[Logout](#)

**APPENDICES** Status: **Complete**

Select	Purpose	Document Name	Size	Uploaded By	Description
<input checked="" type="radio"/>	Attachment 4 - Position Descriptions for Key Management Staff	<a href="#">Position Descriptions</a>	364 Bytes	Barbara Dunn on 6/1/2010 2:21:41 PM	Position Descriptions

[Attach](#) [Update Description](#) [Delete](#)

[Go to Previous Page](#) [Save](#) [Save and Continue](#)

- At this point, you can:
  - Click the [hyperlinked name](#) of a listed document to view it.
  - Click **Attach** to attach additional appendix documents, by following steps 1 through 7 ([above](#)).
  - Select a document and click **Update Description** to change the document's description via the **Update Description Page** (Figure 40).
  - Select a document and click **Delete** to delete the selected attachment.
- When you are finished with your attachments, click **Save and Continue** to save the information and return to the **Status Page (for Progress Report)** (Figure 12).

**Figure 40: Update Description Page**

U.S. Department of Health and Human Services

**HRSA**

Health Resources and Services Administration

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H80: Budget Period Renewal (93.224)

SF-PPR for FY 2011

HELP

Welcome Barbara Dunn to **HRSA EHB ut6 environment** (Last login date and time 5/27/2010 11:45:00 AM)

**Appendices**  
[home](#) | [contact us](#) | [help](#) | [questions/comments](#)

**Progress Report Tracking#**  
NCC00072725

**Progress Report Process**

- Overview
  - Status
- Basic Information
  - SF-PPR
  - SF-PPR-2
- Budget Information
  - Budget Summary
  - Budget Categories
  - Budget Narrative
- Program Specific Information
  - Program Specific Information
- Other Information
  - Appendices
- Review and Submit
  - Review
  - Submit

**Logout**

**UPDATE DESCRIPTION**

New Description (Maximum 500 characters)

User IDs used in creating this document.

**Attached Document**

Purpose	Document Name	Size	Uploaded By	Description
Attachment 4 - Position Descriptions for Key Management Staff	<a href="#">Position Descriptions</a>	364 Bytes	Barbara Dunn on 6/1/2010 2:21:41 PM	Position Descriptions

[Acceptable Use Policy](#)

### 3.3. Program Specific Information

Depending on the type of grant program, your Progress Report may not contain a Program Specific Information section.

If your program's Progress Report contains a Program Specific Information section, click the [Program Specific Information](#) link in the left menu and then follow the instructions on the screens to complete this section.

### 3.4. Review the Progress Report

The **Status Overview Page for the Entire Progress Report** (Figure 41) shows the completion status of each Progress Report form. All forms must be complete before you can submit your Progress Report.

**Figure 41: SAMPLE Status Overview Page for the Entire Progress Report**

U.S. Department of Health and Human Services  
**HRSA**  
 Health Resources and Services Administration  
 E-HANDBOOK HOME

H76: (93.918)  
 SF-PPR for FY 2011

Welcome Paul Cassidy MSW to HRSA EHB utl8 environment (Last login date and time 5/28/2010 1:13:00 PM)

**Status**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

The table below shows the status of the application. The application is currently **INCOMPLETE** and cannot be submitted in it's current state.

**Progress Report Tracking#**  
 NCC00071985

**Progress Report Process**

- Overview
  - Status
- Basic Information
  - SF-PPR
  - SF-PPR-2
  - Performance Narrative
- Budget Information
  - Budget Summary
  - Budget Categories
  - Budget Narrative
- Other Information
  - Appendices
- Review and Submit
  - Review
  - Submit

Logout

**STATUS OVERVIEW**

**NCC PROGRESS REPORT PROCESS STATUS**

Deadline	Aug 20 2010 5:00PM (You have <b>84</b> days to complete and submit the application.)
Created On	5/27/2010 11:12:39 AM
Last Updated By	Paul Cassidy MSW on 5/28/2010 4:14:19 PM
View: NCC Progress Report	

Click [Review](#) to open the Review page for the entire Progress Report.  
 Click [Submit](#) to start the submission process

	Action	Status
Basic Information	<a href="#">Update</a>	COMPLETE
SF-PPR-2 (Cover Page Continuation)	<a href="#">Update</a>	COMPLETE
Performance Narrative	<a href="#">Update</a>	COMPLETE
Budget Information		
Budget Summary	<a href="#">Update</a>	COMPLETE
Budget Categories	<a href="#">Update</a>	COMPLETE
Budget Narrative	<a href="#">Update</a>	COMPLETE
Other Information		
Appendices	<a href="#">Update</a>	COMPLETE

This status screen may appear differently, depending on your program.

