Healthcare and Other Facilities (HCOF) Progress Reports

User Guide for Grantees

U.S. Department of Health and Human Services

HRSA

Health Resources and Services Administration

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1. Introduction

Assistance provided under HHS appropriations has supported the construction, renovation and equipment needs at facilities such as hospitals, outpatient clinics, skilled nursing facilities, university academic programs, health departments, trauma care centers, drug abuse centers, research centers, etc., through an earmark program called "Health Care and Other Facilities " (HCOF). Funding is limited to earmarked entities and the purposes identified in the Appropriation.

Grantee institutions that receive assistance under this program must file periodic progress reports. Beginning November 11, 2008, these progress reports will be submitted through the HRSA Electronic Handbook (EHB).

The purpose of this document is to provide detailed, step-by-step instructions to grantees for preparing and submitting progress reports for the HCOF program through the EHB.

2. Getting Started

2.1. Process Overview

2.1.1 What is a Health Care and Other Facilities progress report and who is required to submit it?

An HCOF progress report is a status update report for a project funded through the HCOF program. There are numerous types of projects funded through this grant program, as indicated by the Code column in the table below. Grantees who receive funding through this program must either file a quarterly or an annual report, as detailed in Table 2.1.

Table 2.1: HCOF Report Types

Code	Description	Reporting Cycle
E	Equipment only	Annual
R	Renovation	Quarterly
N	New Construction/addition/fixed equipment	Quarterly
D	Design only	Quarterly
N/R	New Construction AND renovation of two separate buildings	Quarterly
N/E	New Construction AND moveable equipment that will be purchased for a different building	Quarterly
N/D	New Construction AND design only for an entirely different building (this type of project is rare)	Quarterly
R/E	Renovation AND moveable equipment that will be purchased for a different building	Quarterly
R/D	Renovation AND design only for an entirely different building (this type of project is rare)	Quarterly
D/E	Design only AND moveable equipment purchases	Quarterly

2.1.2   When is the report available for filing?

The HCOF progress report is available in the EHB five business days before the end of the reporting period.

2.1.3   When is the deadline for submission?

The deadline for submission of a HCOF progress report is five business days after the end of the reporting period. This information is displayed on the Monitor Schedules and Progress Reports list pages in the EHB. See section 2.2.4 below.

2.2. Accessing HCOF Progress Reports

2.2.1   Required Roles

In order to access, work on and submit a HCOF progress report, you must be a registered user within the EHB, with appropriate roles and privileges.

> **If you do not have a HRSA EHB account, please create one at:**
> **https://grants.hrsa.gov/webexternal/RegistrationWizard.asp**

Every EHB user has the organization-level role of Authorizing Official (AO), Business Official (BO) or Other. You request that role when you create your EHB account. To work on submissions for a grant, you must also have the grant-level role of Project Director (PD) or Other for that grant. In the case of the HCOF progress report, you must have the Project Director or Other role for the grant for which the report is being submitted, and you must have one or more of the privileges listed in Table 2.2 below.

The Project Director automatically has all privileges associated with a grant, including the privilege to view, edit and submit progress reports. He or she may grant these privileges (as well as others) to any user who is registered with his or her organization. This is done through the Manage User Privileges page (Figure 2.1).

Figure 2.1: Manage User Privileges Page

All users (including the PD) who need to work on a progress report for a grant should ensure that the grant is in their portfolio. Click the 'View Portfolio' link from the left side menu in the EHB. If the grant is not listed, click the 'Add to Portfolio' link and follow the directions on screen. The PD will be given immediate access to the grant. Others will be given access and privileges when the PD approves their request.

The privileges you have determine what you can do. You may have any or all of the view, edit and submit progress report privileges for the grant. Table 2.2 summarizes the permissions associated with each privilege.

Table 2.2: Progress Report Privileges

Privilege	Permissions
View Progress Report	✓ Access the read-only version of the report ✓ Access the read-only versions of the reports submitted for all previous reporting periods
Edit Progress Report	All permissions associated with the 'View' privilege plus ✓ Enter and save the data in the electronic forms ✓ View change requests and comments from the HRSA reviewer
Submit Progress Report	All permissions associated with the 'Edit' privilege plus ✓ Submit the report once the data has been entered

2.2.2   Accessing Progress Reports

If you are already a registered user, you can follow these steps to get started:

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

2. Log into the EHB using your Grantee login and password.

3. The Welcome page opens (Figure 2.2). On the side menu, under Grants Portfolio, click on the 'View Portfolio' link.

Figure 2.2: Welcome Page in Grantee Handbook
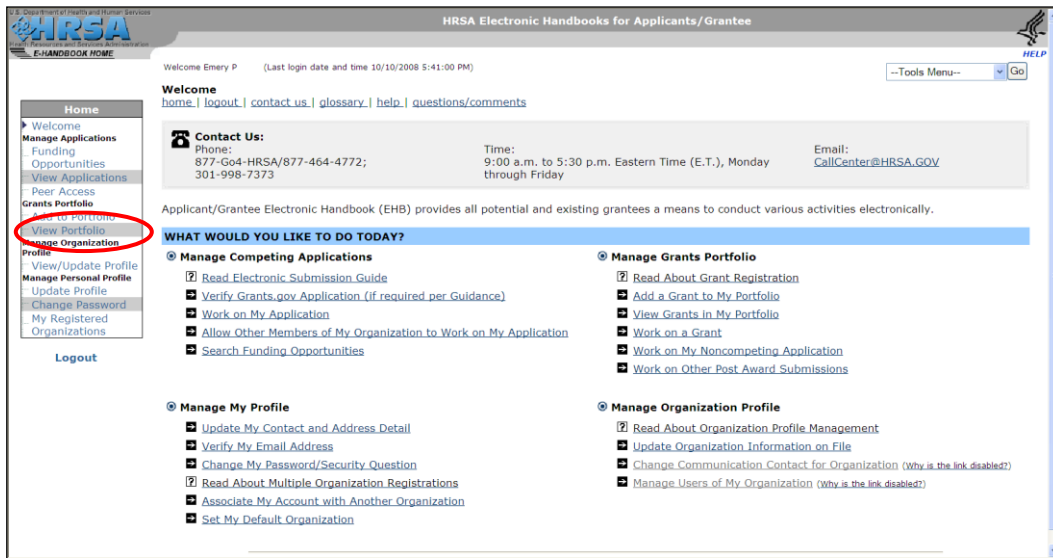
4. The View Portfolio page opens (Figure 2.3), containing the Grants List. Locate the grant for which you are submitting the progress report. Click on 'Open Grant Handbook.'

