HRSA EHB USER GUIDE

Healthcare and Other Facilities (HCOF) Progress Reports

User Guide for Grantees





Table of Contents

1.	IN	TROI	DUCTION	5
2.	GI	ETTIN	NG STARTED	5
	2.1.	Pro	CESS OVERVIEW	5
	2.1	1.1	What is a Health Care and Other Facilities progress report and who is required to submit it?	5
	2.1	1.2	When is the report available for filing?	6
	2.1	1.3	When is the deadline for submission?	6
	2.2.	Acc	CESSING HCOF PROGRESS REPORTS	6
	2.2	2.1	Required Roles	6
	2.2	2.2	Accessing Progress Reports	8
	2.2	2.3	Working with the Progress Reports List Page	10
	2.2	2.4	Tracking the Due Date of the Report	13
	2.2	2.5	Tracking the Status of the Report	14
3.	W	ORKI	NG ON THE HCOF STATUS REPORT	16
	3.1.	SYS	TEM BEHAVIOR	16
	3.1	1.1	Navigating Report Sections	16
	3.1	1.2	Entering Data	16
	3.1	1.3	Saving and Continuing	17
	3.2.	SYS	TEM CONVENTIONS	17
	3.3.	Sta	TUS PAGE	18
	3.4.	BAS	IC INFORMATION	19
	3.5.	Sta	TUS INFORMATION	20
	3.5	5.1	Type and Awards Information	20
	3.5	5.2	Project Completion Information	21
	3.5	5.3	Drawdown Percentage Information	21
	3.5	5.4	Start Date Information	21
	3.5	5.5	Completion Date Information	22
	3.5	5.6	Current Status	22
	3.6.	DAT	TA AUDIT STATUS	23
	3.7.	SUP	PORTING DOCUMENTS	25
	3.8.	Rev	/IEW	29
	3.9.	SUB	MIT	30
4.	CI	HANG	E REQUEST PROCESS	31
	4.1.	Res	PONDING TO CHANGE REQUESTS	31
	4.2.	RE-S	SUBMITTING YOUR PROGRESS REPORT	31
	Hoal	theore	And Other Eacilities (HCOE)	_

User Guide For Grantees



5.	SUPPORT AND CONTACT
э.	SUPPORT AND CONTACT

List of Tables

Table 2.1: HCOF Report Types	5
Table 2.2: Progress Report Privileges	7
Table 2.3: Schedule Status	
Table 2.4: Submission Status	
Table 3.1: System Conventions	
Table 3.2: Section Status	19

List of Figures

Figure 2.1: Manage User Privileges Page	6
Figure 2.2: Welcome Page in Grantee Handbook	
Figure 2.3: View Portfolio Page in Grantee Handbook	8
Figure 2.4: Grant Handbook Overview Page	9
Figure 2.5: Progress Report List Page	9
Figure 2.6: HCOF Report Window	10
Figure 2.7: Progress Reports List Page Item for Report Not Started	10
Figure 2.8: Progress Reports List Page Item for Report In Progress	11
Figure 2.9: Search Button on Progress Reports List Page	11
Figure 2.10: Progress Report Search Page	12
Figure 2.11: Progress Reports List Page Item for Submitted Report	12
Figure 2.12: Monitor Schedules Link on Left Side Menu for Grant Handbook	13
Figure 2.13: Progress Report on Monitor Schedules Page	13
Figure 2.14: Progress Reports List Page Showing Due Date for Pending Report	14
Figure 2.15: Progress Reports List Page Showing Status of Pending Progress Reports.	14
Figure 3.1: Left Side Menu for Financial Status Report Module	16
Figure 3.2: Status Page for HCOF Report	18
Figure 3.3: Basic Information Page	19
Figure 3.4: Status Information Page	20
Figure 3.5: Type and Grantee Awards Information Areas	20
Figure 3.6: Project Completion Information Area	21
Figure 3.7: Drawdown Percentage Information Area	21
Figure 3.8: Start Date Information Area	
User Guide For Grantees 3 of 31 Healthcare And Other Facil Prog	lities (HCOF) ress Reports



Figure 3.9: Completion Date Information Area	. 22
Figure 3.10: Current Status Area	. 22
Figure 3.11: Data Audit Status Report	23
Figure 3.12: Justification Page for Data Audit Report	. 24
Figure 3.13: Data Audit Report Exception Explained	. 24
Figure 3.14: Supporting Documents Page	25
Figure 3.15: Attached Documents Area	25
Figure 3.16: Attach Document Page	. 26
Figure 3.17: Choose File Dialog Box	. 26
Figure 3.18: Attach Document Page after Browsing for File	. 27
Figure 3.19: Attach Document Page with Attached Document	. 27
Figure 3.20: Supporting Documents Page with Attached Document	. 28
Figure 3.21: Review Page	. 29
Figure 3.22: Submit Page	. 30
Figure 3.23: Submit Confirmation	. 30
Figure 4.1: Progress Reports List Page Item Showing Report with Change Requested	. 31



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.

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

Table 2.1: HCOF Report Types



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).

