

# American Rescue Plan Act (ARPA) H8F Award Submission Quick Reference Guide (QRG) for EHBs

## Perform the ARPA (H8F) Award Submission Process

Use this QRG to assist you in completing and submitting the ARPA (H8F) Award Submission in the Electronic Handbooks (EHBs). This submission provides information that describes how your Health Center plans to use the awarded funds. See the [H8F Award Submission webpage](#) for detailed guidance. You must be a HRSA EHBs account holder with a H8F award. Access to the submission is through the H8F grant folder. See the [How to Add a Coronavirus-related Grant to Your EHBs Portfolio webpage](#) for instructions to add this grant in EHBs.

## Access Award Submission Task

The Project Director (PD) or Authorizing Official (AO) with an active account is the only user who can submit this submission to HRSA. Users must have 'View', 'Edit' and 'Submit Other Submissions' privileges in EHBs to enter and submit this task.

1. *Log in* to the **EHBs** using this link: [HRSA Electronic Handbooks \(EHBs\)](#). The Welcome Page will display.
2. *Click* the **Tasks** tab in the top navigation. The Pending Tasks List page will display.
3. *Locate* the **Other Submissions** task for your H8F grant.
4. *Click* the **Start** or **Edit** link of the submission with H8F Award Submission Deliverable.
5. *Click* the **Start** button under the Program Specific Section header (Fig. 1). The Status Overview page will display.

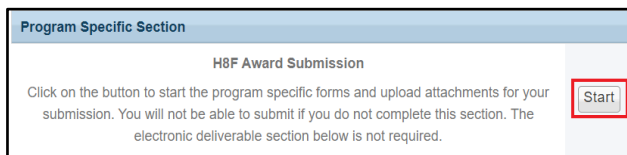


Figure 1: Program Specific Section

## Complete the Appendices Form

Use these steps to upload documentation into four sections: SF-424A, Budget Narrative, Negotiated Indirect Cost Rate Agreement and Other(s). The SF-424A and Budget Narrative attachments are required, the Negotiated Indirect Cost Rate Agreement is accessed if applicable, and other attachments are optional. There is a SF-424A template available to download, complete, and upload to EHBs.

1. *Click* the **Appendices** link from the left navigation.
2. *Click* the **'SF424A-V1.0.pdf'** link to download the SF-424A template (Fig. 2).



Figure 2: SF-424A Template

3. *Complete* the **SF-424A** template.
  - a. When completing the SF-424A, in Section A – Budget Summary, under New or Revised Budget, *enter* the **federal** and **non-federal project funding** for the entire 2-year period of performance.
  - b. *Do not include* any **amount** under Estimated Unobligated Funds column(s).
4. *Click* the **Select Files** button under the SF-424A header (Fig. 3) to locate the file to upload.

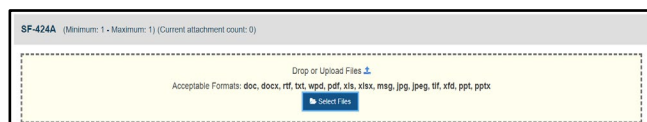


Figure 3: Select Files

5. *Select* your **completed SF-424A** file from the File Explorer pop up. *Click* the **Open** button to upload the file.

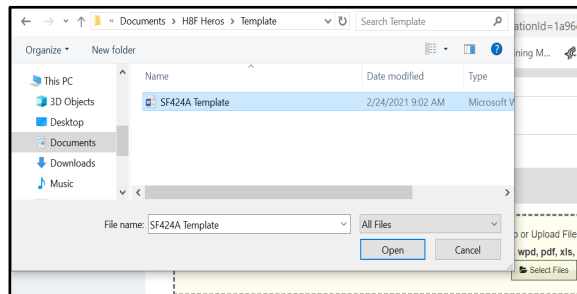


Figure 4: Open Selected File

6. Click the **Select Files button** under the Budget Narrative header to locate your budget narrative document.
7. Select your **Budget Narrative document** from the File Explorer pop up and click the **Open button** to upload the file.
8. If applicable, click the **Select Files button** to upload your Negotiated Indirect Cost Rate Agreement.
9. Select the **Agreement file** from the File Explorer pop up and click the **Open button** to upload the file.
10. To upload other documents that are relevant to your H8F project, click the **Select Files button** under the Other(s) header.
11. Select the **files** from the File Explorer pop up and click the **Open button** to upload the files.
12. Click the **Save and Continue button**. The Federal Object Class Categories page will display.

