HRSA Electronic Handbooks (EHBs)

Fiscal Year (FY) 2022 Ending the HIV Epidemic- Primary Care HIV Prevention (PCHP) Funding Opportunity

HRSA-22-104

User Guide for Grant Applicants

Last updated on September 8, 2021
## Contents

1. Starting the FY 2022 PCHP Application................................................................. 3

2. Completing the Standard Section of the Application ........................................... 4
   2.1 Completing the Budget Information (SF-424A) and Budget Narrative .................. 5
   2.1.1 Budget Information - Section A-C........................................................................ 5
   2.1.2 Budget Information – Section D-F ........................................................................ 11
   2.1.3 Budget Narrative ................................................................................................ 12
   2.2 Completing the Disclosure of Lobbying Activities Form........................................ 13
   2.3 Completing the Appendices Form.......................................................................... 13

3. Completing the Program Specific Section of the Application ............................... 13
   3.1 Federal Object Class Categories Form................................................................. 14
      3.1.1 Completing the Federal Object Class Categories Form...................................... 14
   3.2 Project Overview Form ...................................................................................... 16
      3.2.1 Completing the Work Plan Section................................................................. 16
      3.2.2 Completing the Health Center Program Operational Grant Number Section .... 18
      3.2.3 Completing the Health Center Program Scope of Project Section.................... 18
      3.2.4 Completing the Technical Assistance Section................................................... 19
   3.3 Equipment List Forms......................................................................................... 20
      3.3.1 Completing the Equipment List Forms............................................................. 20

4. Reviewing and Submitting the FY 2022 PCHP Application to HRSA ....................... 21
This user guide describes the steps to submit an FY 2022 Ending the HIV Epidemic- Primary Care HIV Prevention (PCHP) application in the HRSA Electronic Handbooks (EHBs) (funding opportunity announcement number HRSA-22-104). Use this guide with the PCHP notice of funding opportunity (NOFO) and example forms, both available on the PCHP technical assistance webpage, for complete application development guidance.

For steps that have a corresponding image, the format (e.g., Figure 5, 1) will include a hyperlink to the figure, and a reference to the numbered box on the image pointing out where on the screen the user should perform the action.

1. **Starting the FY 2022 PCHP Application**

Complete and submit the application by following a two-phase process:

1. Find the NOFO in Grants.gov, access the application package, and submit the completed application in Grants.gov.
2. Validate, complete, and submit this application in EHBs.

   **Note:**

Log into EHBs and validate the application.

1. Once the application is validated in EHBs, click the Tasks tab on the EHBs homepage to navigate to the Pending Tasks – List page.

   **Note:**
   - If you do not have a username, you must register in EHBs. Do not create duplicate accounts.
   - If you experience login issues or forget your password, contact Health Center Program Support through the [BPHC Contact Form](http://www.hrsa.gov/grants/apply/contactform) or (877) 464-4772 Monday-Friday, 7:00 a.m. to 8:00 p.m. ET.

2. Locate the FY 2022 PCHP application using the EHBs application tracking number (e-mailed after successful Grants.gov submission) and click the **Start** link to begin working on the application in EHBs (if you previously accessed the application, the **Start** link will be replaced with **Edit**).

   - The system opens the **Application - Status Overview** page of the application ([Figure 1](#)).
The application consists of a Standard section and a Program Specific section. Complete both sections to submit your application to HRSA.

2. Completing the Standard Section of the Application

The Standard section of the application consists of the following main sections:

- Basic Information (Figure 1, 1)
- Budget Information (Figure 1, 2)
- Other Information (Figure 1, 3)

The Basic Information has been imported from Grants.gov and has undergone a data validation check. You may edit this information except for the Estimated Funding Section if necessary. The Standard section consists of the following forms:

- The **SF-424 Part 1** form displays the basic application and applicant organization information.
- The **SF-424 Part 2** form displays project information including the project title, project period, and cities, counties, and congressional districts affected by the project. The text entered in the abstract provided in Grants.gov can be updated or deleted in this section (Figure 2, 1). A project description attachment can also be added on this form, however, this is not required. Refer to the PCHP NOFO for required Project Abstract content.
• The Project/Performance Site Location(s) form displays the administrative site locations and locations where you provide services supported with PCHP funding. Complete this form for the location that you consider to be your main service delivery site. If you plan to provide HIV prevention services across multiple service delivery sites, you may enter information for just one on this form.