1PS1		HRSA Electronic Handbooks for Applicants	/Grantee	£.
Health Resources and Services Administration				HELP
Grant Handbook C76HF00000	Welcome Dennis T (Last login date and time 10 Existing Users home logout contact us glossary he			
Grant Menu Overview View Awards	privilege. Click on the "Update Privileges"	rlleges for the selected user. Check / uncheck the checkt button after you are done, to save the changes. To go b	ooxes against a privilege to grant / revoke the respective ack to the list page, click on the "Cancel" button.	
··· Last NGA ··· Award History	MANAGE USER PRIVILEGES			
Administer New Users	Jennifer C			
Existing Users Submissions	Functional Role	Other		
" Monitor Schedules	Email	Phone	() -	
Noncompeting Continuations	View Action History			
Performance Reports	PRIVILEGES			
Progress Reports	Access Grant	Administer Grant Users	View Awards	
" FSR " Other Submissions	Edit Noncompeting Continuation		View Noncompeting Continuations	
Logout	Edit Progress Report	Submit Progress Report	View Progress Report	
Logout	Edit Performance Report Edit Other Submissions	Submit Performance Report Submit Other Submissions	View Performance Report View Other Submissions	
	Edit FSR	Submit FSR	View FSR	
	Cancel		Update Privileges)
		Acceptable Use Policy		
				~

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.

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 			

Table 2.2: Progress Report Privileges



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

HRSA E	Electronic Handbooks for Applicants/Grantee		
Welcome Emery P (Last login date and time 10/10/2008 5:41:00 PM) Welcome		Tools Menu Go	
Contact Us: Phone: 877-G04-HRSA/877-464-4772;	Time: 9:00 a.m. to 5:30 p.m. Eastern Time (E.T.), Monday	Email: <u>CallCenter@HRSA.GOV</u>	
		is activities electronically.	
Manage Competing Applications	Manage Grants Portfolio	Manage Grants Portfolio	
 Read Electronic Submission Guide Verify Grants.gov Application (if required per Guidar Work on My Application 	View Grants in My Portfolio	plication	
Manage My Profile	Manage Organization Profile		
Update My Contact and Address Detail Verify My Email Address Change My Password/Security Question Read About Multiple Organization Registrations Associate My Account with Another Organization Set My Default Organization	 Read About Organization Profil Update Organization Informati Change Communication Conta Manage Users of My Organizat 	ion on File act for Organization (Why is the link disabled?)	
	 Weicome Emery P (Last login date and time 10/10/2008 5:41:00 PM) Weicome Dome_i logicut. Contact us. glossary. help. questions/co C C C C C C C C C C C C C C C C C C C	Welcome home Iogout. contact.us. glossary. help. questions/comments Status Contact Us: Phone: 877-God-HKSA/877-464-4772; 9:00 a.m. to 5:30 p.m. Eastern Time (E.T.), Monday 301-998-7373 Applicant/Grantee Electronic Handbook (EHB) provides all potential and existing grantees a means to conduct variou WHAT WOULD YOU LIKE TO DO TODAY? Image Grants Portfolio Image Competing Applications Image Grants Portfolio Image Grants Portfolio Image Competing Applications Image Grants Portfolio Image Grants Portfolio Image My Profile Work on My Application Search-Funding Opportunities Image Grants Portfolio Image Grants Portfolio Image My Profile Work on Other Post Award Sui Work on Other Post Award Sui Image Grants Portfolio Image Grants Portfolio Image My Profile Work and My contact and Address Detail Image Grants Information Information Information Image Grants Portfolio Image My Contact and Address Change My Contact and Address Detail Image Grants Information Information Image My Contact and Address Manage Users of My Organization Registrations Image Grants Information Information	

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

U.S. Department of Health and Human Services		HRSA Electr	ronic Handbooks for App	licants/Grantee	
E-HANDBOOK HOME		and time 10/10/2008 5:41:00 PM)			Tools Menu Go
Home		ossary help questions/comme			
Manage Applications	grant.	iich you have been registered eith	er as a project director or a	in employee. Click on the "Open"	Grant Handbook" link to manage a
View Applications	GRANTS LIST				
Peer Access Grants Portfolio	C76HF00000:Health Ca	re and Other Facilities		Last Awa	ard Issued on: 09/02/2008
Add to Portfolio	Project Period	9/1/2008-8/31/2009	Budget Period	9/1/2008-8/31/2009	
View Portfolio Manage Organization	CRS EIN	1916057438A2	Number of Support Years	1	
Profile View/Update Profile	Project Director	Emery P Email:	Phone:		Open Grant Handbook
Manage Personal Profile	Grant Contact	Donna G Email:	Phone:		
Update Profile	Program Contact	Matthew K Emails	Phone:		
_ My Registered Organizations					
Organizations			Acceptable Use Policy		
Logout			Acceptable use Policy		



5. The Grant Handbook opens to the Overview page (Figure 2.4). On the side menu, under Submissions, click on 'Progress Reports.'

