



LOAN GUARANTEE PROGRAM APPLICATION MODULE EHBS User Guide

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1. Introduction

1.1. HRSA Loan Guarantee Program (LGP)

HRSA's Health Center Facility Loan Guarantee Program (LGP) supports Health Center Program awardees in their efforts to access capital funding and reduce financing costs for the alteration/renovation, construction or expansion of a HRSA-funded health center medical facility.

HRSA is authorized by Title XVI of the Public Health Service Act to guarantee loans made by non-Federal lenders and exercises this authority by guaranteeing up to 80 percent of the outstanding principal and interest on eligible health center loans.

Eligible applicants for the HRSA LGP are health centers, as defined under section 330 of the Public Health Service Act, that receive Health Center Program funding at the time of both application for and issuance of a loan guarantee.

Loan Guarantee applications are accepted year-round and HRSA conducts on-going review and monitoring after the loan and the loan guarantee are executed.

The EHBs LGP module supports the application submission and review process for issuing loan guarantees and is part of a larger modernization effort to streamline the LGP by enhancing the transparency of the process and reducing the burden on applicants.

1.2. Document Purpose and Scope

The purpose of this document is to provide instructions to assist applicant organizations in preparing and submitting LGP applications electronically. This Loan Guarantee Application Guide is specific to the HRSA LGP module.

Going forward, all Loan Guarantee Applications shall be submitted via the EHBs LGP module. This Guide presents general information related to the application creation, access and submission process.

2. Before You Begin

2.1. Prerequisites

Access to the Loan Guarantee Application, by default, is available to the Project/Program Director (PD) associated with the Health Center (H80). However, only an Authorizing Official (AO) registered to the award who has LGP Privileges can create and submit a Loan Guarantee Application to HRSA. You must ensure that the PD and AO is registered to the grant award and active within EHBs.

3. Accessing the LGP Application Module

This section will show you how to access the LGP Application module.

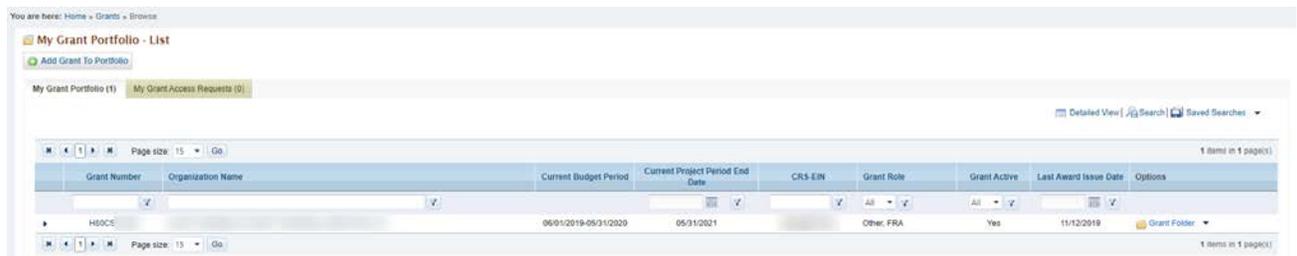
1. From the EHBs homepage, click on the Grants tab to view all the grants in your portfolio as shown in **Figure 1.1**.

Figure 1.1: Accessing the LGP Application Module



2. You will be navigated to the **My Grant Portfolio - List** page as shown in **Figure 1.2**.

Figure 1.2: My Grant Portfolio - List page



3. Click on Grant Folder link against the Health Center (H80) grant registered to your EHBs profile as shown in **Figure 1.3**.

Figure 1.3: Grant Folder link on the My Grant Portfolio - List page



Note:

If you do not see a Health Center (H80) grant on the **My Grant Portfolio – List** page, you must add the grant to your EHBs portfolio first. To learn how to do this, click on the video link: [Video - How to Add a Grant to the EHBs Portfolio](#)

4. From the **Grant Home** page, under the 'requests' section, click on + View More link followed by the Loan Guarantee Program Applications link as shown in **Figure 1.4**.

