HRSA Electronic Handbooks (EHBs)

Fiscal Year (FY) 2019
Integrated Behavioral Health Services (IBHS) Supplemental Funding Opportunity

HRSA-19-100

User Guide for Applicants

Last updated on: March 27, 2019
Contents
1. Creating the IBHS Application .................................................................................................................. 3
2. Completing the Standard Section of the Application ............................................................................. 4
3. Completing the Program Specific Information Section of the Application ........................................... 6
   3.1 Completing the Federal Object Class Categories Form ................................................................. 8
   3.2 Completing the Project Overview Form .......................................................................................... 9
   3.3 Completing the Project Plan Form ................................................................................................ 11
   3.4 Completing the Staffing Impact Form ............................................................................................. 14
   3.5 Completing the Patient Impact Form ............................................................................................. 16
   3.6 Completing the Equipment List Form ............................................................................................. 18
4. Reviewing and Submitting the IBHS Application ..................................................................................... 19
This user guide describes the steps to apply for Fiscal Year (FY) 2019 Integrated Behavioral Health Services (IBHS) supplemental funding in HRSA’s Electronic Handbooks (EHBs) (funding opportunity announcement number HRSA-19-100). Use the guide with the IBHS Instructions and example forms, both available on the IBHS Technical Assistance Web Page, for complete application development and submission guidance.

1. Creating the IBHS Application

To create your IBHS application in EHBs, you will need the notification email sent by HRSA to the individuals listed as Authorizing Official (AO), Business Official (BO), and Project Director (PD) in your EHBs Health Center Program operational (H80) grant folder.

1. Click the web link in the notification email. The system directs you to EHBs.
2. Enter your EHBs username and password, and click the [Login] button.
   Note:
   • If you do not have a username, you must register in EHBs. Do not create duplicate accounts.
   • If you experience login issues or forgot your password, contact Health Center Program Support for assistance through the BPHC Contact Form (https://bphccommunications.secure.force.com/ContactBPHC/BPHC_Contact_Form) or 877-464-4772) Monday-Friday, 8:30 a.m. to 5:30 p.m. ET.
3. On the resulting Grant Application – Create page, enter the 4-digit eligibility code provided in the notification email (Figure 1).

   ![Figure 1: Grant Application – Create Page](image)

4. Select “Revision (Supplemental)” as the Application Type (Figure 1).
5. Select “Increase” as the Revision Type (Figure 1).
6. Provide the H80 grant number under which you are submitting your IBHS application (Figure 1).
7. Click the [Continue] button (Figure 1).
   ➢ The system navigates to the Select Sub Program(s) page where your H80 grant’s sub-programs will be pre-selected. (Figure 2).
8. Ensure that the sub-program selection on this page is accurate. If the sub-program selection does not align with your current H80 grant, adjust by selecting or unselecting the relevant sub-programs as needed.

**Note:**
- Health Center Program sub-program funding streams are: Community Health Centers (CHC), Migrant Health Centers (MHC), Health Care for the Homeless (HCH), and/or Public Housing Primary Care (PHPC).

9. Click the [Continue] button on this page.
   - The system creates your IBHS application and displays the EHBs Application Tracking Number.
10. Record the EHBs Application Tracking Number and click the [Continue] button to start your application.
    - The system navigates to the Application – Status Overview page.

### 2. Completing the Standard Section of the Application

For all Standard section forms, most required fields will be pre-populated with your organization’s information. Review and update as needed.
1. On the Application – Status Overview page, click the Update link located beside Part 1 of the SF-424. (Figure 3, 1).

2. The “Project Description/Abstract” is not a required component of the IBHS application. However, the EHBs System requires upload of at least one attachment to proceed with your application. You may upload a blank document. For the Proposed Project Period, enter 9/1/2019 for the Start Date and 8/31/2020 for the End Date.

   **Note:**
   - For Parts 1 and 2 of the SF-424, you are only required to complete the sections indicated with a *.
   - If you need to include additional congressional districts when completing the “Congressional Districts” fields, you may upload an attachment with the relevant information by clicking on the [Attach File] button on the “Additional Program/Project Congressional Districts” line.

3. Click on the [Save and Continue] button on the SF-424 – Part 2 form.
   - The system navigates to the Budget Information – Section A-C form. You can also navigate there by returning to the Application – Status Overview page and clicking on the Update link for the Section A-C under the Budget Information section (Figure 3, 2).