	HRSA	Electronic Handbooks for Applicants/Grantee		
Grant Handbook C76HF00000	Welcome Emery P (Last login date and time 10/10/2008 5:41:00 PM) Overview home logout contact us glossary help questions/c		HELP	
Grant Menu Overview View Awards Last NGA Award History Administer	Contact Us: Phone: 877-504-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	
- New Users Existing Users	Grant Electronic Handbook (EHB) provides authorized use	ers of the grantee organization a means to conduct various a	activities electronically.	
Submissions Monitor Schedules	WHAT WOULD YOU LIKE TO DO TODAY?			
Noncompeting	View Grant Information	Administer Grant Handbook		
Continuations Performance	View Most Recent Notice of Grant Award	Learn About Grant Access Privi	lleges	
Reports	View Prior Notices of Grant Awards	Allow Other Users from My Organization to Work on this Grant		
Progress Reports	Change/Control Who Can View this Information	Change/Control How Others Ca	an Work on this Grant	
Other Submissions				
	Manage Post Award Submissions			
Logout	Learn About Post Award Submissions			
	View Available Post Award Submission Schedule Work on Noncompeting Continuation Application			
	Work on Performance Report or Other Submissions			
	Control How Others Can Work on Submissions			
		Acceptable Use Policy		
			2	

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

U.S. Department of Health and Human Services	HRSA Electronic Handbooks for Applicants/Grantee					
Grant Handbook	Progress Reports	e and time 10/10/2008 5:41:00 PM) llossary help guestions/comments			HELP	
Grant Menu Overview View Awards Last NGA	appropriate link. To search thr	s reports for this grant along with their rough progress reports, click on the "Sea		n edit or view the progress report by clicking on	the arch	
- Award History	Displaying 1-5 of 5					
Administer New Users	PROGRESS REPORT					
Existing Users Submissions	Input Parameters: (Sho					
Noncompeting	Quarterly Progress Rep	orts for Construction and Design		Schedule Status: Not Started	d	
Continuations Performance	Туре	Progress Report	Due Date	10/07/2008 Due In: 2 days		
Progress Reports FSR	Available Date	10/22/2008 2:43:00 PM	Submission Tracking Number	PRC76032994		
Other Submissions	Reporting Cycle	Quarterly	Reporting Period	07/01/2008 - 09/30/2008		
	Online Submission	Yes (Required)	Submission Status	Not Started		
Logout	Started by					
	Start Report Jiew Related NGA					
	Quarterly Progress Rep	orts for Construction and Design		Schedule Status: Not Started	4	
	Туре	Progress Report	Due Date	1/06/2009 Due In: 94 days		
	Available Date	10/22/2008 2:43:00 PM	Submission Tracking Number	PRC76008621		
	Reporting Cycle	Quarterly	Reporting Period	10/01/2008 - 12/30/2008		
	Online Submission	Yes (Required)	Submission Status	Not Started		
	Started by					
	Start Report View Relat	ed NGA				
i					-	

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.

User Guide For Grantees



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

Department of Health and Human Services		н	Ø PRC7602826 - STATUS OVE	numu usadamata	and Factors		_	
In Resources and Bervices Administration			* https://hrsasbx.reisvs.com/WebHC					
E-HANDBOOK HOME				 Page Or Page Tools 				
Grant Handbook	Welcome E P (Last login date Progress Reports	and time 10/10/2008 5:41:0			· @ · 🛛 🐵			
C76HF00000	Progress Reports home logout contact us glossary help questio		25 Department of Health and Human Services	P	rogress Report For 07	/01/2008 - 09	/30/2008	¢-^
Grant Menu	Following is the list of progress	reports for this grant						
Overview	appropriate link. To search thro	ugh progress reports,	- E-MANDBOUK HOME	Welcome Emery P	(Last login date and time 10/	0/2008 E-41-00 BM		HELP
iew Awards Last NGA			e	Status	(case login date and time xo)	10/2008 3.41.00 PH)		
Award History	Displaying 1-5 of 5		Tracking #	home glossary	help questions/comm	ents		
Iminister New Users	PROGRESS REPORT		PRC7602826/1		hows the status of the H			
Existing Users			HCOF Report	INCOMPLETE an	d cannot be submitted i	n it's current sta	ite.	
ubmissions	Input Parameters: (Show Parameters) Quarterly Progress Reports for Construction		Status					
Monitor Schedules Noncompeting Continuations Performance Reports Progress Reports			Basic Information Progress Data	STATUS OVERV	10.44			-
	Type Progress Report	Status Information Data Audit Status	Quarterly HC	OF Progress Report				
	Available Date	10/22/2008 2:43:	Supporting Documents	(07/01/2008 - 09/30/2008) (Hide Details)		Schedule Status: In Progress		
			Supporting Documents	Available Date	09/23/2008 2:43:00	Due Date	10/07/2008 12:00:00	11
FSR	Reporting Cycle	Quarterly	Review and Submit		PM		AM	
Other Submissions	Online Submission	Yes (Required)	C Review	Reporting Cycle	Quarterly	Reporting Period	07/01/2008 - 09/30/2008	
Logout	Started by		Close Window	Online	Yes (Required)	Submission	Submission In	11
	Start Report View Relate	d NGA	Close window	Submission	Yes (Required)	Status	Progress	
	Quarterly Progress Reports for Construction			Started by	Emery P on 10/2/2008 4:41:07 PM	Last Updated By	Emery P on10/2/2008 4:41:08 PM	
	Туре	Progress Report		Last Version Submitted by				11
	Available Date 10/22	10/22/2008 2:43:		Submission Tracking Number	PRC7602826	Project Period	9/1/2008 - 8/31/2009	1
	Reporting Cycle	Quarterly		View: Related NGA	Last NGA			-
	Online Submission	Yes (Required)		- Herer Instanced Heart	1 Marca (1927)			<u>ا</u> ۲
	Started by		Done				Internet 100	n i 🖻
	Start Report View Relate	d NGA				· ·		

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.