Figure 1.4: Loan Guarantee Program Applications link



The + View More link will change to - View Less and back to + View More when clicked again. You will be navigated to the **Loan Guarantee Program (LGP) Applications – List** page within the LGP Application module once selected.

3.1. Loan Guarantee Program (LGP) Applications Module

From the **Loan Guarantee Program (LGP) Applications – List** page, you can:

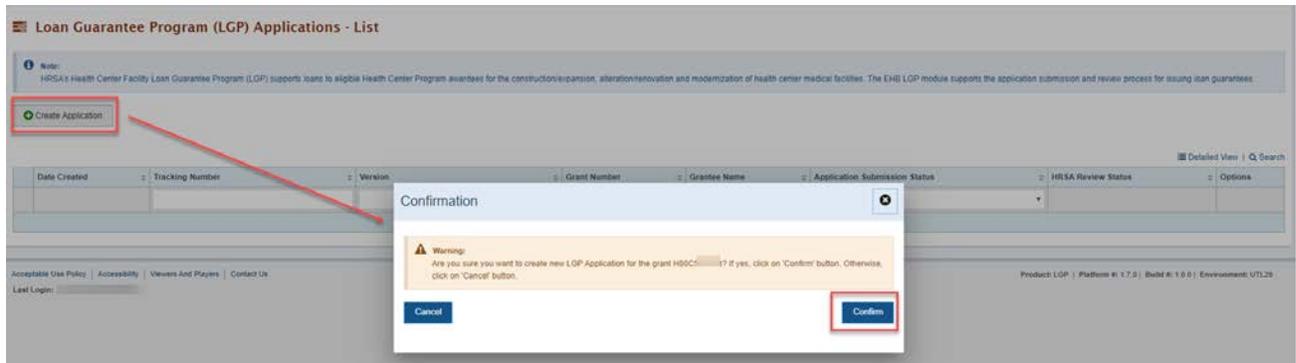
1. Start a Loan Guarantee Application
2. Search for Loan Guarantee Application(s) that have previously been created and/or submitted to HRSA
3. View Details of the for LGP Application(s)
4. Access Change Requested Applications/Commitment Letter and Supporting Documents (if approved)

4. Starting Application

To create a Loan Guarantee Application, from the **Loan Guarantee Program (LGP) Applications – List** page:

1. Click on **Create Application** button, a Confirmation screen opens.
2. Click **Confirm** to create a new application as shown is **Figure 2**.

Figure 2: Create Loan Guarantee Application



Note:

If you do not have the privileges to create an application, you will not see the **Create Application** button.

IMPORTANT NOTE:

To submit the application, the AO must have the 'Create/Edit' LGP privilege. This privilege must be given by the Project Director (PD) to the Authorizing Official (AO). See how to authorize peers to work on an application in the [Grants Access and Registration FAQs](#) in the EHB's Knowledge Base.

3. Once you create the application, the system opens the **Status Overview** page of the Loan Guarantee Application as shown in **Figure 2.a**.

Figure 2.a: Status Overview page

Status Overview

Success: LGP application (tracking number: LGP-000015) has been successfully created. This number will serve as a reference for future correspondence or inquiries from HRSA.

LGP-000015 Application Submission Status: In Progress

Grant Number: H80C Grantee Name: City: OSHTEMO
 State: NY ZIP Code: 87381 Budget Period: 06/01/2019 - 05/31/2020
 Project Period: 06/01/2019 - 05/31/2021 Last Updated By: Soheim, Ramon 12/08/2019 08:28:15 AM ET

Resources

Current Document

Application | Action History | Application Version History | User Guide

Forms	Status
<input checked="" type="checkbox"/> Part A. Borrower's Information	✖ Not Complete
<input checked="" type="checkbox"/> Part B. Lender Information	✖ Not Complete
<input checked="" type="checkbox"/> Part C. Loan Information	✖ Not Complete
<input checked="" type="checkbox"/> Part D. Project Information	✖ Not Complete
<input checked="" type="checkbox"/> Part E. Project Funding Uses & Sources	✖ Not Complete
<input checked="" type="checkbox"/> Part F. Attachments	✖ Not Complete
<input checked="" type="checkbox"/> Borrower's Certification and Agreement	✖ Not Complete

Return to List

Notify PD Submit to HRSA

Notes:

- Make a note of the Application Tracking Number **LGP-XXXXXX**. This number will serve as a reference for future correspondence or inquiries from HRSA.
- Within the Application, you can navigate to the corresponding Forms via the Left Menu links or the Form Links from the Status Overview page.