4. Review the sub-program(s) displayed under Section A – Budget Summary. If changes are required to align with your current H80 grant, click on the [Update Sub Program] button and revise the selections as needed (Figure 4, 1).
5. Click on the [Update] button on Section A – Budget Summary to add the New or Revised Budget amounts, federal and non-federal, as applicable (Figure 4, 2).
   - The total amount of federal funds requested may not exceed $145,000.
   - Federal funds must be requested in the same sub-program funding proportions as your existing H80 grant.
   - The notification email provides the total maximum federal request ($145,000) divided by your current H80 grant sub-program funding proportions.
   - Contact the IBHS technical assistance team at SUD-MH@hrsa.gov if you have questions about the H80 sub-program maximum funding request breakdown provided in the notification email.

6. If Section A – Budget Summary includes non-federal resources, you must complete Section C – Non-Federal Resources. Click on the [Update] button on Section C – Non-Federal Resources to add the resource type by sub-program (Figure 4, 3).

7. Once you complete the Budget Information – Section A-C Form, click the [Save and Continue] button (Figure 4, 4) to proceed to the Assurances Form.

8. Complete the Assurances Form and click on the [Save and Continue] button to proceed to the Appendices Form.

9. Upload the required Budget Narrative as Attachment 1.

10. If your organization has a current negotiated indirect cost rate agreement, upload it as Attachment 2. Otherwise, leave Attachment 2 blank.

   **Note:**
   - Refer to the IBHS instructions and example Budget Narrative available on the IBHS Technical Assistance Web Page for guidance.

11. Click on the [Save and Continue] button to proceed to the Program Specific Information section of the application.

3. Completing the Program Specific Information Section of the Application

The IBHS application includes the following Program Specific forms.

**Budget Information**
- Federal Object Class Categories (FOCC) Form

**Project Information**
- Project Overview Form
- Project Plan Form
- Project Impact
  - Staffing Impact Form
  - Patient Impact Form

**Other**
- Equipment List Form (as applicable)
Refer to the IBHS Instructions for detailed guidance and the example forms available on the IBHS Technical Assistance Web Page. To complete each of the forms, first open the form by clicking on the “Update” button under Options on the Status Overview page (Figure 5: Program Specific Information Status Overview, 1). You may return to the Status Overview page at any time by selecting “Status Overview” from the information left menu (Figure 6: Program Specific Left Menu, 1).

Figure 5: Program Specific Information Status Overview

Navigate back to the Standard section of the application as needed via the All Forms section of the information left menu (Figure 6: Program Specific Left Menu, 2). Click on Appendices and then expanding the left menu using the >> arrows to view all Standard section forms.
3.1 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 7: Federal Object Class Categories Form, 1).
2. Enter zero (“0”) if you do not wish to request funds for a cost category. No category fields may be left blank.
Note:

- The Total Budget Specified- Federal amount (sum of all cost categories) may not exceed $145,000.
- The amount in row j. Total Budget Specified- Federal must match the total requested on the **Budget Summary Form**.
- If federal funding is requested in the “Equipment” cost category (line d) (**Figure 7: Federal Object Class Categories Form, 2**), you must also subsequently complete the **Equipment List Form**. Additionally, upon saving the **Federal Object Class Categories Form**, you will receive an error message stating that the equipment funding amounts requested in the **Federal Object Class Categories Form** and the **Equipment List Form** must be equal. This error message will clear after you complete the **Equipment List Form**.
  - Equipment is defined as tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or $5,000.
  - Equipment that does not meet the $5,000 threshold listed above should be included in the “Supplies” cost category (row e).
  - If $0 is entered for the equipment cost category, the **Equipment List Form** cannot be edited.

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

### 3.2 Completing the Project Overview Form

1. In the Telehealth section, indicate whether you propose to use IBHS funding for telehealth to increase access to integrated substance use disorder (SUD) and/or mental health services (**Figure 8: Project Overview Form, 1**). Only one option may be selected.
2. In the Pain Management section, indicate whether you are proposing to use IBHS funding to help prevent SUDs through enhanced pain management (Figure 8: Project Overview Form, 2). Only one option may be selected.

3. In the Technical Assistance section, identify which technical assistance topics area(s) would support the successful implementation of your IBHS project (Figure 8: Project Overview Form, 3). At least one selection is required.