Quarterly Progress Reports for Construction and Design Schedule Status: Not Start					
Туре	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 Starte					
Start Report View Related NGA					

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



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.

Quarterly Progress Reports for Construction and Design Schedule Status: In Progress						
Туре	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).

U.S. Department of Health and Human Services	HRSA Electronic Handbooks for Applicants/Grantee					
EXAMPLEOOK HOME Grant Handbook C76HF00000 Grant Menu Overview View Awards Last NGA Award History Administer New Users	Welcome E P (List login date and time 10/10/2008 5:41:00 PM) Progress Reports home. [opaul.] contact us. glossary. help. guestions/comments Following is the list of progress reports for this grant along with their statuses. Based on its status, you can edit or view the progress report by clicking on the appropriate link. To search through progress reports, click on the "Search" button. Desplaying 1:5 of S Search					
Existing Users Submissions	Input Parameters: (Show Parameters)					
Noncompeting Quarterly Progress Reports for Construction and Design Schedule				Schedule Status: Not Started		
Continuations Performance	Туре	Progress Report	Due Date	10/07/2008 Due In: 2 days		
Progress Reports FSR	Available Date	10/22/2008 2:43:00 PM	Submission Tracking Number	PRC76032994		
Other Submissions	Reporting Cycle	Quarterly	Reporting Period	07/01/2008 - 09/30/2008		
	Online Submission	Yes (Required)	Submission Status	Not Started		
Logout	Started by					
	Start Report View Related M	IGA				
	Quarterly Progress Reports for Construction and Design Schedule Status: Not Sta					
	Туре	Progress Report	Due Date	1/06/2009 Due In: 94 days		
	Available Date	10/22/2008 2:43:00 PM	Submission Tracking Number	PRC76008621		
	Reporting Cycle	Quarterly	Reporting Period	10/01/2008 - 12/30/2008		
	Online Submission	Yes (Required)	Submission Status	Not Started		
	Started by					
	Start Report View Related M	IGA				
i	1					

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.

		HRSA Electronic Handbooks for Applicants/Grantee	J.
E-HANDBOOK HOME Grant Handbook C76HF00000	Welcome E P (Last login date and time 10/10/2008 5 Progress Reports home, logout contact us glossary help. gu		HELP
Grant Menu Overview View Awards		ess reports and their corresponding statuses. Once done, click on the "Search" button.	
Last NGA Award History Administer	PROGRESS REPORT		
Administer - New Users - Existing Users submissions - Monitor Schedules - Noncompeting Continuations - Performance - Reports - Progress Reports - FSR - Other Submissions	Schedule Status (To select multiple, hold the Ctrl key and then select from the list.)	All Inst Stated	
	Submission Due Date	To (m)(dd/yyyy):	
Logout	Submission Coming up within (days)	All v	
Luguu	Reporting Cycle (To select multiple, hold the Ctrl key and then select from the list.)	All Budget Period Project Period Fiscal Year	
	Results per Page	10 🗸	
			Search
		Acceptable Use Policy	

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: Submittee						
Туре	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

5. Department of Health and Human Services	HRSA Electronic Handbooks for Applicants/Grantee					
Grant Handbook C76HF00000 Grant Menu Overview View Awards Last NGA - Award History Administer - New Users Existing Users	Horr hom Folle subl	mission is currently not supported	help questions/comm nission requirements for for submissions whose n	this grant. You can click ame does not appear as	a link. You should continue t	dit/view/submit the submissions. Online o mail those submissions. Searc
Submissions Monitor Schedules Noncompeting Continuations Performance Reports Progress Reports Progress Reports PSR - Other Submissions Logout	м	aying 1-10 of 12 DNITOR SCHEDULES Input Parameters: (Show Param	eters)			
		Submission Name	Туре	Du <u>e D</u> ate	Schedule Status	Reporting Cycle
		Quarterly Progress Reports for Construction and Design		10/07/2008	In Progress Due In: 1 days	QT (07/01/2008 - 09/30/2008)
		Quarterly Progress Reports for Construction and Design		1/07/2009	Not Started Due In: 93 days	QT (10/01/2008 - 12/30/2008)
		Quarterly Progress Reports for Construction and Design		4/30/2009	Not Started Due In: 183 days	QT (01/01/2009 - 03/31/2009)
		Quarterly Progress Reports for Construction and Design		7/31/2009	Not Started Due In: 275 days	QT (04/01/2009 - 06/30/2009)
		Quarterly Progress Reports for Construction and Design		10/30/2009	Not Started Due In: 366 days	QT (07/01/2009 - 09/30/2009)
		Certificate of Substantial Completion	Other Submissions	11/29/2009	Not Started Due In: 396 days	BP (09/01/2008 - 08/31/2009)
		Notice of Federal Waiver	Other Submissions	8/31/2009	Not Started Due In: 306 days	BP (09/01/2008 - 08/31/2009)
		Certification of Occupancy	Other Submissions	11/29/2009	Not Started Due In: 396 days	BP (09/01/2008 - 08/31/2009)
					Not Started	