- ❖ To view or print any Progress Report form, click [Review](#) in the **Review and Submit** section on the side menu (Figure 41).
  - The **Review Page for Entire Progress Report** will open in a Table of Content format (Figure 42).

**Figure 42: SAMPLE Review Page for Entire Progress Report**

Welcome Paul Cassidy MSW to **HRSA EHB utl8 environment** (Last login date and time 5/28/2010 1:13:00 PM)

**Review**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

The progress report has not been submitted to HRSA as yet.

The following is the table of contents of the progress report. Click on "Print" button for a printable version of this page. For a printable version of all the HTML forms (forms only, no attachments), click on "Print All HTML Forms" button. You must print each attachment individually.

To print the entire progress report (HTML forms and attachments), click on "Print All HTML Forms" button. Please read associated important instructions BEFORE you use this feature.

[Print](#) [Print All HTML Forms](#)

Click **Print All HTML Forms** to get a printable copy of all HTML forms.

Section	Type	Action
<b>Basic Information</b>		
SF-PPR	HTML	<a href="#">View</a>
SF-PPR-2 (Cover Page Continuation)	HTML	<a href="#">View</a>
Performance Narrative (Book1.xlsx)	DOCUMENT	<a href="#">View</a>
<b>Budget Information</b>		
Budget Summary	HTML	<a href="#">View</a>
Budget Categories	HTML	<a href="#">View</a>
Budget Narrative (Book1.xlsx)	DOCUMENT	<a href="#">View</a>
<b>Appendices</b>		
Attachment 1		Not Available
Attachment 2		Not Available
Attachment 3		Not Available
Attachment 4		Not Available
Attachment 5	DOCUMENT	Not Available
Attachment 6	DOCUMENT	Not Available
Attachment 7	DOCUMENT	Not Available
Attachment 8	DOCUMENT	Not Available
Attachment 9	DOCUMENT	Not Available
Attachment 10	DOCUMENT	Not Available
Attachment 11	DOCUMENT	Not Available
Attachment 12	DOCUMENT	Not Available
Attachment 13	DOCUMENT	Not Available
Attachment 14	DOCUMENT	Not Available
Attachment 15	DOCUMENT	Not Available

Click [View](#) links to view individual sections of your Progress Report.

[Proceed To Submit](#)

- ❖ The Table of Contents lists all sections in the Progress Report.
  - Use the [View](#) links in the Action column to view any section.
  - 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 not filled using attachments. Attachments can be printed by clicking on individual [View](#) link for DOCUMENT (attachment) type forms and then printing the document.
  - Click [Proceed to Submit](#) to go to the **Status Overview Page for the Entire Progress Report** (Figure 43) to initiate the Submit Progress Report process.

### 3.5. Submit Progress Report

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

To submit the Progress Report, you must have the 'Submit' privilege.

1. Click [Submit](#) under **Review and Submit** on the side menu of the **Status Overview Page for the Entire Progress Report** (Figure 41) to start the Submit Progress Report process.
2. If all the forms are marked **COMPLETE**, the **Submit Page** (Figure 43) will be displayed.

**Figure 43: SAMPLE Submit Page**

The screenshot shows the HRSA Submit Page for user Melinda Binder. The page header includes the HRSA logo and navigation links. The main content area displays the application status as **COMPLETE**. A table titled 'NCC PROGRESS REPORT FORM STATUS' lists various sections and their completion status. At the bottom right, a red circle highlights the 'Submit to HRSA' button.

**Progress Report Tracking# NCC00072791**

**Progress Report Process**

- Overview
  - Status
- Basic Information
  - SF-PPR
  - SF-PPR-2
- Budget Information
  - Budget Summary
  - Budget Categories
  - Budget Narrative
- Program Specific Information
  - Program Specific Information
- Other Information
  - Appendices
- Review and Submit
  - Review
  - Submit**

[Logout](#)

Welcome Melinda Binder to HRSA EHB utl6 environment (Last login date and time 5/26/2010 5:16:00 PM)

**Submit**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

The table below shows the status of the application. The application is currently **COMPLETE**.