Figure 2.3: View Portfolio Page in Grantee Handbook
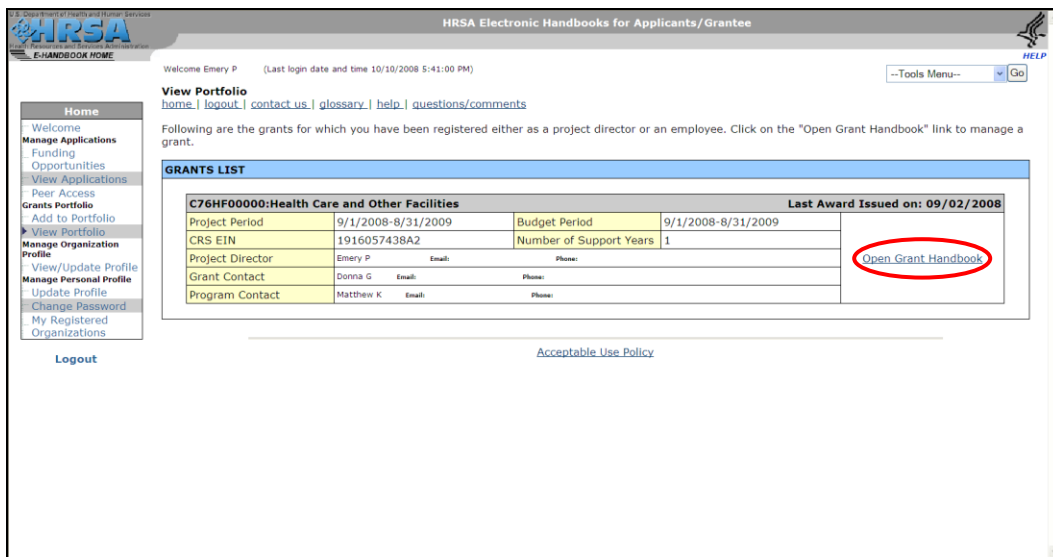
5. The Grant Handbook opens to the Overview page (Figure 2.4). On the side menu, under Submissions, click on 'Progress Reports.'

Figure 2.4: Grant Handbook Overview Page

6. The Progress Reports list page opens (Figure 2.5). The Progress report page may list multiple reports. Click on 'Start Report' for the report you want to work on.

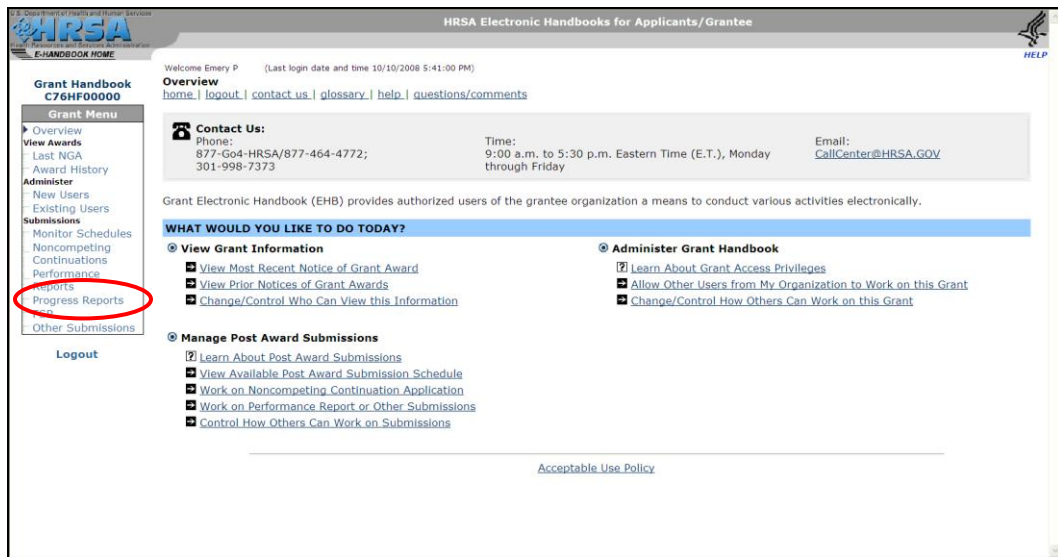**Figure 2.5: Progress Report List Page**
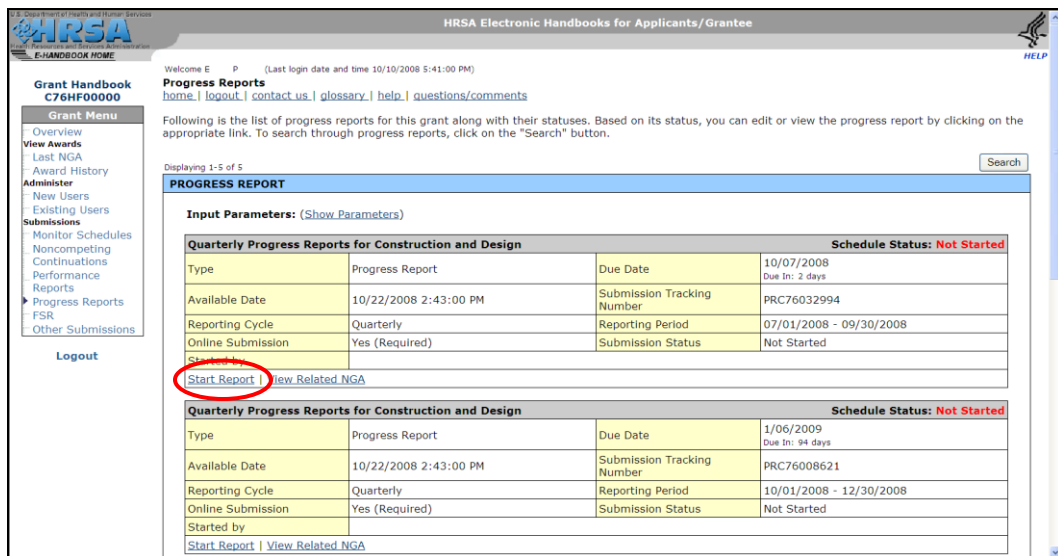
Each available HCOF progress report appears on the Progress Reports list page. Reports are made available 5 business days prior to the start of the reporting period.