4.1. Completing Application

The Loan Guarantee application consists of the following main forms/sections:

- Part A. Borrower's Information
- Part B. Lender Information
- Part C. Loan Information
- Part D. Project Information
- Part E. Project Funding Uses & Sources
- Part F. Attachments
- Borrower's Certification and Agreement

All forms must be completed in order to submit the application to HRSA.

4.1.1. Completing Part A. Borrower's Information

The **Part A. Borrower's Information** form captures the basic information about the borrower (i.e., Applicant/Grantee) and the Contact Person(s), as in **Figure 3**.

Figure 3: Part A. Borrower's Information form

Borrower Information

Legal Name

Doing Business As (DBA)

H80 Grant Number

* Street Address (Number and Name (and Urbanization for Puerto Rico)) (e.g., 23030 Indian Creek Dr) Provide a response for this field

Secondary Street Address - Select One

Secondary Street Address - Number

* City Provide a response for this field

* State Provide a response for this field

* Zip Code (e.g., 20166 or 20166-6721) Provide a response for this field

* Tax Identifier Provide a response for this field

Contact Person(s)

Primary Contact Person is required.

First Name	Last Name	Project Title	Phone Number	Email	Primary Contact Person?	Action
Provide a response for this field	Select	Delete				

Add Row

To complete this form, follow the steps below:

1. Provide the required Borrower Address Information.
2. Provide the details of the Primary Contact Person/Point of Contact for the application.
 - a. Only one contact can be primary
 - b. To add additional contacts, click the **Add Row** button
 - c. To delete a contact, click the **Delete** button against the corresponding contact

Note: Do not click **Delete** until you are absolutely sure of deleting the information. The record will be deleted immediately upon clicking the button, without any additional warnings.

Once the information is entered, click the **Save and Continue** button to proceed.

4.1.2. Completing Part B. Lender Information

The **Part B. Lender Information** form captures the basic details (Name and Address), Primary and Secondary Contact Person(s) information of the Lender(s) involved, as in **Figure 4**.

Figure 4: Part B. Lender Information form

To complete this form, follow the steps below:

1. Provide the required Name, Address and Tax identifier Information of the lender.
2. Provide the details of the Primary Contact Person/Point of Contact for the Lender.
3. Optionally, you can provide the details of the Secondary Contact Person(s).
4. Only one Lender can be primary.
 - a. To add additional Lender details, click the **Add Lender** button
5. To delete a Lender's Information (i.e., Lender Details, Primary Contact Person and Secondary Contact Person(s)), click the **Delete** button under the corresponding **Lender Information – x** section

Note:

Do not click **Delete** until you are absolutely sure of deleting the information. The record will be deleted immediately upon clicking the button, without any additional warnings.

Once the information is entered, click the **Save and Continue** button to proceed.

4.1.3. Completing Part C. Loan Information

The **Part C. Loan Information** form captures the Loan-related details (amount, term, amortization, Interest and Collateral) information for the entire application, as shown in **Figure 5**.

Figure 5: Part C. Loan Information form

Fields with ★ are required.