SUBMIT REQUEST		
<b>NCC PROGRESS REPORT PROCESS STATUS</b>		
Deadline	Dec 1 2010 5:00PM (You have <b>189</b> days to complete and submit the application.)	
Created On	5/18/2010 4:21:02 PM	
Last Updated By	Melinda Binder on 5/26/2010 6:04:43 PM	
<a href="#">View: NCC Progress Report</a>		
<b>NCC PROGRESS REPORT FORM STATUS</b>		
Section	Action	Status
<b>Basic Information</b>		
SF-PPR	<a href="#">Update</a>	COMPLETE
SF-PPR-2 (Cover Page Continuation)	<a href="#">Update</a>	COMPLETE
<b>Budget Information</b>		
Budget Summary	<a href="#">Update</a>	COMPLETE
Budget Categories	<a href="#">Update</a>	COMPLETE
Budget Narrative	<a href="#">Update</a>	COMPLETE
<b>Other Information</b>		
Program Specific Information	<a href="#">Update</a>	COMPLETE
Appendices	<a href="#">Update</a>	COMPLETE

[Submit to HRSA](#)

3. Click the [Submit to HRSA](#) button.  
 ► The **Submit – NCC Progress Report Certification Page** (Figure 44) will be displayed.



**Figure 44: SAMPLE Submit – NCC Progress Report Certification Page**

U.S. Department of Health and Human Services  
**HRSA**  
 Health Resources and Services Administration  
 E-HANDBOOK HOME

H80: Budget Period Renewal (93.224)  
 SF-PPR for FY 2011

Welcome Melinda Binder to **HRSA EHB utl6 environment** (Last login date and time 5/26/2010 5:16:00 PM)  
**Submit**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

**Progress Report Tracking#**  
 NCC00072791

**Progress Report Process**

- Overview
- Status
- Basic Information
  - SF-PPR
  - SF-PPR-2
- Budget Information
  - Budget Summary
  - Budget Categories
  - Budget Narrative
- Program Specific Information
  - Program Specific Information
- Other Information
  - Appendices
- Review and Submit
  - Review
  - Submit

**Note:** This is a confirmation page! You MUST click on the appropriate button to complete your action..

You have chosen to submit this report to HRSA. Please check the box to electronically sign the Noncompeting Continuation (NCC) Progress Report. Click on the 'Submit Report' button below to submit the report. If you do not wish to submit the (NCC) Progress Report at this time, click on the 'Cancel' button to return to the previous screen.

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

**\*NCC PROGRESS REPORT CERTIFICATION**

I certify to the best of my knowledge and belief that the information provided in this progress report is true and correct. [View Report](#)

☐ Please check the box to electronically sign the NCC Progress Report

[Cancel](#) [Submit Report](#)

[Logout](#)

- Check the box to electronically sign the Progress Report.
- Click the [Submit Report](#) button to submit your Progress Report to HRSA.  
 ► The **NCC Progress Report Confirmation Page** (Figure 45) will be displayed.

**Figure 45: NCC Progress Report Confirmation Page**

U.S. Department of Health and Human Services  
**HRSA**  
 Health Resources and Services Administration  
 E-HANDBOOK HOME

H80: Budget Period Renewal (93.224)  
 SF-PPR for FY 2011

Welcome Melinda Binder to **HRSA EHB utl6 environment** (Last login date and time 5/26/2010 5:16:00 PM)  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

[Print](#)

**NCC Progress Report was successfully submitted and received by HRSA.**

The tracking number for your submission is listed below. Please keep record of the tracking number for future reference.

Your progress report will now be sent for review. During this process you may be contacted by the reviewer for additional questions related to your submission. All such questions will be directed to the contact person that you have specified in your progress report.

All technical/system issues should be directed to the BPHC helpline at 877-Go4-HRSA/877-464-4772;301-998-7373 or Email at CallCenter@HRSA.GOV from 9:00 a.m. to 5:30 p.m. Eastern Time (E.T.), Monday through Friday

Submitted on Date and Time	5/26/2010 8:49:30 PM
Submitted By	Melinda Binder
Tracking Number	NCC72791

[Go To Noncompeting Continuation List Page](#)

- Take note of the Tracking number
  - You may optionally print the confirmation page by clicking the [Print](#) button.
- Click the [Go to Noncompeting Continuation List Page](#) to go to the **Noncompeting Continuations Page** (Figure 6) to view additional grants for which you can begin or edit other Progress Reports.