## Complete the Federal Object Class Categories Form

Federal costs should only reflect H8F funds. Do not include any other federal awards. Enter how you plan to spend your award across year 1 and year 2. The total federal costs of year 1 plus year 2 may not exceed your total award amount.

Costs entered here should be consistent with those provided in the Budget Narrative attachment.

1. Enter **data** for the following sections (Fig. 5):
  - a. Personnel
  - b. Fringe Benefits
  - c. Travel
  - d. Equipment. Enter **equipment** that does not meet the \$5,000 threshold in the 'Supplies' cost category (row e.)
  - e. Supplies
  - f. Contractual
  - g. Construction. If requesting funds for minor A/R, include that amount on the construction line. You may request up to \$500,000 for minor A/R.
  - h. Other
  - i. Total Direct Charges (sum of a through h). This row will autopopulate.
  - j. Indirect Charges

- k. Total Budget Specified in Section A - Budget Summary (sum of i through j). This row will autopopulate.

| Object Class Category   | (\$ Year 1 Federal | (\$ Year 1 Non-Federal | (\$ Year 2 Federal | (\$ Year 2 Non-Federal | (\$ Total Year 1 | (\$ Total Year 2 |
|---|--------------------|------------------------|--------------------|------------------------|------------------|------------------|
| a Personnel   | 0.00               | 0.00                   | 0.00               | 0.00                   | \$0.00           | \$0.00           |
| b Fringe Benefits   | 0.00               | 0.00                   | 0.00               | 0.00                   | \$0.00           | \$0.00           |
| c Travel  | 0.00               | 0.00                   | 0.00               | 0.00                   | \$0.00           | \$0.00           |
| d Equipment   | 0.00               | 0.00                   | 0.00               | 0.00                   | \$0.00           | \$0.00           |
| e Supplies  | 0.00               | 0.00                   | 0.00               | 0.00                   | \$0.00           | \$0.00           |
| f Contractual   | 0.00               | 0.00                   | 0.00               | 0.00                   | \$0.00           | \$0.00           |
| g Construction  | 0.00               | 0.00                   | 0.00               | 0.00                   | \$0.00           | \$0.00           |
| h Other   | 0.00               | 0.00                   | 0.00               | 0.00                   | \$0.00           | \$0.00           |
| i Total Direct Charges (sum of a through h)                                 | 0                  | 0                      | 0                  | 0                      | \$0.00           | \$0.00           |
| j Indirect Charges  | 0                  | 0                      | 0                  | 0                      | \$0.00           | \$0.00           |
| k Total Budget Specified in Section A - Budget Summary (sum of i through j) | 0                  | 0                      | 0                  | 0                      | \$0.00           | \$0.00           |

Figure 5: Federal Object Class Categories

2. Click the **Save and Continue button**. The Project Overview page will display.

## Complete Project Overview Form

The Project Overview Form consists of the Work Plan and Health Center Program Scope of Project sections. Select activities supported using H8F funds in the Work Plan. The Scope of Project section allows you to identify if any adjustments or changes to the existing scope (Form 5A, Form 5B, and Form 5C) are needed to support the H8F funding and activities you have indicated.

### Add Activities to Work Plan

1. Click the **Add New button** (Fig. 6) to open the list of activity options for each category. You must select at least one activity.