Loan Information	
★ Loan Amount (\$)	Provide a response for this field <input type="text"/>
★ Loan Term (Years)	Provide a response for this field Select <input type="text"/>
★ Loan Term (Months)	Provide a response for this field Select <input type="text"/>
★ Interest-only Period (Years)	Provide a response for this field Select <input type="text"/>
★ Interest-only Period (Months)	Provide a response for this field Select <input type="text"/>
★ Amortization Period (Years)	Provide a response for this field Select <input type="text"/>
★ Amortization Period (Months)	Provide a response for this field Select <input type="text"/>
★ Proposed Interest Rate (%)	Provide a response for this field <input type="text"/>
★ Interest Type	Provide a response for this field Select <input type="text"/>
If 'Interest Type' selected is 'Variable', cite index & adjustment frequency	
<input type="text"/> <small>0/1000 characters</small>	
★ Collateral (Provide at least one Physical Site address as 'Collateral')	Provide a response for this field <input type="text"/> <small>0/1000 characters</small>

To complete this form, follow the steps below:

1. Provide the following required information related to the loan:
 - a. Loan Amount
 - b. Loan Term (years and months)
 - c. Interest Period (years and months)
 - d. Amortization Period (years and months)
 - e. Proposed Interest Rate & Interest Type
 - f. Collateral (Complete information about the Collateral offered for the Loan)

Once the information is entered, click the **Save and Continue** button to proceed.

4.1.4. Completing Part D. Project Information

The **Part D. Project Information** form captures the Project Type(s) and Site(s) for the Loan application, as shown in **Figure 6**.

Figure 6: Part D. Project Information form

Project Information

Project Type

Check all that apply. At least one 'Project Type' is required.

*** Project Type**

Select at least one Project Type

New Construction

Alteration/Renovation

Land Acquisition

Facility Acquisition

Other

Other Description

Site Information

Add at least one 'Site' under the project.
For each site added in this form, attach a separate 'Environmental Information and Documentation (EID) Checklist' attachment and 'Environmental and Historic Preservation Documentation' attachment(s) in the 'Part F. Attachment' form of the application.

Add at least one Site

Street Address (Number and Name)	City	State	Zip Code	Site in Scope	Site Control	Action

Contractor Details

*** Contractor name and experience, if selected, or status of selection**

Provide a response for this field

To complete this form, follow the steps below:

1. Provide the Project Type(s).
2. Add Site(s) for the project by completing the following step(s) as applicable:
 - a. Click **Add Site** button
 - b. The **Part D. Project Information - Add Site(s)** overlay opens, as shown in **Figure 6.a**.
 - c. To add site(s) from within the Health Center's current scope:
 - i. Select the 'Within Current H80 Scope' option
 - ii. Choose the Site(s) to be added to the application
 - iii. Enter the required information
 - iv. Then click **Add** button, as shown in **Figure 6.b**.
 - d. To add a new site outside the Health Center's current scope:
 - i. Select the 'Outside Current H80 Scope (New Site)' option
 - ii. Enter the required information
 - iii. Then click **Add** button, as shown in **Figure 6.c**.
3. Provide the required Contractor Details (Contractor name and experience, if selected, or status of selection).

Figure 6.a: Part D. Project Information - Add Site(s)