## 3.6. Submitting Revised Progress Report

### 3.6.1 Edit and Submit Change-Requested Progress Reports

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

If your Progress 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:

**Figure 46: Sample Change-Request Email**

**From:** reitester1@hotmail.com [mailto:reitester1@hotmail.com]  
**Sent:** Tuesday, June 15, 2010 1:23 PM  
**To:** Vaibhavi Patel  
**Subject:** Noncompeting Continuation for Grant # :H80CS00317) - Change Requested by HRSA

A Change Request for Noncompeting Continuation has been requested by HRSA. Following are the details:

Grant Number **H80CS00104**  
Grantee Name: KINSTON COMMUNITY HEALTH CENTER, INC.

Tracking Number: **78615**  
Budget Period: 12/1/2009-11/30/2010

Submitted on: 06/30/2010

**Following Comments were added by the HRSA Reviewer for your information:  
Please change the budget summary.**

This deliverable can be accessed in the EHBs by clicking the following link:  
<https://hrsautl5.reisys.com/webExternal/PostAward/deliverables.asp?deliverableTypeCode=3&DeliverableScheduleStatus=1,2,4>

This Request will also be available in EHBs from the "Noncompeting Continuations" under Submissions sections of the Grant Hand Book. If you have any questions, please contact your project officer (PO).

For any questions regarding online submission, please contact the call center at 877-Go4-HRSA/877-464-4772/301-998-7373 or Email at CallCenter@HRSA.GOV.

NOTE: This is a system generated message. Please do not respond to this message.  
The mail was generated in the Development environment

After you receive the email you will need to edit and re-submit the Progress Report noted in the email message.

1. On the '**HRSA EHB Home (Welcome)**' Page, click the [View Portfolio](#) link under the **Grants Portfolio** heading on the left side menu.
2. The **View Portfolio Page** (Figure 47) will be displayed.

Figure 47: View Portfolio Page

U.S. Department of Health and Human Services  
**HRSA**  
 Health Resources and Services Administration  
 E-HANDBOOK HOME

HRSA Electronic Handbooks for Applicants/Grantee  
 KINSTON COMMUNITY HEALTH CENTER, INC., Kinston, NC

Welcome Carla Pellerin to HRSA EHB ut15 environment (Last login date and time 6/30/2010 12:41:00 PM)

**View Portfolio**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Following are the grants for which you have been registered either as a project director or an employee. Click on the "Open Grant Handbook" link to manage a grant.

**GRANTS**

C81CS				Last Award Issued on: 04/07/2010
Project Period	6/29/2009-6/28/2011	Budget Period	6/29/2009-6/28/2011	<a href="#">Open Grant Handbook</a>
CRS EIN	1561833275A1	Number of Support Years	1	
Project Director	Carla B Pellerin, Email: reitester1@hotmail.com, Phone: (252) 522-9485 Ext: 230			
Grant Contact	Tonya Randall, Email: reitester1@hotmail.com, Phone: (301) 594-4259			
Program Contact	David Spurlock, Email: reitester1@hotmail.com, Phone: (301) 443-1789			
H80CS00104:Health Center Cluster				Last Award Issued on: 02/25/2010
Project Period	2/1/2002-11/30/2012	Budget Period	12/1/2009-11/30/2010	<a href="#">Open Grant Handbook</a>
CRS EIN	1561833275A1	Number of Support Years	9	
Project Director	Carla B Pellerin, Email: reitester1@hotmail.com, Phone: (252) 522-9800 Ext: 230			
Grant Contact	Frances Woodburn, Email: reitester1@hotmail.com, Phone: (301) 443-3268			
Program Contact	Darryl Burnett, Email: reitester1@hotmail.com, Phone: (301) 594-4449			

**Left Sidebar Menu:**

- HRSA Portal
  - Grants Home
  - FQHC LA Home
- Home
  - Welcome
  - Manage Applications
    - Funding Opportunities
    - View Applications
    - Peer Access
  - Grants Portfolio
    - Add to Portfolio
    - View Portfolio
  - Manage Organization Profile
    - View/Update Profile
    - Manage Users
    - Performance Sites
  - Manage Personal Profile
    - Update Profile
    - Change Password
    - My Registered Organizations
- Logout

- Click the [Open Grant Handbook](#) link for the grant number that was noted in the *Change-Request Email*.
- The **'Welcome Page' for the Grant Handbook** (Figure 5) corresponding to the link you clicked will be displayed.