If multiple HCOF progress reports are available, you must first complete the one for the earliest reporting period.

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7. The report opens in a new window (Figure 2.6). Refer to Section 3 below for instructions on completing the report.

Figure 2.6: HCOF Report Window

Your Internet browser must be configured to allow popup windows.
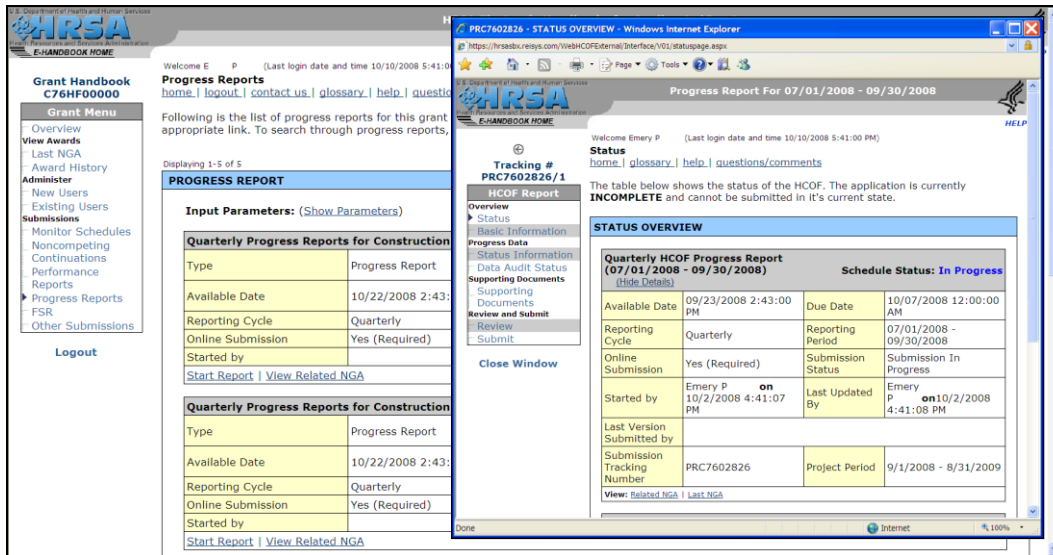
You should maximize the HCOF progress report window while working on it.

Advanced Windows users: You may close the main EHB window. This will not affect your HCOF session.

2.2.3   Working with the Progress Reports List Page

The Progress Reports List page displays available progress reports. For each report, high-level information is presented in tabular format. For reports not started yet (Figure 2.7), a link is provided to the related Notice of Grant Award (NGA). Click 'Start Report' to open the report for editing.

Figure 2.7: Progress Reports List Page Item for Report Not Started

Quarterly Progress Reports for Construction and Design			Schedule Status: Not Started
Type	Progress Report	Due Date	10/07/2008 Due In: 2 days
Available Date	09/23/2008 2:43:00 PM	Submission Tracking Number	PRC76032994
Reporting Cycle	Quarterly	Reporting Period	07/01/2008 - 09/30/2008
Online Submission	Yes (Required)	Submission Status	Not Started
Started by			
Start Report	View Related NGA		

For reports that have been started (Figure 2.8), links are provided to a printable (HTML format) version of the report and to the related NGA. Click 'Submit Report' to open the Submit page for the report, or 'Edit Report' to open the report for editing.

Figure 2.8: Progress Reports List Page Item for Report In Progress

Quarterly Progress Reports for Construction and Design			Schedule Status: In Progress
Type	Progress Report	Due Date	10/07/2008 Due In: 2 days
Available Date	09/23/2008 2:43:00 PM	Submission Tracking Number	PRC76032994
Reporting Cycle	Quarterly	Reporting Period	07/01/2008 - 09/30/2008
Online Submission	Yes (Required)	Submission Status	Submission In progress
Started by	Emery P on 09/23/2008 4:41:08 PM		
Submit Report	Edit Report	View Report	View Related NGA			

Progress reports that have been submitted to HRSA do not, by default, appear on the Progress Reports list page. To display these reports, you must search for them. To do this, follow these steps:
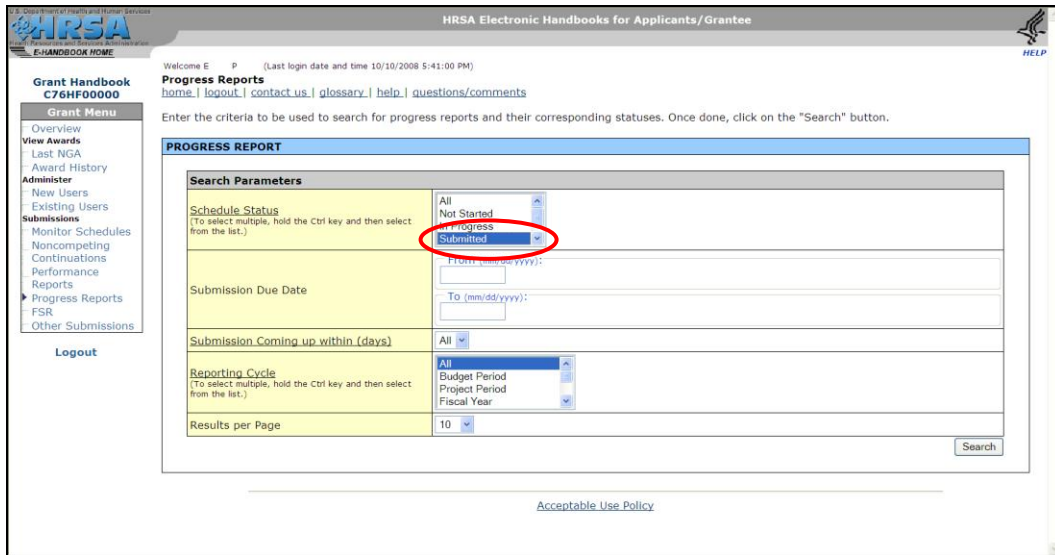
1. On the Progress Reports list page, click the Search button in the upper right corner of the list (Figure 2.9).