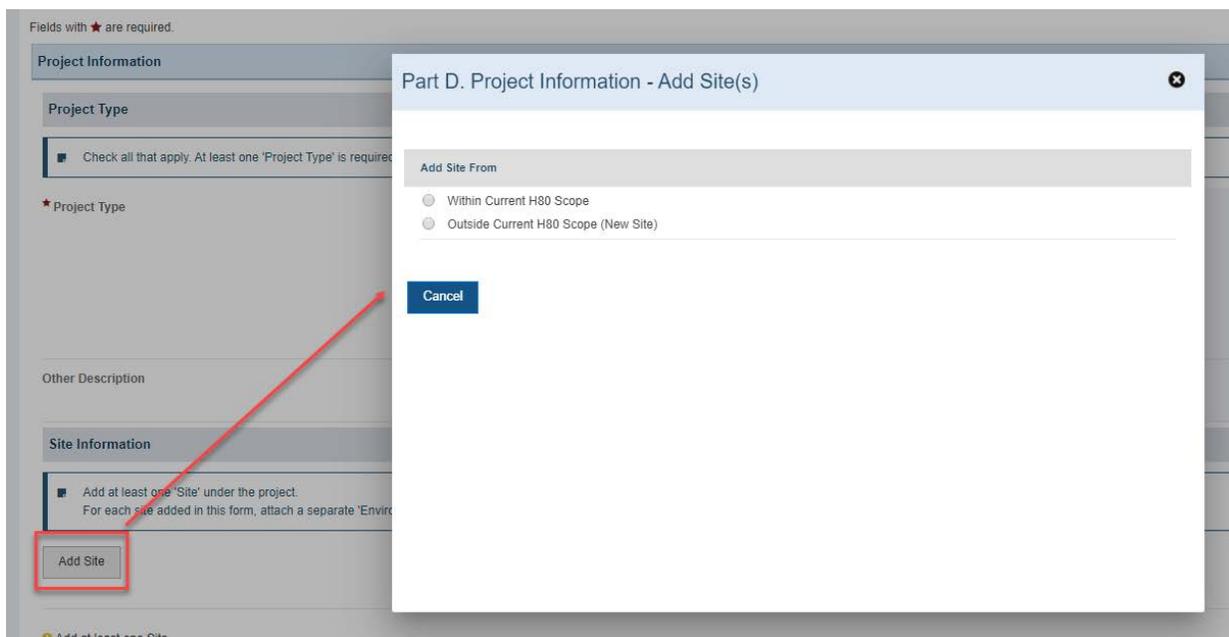


Figure 6.b: Part D. Project Information - Add Site(s) - Within Current H80 Scope

Part D. Project Information - Add Site(s)
✕

Add Site From

Within Current H80 Scope

Outside Current H80 Scope (New Site)

Add an existing Site

! Add at least one site with complete information.

Select	Site Name	Street Address	City	State	Zip Code	Site In Scope	Site Control
<input type="checkbox"/>			ITTA BENA	NY	93842-2702	Yes	Select ▼
<input type="checkbox"/>			BALDWIN PLACE	NY	26663-4518	Yes	Select ▼
<input type="checkbox"/>			ITTA BENA	NY		Yes	Select ▼

Cancel

Add

Notes:

- On the active sites in scope will show up when you select the 'Within Current H80 Scope' option.
 - New Site(s) added to a Change in Scope (CIS) request which is currently submitted/under review will not show up when you select the 'Within Current H80 Scope' option
- If you'd like to propose a new site to the project via the LGP application, you must choose the 'Outside Current H80 Scope (New Site)' option and simultaneously submit a Change in Scope (CIS) request through the EHBs, prior to submitting the LGP application.

Figure 6.c: Part D. Project Information - Add Site(s) - Outside Current H80 Scope (New Site)

Part D. Project Information - Add Site(s) ✕

Add Site From

Within Current H80 Scope
 Outside Current H80 Scope (New Site)

Add a New Site

★ Street Address (Number and Name (and Urbanization for Puerto Rico)) (e.g., 23030 Indian Creek Dr)	<input type="text"/> <small>Provide a response for this field</small>
Secondary Street Address - Select One	<input type="text" value="Select"/>
Secondary Street Address - Number	<input type="text"/>
★ City	<input type="text"/> <small>Provide a response for this field</small>
★ State	<input type="text" value="Select"/> <small>Provide a response for this field</small>
★ ZipCode (e.g., 20166 or 20166-6721)	<input type="text"/> <small>Provide a response for this field</small>
Site in Scope?	<input type="text" value="No"/>
★ Site Control	<input type="text" value="Select"/> <small>Provide a response for this field</small>

Notes:

- Once you add a site, click **Save** to add the site to the application
- For each site added in this form, you must attach a separate 'Environmental Information and Documentation (EID) Checklist' attachment in the 'Part F. Attachment' form of the application.
- To complete this form, all sites added must have unique address (Street Address (Number and Name), City, State and Zip Code combination) and Site Control information irrespective of the source of the site (Within Scope or Outside Scope). Otherwise, system will treat the sites as 'Duplicate'.
- Applications proposing a project at a new site not currently in the approved scope of project must submit a Change in Scope (CIS) request through the EHBs while simultaneously submitting the LGP application.