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
--	--------

ExaMDBOOK HOWE Welcome E Velocies Grant Handbook C76HF0000 Grant Menu Overvlew Following is the list of progress reports, click on the "Search" button. Verw view avaids Last NGA Deplaying 1-5 of 5 New Users Verw View Verw Verw	Search						
Award History Displaying 1-5 of 5 Administer PROGRESS REPORT							
Twew Users Existing Users Input Parameters: (Show Parameters) Monitor Schedules							
Noncompeting Quarterly Progress Reports for Construction and Design	Quarterly Progress Reports for Construction and Design Schedule Status: Nor Studied						
Continuations Performance Type Progress Report Due Date	10/07/2008 Due In: 2 days						
Progress Reports Available Date 10/22/2008 2:43:00 PM Number	on Tracking PRC76032994						
FSR Reporting Cycle Quarterly Reporting	Period 07/01/2008 - 09/30/2008						
Online Submission Yes (Required) Submissio	on Status Not Started						
Logout Started by							
Start Report View Related NGA							
Quarterly Progress Reports for Construction and Design	Schedule Status: Not Started						
Type Progress Report Due Date	1/06/2009 Due In: 94 days						
Available Date 10/22/2008 2:43:00 PM Submissio	on Tracking PRC76008621						
Reporting Cycle Quarterly Reporting) Period 10/01/2008 - 12/30/2008						
Online Submission Yes (Required) Submission	on Status Not Started						
Started by							
Start Report View Related NGA							

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.

U.S. Department of Health and Human Services		HRSA Electronic Handbooks for Applicants/Grantee				
Grant Handbook C76HF00000	Progress Reports					
Grant Menu Overview View Awards		reports for this grant along with their stat ugh progress reports, click on the "Search'		an edit or view the progress report by clicking on the		
- Award History	Displaying 1-5 of 5					
Administer	PROGRESS REPORT					
New Users Existing Users Submissions Monitor Schedules	Input Parameters: (Show	<u>v Parameters)</u>				
Noncompeting	Quarterly Progress Repo	orts for Construction and Design	Schedule Status: Not Started			
Continuations Performance	Туре	Progress Report	Due Date	10/07/2008 Due In: 2 days		
Reports Progress Reports FSR	Available Date	10/22/2008 2:43:00 PM	Submission Tracking Number	PRC76032994		
Other Submissions	Reporting Cycle	Quarterly	Reporting Period	07/01/2008 - 09/30/2008		
	Online Submission	Yes (Required)	Submission Status	Not Started		
Logout	Started by					
	Start Report View Related NGA					
	Quarterly Progress Repo	orts for Construction and Design		Schedule Status: Not Started		
	Туре	Progress Report	Due Date	1/06/2009 Due In: 94 days		
	Available Date	10/22/2008 2:43:00 PM	Submission Tracking Number	PRC76008621		
	Reporting Cycle	Quarterly	Reporting Period	10/01/2008 - 12/30/2008		
	Online Submission	Yes (Required)	Submission Status	Not Started		
	Started by					
	Start Report View Relate	d NGA				
í						

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 resubmissions.
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.

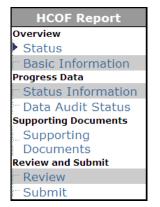


Figure 3.1: Left Side Menu for Financial Status Report Module

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.

Symbol	Denotes
8	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.
▼	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'.
<u> </u>	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.
i	Information. This appears to alert you to any important information on your report.
	Success Message. This indicates that a particular process has been executed successfully. This can appear anytime data is successfully saved or submitted.

Table 3.1: System Conventions



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.

Department of Health and Human Services			Progress Report For 07	/01/2008 - 09	/30/2008			-
E-HANDBOOK HOME	Status	te and time 10/10/20						
Tracking # PRC7602826/1 HCOF Report	home glossary help gues The table below shows the sta		s F. The application is currently INC	OMPLETE and	cannot be submi	itted in it's cu	urrent state.	
Overview Status Basic Information	STATUS OVERVIEW							
rogress Data	Quarterly HCOF Progre	ss Report (07/	(01/2008 - 09/30/2008) (Hid	e Details)		s	Schedule Status: In Progress	5
Status Information Data Audit Status	Available Date	09/23/200	08 2:43:00 PM	Due Date		10/07/2008 1	12:00:00 AM	1
porting Documents	Reporting Cycle	Quarterly		Reporting Peri	bd	07/01/2008 -	- 09/30/2008	
ocuments	Online Submission	Yes (Requi		Submission St		Submission I		
iew and Submit	Started by	Emery P	on 09/23/2008 4:41:07 PM	Last Updated B	Зу	Emery P	on 09/23/2008 4:41:08 PM	4
Submit	Last Version Submitted b Submission Tracking Number	PRC76028	26	Project Period		9/1/2008 - 8/31/2009		
close window	View: Related NGA Last NGA							-
								_
	Users with Permission	s on HCOF Req	uest (Hide Details)					
	Name	Username	External Organization Role	G	rant Role		Privileges	4
	Emery P	Emery	Other	Progr	am Director	- Edit Progress Report - Submit Progress Report - View Progress Report		
	HCOF REPORT STATUS	;						1
			Section		Stat	us	Action	
	Basic Information				Not Sta	arted	Update	
	PROGRESS DATA							
	Status Information				Not Sta	arted	Update	
	Data Audit Status				Not Sta	arted	Update	
	OTHER INFORMATION							
	Supporting Documents				Not Sta	arted	Update	
	L							
			Acceptabl	e Use Policy				

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 <u>Update</u> 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.

