

HRSA Electronic Handbooks (EHB)

Outreach and Enrollment Supplemental Application for FY 2013

A Reference Sheet for Applicants

This quick reference sheet describes the steps you need to follow for submitting the FY 2013 Outreach and Enrollment (O/E) Supplemental Application under the Health Center Cluster program (activity code: H80) through HRSA’s Electronic Handbook (EHB).

Creating FY 2013 Outreach and Enrollment (O/E) Supplemental Application

To create the O/E Supplemental application in EHB, you will need a web link and eligibility code. The link and the eligibility code will be emailed to your organization’s Authorizing Officials (AOs), Business Officials (BOs), and the H80 grant Project Directors (PDs) registered within the HRSA EHB.

Creating the O/E application

1. Click the web link provided to you in the email notification sent by HRSA.
2. You will be directed to EHB where you will be required to login by entering your username and password and clicking the **[Login]** button.
Note: If you do not have a username, then you must register. (Do not create duplicate accounts.)
3. Once you are logged into EHB, enter the 4-digit “Eligibility Code” received in the email notification sent to you (**Figure 1, 1**).

Figure 1: Creating O/E Application in HRSA EHB

4. Select “Supplemental” as the Type of Application (**Figure 1, 2**).
 5. Select “Increase Award” as the type of “Supplemental” request (**Figure 1, 3**).
 6. Provide the active H80 Grant Number under which you are submitting the O/E Application (**Figure 1, 4**).
 7. Click the **[Continue]** button (**Figure 1, 5**).
- The system will navigate to “Select Sub Program(s)” page with the sub-programs applicable for your H80 grant pre-selected (**Figure 2**).

Figure 2: Select Sub Program(s) page

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

Go Back Continue

8. Ensure the sub-program selection on this page is aligned with the sub-programs provided in the email notification sent to you. You should not need to make any changes on this page.
9. Click the **[Continue]** button on this page.
➤ The O/E Supplemental application will be created and the system will display the Application Tracking Number.

Figure 3: O/E Supplemental application Created

10. Click the **[Continue]** button to start working on the application.
Note: Once the application is created, you can access it at any time by clicking the ‘Tasks’ tab on EHB Home page and navigating to the Pending Tasks – List page.

Completing the ‘O/E Supplemental Application’ items

You will be required to complete a Standard section and a Program Specific section of the O/E application.

Figure 4: O/E Application Status Overview page

Section	Action	Status
APPLICATION FORMS STATUS		
Face Page		
Application	Update	NOT COMPLETE
Applicant	Update	NOT COMPLETE
Project	Update	NOT COMPLETE
Budget Summary	Update	NOT COMPLETE
Other Information		
Appendices	Update	NOT COMPLETE
Program Specific Information		
Program Specific Information	Update	NOT COMPLETE

Completing Standard Section

Note: For all Standard section forms – almost all required fields will be pre-populated with your organization’s information. You should check the

information and update as needed, but you should not need to make any significant changes to these forms.

1. On the **Status Overview** page, click the [Update](#) link for **Application** form. Provide required information on the form and complete it.
2. Click on **[Save and Continue]** button to navigate to **Applicant** form. Provide required information on the form and complete it.
3. Click on **[Save and Continue]** button to navigate to the **Project** form. Proposed Project Period is prepopulated with your H80 project period. You should not update or add anything in this form.
4. Click on **[Save and Continue]** button to navigate to the **Budget Summary** form. Ensure that the sub-programs listed on this form match the sub-programs provided to you in the email notification by HRSA).

Figure 5: Budget Summary form

BUDGET INFORMATION - NON CONSTRUCTION		STATUS: NOT COMPLETE						
Section A - Budget Summary								
Select	Grant Program Function or Activity	CFDA Number	Estimated Unobligated Funds		New or Revised Budget			Total
			Federal	Non-Federal	Federal	Non-Federal		
<input checked="" type="radio"/>	Community Health Centers	93.224	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<input type="radio"/>	Health Care for the Homeless	93.224	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Update Budget Information		Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Change Sub-Program

5. For every selected sub-program, you must provide the 'New or Revised Federal budget' request. Select a sub-program (Figure 5, 1) and click the **[Update Budget Information]** button (Figure 5, 2).
6. On the resulting page, enter the 'Federal' funds under the **New or Revised Budget** section. Ensure that the Federal funds you enter in this section are equal to or less than the federal amount provided in the email notification for applicable sub-program(s).
7. You do not need to provide Non-Federal fund information for the sub-program(s).

Figure 6: Entering New or Revised Federal Budget for a sub-program

SECTION A - BUDGET SUMMARY	
Grant Program Function or Activity	Community Health Centers
CFDA Number	93.224
Estimated Unobligated Funds	
Federal	\$ 0
Non-Federal	\$ 0
New or Revised Budget	
* Federal	\$ 0
Non-Federal Resources	
Applicant	\$ 0
State	\$ 0
Local	\$ 0
Other	\$ 0
Program Income	\$ 0
Non-Federal Sub Total	0.00

8. Click on **[Save and Continue]** button after entering federal amounts to navigate to the **Budget Summary** form.
9. Provide New or Revised federal Budget details for your organization's applicable sub-programs by following steps 5 through 8.
10. After completing the **Budget Summary** form, click on **[Save and Continue]** button to navigate to the **Appendices** form.
11. On the **Appendices** form, you must upload one document for each of the following standard attachments:
 - Attachment 1: Work Plan
 - Attachment 2: Budget Narrative Justification
12. After uploading the required documents on the **Appendices** form, click on **[Save and Continue]** button to navigate to the program specific **Status Overview** page of the application (Figure 7).