• In the Project Narrative form, attach the Project Narrative by clicking the [Attach File] button (Figure 3, 1). Refer to the PCHP NOFO for detailed guidance.

2.1 Completing the Budget Information (SF-424A) and Budget Narrative

To complete this section, you must complete the Budget Information form and provide a Budget Narrative.

2.1.1 Budget Information - Section A-C
The Budget Information – Section A-C form consists of the following three sections:

- Section A – Budget Summary
- Section B – Budget Categories
- Section C – Non-Federal Resources

1. Click the Update link for Section A-C on the Application - Status Overview page (Figure 4, 1) to navigate to the Budget Information – Section A-C form (Figure 5).

Figure 4: Section A-C Update Link
2. Under Section A – Budget Summary, click the [Update Sub Program] button (Figure 5, 1) to navigate to the Sub Program – Update page (Figure 6).
3. Select or unselect the subprograms. Only select the subprograms for which you are requesting funding. Your selection should align with your current Health Center Program operational (H80) grant.
   - The eligibility list on the PCHP technical assistance webpage lists your current subprograms.
   - Health Center Program subprogram funding streams are: Community Health Centers (CHC), Migrant Health Centers (MHC), Health Care for the Homeless (HCH), and/or Public Housing Primary Care (PHPC).

4. Click the [Save and Continue] button and the Budget Information – Section A-C page re-opens showing the selected subprogram(s) under Section A – Budget Summary (Figure 7, 1).

5. To enter or update the budget information for each subprogram, click the [Update] button displayed in the top right corner of Section A – Budget Summary header (Figure 7, 2) and the Section A – Update page will open (Figure 8).
6. Under the New or Revised Budget section, enter the amount of federal funds (Figure 8, 1) and non-federal funds (Figure 8, 2) that you are requesting in the applicable column for the first 12-month budget period for each requested subprogram (CHC, MHC, HCH, and/or PHPC). Do not enter amounts for Estimated Unobligated Funds.
   - Federal funds must be requested in the same subprogram funding proportions as your existing H80 grant. The eligibility list on the PCHP technical assistance webpage provides the maximum annual amount of $325,000 appropriately spilt across your current subprograms.

7. Click the **[Save and Continue]** button to navigate back to the Budget Information – Section A-C page, which will display the updated New or Revised Budget under Section A – Budget Summary (Figure 9).

   **Note:**
   - The federal amount refers only to PCHP funding that you are requesting in this application, not all federal grant funding that you receive.
   - The amount in the Total row of the Federal column must not exceed $325,000.

8. In Section B – Budget Categories, provide the Federal and Non-Federal funding distribution across object class categories for the first 12-month budget period. Click the **[Update]** button at the top right corner of the Section B header (Figure 10) to navigate to the Section B – Update page (Figure 11).
9. Enter the federal amount (Figure 11, 1) and non-federal amount (Figure 11, 2) for each object class category under the Federal and Non-Federal columns, as applicable.

Note:
- The total federal and non-federal amounts in Section B – Budget Categories must be equal to the total new or revised federal and non-federal amounts in Section A – Budget Summary of the Budget Information – Section A-C page.

Figure 10: Section B – Budget Categories

<table>
<thead>
<tr>
<th>Object Class Categories</th>
<th>Grant Program Function or Activity</th>
<th>Federal</th>
<th>Non-Federal</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Travel</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Supplies</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Contractual</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Construction</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Direct Charges</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Indirect Charges</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Figure 11: Section B – Update Page
10. Click the [Save and Continue] button (Figure 11, 3) to navigate to the Budget Information – Section A-C page (Figure 5).