Figure 2.9: Search Button on Progress Reports List Page

2. The Search page opens (Figure 2.10), giving you the capability to search for progress reports that have been submitted. Enter search criteria, and then click Search.

Figure 2.10: Progress Report Search Page

3. The search result screen (not shown) opens, showing progress reports that match your search criteria.

For reports that have been submitted (Figure 2.11), links are provided to a printable (HTML format) version of the report and to the related NGA.

**Figure 2.11: Progress Reports List Page Item for Submitted Report**

Annual HCOF Progress Report (01/01/08 - 12/31/2008)			Schedule Status: Submitted
Type	Progress Report	Due Date	01/08/2009
Available Date	01/03/2009	Submission Tracking Number	PRC7642011
Reporting Cycle	Annual Calendar Period	Reporting Period	01/01/08 - 12/31/2008
Online Submission	Yes **(Required)**	Submission Status	
Started by	J G **on** 01/04/2009 4:22:00 PM	Submitted by	M T **on** 01/08/2009 8:09:00 AM
View: Submission | Related NGA			
Action: View Submission			

2.2.4 Tracking the Due Date of the Report

The due date for a HCOF report is given on the Monitor Schedules page as well as the Progress Reports list page in your Grant Handbook.

Click Monitor Schedules under Submissions on the left side menu (Figure 2.12) to access the Monitor Schedules page, or click Progress Reports to access the Progress Reports list page.

Figure 2.12:
Monitor Schedules Link on Left Side Menu for Grant Handbook
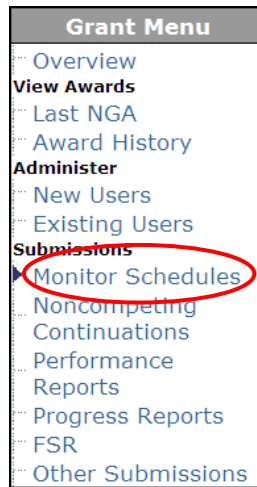
The Monitor Schedules page (Figure 2.13) lists all current post-award submissions, including HCOF progress reports, with their due dates and the number of days remaining before the due date. If the due date has passed, the Monitor Schedules page shows by how many days the submission is late.

Figure 2.13: Progress Report on Monitor Schedules Page

The Progress Reports list page (Figure 2.14) lists all outstanding progress reports, with the due date for each.

Figure 2.14: Progress Reports List Page Showing Due Date for Pending Report

2.2.5 Tracking the Status of the Report

The status of a HCOF report is given on the Progress Reports list page, as shown in Figure 2.15 below.

Figure 2.15: Progress Reports List Page Showing Status of Pending Progress Reports

There are two kinds of status to be tracked for your report, the 'Schedule Status' and the 'Submission Status.' The schedule status is the status of the report as it proceeds through its lifecycle, as described in Table 2.3 below.

Table 2.3: Schedule Status

Schedule Status	
Not Started	This indicates that the report has never been worked on. When a new report is available in the grants handbook, its status will be 'Not Started.'
In Progress	Clicking on the 'Start Report' link changes the status of the report to 'In Progress.' Once in this status, the report never reverts to 'Not Started.'
Submitted	This indicates that the report has been submitted to HRSA. Once in this status, the report never reverts to 'In Progress.' This is the 'end' status for the report, except as noted below.
Change Requested	After the report has been submitted, it is reviewed by HRSA. If, for any reason, the reviewer finds it necessary to request changes or corrections from the grantee, the report will again be made available to the grantee. At this time the schedule status will move to 'Change Requested'. The report will stay in this status while it is being edited to address the requested changes. When the changes have been made and the report has been re-submitted, the schedule status will revert to 'Submitted'.

Within the overall lifecycle of the report, there is a second status to be tracked, the 'Submission Status.' This is the status of the report as it is worked on, submitted, and, if necessary, reworked and resubmitted, as described in Table 2.4 below. A report may need to be submitted several times over its lifecycle, and the submission status is reset each time the report is made available to the grantee for submission.

Table 2.4: Submission Status

Submission Status	
Not Started	This indicates that the report has not been started. This is the initial status for the report; the Schedule Status is 'Not Started.'
HRSA Requested Changes	This indicates that HRSA has returned the report to the grantee for changes and the grantee has not taken action yet. This status is the equivalent of 'Not Started' except that it is used when the Schedule Status is 'Change Requested.'
Submission in Progress	This indicates that the grantee is working on the report. The report can be in 'Submission in Progress' either initially, when the Schedule Status is 'In Progress,' or in subsequent submission cycles, when the Schedule Status is 'Change Requested.' Clicking on a 'Start Report' link changes the status of the report from 'Not Started' or 'HRSA Requested Changes' to 'Submission in Progress.'

| Submission Status	
Review in Progress	This indicates that the report has been submitted and is under review by HRSA. This could apply either to the first submission or to any re-submissions.
Processed	This indicates that HRSA has completed its review and concurred with the submission. This is the end state for the report.

3. Working on the HCOF Status Report

As noted in Section 2.2.2 above, the HCOF report opens in a separate popup window on top of the main EHB window. This section provides instructions for working in the HCOF report window.

3.1. System Behavior

3.1.1 Navigating Report Sections

The progress report module has been designed to make navigating the sections of the report easy. All sections of the report can be accessed through the left side menu (Figure 3.1), available on every page of the handbook.

Figure 3.1: Left Side Menu for Financial Status Report Module
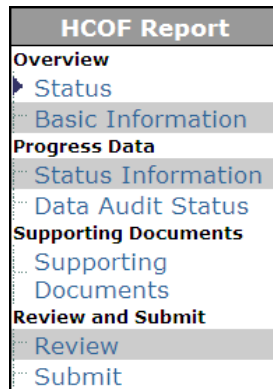
There is a 'Save' and 'Save and Continue' button in each section of the report. Clicking on 'Save' will save the data and keep you on the same section. 'Save and Continue' will save the data and, assuming there are no errors on the page, navigate you to the next section of the report. If you have reached the end of the report, the system will navigate you to the Review page.