**Work Plan**

Click on "Add New" to open the list of activity options for each category. You must select at least one activity. There is no minimum for each category. Separate funding will be available for your health center which may be used for activities such as construction, A/R (major and minor), and equipment projects (see the ARPA - Infrastructure Support Funding Details email). Consider this separate funding when planning your H8F activities.

All at least one activity is required

| Category   | Activity | Status | Action |
|--|----------|--------|--------|
| <div style="border: 1px solid red; display: inline-block; padding: 2px 5px;">+ Add New</div> |          |        |        |

Figure 6: Add New Work Plan Activity

2. **Select a Category** (Fig. 7). A list of Activities associated with that Category will populate. Note: You can only select one Category at a time.

Figure 7: Work Plan Category

3. **Select an Activity** from the populated list (Fig. 8). Note: You can only select one Activity at a time. If you **select 'Other'** as an activity type you must **write a description**.

Figure 8: Work Plan Activities

4. **Click the Save and Close button** (Fig. 9). The Work Plan will display with the activity you selected.

Figure 9: Work Plan Save and Continue Button

5. **Repeat steps 1 through 4** of the 'Add Activities to Work Plan section' to add all the activities that you will conduct using H8F funds.

## Complete Health Center Program Scope of Project Questions

1. **Select Yes or No** for all 3 questions (Fig. 10).

Figure 10: Health Center Program Scope of Project

2. **Click the Save and Continue button**. The Equipment List Year 1 page will display.

## Complete Equipment List Year 1 and 2

Only complete this section if, you requested H8F funds in the Year 1 and/or Year 2 Equipment category in the Federal Object Class Categories form of this application.

### Complete Equipment List Year 1

1. **Click the Add Row button** (Fig. 11).

| Type | Description | Unit Price | Quantity | Total  | Action |
|------|-------------|------------|----------|--------|--------|
|      |             |            | 0        | \$0.00 |        |

Figure 11: Year 1 List of Equipment

2. **Select the equipment type**, either Clinical or Non-Clinical from the Select a type drop down menu (Fig. 12).

| Type          | Description | Unit Price | Quantity | Total      | Action |
|---------------|-------------|------------|----------|------------|--------|
| Select Option |             | 6000.0     | 1        | \$6,000.00 | Delete |

Figure 12: Select Equipment Type

3. **Enter a Description** of the Equipment.
4. **Enter the Unit Price**.
5. **Enter the Quantity**.
6. **Complete steps 1 through 5** of the 'Equipment List Year 1 section' to add additional equipment, as needed.

7. Click the **Save and Continue** button. The Equipment List Year 2 page will display.

## Complete Equipment List Year 2

1. Repeat steps 1 through 6 from the 'Equipment List Year 1 section' above to add equipment for Year 2.
2. Click the **Save and Continue** button. The Minor A/R Project Information page will display.

## Complete Other Requirements for Sites

Only complete this section if, you are requesting to use H8F funds for minor A/R and have entered a value in the Construction Line item in the Federal Object Class Categories form.

1. Click the **Add New** button (Fig. 13) under the Minor A/R Project Information header.

Figure 13: Minor A/R Project Information

2. Complete the following sections for each site-specific minor A/R project:
  - a. In the Site Information section, enter the **Name of Service Site, Street Address, City, State, and Zip Code** for the in-scope site where minor A/R will occur (Fig. 14).

Figure 14: Site Information

- b. In the Site Control and Federal Interest section select **Owned** or **Leased** for question 1a.
  - i. If **Leased** is selected for section 1a, select **Certified** or **Not Certified** from the drop down menu for question 1b (Fig. 15).

Figure 15: Site Control and Federal Interest

- c. Select **Yes** or **No** for all questions in the Cultural Resource Assessment and Historic Preservation Considerations section (Fig. 16).

Figure 16: Cultural Resource Assessment and Historic Preservation Considerations

- d. Click the **Save and Close** button.

3. Click the **Select Files** button under the A/R Project Budget Justification header (Fig. 17).

Figure 17: A/R Project Budget Justification

4. Select your **A/R Project Budget Justification** file from the File Explorer pop up and click the **Open** button to upload the file.