11. In Section C – Non- Federal Resources, enter the non-federal amount specified in Section A – Budget Summary across the applicable non-federal resources by clicking the [Update] button in the top right corner of the Section C header (Figure 12, 1).

Note:
- The total non-federal amount in Section C – Non- Federal Resources must be equal to the total new or revised non-federal amount specified in Section A – Budget Summary of the Budget Information – Section A-C form.

12. Click the [Save and Continue] button to proceed to the next form (Figure 12, 2).

2.1.2 Budget Information – Section D-F

The Budget Information – Section D-F page consists of the following three sections:
- Section D – Forecasted Cash Needs
- Section E – Federal Funds Needed for Balance of the Project
- Section F – Other Budget Information
1. **Section D – Forecasted Cash Needs** is optional and may be left blank. If you complete this section, enter the amount of cash needed by quarter during year 1 in both the Federal and Non-Federal rows by clicking the [Update] button in the top right corner of Section D (Figure 13, 1).

2. In **Section E - Federal Funds Needed for Balance of the Project**, enter the federal funds requested for year 2 funding for each proposed subprogram in the Future Funding Periods (Years) – First column, by clicking the [Update] button in the top right corner of Section E (Figure 13, 2).

   **Note:**
   - The First column applies to budget year 2.
   - The First column must be completed to complete this application. The maximum funding that you can request for year 2 is $325,000. This will be enforced on the Federal Object Class Categories Form. You will be required to update Section E if you enter more than $325,000 here.

3. In **Section F – Other Budget Information**, provide information about direct and indirect charges. You can also add any relevant comments or remarks in this section by clicking the [Update] button in the top right corner of Section F (Figure 13, 3).

4. Finally, click the [Save and Continue] button on the Budget Information – Section D-F to proceed (Figure 13, 4).

### 2.1.3 Budget Narrative

Upload the Budget Narrative by clicking the [Attach File] button (Figure 14, 1). Once completed, click the [Save and Continue] button to proceed to the Disclosure of Lobbying Form (Figure 14, 2).
2.2 Completing the Disclosure of Lobbying Activities Form

Provide all information on the Disclosure of Lobbying Activities form, then click the [Save and Continue] button to proceed to the Appendices form. If you select “No” in the Certification Regarding Lobbying section, you do not need to complete the remainder of the form. Click the [Save and Continue] button.

2.3 Completing the Appendices Form

1. Upload the following attachments, as applicable, by clicking the associated [Attach File] button for each (Figure 15):
   - Attachment 1: Letters of Support (required) (maximum 5 attachments)
   - Attachment 2: Other Relevant Documents (as applicable) (maximum 5 attachments)

2. After completing the Appendices form, click the [Save and Continue] button to proceed to the Program Specific Information – Status Overview page.

3. Completing the Program Specific Section of the Application

1. Refer to the PCHP NOFO, as well as the example forms available on the PCHP technical assistance webpage for detailed guidance. To complete each form, first open the form by clicking the Update link under the “Options” menu (Figure 16).
3.1 Federal Object Class Categories Form

To complete the Federal Object Class Categories form, enter the federal and non-federal amounts for each Object Class Category (e.g., Personnel, Equipment, Contractual), in the Budget Categories section. The federal amount requested must match the **Budget Information – Section E – First** column from the standard forms.

3.1.1 Completing the Federal Object Class Categories Form

1. In the Budget Categories section, enter the federal and non-federal amounts for each Object Class Category (e.g., Personnel, Equipment, Contractual) ([Figure 17](#), 1).
2. Enter zero ("0") if you will not request funds for a cost category. No category fields may be left blank.