3.1.2 Entering Data

Data entry is accomplished using the keystrokes commonly used for data entry in Web-based systems. Use the TAB key to enter the data and navigate from one data-entry field to the next. Use Shift+TAB to go backward. You can also navigate by clicking with the mouse.

You must make an entry in every field marked with an asterisk (*).Entries such as 'None' or 'N/A' are not acceptable where numbers are called for. In these cases, enter '0' instead.

3.1.3   Saving and Continuing

As noted above, there is a 'Save' and 'Save and Continue' button in each section of the report. You can click the 'Save' button at any time to save the data you have entered so far. Note that if data entry is incomplete, the system will display error messages. You may disregard them and continue data entry.

When data entry for a section is complete, you should click the 'Save' button to see if there are errors. If there are, you can address them immediately. When clicking 'Save' produces no error messages, you can click 'Save and Continue' to proceed to the next section of the report.

3.2. System Conventions

Table 3.1 lists the conventions followed for system messages in the HRSA EHB as they appear in the Financial Status Report module. Symbols used as part of these conventions are designed to convey system messages consistently and to provide you with a richer experience while preparing the report.

Table 3.1: System Conventions

Symbol	Denotes
(red error icon)	**Critical Error.** This kind of error must be corrected before you can save your data. If errors of this kind appear on the page and are not corrected, when you leave the page (e.g., by using the left side menu to jump to another page) the system will revert to your last saved data and you will lose all the data entered after the last successful save.
(red warning triangle)	**Regular Error.** This kind of error will let you save the data, but with these errors existing on the page, the system will not change the status of a page to 'Complete'.
(yellow warning triangle)	**Exception.** This denotes either a discrepancy or an inconsistency in the data entered in the report. Exceptions will be shown in the Data Audit Report. These need to be either corrected or justified.
(blue information icon)	**Information.** This appears to alert you to any important information on your report.
(green check icon)	**Success Message.** This indicates that a particular process has been executed successfully. This can appear anytime data is successfully saved or submitted.

3.3. Status Page

The Status page for the report (Figure 3.2) shows high-level information about the report, users with permission to access the report, and the completion status of all the sections that you are required to complete before you can submit the report.

High-level information about the report is presented in tabular format at the top of the page. This is the same information that is shown on the Progress Reports list page. Links are provided here to the related NGA and the most recent NGA.

The Users with Permissions table is read-only. The information displayed is based on users who have been registered for the grant and privileges they have been granted. See Section 2.2.1 above for information on roles and permissions.

The completion status for each section is shown in the report status table at the bottom of the page.

Figure 3.2: Status Page for HCOF Report

The meaning of the entries in the Status column of the report status table is given in Table 3.2 below.

Table 3.2: Section Status

Status	Denotes
Not Started	All sections of the report are initially in the 'Not Started' status. Navigating to the Table from the side menu link or by clicking on the 'Update' link in the Status page will change the status of the section to 'In Progress.'
In Progress	Data entry for this section is in progress. The page will remain in this status until all the data has been entered and has been saved without errors.
Complete	Once you have entered and saved all the data within a section and there are no errors (See Table 3.1) in that section, the section status will be changed to 'Complete.'

For any section of the report (including those marked 'Complete'), you can click the Update link under Action in the progress report Status table to open that section for viewing or editing.

3.4. Basic Information

The Basic Information page (Figure 3.3) asks for points of contact for the HCOF report.

Figure 3.3: Basic Information Page

The Contact Information table asks for a primary and alternate point of contact for this report. By default, the Program Director is entered as the primary point of contact. Use the links under Action to add, update or delete the information.

> **Individuals who are entered as primary or alternate points of contact need not be registered in the EHB. They only need to be able to answer questions about the report.**

Add appears where no primary or alternate point of contact has been entered. Click Add either to choose a point of contact from the list of people registered to this grant or to enter a new person.

Update, Change and Delete appear where a primary or alternate point of contact has been entered. Use Update to edit the information that has been entered. Use Change either to choose a new point of contact from the list of people registered to this grant or to enter a new person. Use Delete to remove the person who has been entered.

Click 'Save and Continue' when you have finished entering data on this page.

3.5. Status Information

The Status Information page (Figure 3.4) is the main section of the report. It is described in detail in the sections below.

Figure 3.4: Status Information Page

3.5.1 Type and Awards Information

The page heading, Type Information and Grantee Awards Information areas of the Status Information page are illustrated in Figure 3.5 below. In the page heading, links are provided to the related NGA (Notice of Grant Award) and the most recent NGA. Information in the other areas is pre-populated from the related NGA.

Figure 3.5: Type and Grantee Awards Information Areas

3.5.2   Project Completion Information

The Project Completion Information area of the Status Information page is illustrated in Figure 3.6 below. Click 'More Information' to display popup help for this question.

Enter the data. Click 'Calculate.'

Clicking 'Calculate' will NOT save changes.

Figure 3.6: Project Completion Information Area

*4. Project Completion Information More Information	Previously Reported Information	Current Information
Cost Incurred to Date (a)	N/A	$
Total Allowable Cost (b)	N/A	$268,939.00
Project Completion Percentage (c)=(a/b)*100	N/A	
Click "Calculate" button to calculate the Project Completion Percentage. (Note: Calulate will not save any changes)		Calculate

3.5.3   Drawdown Percentage Information

The Drawdown Percentage Information area of the Status Information page is illustrated in Figure 3.7 below. Click 'More Information' to display popup help for this question.

Enter the data. Click 'Calculate.'

Clicking 'Calculate' will NOT save changes.

Figure 3.7: Drawdown Percentage Information Area

*5. Drawdown Percentage Information More Information	Previously Reported Information	Current Information
Drawdown To Date (a)	N/A	$
Total Awarded Amount (b)	N/A	$268,939.00
Drawdown Percentage (c)=(a/b)*100	N/A	
Click "Calculate" button to calculate the Drawdown Percentage. (Note: Calulate will not save any changes)		Calculate

3.5.4   Start Date Information

The Start Date Information area of the Status Information page is illustrated in Figure 3.8 below. Enter the estimated or actual date for the project start.

Click the calendar button (⊞) to pick a date and enter it in the proper format.