See the FAQs about how to [Create and Submit CIS requests](#) in the EHB's Knowledge Base.

Once the information is entered, click the **Save and Continue** button to proceed.

4.1.5. Completing Part E. Project Funding Uses & Sources

The **Part E. Project Funding Uses & Sources** form captures the Use(s) of the Loan Amount and the amount from each of the applicable Sources for the Loan application.

To complete this form, follow the steps below:

1. Provide at least one 'Use'.
 - a. You have the option to provide the amount breakdown against the predefined 'Uses' (e.g., Land/Building Acquisition, Furnishings, Fixtures & Equipment etc.) or up to five custom 'Uses' via the 'Other (Specify)' option, as shown in **Figure 7.a**.
2. Via the 'Source' section, indicate amount from each source In-Hand or Committed, and if the funds are restricted to a specific use, as shown in **Figure 7.b**.
 - a. You must provide the 'Guaranteed Loan' source.
 - b. You may provide the other Source(s) as applicable

Figure 7.a: Part E. Project Funding Uses & Sources form – 'Uses' section

Select	Use	Amount (\$ greater than zero)	Comments (if any)
No	Land/Building Acquisition		01000 characters
No	Hard Construction Costs		01000 characters
No	Construction Contingency		01000 characters
No	Environmental Remediation		01000 characters
No	Furnishings, Fixtures & Equipment		01000 characters
No	Soft Costs (Professional & Other Fees)		01000 characters
No	Soft Costs Contingency		01000 characters
No	Lender's Fees & Expense		01000 characters
No	Other (Specify)		01000 characters
No	Other (Specify)		01000 characters
No	Other (Specify)		01000 characters
No	Other (Specify)		01000 characters
No	Other (Specify)		01000 characters
Total (\$)		0	

Note: Check all that apply and provide total amount. At least one 'Use' must be selected.
 * At least one 'Use' must be provided.

Figure 7.b: Part E. Project Funding Uses & Sources form – ‘Sources’ section

Select	Source	Amount - In-Hand (\$)	Amount - Committed (\$)	Comments/Documentation (Required if amount is entered against a source)	Use Restrictions (if any)
Yes	Guaranteed Loan	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
No	Borrower's Funds	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
No	Other (Specify)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
No	Other (Specify)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
No	Other (Specify)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total (\$)		<input type="text"/>	<input type="text"/>		

Note:

Use the 'Other Attachments' on Part F Attachments form if you'd like to provide additional documentation for the Project 'Sources'.

Once the information is entered, click the **Save and Continue** button to proceed.

4.1.6. Completing Part F. Attachments

The **Part F. Attachments** form captures the required documentation required for the Loan application, and also provides the opportunity for the applicants to provide any supporting documentation (as applicable).

To complete this form, follow the steps below:

1. Provide the following required documentation/attachments:
 - a. Environmental Information and Documentation (EID) Checklist and Environmental/Historic Preservation Documentation [One for each site added in Part D. Project Information form]
 - b. Lender’s Commitment Letter
 - c. Health Center Business Plan
 - i. Organization Description [either as an attachment or as narrative text]
 - ii. Management and Governance [either as an attachment or as narrative text]
 - iii. Project Description
 - iv. Financial/Operating Projections
 - d. Three Year's Audited Financial Statements
 - e. Three Year's Historical Visit Volume and Patient Services Payor Mix
 - f. Project Development Due Diligence
 - i. Schematic Design Plan
 - ii. Status of Regulatory and Building Department Approvals - for Projects not yet in Construction
 - g. Property Appraisals - Appraisal for Owned and Leased Properties (As-built, as Warranted)
2. Provide the following documentation/attachments as applicable:
 - a. Lender’s Certification and Agreement

b. Other Attachments

Once the information is entered, click the **Save and Continue** button to proceed.