Note:
- The amount in row j. Total Budget Specified - Federal must match the federal new or revised budget total requested on the **Budget Information – Section E – Budget Estimates of Federal Funds Needed for Balance of Project (Figure 17, 3)**.
- The amount for in row j. Total Budget Specified – Federal (sum of all cost categories) may not exceed $325,000 (Figure 17, 3).
- If you request federal funding in the equipment cost category (row d) (Figure 17, 2), you must also complete the **Equipment List Form – Year 2** tab.
- The request for federal funding for equipment may not exceed $150,000.
- If you enter equipment costs on the **Federal Object Class Categories Form**, upon saving, you will receive an error message stating that your federal equipment funding amounts requested in the **Federal Object Class Categories Form** and the **Equipment List Form** must be equal. This error message will be resolved after you complete the **Equipment List Form** and revisit the **Federal Object Class Categories Form**.
• Equipment that does not meet the $5,000 threshold should be included in the “Supplies” cost category (row e).
• If you entered $0 for the equipment cost category, you cannot edit the Equipment List Form – Year 2 tab.

3. Click on the [Save and Continue] button to proceed to the Project Overview Form.

3.2 Project Overview Form

The Project Overview Form is comprised of four sections: Work Plan, Health Center Program Operational Grant Number, Health Center Program Scope of Project, and Technical Assistance. Each section is required and must be completed to complete the form.

3.2.1 Completing the Work Plan Section

1. To add activities to the Work Plan, click the [Add] button (Figure 18, 1).

   ![Figure 18: Work Plan]

2. Select a focus area to add an activity associated with that focus area (Figure 19, 1).
3. Select an activity from the list of available activities (Figure 20, 1). Choose at least two activities and no more than five activities per focus area.
4. To create a custom activity, select “Other” and add a description of no more than 300 characters, including spaces, for the proposed activity (Figure 20, 2).

Note:
• The activities selected in the Work Plan will be grouped by focus area, but will not maintain the order in which they are entered (i.e. if you are adding numbering to your “Other” activity text or the activity selection rationale text, this may not appear sequentially on the Project Overview Form).
5. Describe in the activity selection rationale how the specific activity selected will address an unmet need or barrier to achieving the PCHP objectives that is specific to your service area and/or health center (Figure 20, 3). Up to 400 characters, including spaces, are available.

6. Click the [Save and Continue] button to add the selected activity to your Work Plan. Continue this process until activities have been added for all four focus areas and the Work Plan section is complete.

Figure 20: Add Activity (Activity Selection Rationale)

7. Proceed to the Health Center Program Operational Grant Number section (Figure 21).
3.2.2 Completing the Health Center Program Operational Grant Number Section

1. Enter the H80 grant number for your organization in the Health Center Program Operational Grant Number section (Figure 21, 1). Click on the Click here link to view a list of all eligible PCHP organizations.

Figure 21: Health Center Program Operational Grant Number

2. Proceed to the Health Center Program Scope of Project section (Figure 22).

3.2.3 Completing the Health Center Program Scope of Project Section

1. In the Health Center Scope of Project section, determine if a Scope Adjustment or Change in Scope request will be necessary to implement your PCHP project. For the questions about Forms 5A, 5B, and 5C, select Yes or No based on if an update will be necessary for the respective scope form (Figure 22, 1).

2. If you select Yes for Form 5A, 5B, and/or 5C, describe the proposed changes in the comment box below the respective question (Figure 22, 2).

Figure 22: Health Center Program Scope of Project
3. Proceed to the Technical Assistance section (Figure 23).

3.2.4 Completing the Technical Assistance Section

1. In the Technical Assistance section, identify at least one and no more than three technical assistance topic area(s) that would support the successful implementation of your PCHP project (Figure 23, 1).

2. Describe any needs specific to the selected technical assistance topic area(s) in the Comment section (Figure 23, 2). You must provide a comment if you select “Other” and/or “My health center could provide peer support to others.” The Comment field is open to all applicants, regardless of topic area selected. Up to 1,000 characters, including spaces, are available.