Figure 3.8: Start Date Information Area

*6. Start Date Information
Has your project started?
○ Yes ○ No
Previously reported Start Date: N/A
Estimated/Start Date: [   ] ⊞

If you answer "Yes," the answer to this question will default to "Yes" and the start date will be pre-populated in subsequent reports.

3.5.5 Completion Date Information

The Completion Date Information area of the Status Information page is illustrated in Figure 3.9 below. Enter the estimated or actual date for the completed project. For equipment only projects, enter the estimated or actual date for the installation of the equipment items.
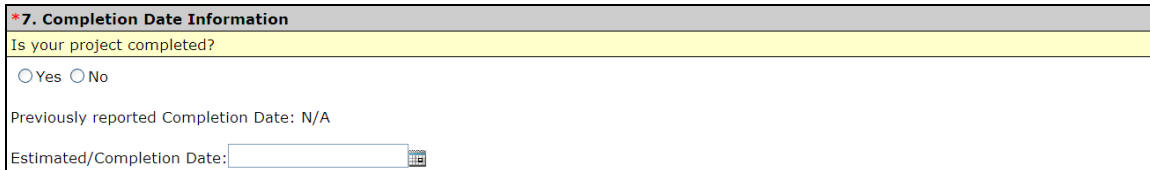
Click the calendar button (⬛) to pick a date and enter it in the proper format.
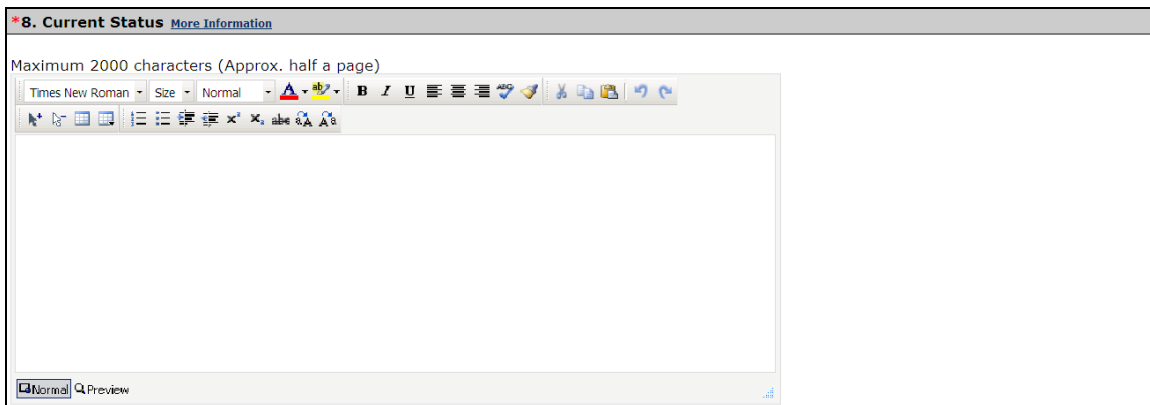
Figure 3.9: Completion Date Information Area

*7. Completion Date Information
Is your project completed?
○ Yes ○ No
Previously reported Completion Date: N/A
Estimated/Completion Date: [   ] ⬛

> **If you answer "Yes," the answer to this question will default to "Yes" and the completion date will be pre-populated in subsequent reports.**

3.5.6 Current Status

The Current Status area of the Status Information page is illustrated in Figure 3.10 below. Click 'More Information' to display popup help.

This is a free-form text box. Click in the box and enter a description of project status. The description should include major problems, delays, etc. (e.g., the facility is currently negotiating the purchase of a site for the project; framing should be complete by 11/20/2008; the MRI will be delivered within the next 3 months), up to the maximum number of characters allowed, as indicated on the screen. The system will display the number of characters remaining.

Figure 3.10: Current Status Area

*8. Current Status More Information
Maximum 2000 characters (Approx. half a page)
Times New Roman ▾ Size ▾ Normal ▾ A ▾ ab ▾ B I U ≡ ≡ ≡ ABC ✂ ✄ ⎘ ▣ ↶ ↷
▸ ▹ ▦ ▦ ⁞≡ ⁞≡ ⁞ ⁞ x² x₂ abc ǍA ǍA
Normal Q Preview

Click 'Save and Continue' when you have finished entering data on this page.

3.6. Data Audit Status

The Data Audit Status page (Figure 3.11) displays a list of items, based on the information you entered on the Status Information page, which you may need to correct or explain.

You must complete the Status Information page in order for the system to run the data audit.

Figure 3.11: Data Audit Status Report
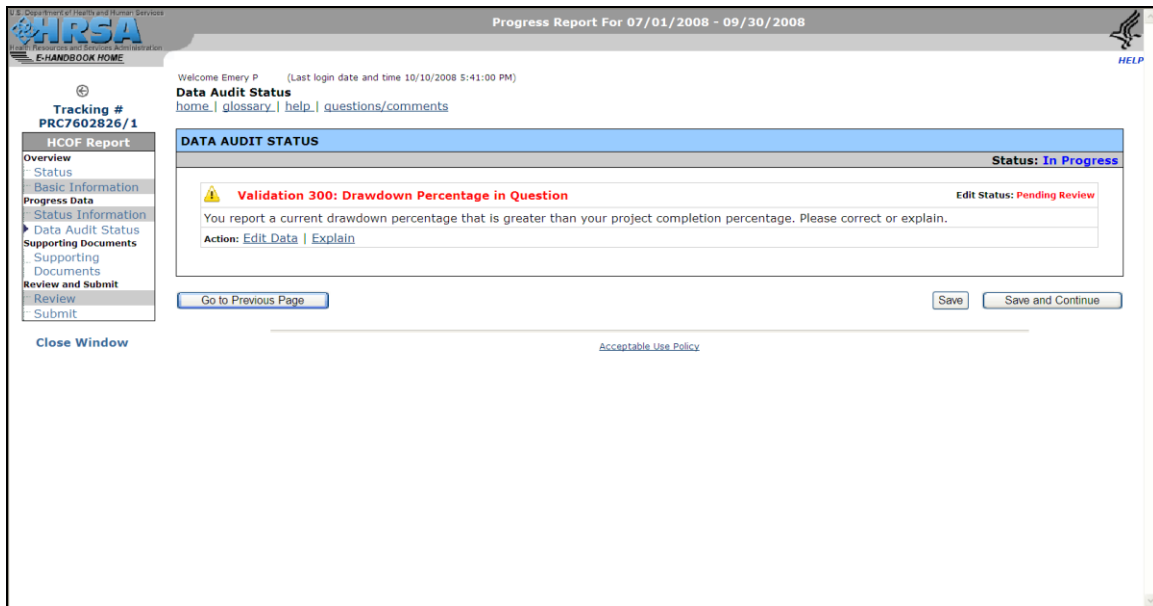
The Data Audit Status page will display an exception (denoted by ⚠), in each of the following cases:

- You report a project completion percentage that is less than or equal to a percentage you previously reported.