Note that the screen contains a different left side menu than it did before.

Depending on your program, your 'Welcome Page' for the Grant Handbook may appear differently, and may not contain all the left side menu items listed in this figure.

- Click the [Noncompeting Continuations](#) link under the **Submissions** heading on the left side menu.
- The **Noncompeting Continuations Page** (Figure 48) will be displayed.

Note that the *Schedule Status* for the *Change-Requested Progress Report* states **Change requested** at the top of its Progress Report information table.

Figure 48: Noncompeting Continuations Page

The screenshot shows the HRSA Electronic Handbooks for Applicants/Grantee interface. The header includes the HRSA logo and the text "HRSA Electronic Handbooks for Applicants/Grantee". The user is logged in as "KINSTON COMMUNITY HEALTH CENTER, INC., Kinston, NC". The page title is "Noncompeting Continuations". The left sidebar contains a "Grant Menu" with options like Overview, View Awards, Approved Scope, Administer, Change Grant, Submissions, and Monitor Schedules. The main content area displays a welcome message and a list of noncompeting continuation applications. A table titled "NONCOMPETING CONTINUATION" shows input parameters for a specific application, including Type, Available Date, Reporting Cycle, Online Submission, Started by, Due Date, Submission Tracking Number, Reporting Period, Submission Status, and Submitted by. The status is "Change requested".

Noncompeting Continuation Progress Report		Schedule Status: <b>Change requested</b>	
Type	Noncompeting Continuations	Due Date	7/1/2010 Due In: 1 days
Available Date	6/3/2010 7:01:46 PM	Submission Tracking Number	00078615
Reporting Cycle	Budget Period Start Date	Reporting Period	12/01/2010
Online Submission	Yes (Preferred)	Submission Status	Change Requested
Started by	Carla Pellerin on 6/9/2010 2:13:31 PM	Submitted by	Carla Pellerin on 6/30/2010 8:24:42 AM

Once you click the [Edit Submission](#) link, and you return to this page, the **Schedule Status** will change to **In Progress**.

- Click the [Edit Submission](#) link for the Progress report that corresponds to the tracking number noted in the *Change-Request Email*.
- The **Status Page (for Progress Report)** will be displayed.

Note that the screen contains a different left side menu than it did before. Use this left menu to navigate through the progress report.

Depending on your program, you may see one of the types of **Status Page (for Progress Report)** screens listed below (Figure 7, Figure 8, Figure 9, Figure 10).

- Click the [Update](#) link for the section you need to revise, as per the HRSA reviewer's comments in the Change Request Email (Figure 46).  
 ► The corresponding page will be displayed.

Refer to section [3.2 Standard Forms \(SF-PPR\)](#) (on page 17) for details on entering the information.

- If your *program's Progress Report* contains *Program Specific Information*, click the [Update](#) link next to Program Specific Information, to enter or revise any of the program specific forms,  
 ► The **Status Page (for Program Specific Information)** will be displayed (not shown).

Depending on the type of grant program, there may NOT be a section for Program Specific Information. In this case, instead of completing the Program Specific Information, a Performance Narrative will need to be uploaded as part of the progress report.

- Submit the revised Progress Report.



Refer to section [3.5 Submit Progress Report](#) (on page 46) for the details of re-submitting the Progress Report.

### 3.6.2 Cancelled (Overridden) Change Requests

Sometimes a HRSA reviewer may review a Progress Report and decide to cancel (i.e., 'override') a Change Request. This can occur after you have resubmitted a change-requested Progress Report, or if you have not yet responded to a previous change-request in a timely manner.

**Overriding Change Request action from HRSA reviewer will result in the grantee not being able to make revisions in the progress report. Further, the last submitted progress report will be considered for review by HRSA.**

If your Progress Report is *Change-Requested (Overridden)*, you will receive a *Change-Request Cancellation Email*, similar to the one displayed below:

**Figure 49: Sample Change-Request Cancellation Email**

**From:** reitester1@hotmail.com [mailto:reitester1@hotmail.com]  
**Sent:** Tuesday, June 15, 2010 12:29 PM  
**To:** Vaibhavi Patel  
**Subject:** Noncompeting Continuation for Grant # :H80CS00134) - Change Requested cancelled by HRSA.