5. Click the 'environmental-info-doc-2019.pdf' link (Fig. 18) to download the Environmental Information Documentation (EID) Checklist template.

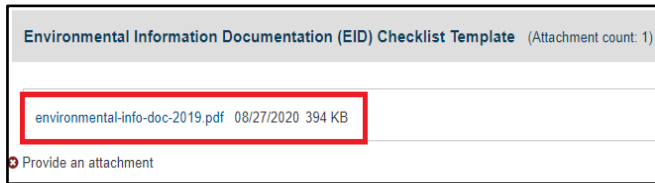


Figure 18: Environmental Information Documentation Checklist template

6. Complete the 'environmental-info-doc-2019.pdf' checklist template.
7. Click the **Select Files** button under the Environmental Information Documentation (EID) Checklist header.
8. Select your completed **EID Checklist** from the File Explorer pop up and click the **Open** button to upload the file.
9. Click the **Select Files** button under the Floor Plans/Schematic Drawings section.
10. Select relevant **documents** from the File Explorer pop up and click the **Open** button to upload the files.
11. If the site is leased, you must *upload* a **Landlord Letter of Consent**.
  - a. Click the **Select Files** button under the Landlord Letter of Consent header.
  - b. Select your signed **Landlord Letter of Consent** from the File Explorer pop up and click the **Open** button to upload the file.
12. Click the **Select Files** button under the Property Information header.
13. Select your **Property Information document** (e.g., lease, deed) from the File Explorer pop up and click the **Open** button to upload the file.
14. Repeat **steps 1 through 13** of the 'Complete Other Requirements for Sites section' for each site-specific minor A/R project.
15. Click the **Save and Continue** button. The Status Overview page will display.

## Submit to HRSA

1. Verify that all **Forms** are shown as Complete on the Status Overview page (Fig. 19).

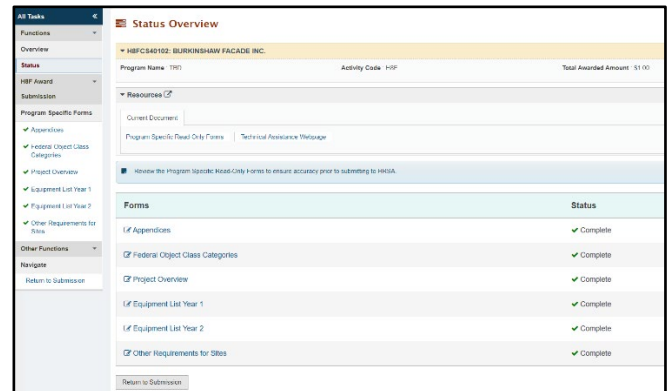


Figure 19: Status Overview

2. Click the **Return to Submission** button at the bottom of the Status Overview page (Fig. 20).

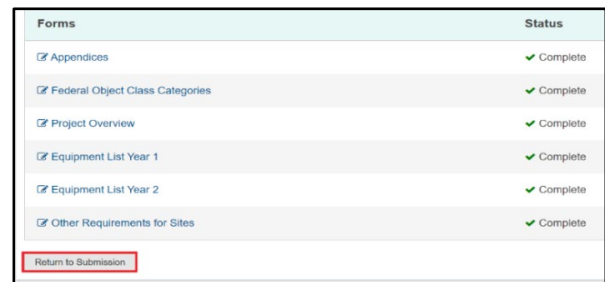


Figure 20: Return to Submission

3. Click the **Submit to HRSA** button. A Confirmation page will display.
4. Click the **Confirm** button.

Congratulations! You have completed the H8F Award Submission.

## Resource and Support

The following resources are available to assist you.

- [H8F Award Submission webpage](#)
- If you experience any problems submitting the H8F Award Submission in EHBs, contact the **Health Center Program Support** at 877-464-4772 or through the [BPHC Contact Form](#).