- You report a drawdown percentage that is less than a percentage you previously reported.

- You report a current drawdown percentage that is greater than your project completion percentage.

- You report an actual or estimated completion date that occurs after September 30th of the five years' project duration.

- You report a completion date that occurs after the project period end date.

For each item in the data audit report, you can click 'Edit Data' or 'Explain' to edit the data or explain it, respectively. Clicking 'Explain' opens the Edit Justification page (Figure 3.12). Enter your explanation in the space provided. Click 'Save and Continue' to return to the data audit report.

Figure 3.12: Justification Page for Data Audit Report

Items for which you supply an explanation are marked 'Reviewed Explained' on the Data Audit Status page (Figure 3.13).

Figure 3.13: Data Audit Report Exception Explained

When all items in the data audit report have been either corrected or explained, click 'Save and Continue.'

3.7. Supporting Documents

The Supporting Documents page (Figure 3.14) provides an area where you may attach (upload) relevant documents.

Attachments are required for construction-type projects. If your project is design only, equipment only, or design/equipment, documents are not needed. Click 'Save and Continue' to mark this page complete.

For construction-type projects, pictures are to be uploaded as attachments. Photos submitted should include a brief description. It is recommended that photos be taken of exterior shots (front, rear of building) and major rooms. If construction has not started, attach a document stating "The project has not been started."

Figure 3.14: Supporting Documents Page
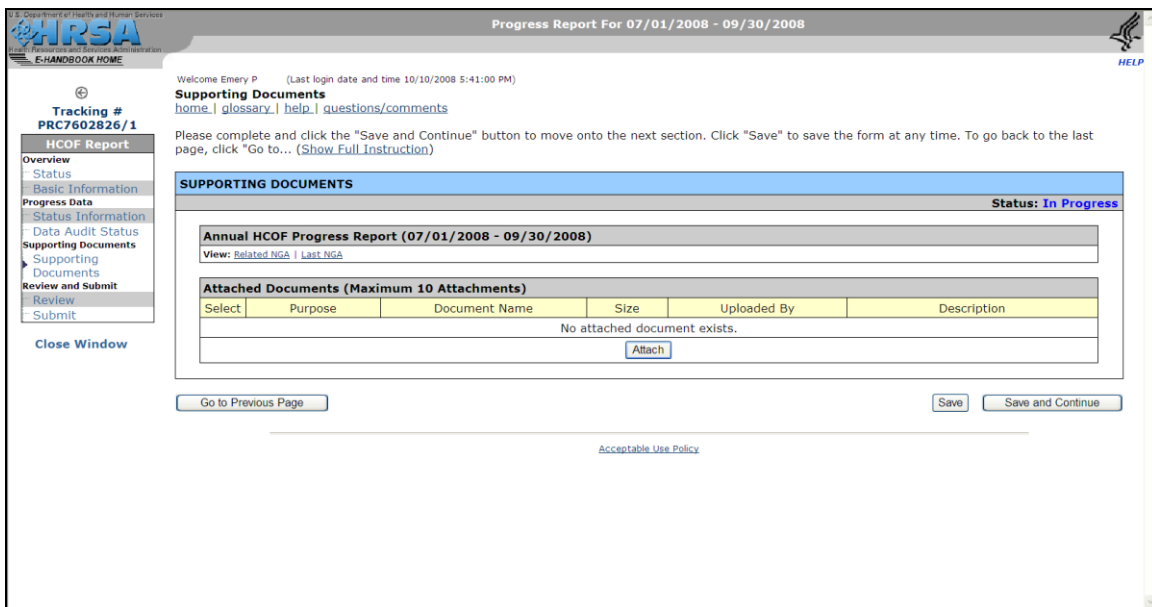
If you have documents to attach, follow these steps:

1. In the Attached Documents area (Figure 3.15), click 'Attach.'

**Figure 3.15: Attached Documents Area**

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2. The Attach Document page opens (Figure 3.16). Click 'Browse' under Attach Document to navigate to the document on your computer.

Figure 3.16: Attach Document Page
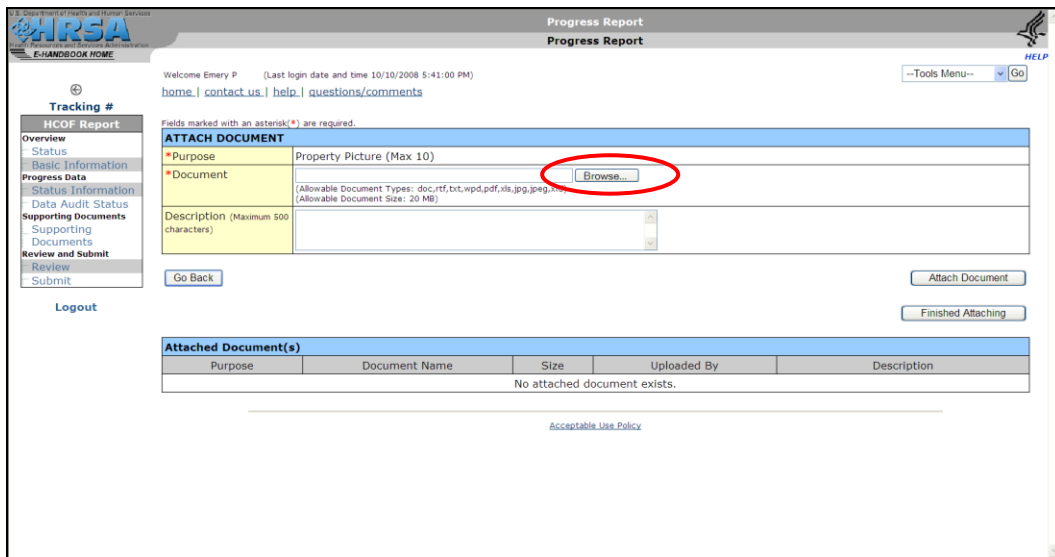
3. The Choose File dialog box opens (Figure 3.17).Navigate to the drive and folder on your computer where the document is saved. Click on the document name, and then click the Open button.