3. Click on the [Save and Continue] button to proceed to the Equipment List Forms.

Figure 23: Technical Assistance
### 3.3 Equipment List Forms

If you did not request to use PCHP funding for equipment in year 1 in the **SF-424A Section B – Budget Categories** (Figure 5), then the Equipment List Form – Year 1 tab (Figure 24, 1) does not apply to you and should not be edited. The total equipment costs on the Equipment List Form – Year 1 tab (Figure 24, 1) must equal the federal year 1 equipment costs on the **SF-424A Section B – Budget Categories** (Figure 5) form.

If you did not request to use PCHP funding for equipment in year 2 in the **Federal Object Class Categories Form** (row d) (Figure 17, 2), then the Equipment List Form – Year 2 tab (Figure 24, 2) does not apply to you and cannot be edited. The total equipment costs on the Equipment List Form – Year 2 tab must equal the federal year 2 equipment costs on the **Federal Object Class Categories Form** (row d). If they differ, upon saving the Equipment List Form – Year 2 tab, both forms’ statuses will become “not complete.” You must revise the Equipment List Form – Year 2 tab and/or return to the Federal Object Class Categories Form to make necessary revisions to make the equipment costs equal.

#### 3.3.1 Completing the Equipment List Forms

1. For each year tab, click on the [Add] button (Figure 24, 3) to proceed to the Equipment Information - Add Form for that respective year (Figure 25).

![Figure 24: Equipment List Forms](image-url)
2. Select the equipment type, either “Clinical” or “Non-Clinical” (Figure 25, 1).
3. Enter a brief narrative description of the equipment item, up to 50 characters, including spaces.
4. Enter the unit price ($). To be classified as equipment, the unit price must be at least $5,000. Costs that are less than $5,000 per unit should be listed as Supplies on the Federal Object Cost Categories Form (row e).
5. Enter the quantity of units that you will purchase.
6. Click on the [Save and Continue] button to return to the Equipment List Form (Figure 26).
7. To edit an equipment item, click on the Update link under the Options menu (Figure 26, 1). To delete an equipment item, click on the Delete link under the Options menu (Figure 26, 2).
8. Click on the [Save and Continue] button to proceed to the Program Specific Forms – Review page.

**Figure 25: Equipment Information - Add**

<table>
<thead>
<tr>
<th>Year</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit Price ($)</th>
<th>Quantity</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Clinical</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Figure 26: Equipment List with Equipment Added**

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Clinical</td>
<td>EHR Software Upgrade</td>
<td>$10,000.00</td>
<td>4</td>
<td>$40,000.00</td>
</tr>
<tr>
<td>Non-Clinical</td>
<td>Server</td>
<td>$5,000.00</td>
<td>2</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>6</td>
<td>$50,000.00</td>
</tr>
</tbody>
</table>

**4. Reviewing and Submitting the FY 2022 PCHP Application to HRSA**

1. Review the Program Specific forms to ensure that all information is accurate. Access each form by clicking on the View link under the Options menu for each form (Figure 27, 1).
2. If you have Standard section forms that are incomplete, click the [Continue to Complete Status] button (Figure 27, 2) to proceed to the Application - Status Overview Page. Forms that are incomplete or have errors will have a status of “Not Complete.” Click on the Update link under the Options menu to access each form requiring revision. Make the necessary changes until all forms are marked “Complete.”

3. When all Standard section and Program Specific forms are complete and accurate, click the [Submit] button (Figure 27, 3) on the Program Specific Left Menu to proceed to the Application – Submit page.

4. Click the [Submit to HRSA] button (Figure 28, 1) on the Application – Submit page.
   - To submit an application, you must have the ‘Submit’ privilege. This privilege must be given by the Project Director (PD) to the Authorizing Official (AO).
   - If you are not the AO, a [Submit to the AO] button will be displayed at the bottom of the Submit page. Click the button to notify the AO that the application can be submitted to HRSA.
5. Answer the questions displayed under the Certifications and Acceptance section of the Confirmation page and click the [Submit Application] button to submit the application to HRSA.

6. If you experience any problems with submitting the application in EHBs, contact Health Center Program Support at 1-877-464-4772 or through the BPHC Contact Form.