U.S. Department of Health and Human Services Health Resources and Services Administration			Progr	ess Report For 07	/01/2008 - 08/31/200	8			Ļ
EHANDBOOK HOME Tracking # PRC7605353/1 HCOF Report Overview - Status - Basic Information Progress Data	Welcome Kelly O Basic Information home. glossary. hel Please verify and/or u onto the next sec (; Fields marked with an asteri BASIC INFORMATI	pdate the cor bow Full Ins	ntact information, and an truction)		ins on the page. When co	nplete, click the "	Save and Co		
Status Information Data Audit Status Supporting Documents Documents Review and Submit Review Submit Close Window	View: Related NGA	ast NGA Last S			will be used to populate	the value for Auth	orized Certify		on
	POC *Primary Point of	Title f Program	Last Name, First Name	Phone	Email	Registered	EHB Role	Grant Role	Action Update
	Alternate Point of Contact	Director	O, Kelly	(702) 796-0000	reitester1@hotmail.com	Yes	Director	Employee	Change Delete Add
	Go to Previous Page		1				Save	Save an	d Continue
				Acceptab	e Use Policy				

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.

User Guide For Grantees



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.

U.S. Department of Health and Human Dervices	Progress Report For 07/01/2008 - 09/30/2008						
E-HANDBOOK HOME			HE				
	Welcome Emery P (Last login date and time 10/10/2008 5:41:00 PM	d)					
\odot	Status Information						
Tracking #	home glossary help guestions/comments						
PRC7602826/1 HCOF Report	The table below shows the status of the HCOF. The appl	ication is currently INCOMPLETE and cannot be submitted in	ı it's current state.				
Overview Status	Fields marked with an asterisk (*) are required.						
Basic Information	STATUS INFORMATION						
Progress Data		Status: In Progress					
Status Information							
Data Audit Status Supporting Documents	Annual HCOF Progress Report (07/01/2008 - 0	9/30/2008)					
Supporting	View: Related NGA Last NGA						
Documents							
Review and Submit	Type Information						
Submit	Not Available						
Close Window	Grantee Awards Information						
	3. Total Allowable Cost (Federal + Non-Federal) \$ 268,939.00 (Project Period Start Date: 9/1/2008 Project Period End Date: 8/31/2009)						
	*4. Project Completion Information More Informat	tion					
		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 Proje	ct Completion Percentage. (Note: Calulate will not save any changes	s) Calculate				
	*5. Drawdown Percentage Information More Infor	rmation					
	Previously Reported Information Current Information						
	Drawdown To Date (a)	N/A	\$				
1	Total Awarded Amount (b) N/A \$268.939.00						

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 prepopulated from the related NGA.

Figure 3.5: Type and Grantee Awards Information Areas

Annual HCOF Progress Report (07/01/2008 - 09/30/2008)					
View: Related NGA Last NGA					
Type Information					
Not Available					
Grantee Awards Information					
t. Total Allowable Cost (Federal + Non-Federal) \$ 268,939.00 (Project Period Start Date: 9/1/2008 Project Period End Date: 8/31/2009)					



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

	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	

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

	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	

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 prepopulated in subsequent reports.

User Guide For Grantees



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 (IIII) to pick a date and enter it in the proper format.

Figure 3.9: Completion Date Information Area

○ Yes ○ No	*7. Completion Date Information
○ Yes ○ No Previously reported Completion Date: N/A	Is your project completed?
Previously reported Completion Date: N/A	○Yes ○No
	Previously reported Completion Date: N/A
Estimated/Completion Date:	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) Trmes New Roman - Size - Normal - ▲ + ♥ + B I U E E E E ♥ ♥ 以 A B I O C K* B* □ □ E E E E E K × x, alse & As	

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.

2-11 (Last login date and time 10/10/2008 5:41:00 PM) œ Data Audit Status home | glossary | help | guestions/comments Tracking # PRC7602826/1 DATA AUDIT STATUS Status: In Progress verview Basic Information A Validation 300: Drawdown Percentage in Question Edit Status: Pending Review ogress Data Status Information You report a current drawdown percentage that is greater than your project completion percentage. Please correct or explain. Data Audit Status Action: Edit Data | Explain Supp Go to Previous Page Save Save and Continue **Close Window** Acceptable Use Policy

Figure 3.11: Data Audit Status Report

The Data Audit Status page will display an exception (denoted by ¹), 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.