Completing Program Specific Section

Once in the program specific section, you will be required to complete the following forms:

- Health Center Program: Outreach and Enrollment Supplemental Form
- Line Item Budget Form

Figure 7: Program Specific Status Overview page

Status Overview		
Section	Status	Options
General Information		
Outreach and Enrollment Supplemental Form	Not Started	<input type="button" value="Update"/>
Budget Information		
Line Item Budget Justification	Not Started	<input type="button" value="Update"/>

Health Center Program: Outreach and Enrollment Supplemental form

1. Access the **Health Center Program: Outreach and Enrollment Supplemental** form by clicking the [Update](#) link on the **Status Overview** page or through the left navigation menu.
- In the **Budget Information** section of this form, the “Total New or Revised Federal funds” that you requested across sub-programs in the **Budget Summary** form will be pre-populated in the ‘Requested Amount’ field (**Figure 8, 1**).

Note: “Requested Amount” is a read-only field on this form. You can adjust this value by navigating to the **Budget Summary** form in the standard section of the application and making the necessary updates. Navigate back to the **Outreach and Enrollment Supplemental** form in the program specific section of the application through the left navigation menu and continue working on the form.

In the same section, the “Maximum Eligible Amount” pre-determined for your organization by HRSA will be pre-populated. You cannot edit this field (**Figure 8, 2**).

Figure 8: Budget Information section

The screenshot shows a 'Budget Information' section with two fields: 'Requested Amount' set to '\$30,000' and 'Maximum Eligible Amount' set to '\$60,000.00'. Red callout boxes labeled '1' and '2' point to these fields respectively. Below the fields is a section header '4. Outreach and Enrollment (O/E) Strategy Summary' and a small text box: 'How will you use O/E funding and leverage current resources to meet the new eligibility assistance and enrollment needs for both patients served by your health center?'

2. The system will ensure that the “Requested Amount” in this section is less than or equal to the ‘Maximum Eligible Amount’ for your organization.
3. Complete the form by providing information in the remaining sections. For additional information, refer to the Funding Opportunity Announcement (HRSA-13-279) and technical assistance materials at <http://bphc.hrsa.gov/outreachandenrollment/>.
4. Click on **[Save and Continue]** button to navigate to the **Line Item Budget** form.

Line Item Budget form

In the **Requested Supplemental Funding** section of the **Line Item Budget** form, the “Total New or Revised Federal Funds” that you requested across sub-programs in the **Budget Summary** form will be pre-populated in the “Federal Funding” line item (**Figure 9, 1**). You cannot edit this field.

1. Complete the **Federal Expenses** section by providing dollar amounts for all the editable line

items. If needed, you can enter \$0 as the amount for a line item. The system will ensure that the total **Federal Expenses** (**Figure 9, 2**) is equal to the total federal funds requested in the application (also displayed in the **Requested Supplemental Funding** section of this form).

Figure 9: Line Item Budget form

The screenshot shows the 'Requested Supplemental Funding' section with a table for 'Federal Funding' where line 1 is '\$30,000.00'. Below is the 'Federal Expenses' section with a table listing various categories: 2. Construction (Not Applicable), 3. Personnel (\$10,000), 4. Fringe Benefits (\$500), 5. Travel (\$500), 6. Equipment (Not Applicable), 7. Supplies (\$0), 8. Contractual (\$10,000), 9. Other (\$0), and 10. Total Federal Expenses (Sum of lines 2-9) which is '\$30,000.00'. At the bottom are buttons for 'Go to Previous Page', 'Save', and 'Save and Continue'.

5. Click on **[Save and Continue]** button to navigate to the program specific **Table of Contents**.
6. Review the information displayed on the **Table of Contents** form.

Reviewing and Submitting the FY 2013 O/E Supplemental application

1. Click the [Submit](#) link in the “All Forms” left navigation menu.
- The system will navigate to the standard **Status Overview** page and will display a **[Submit to HRSA]** button at the bottom of the page if both the standard and program specific forms are complete.

Note: Only the Authorizing Official (AO) can submit the application to HRSA. If you are not the AO, system will display a **[Submit to AO]** button instead of the **[Submit to HRSA]** button on the **Status Overview** page. Click on this button to submit the application to the AO. The application can then be submitted by the AO using the **[Submit to HRSA]** button.
2. You can review the application by accessing the [Review](#) link at the bottom of the left navigation menu.
3. To submit the application, click the **[Submit to HRSA]** button.
4. On the resulting **Certification and Acceptances** form, click the **[Submit Application]** button in the lower right corner of the form in order to confirm the submission of the O/E application to HRSA.