A Change Request for Noncompeting Continuation has been cancelled by HRSA. You will no longer be able to update this request. Following are the details:

Grant Number **H80CS00104**  
 Grantee Name: KINSTON COMMUNITY HEALTH CENTER, INC.

Tracking Number: **78615**  
 Budget Period: 12/01/2009 - 11/30/2010

Submitted on: 06/30/2010

Following Comments were added by the HRSA Reviewer for your information:

This Request will also be available in EHBs from the "Noncompeting Continuations" under Submissions sections of the Grant Hand Book. If you have any questions, please contact your Project Officer (PO).

For any questions regarding online submission, please contact the call center at 877-Go4-HRSA/877-464-4772/301-998-7373 or Email at CallCenter@HRSA.GOV.

NOTE: This is a system generated message. Please do not respond to this message.

The mail was generated in the Development environment The mail was generated in the Development environment

After you receive this email, you will not be able to make revisions in the Progress Report. You will still be able to view the Progress Report. Since the Progress Report is in a submitted status you will have to first search for it before you can view it.

1. Follow [steps 1 – 5](#) in section [3.6.1 Edit and Submit Change-Requested Progress Reports](#) (on page 48).
2. The **Noncompeting Continuations Page** (Figure 50) will be displayed.

The page will probably state that "there are no records matching the search criteria listed above"

**Figure 50: Noncompeting Continuations Page**

U.S. Department of Health and Human Services  
**HRSA**  
 Health Resources and Services Administration  
 E-HANDBOOK HOME

HRSA Electronic Handbooks for Applicants/Grantee  
 KINSTON COMMUNITY HEALTH CENTER, INC., Kinston, NC

Welcome Carla Pellerin to HRSA EHB ut15 environment (Last login date and time 6/30/2010 12:41:00 PM)

**Noncompeting Continuations**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Following is the list of noncompeting continuation applications. To search through noncompeting continuation applications, click on the "Search" button.

**NONCOMPETING CONTINUATION**

**Input Parameters:** ([Show Parameters](#))

**No records were found matching the search criteria listed above. Click on the 'Search' button to refine the criteria.**

[Acceptable Use Policy](#)

**Grant Handbook**  
 H80CS00104

**Grant Menu**

- Overview
- View Awards**
  - Last NGA
  - Award History
- Approved Scope**
  - Services
  - Sites
  - Other Activities and Locations
- Administer**
  - New/Existing Users
- Change Grant**
  - New/Existing CIS
  - Legacy CIS
- Submissions**
  - Monitor Schedules**
  - Noncompeting Continuations**
  - Performance Reports
  - Progress Reports
  - Other Submissions
- Prior Approval Requests**
  - New/Existing

**Return Home**

- View Portfolio
- Home

[Logout](#)

- Click the **Search** button.
- The **Search Parameters Page** (Figure 51) will be displayed.



**Figure 51: Search Parameters Page**

U.S. Department of Health and Human Services  
**HRSA**  
 Health Resources and Services Administration  
 E-HANDBOOK HOME

HRSA Electronic Handbooks for Applicants/Grantee  
 KINSTON COMMUNITY HEALTH CENTER, INC., Kinston, NC

Welcome Carla Pellerin to HRSA EHB ut15 environment (Last login date and time 6/30/2010 12:41:00 PM)

**Noncompeting Continuations**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Enter the criteria to be used to search for noncompeting continuation applications and their corresponding statuses. Once done, click on the "Search" button.

**Grant Handbook**  
**H80CS00104**

**Grant Menu**

- Overview
- View Awards**
  - Last NGA
  - Award History
- Approved Scope**
  - Services
  - Sites
  - Other Activities and Locations
- Administer**
  - New/Existing Users
- Change Grant**
  - New/Existing CIS
  - Legacy CIS
- Submissions**
  - Monitor Schedules**
    - Noncompeting Continuations**
    - Performance Reports
    - Progress Reports
    - Other Submissions
- Prior Approval Requests**
  - New/Existing

**Return Home**

- View Portfolio
- Home

**Logout**

**NONCOMPETING CONTINUATION**

**Search Parameters**

<b>Schedule Status</b> (To select multiple, hold the Ctrl key and then select from the list.)	All Not Started In Progress Submitted
<b>Submission Due Date</b>	From (mm/dd/yyyy): MM/DD/YYYY To (mm/dd/yyyy): MM/DD/YYYY
<b>Submission Coming up within (days)</b>	All
<b>Reporting Cycle</b> (To select multiple, hold the Ctrl key and then select from the list.)	All Budget Period Project Period Fiscal Year
<b>Results per Page</b>	10

**Search**

5. Select **All** for **Schedule Status**, and click the **Search** button.
6. The **Noncompeting Continuations Page** (Figure 52) will be displayed, listing all your Progress Reports, including the submitted reports.