4.1.7. Completing Borrower's Certification and Agreement

The **Borrower's Certification and Agreement** form captures the information regarding the representative submitting the application for the Borrower (Applicant), Agreement and Digital Certification, as shown in **Figure 8**.

Figure 8: Borrower's Certification and Agreement form

The screenshot shows a web form with two main sections. The first section, 'Borrower Information', contains three input fields: 'Borrower Name', 'Representative Name', and 'Representative Title'. Each field has a yellow warning icon and the text 'Provide a response for this field'. The second section, 'Certification and Agreement', contains a paragraph of text: 'As the Borrower's representative, I certify that the organization applying for this loan and loan guarantee is in good standing with the Health Resources and Services Administration, does not have any judgments against it by the United States and is not presently delinquent on any non-tax debt, Federal or other. I further certify that the information entered into or attached to this application is correct.' To the right of this text is a yellow warning icon and the text 'Provide a response for this field', and a checkbox labeled 'Check to certify'. Below this is a 'Date (Format: mm/dd/yyyy)' field with a yellow warning icon and the text 'Provide a response for this field'.

To complete this form, follow the steps below:

1. Provide the required Representative Information
2. Read the Agreement and check the box to digitally certify
3. Provide the required Certification Date (must be between the date the application is created and present)

Once the information is entered, click the **Save and Continue** button to proceed.

General Note:

While completing the application, it is recommended to periodically (e.g., every 10 to 12 minutes) save the information into the system by clicking **Save** button on a form, so that the application information is not accidentally lost.

4.1.8. Reviewing and Submitting Application to HRSA

To review and submit the application, follow the steps below:

1. Navigate to the **Status Overview** page of the application either via the Left Menu or after completing the **Borrower's Certification and Agreement** form and click of **Save and Continue** button.
2. On the **Application - Status Overview** page, verify that the status of all the forms is 'Complete'.
 - a. If not, access the corresponding form(s) and complete them first and navigate back to the **Status Overview** page
3. At the bottom right hand side of the **Status Overview** page, you will see a **Submit to AO** button if you are not the AO (e.g., PD) or a **Submit to HRSA** button if you are the AO. Only the Authorizing Official (AO) registered to the grant and having the LGP privileges can submit to the application to HRSA. If you are not the AO, click the **Submit to AO** button to notify the AO that the application is ready to be submitted to HRSA.
 - a. The AO can submit the application after review or can notify and "request change" from the PD

IMPORTANT NOTE:

To submit the application, the AO registered to the grant must have the 'Create/Edit' LGP privilege.

If you are both the AO for the organization and the Project Director (PD) for the grant, you will have this privilege by default. However, if you are the AO for the organization but not the PD for the grant, this privilege must be given by the Project Director (PD).

See how to authorize peers to work on an application in the [Grants Access and Registration FAQs](#) in the EHB's Knowledge Base.

4. After the AO clicks the **Submit to HRSA** button, the system opens a confirmation page with a confirmation note. Click **Confirm** to submit the application to HRSA.

4.1.9. Accessing Change Requested Application or Commitment Letter (If Approved)

To access, revise and resubmit the application after a change has been requested by HRSA, navigate back to the **Loan Guarantee Program (LGP) Applications – List** page *(by following Steps 1-4 from Section 3)*.

To access Commitment Letter and Other Supporting Documents *(applicable for an application that has been approved by HRSA only)*:

- Navigate back to the **Loan Guarantee Program (LGP) Applications – List** page *(by following Steps 1-4 from Section 3)*.
- Against the 'Approved' application, under the 'Options' column, expand the dropdown and click on the [Commitment Letter](#) link.

4.2. Technical Assistance and Contact Information

- For technical questions or difficulties reading an LGP Application, contact [Health Center Program Support](#) or call 877-464-4772. 7 a.m. to 8 p.m. ET, Monday - Friday (except federal holidays)
- For questions on how to complete an LGP Application, or to submit an inquiry via the BPHC Contact From, navigate to