U.S. Department of Health and Human Dervices	Progress Report For 07/01/2008 - 09/30/2008	Ą.
E-HANDBOOK HOME © Tracking # PRC7602826/1	Welcone Emery P (Last login date and time 10/10/2008 5:41:00 PM) home. glossary. help. guestions/comments	HELP
HCOF Report Overview - Status - Basic Information Progress Data	Validation 300 Drawdown Percentage in Question Edit Status: Pending Review You report a current drawdown percentage that is greater than your project completion percentage. Please correct or explain.	
Status Information Data Audit Status Supporting Documents Documents Review and Submit	ENTER COMMENTS Please Justify this edit below. You have 1948 characters remaining out of maximum limit of 2000	
Review Submit	Times New Roman Sze Normal · ▲· * · B I U E E I · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · <td>3</td>	3
	A Preview A	
	Cancel Save and Continue	

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).



ATA AUDIT STATUS	Status: In Progress
▲ Validation 300: Drawdown Percentage in Question	Edit Status: Reviewed-Explained
You report a current drawdown percentage that is greater than your project completion percentage. Please c	correct or explain.
Action: Edit Data Explain	
Go to Previous Page	Save Save and Continue

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	Figure	3.14:	Supporting	Documents	Page
--	--------	-------	------------	-----------	------

US. Department of Health and Human Services	Progress Report For 07/01/2008 - 09/30/2008					L	
E-HANDBOOK HOME	Welcome Emery P	(Last login date an	d time 10/10/2008 5:41:00 PM)				HELP
Ð	Supporting I		a cine 10, 10, 2000 an 1100 mil				
Tracking #		ry help question	is/comments				
PRC7602826/1	Home groupe	(1) help decouol	is commence				
HCOF Report		ete and click the "Sa o to (<u>Show Full Ir</u>		nto the next se	ection. Click "Save" to save th	e form at any time. To go back to the last	
" Status " Basic Information	SUPPORTIN	G DOCUMENTS					
Progress Data						Status: In Progre	SS
Status Information Data Audit Status							
Supporting Documents	Annual I	HCOF Progress Rep	port (07/01/2008 - 09/30/2008	3)			
Supporting	View: Relat	ed NGA Last NGA					
Documents							
Review and Submit	Attached	d Documents (Max	cimum 10 Attachments)				
" Review	Select	Purpose	Document Name	Size	Uploaded By	Description	
🗠 Submit			No	attached docun			
Close Window				Attach	1		
				Attach			
	Go to Previ	ous Page				Save Save and Continue	
				Acceptable Use	Policy		
							~

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

Attached Documents (Maximum 10 Attachments)							
Select Purpose Document Name Size Uploaded By Description							
No attached document exists.							
Attach							



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

U.S. Dapa thent of Pretty and Human Services U.S. Dapa thent of Pretty and Human Services Human Resources and Persona Advantage of E-HADEDOK HOME			Progres Progres		- HELP
E Tracking #	Welcome Emery P (Last k home contact us hel;	ogin date and time 10/10/2008 5:41:00 PM) 2_ <u>questions/comments</u>			Tools Menu V Go
HCOF Report	Fields marked with an asterisk() are required.			
Overview	ATTACH DOCUMENT				
- Status Basic Information	*Purpose	Property Picture (Max 10)			
Progress Data Status Information	*Document	(Allowable Document Types: doc,rtf,txt,wpd,pdf,xls, (Allowable Document Size: 20 MB)		owse	
Supporting Documents Supporting Documents Review and Submit	Description (Maximum 500 characters)			< >	
- Review - Submit	Go Back				Attach Document
Logout					Finished Attaching
	Attached Document(s	;)			
	Purpose	Document Name	Size	Uploaded By	Description
	No attached document exists.				
			Acceptable	Use Policy	

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

Choose file					? 🔀
Look in	My Pictures		• *	• 🗈 💣 📰 🔻	
	5x7 DSCF0080	>			
My Recent Documents					
Desktop					
My Documents					
My Computer					
	File name:	29452E			Open
My Network	Files of type:	All Files (*.*)		•	Cancel



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.

U.S. Department of Health and Human Services U.S. Department of Health and Human Services Health Resources and Services Administration			Progress Progress		4
E-HANDBOOK HOME	Welcome Emery Pollock (Last I	ogin date and time 10/10/2008 5:41:00 PM)			HELP
€ Tracking #	home contact us help	p questions/comments			
HCOF Report	Fields marked with an asterisk(are required. 			
Overview	ATTACH DOCUMENT				
Status	*Purpose	Property Picture (Max 10)			
Basic Information Progress Data Status Information	*Document	D:\My Pictures\29452E.jpg (Allowable Document Types: doc,rtf,txt,wpd,pdf,xls		VS0	
Data Audit Status Supporting Documents Supporting Documents	Description (Maximum 500 characters)	(Allowable Document Size: 20 MB)		~	
Review and Submit Review Submit Logout	Go Back				Attach Document
	Attached Document(-)			- monod vitaloning
		Document Name	Size	Hadaa da di Baa	Proceedada -
	Purpose	Document Name		Uploaded By	Description
			No attached doc	ument exists.	
			Acceptable L	Ise Policy	