**Figure 52: Noncompeting Continuations Page**

U.S. Department of Health and Human Services  
**HRSA**  
 Health Resources and Services Administration  
 E-HANDBOOK HOME

HRSA Electronic Handbooks for Applicants/Grantee  
 KINSTON COMMUNITY HEALTH CENTER, INC., Kinston, NC

Welcome Carla Pellerin to HRSA EHB utl5 environment (Last login date and time 6/30/2010 12:41:00 PM)

**Noncompeting Continuations**  
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Following is the list of noncompeting continuation applications. To search through noncompeting continuation applications, click on the "Search" button.

Displaying 1-3 of 3 Search

NONCOMPETING CONTINUATION			
<b>Input Parameters: (Show Parameters)</b>			
<b>Noncompeting Continuation Progress Report</b>			<b>Schedule Status: Submitted</b>
Type	Noncompeting Continuations	Due Date	7/1/2010
Available Date	6/3/2010 7:01:46 PM	Submission Tracking Number	00078615
Reporting Cycle	Budget Period Start Date	Reporting Period	12/01/2010
Online Submission	Yes (Preferred)	Submission Status	Change Requested(Overridden)
Started by	Carla Pellerin on 6/9/2010 2:13:31 PM	Submitted by	Carla Pellerin on 6/30/2010 2:05:21 PM
<a href="#">View Submission</a>			
<b>Noncompeting Continuation Application</b>			<b>Schedule Status: Submitted</b>
Type	Noncompeting Continuations	Due Date	8/1/2008 8:00:00 PM
Available Date	7/16/2008 1:41:50 PM	Submission Tracking Number	00054803
Reporting Cycle	Budget Period Start Date	Reporting Period	12/01/2008
Online Submission	Yes (Required)	Submission Status	Submitted to HRSA
Started by	Carla Pellerin on 7/24/2008 9:04:30 AM	Submitted by	Carla Pellerin on 7/31/2008 5:39:27 PM
<a href="#">View Submission</a>			
<b>Noncompeting Continuation Application</b>			<b>Schedule Status: Submitted</b>
Type	Noncompeting Continuations	Due Date	8/3/2007 8:00:00 PM
Available Date	7/27/2007 10:50:57 AM	Submission Tracking Number	00045821
Reporting Cycle	Budget Period Start Date	Reporting Period	12/01/2007
Online Submission	Yes (Required)	Submission Status	Submitted to HRSA
Started by	Temesheila Wade on 8/1/2007 4:35:40 PM	Submitted by	Temesheila Wade on 8/3/2007 1:10:42 PM
<a href="#">View Submission</a>			

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7. Click the [View Submission](#) link for the Progress Report that corresponds to the tracking number noted in the *Change-Request Cancellation Email*.
8. The **Review Page for Entire Progress Report** will open in a Table of Content format (Figure 42).
9. You can now perform the following actions:
  - Use the [View](#) links in the Action column to view any section.
  - 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 not filled using attachments. Attachments can be printed by clicking on individual [View](#) link for DOCUMENT (attachment) type forms and then printing the document.
  - Click [Proceed to Submit](#) to go to the **Status Overview Page for the Entire Progress Report** (Figure 43) to initiate the Submit Progress Report process.

## 4. Customer Support Information



Use your Progress Report Tracking Number for all correspondence.

### 4.1. HRSA Call Center

For assistance with or using 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](mailto:callcenter@hrsa.gov).

Please visit HRSA EHBs for online help. Go to:

<https://grants.hrsa.gov/webexternal/home.asp> and click on 'Help'

### 4.2. HRSA Program Support

For assistance with PIN related questions, please contact your project officer.



Do not call the project officer for technical questions related to HRSA EHBs.

## 5. FAQs

### 5.1. Software

#### 5.1.1 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.

#### 5.1.2 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.

#### 5.1.3 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.

#### 5.1.4 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



**HRSA EHBs currently do not support MS Office 2007 formats (.docx, .xlsx, etc).**