Figure 3.17: Choose File Dialog Box
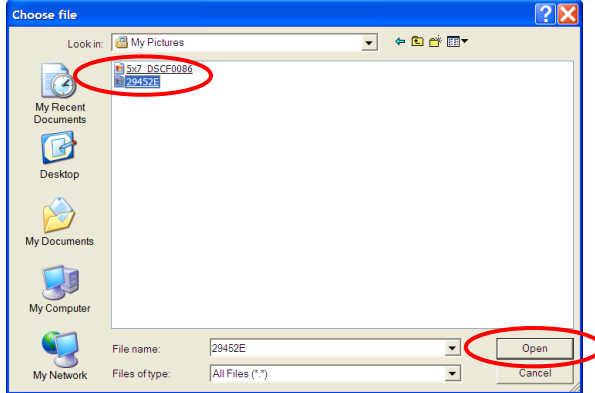
4. You are returned to the Attach Document page (Figure 3.18). Click 'Attach Document.'

You should enter a description for the document, because filenames do not always clearly convey what a document contains. This is helpful when you have many documents to attach.

Figure 3.18: Attach Document Page after Browsing for File

5. The document is uploaded and appears in the Attached Document(s) table at the bottom of the Attach Document page (Figure 3.19). Click 'Finished Attaching.'

Figure 3.19: Attach Document Page with Attached Document

6. You are returned to the Supporting Documents page (Figure 3.20). The document you attached appears in the Attached Documents area. If desired, click 'Update Description' to update the narrative description for the document, or click 'Delete' to delete it.

Figure 3.20: Supporting Documents Page with Attached Document
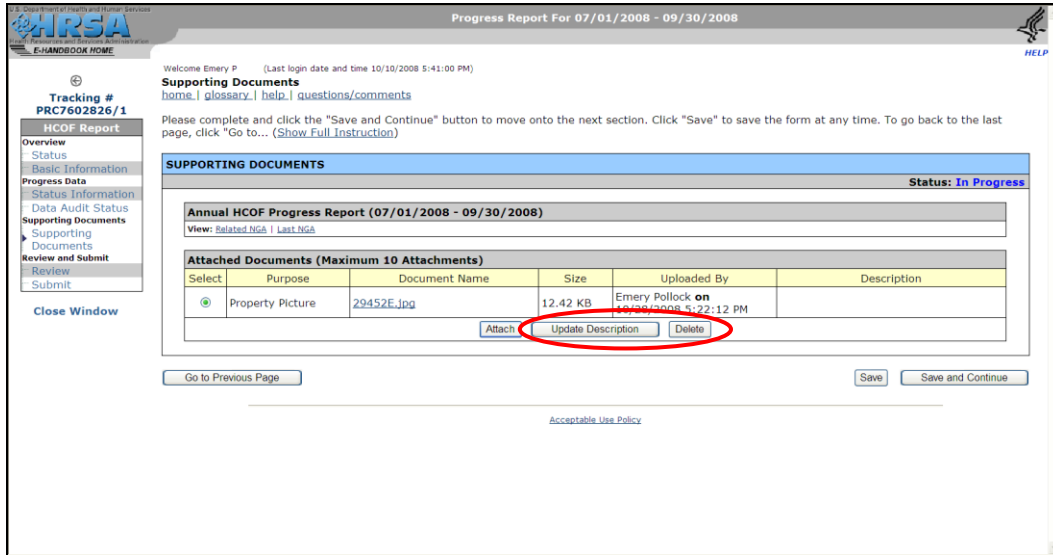
Click 'Save and Continue' when you are finished with this page.

3.8. Review

Clicking 'Save and Continue' on the Supporting Documents page opens the Review page (Figure 3.21). You can also access the Review page by using the left side menu.

The Review page allows you to display or print any section of the report. Report pages are in HTML format. Attached documents open in the program (Microsoft Word, for example) that was used to create them.

Click the View link under Action column to review the corresponding report. All forms and attached documents open in separate windows.

Figure 3.21: Review Page

3.9. Submit

The Submit page (Figure 3.22), like the Status page, shows the completion status of each section of the report. If all sections are complete, a message at the top of the page will advise you that the report can be submitted.

You can click Update under Action to open any section of the report (even those marked Complete) for viewing or editing. Be advised that editing a section marked Complete may cause its status to revert to In Progress.

Click the Submit button at the bottom of the page to continue.

Figure 3.22: Submit Page

A confirmation page opens (Figure 3.23). Read and follow the directions to submit the report.

Figure 3.23: Submit Confirmation

4. Change Request Process

> This capability is NOT available in the current release (HCOF v1.0). It will be made available in a future release.

4.1. Responding to Change Requests

The HRSA reviewer may require changes or corrections to your submitted progress report. If this is the case, the progress report will again be made available in your handbook (Figure 4.1). Follow the instructions in Section 2.2.2 above to navigate to the Progress Reports list page. Click Edit Report for the report that you must revise.

Figure 4.1: Progress Reports List Page Item Showing Report with Change Requested

Quarterly HCOF Progress Report (07/01/2008 - 09/30/2008)			Schedule Status: Change Requested
Type	Progress Report	Due Date	10/07/2008
Available Date	09/23/2008	Submission Tracking Number	PRC7602561
Reporting Cycle	Quarterly Calendar Period	Reporting Period	07/01/2008 - 09/30/2008
Online Submission	Yes **(Required)**	Submission Status	
Started by	J G **on** 09/23/2008 4:22:00 PM	Submitted by	M T **on** 10/03/2008 3:09:00 PM
View: Submission	Related NGA			
Action: Edit Submission			

4.2. Re-submitting your Progress Report

The process of working on and re-submitting a progress report is identical to that of working on and submitting the original. Refer to Section 3 above.

5. Support and Contact

For all technical/system issues, contact the HRSA Call Center at:

- Phone: 877-464-4772
- Email: CallCenter@HRSA.GOV