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

				ess Report ess Report	Help
Tracking # HCOF Report Overview Status	home_ contact us_ help				Tools Menu v Go
Basic Information	ATTACH DOCUMENT				
Progress Data Status Information	*Purpose	Property Picture (Max 10)			
Data Audit Status Supporting Documents Supporting	*Document	(Allowable Document Types: doc,rtf,txt,wpd, (Allowable Document Size: 20 MB)	pdf,xls,jpg,jpeg,xfd)	Browse	
Review and Submit	Description (Maximum 500 characters)			×	
Logout	Go Back				Attach Document Finished Attaching
	Attached Document(\$)			
	Purpose	Document Name	Size	Uploaded By	Description
	Property Picture	29452E.jpg	12.42 KB	Emery Pollock on 10/28/2008 5:22:12 PM	
			Accept	able Use Policy	



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
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E-MANGEOOK HOME COMPANY AND A COMPANY AND A	home glo Please com	g Documents ssary help questions	time 10/10/2008 5:41:00 PM) s/comments ve and Continue" button to move o		1/2008 - 09/30/2008 section. Click "Save" to save th	e form at any time. To go back to the last	HELP		
Status Basic Information Progress Data Status Information Data Audit Status Supporting Documents Supporting Documents Review and Submit	Annua View: 8	SUPPORTING DOCUMENTS Status: In Progres Annual HCOF Progress Report (07/01/2008 - 09/30/2008) View: Eduted High I Last Aight							
Review and Submit	Select		Document Name	Size 12.42 KB	Uploaded By Emery Pollock on 19/38/2008 5:22:12 PM	Description			
	Go to Pr	revious Page	Attach	Update Dese	Delete	Save Save and Continue			
				Acceptable U	a Policy		8		

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.

U.S. Department of Health and Human Dervices	Progress Report For 07/01/2008 - 09/30/20	008	Ļ					
EHANGBOOK HOME Tracking # PRC7602826/1 HCOF Report Overview -Status -Status -Status -Status -Status Information -Data Audit Status -Data Status Status -Data Status Status -Data Audit -Data Audit -Data -Data Audit -Data -D	Welcome Emery P (Last login date and time 10/10/2008 5:41:00 PM) Review home. glossary. help. questions/comments The HCOF request has not been submitted to HRSA. To submit this HCOF please click Proceed to Subm contents for HCOF Report (Show Full Instruction) Print PrintAIHTML Forms Note: 'Print All HTML Forms' button will print all program specific HTML forms only.	nit button provided below. Following is t	Het able of					
Supporting Documents	TABLE OF CONTENTS	Table of Contents	v Go					
Documents Review and Submit	Section	Type	Action					
Review	HCOF Project Status Update Report							
Submit	HCOF Project Status Update Form	HTML	View					
Close Window	Other Information							
close window	Other Information (29452E.jpg)	DOCUMENT	View					
	Acceptable Use Policy		Continue					

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 <u>Update</u> 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.

DBOOK HOME	Welcome Freeze P							
\odot	Submit	ind time 10/10/2008 5:41:00	PM)					
racking # 7602826/1	home glossary help question	<u>ns/comments</u>						
OF Report	The table below shows the statu	s of the HCOF Report.	The HCOF Report is curr	ently COMPLET	E and can be s	ubmitted. Clic	ck on "Submit" to proceed.	
w	STATUS OVERVIEW							
s Information	STATUS OVERVIEW							
Data	Quarterly HCOF Progress	Report (07/01/200	08 - 09/30/2008) <u>(Hi</u> c	te Details)		1	Schedule Status: In Progres	
s Information Audit Status	Available Date	09/23/2008 2:43:0	00 PM	Due Date		10/07/2008	12:00:00 AM	
ng Documents	Reporting Cycle	Quarterly	Quarterly Yes (Required)				/01/2008 - 09/30/2008	
orting ments	Online Submission	Yes (Required)					In Progress	
and Submit	Started by	Emery P on 0					on 10/04/2008 4:41:08 PM	
nit	Last Version Submitted by							
e Window	Submission Tracking Number	PRC7602826		Project Period 9/1/2008 -		9/1/2008 - 8	3/31/2009	
	View: Related NGA Last NGA							
	Users with Permissions o	DD HCOF Request	(View Details)					
	Name	Username	External Organizati	ion Role	Grant	Role	Privileges	
	HCOF REPORT STATUS							
		Section			Sta	tus	Action	
	Basic Information				Com	plete	Update	
	PROGRESS DATA							
	Status Information				Com	plete	Update	
	Data Audit Status				Com	plete	Update	
	OTHER INFORMATION							
	Supporting Documents				Com	plete	Update	

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

e contact us questions/comments		
Note: This is a confirmation page! You MUST click on the appropriate button to complete your action		
have choosen to submit this report to HRSA. Type "I Agree" in the text box to electronically sign the HCOF Report. Click on the "Submit Report" button i ubmit the report. If you do not wish to submit the HCOF Report at this time, click on the "Cancel" button to return to the previous screen.	elow	
ERTIFICATION		
I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.	View Report	



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 Request						
Туре	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	МТ	on 10/03/2008 3:09:00 PM		
View: Submission Related NG	A					
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: <u>CallCenter@HRSA.GOV</u>