4. In the Comment section, describe any needs specific to the selected technical assistance topic area(s) or define other topic areas that may support the successful implementation of your IBHS project (Figure 8: Project Overview Form, 4). This optional field is open to all applicants, regardless of topic area selected. Up to 1,000 characters, counting spaces, are available in the comment box.

5. For the Scope of Services question (Figure 9: Project Overview - Scope of Services, 1), if you determine that a Scope Adjustment or Change in Scope request will be necessary and respond ‘Yes’ to this question, describe the proposed changes in the narrative text box included at the end of the form (Figure 9: Project Overview - Scope of Services, 2). Your brief description may be up to 1,000 characters, including spaces.

6. Click on the [Save and Continue] button to proceed to the Project Plan Form.
3.3 Completing the Project Plan Form

The Project Plan Form requires you to provide objectives for your IBHS project plan, the activities you will take to achieve them, and the related outputs. On the Manage Project Plan page, described below, you will create objectives and enter their related activities and outputs. You must create at least two objectives to complete the Project Plan Form. At least one objective must address increasing SUD and/or mental health personnel full-time equivalents (FTEs), and at least one objective must address increasing SUD and/or mental health patients. Each objective must have at least two activities and two outputs. Refer to the IBHS Instructions available on the IBHS Technical Assistance Web Page for details about these proposal requirements.

1. To create an objective, click on the [Create Objective] button (Figure 10: Project Plan Form, 1) to proceed to the Manage Project Plan Form.
2. On the Manage Project Plan Form, first enter an objective (Figure 11: Manage Project Plan Form, 1).
3. Next, in the Activity field (Figure 11: Manage Project Plan Form, 2), enter a succinct description of an activity that will help achieve the objective (maximum 300 characters counting spaces) and click the [Add] button (Figure 11: Manage Project Plan Form, 3). Repeat until all activities for the objective are added to the Activity field.

4. To create an output, first select the target completion date (must be after 9/1/2019) (Figure 11: Manage Project Plan Form, 4), then describe the output in the Outputs field (Figure 11: Manage Project Plan Form, 5) (maximum 300 characters counting spaces), and click the [Add] button (Figure 11: Manage Project Plan Form, 6). Repeat until all outputs for the objective are added to the Output field.

5. Click on the [Save and Continue] button (Figure 11: Manage Project Plan Form, 7) to return to the Project Plan Form. The saved completed objective should now be visible on the Project Plan Form. Repeat steps 1 through 4 to create your next objective.

6. To revise an objective, including its activities or outputs, click the [Edit] button on the Project Plan Form to return to the Manage Project Plan Form. Make necessary revisions and then click on the [Save and Continue] button (Figure 11: Manage Project Plan Form, 7) to return to the Project Plan Form.

7. When all objectives are completely and correctly entered, click the [Save and Continue] button on the Project Plan Form (Figure 10: Project Plan Form, 2) to proceed to the Staffing Impact Form.
Figure 11: Manage Project Plan Form

- **Objective:**
  - Enter the objective.
  - Use the provided input field for up to 300 characters.

- **Activity:**
  - Add new activities if necessary.
  - Delete activities as needed.

- **Output:**
  - Add new outputs if necessary.
  - Delete outputs as needed.

- **Due Date:**
  - Enter the due date for the project plan.

- **Save** and **Save and Continue** buttons:
  - Save the current changes.
  - Save and continue to the next page or section.
3.4 Completing the Staffing Impact Form
The Staffing Impact Form requires you to identify proposed SUD and/or mental health personnel who will be supported by IBHS funding. You must propose to add at least 0.5 FTE new direct hire staff and/or new contractors. Position descriptions are available in the 2018 UDS Manual.

1. Enter FTEs for “New Direct Hire Staff FTEs Proposed” and/or “New Contractor/Agreement FTEs Proposed” to be supported by IBHS funding for each personnel position. (Figure 12: Staffing Impact Form, 1).
2. Enter zero (“0”) for personnel fields for which you do not intend to add FTE. No category fields may be left blank.

Note:
• The sum of “New Direct Hire Staff FTEs Proposed” and “New Contractor FTEs Proposed” must be equal to or greater than 0.5 FTEs (Figure 12: Staffing Impact Form, 2).
3. Click on the [Save and Continue] button to proceed to the Patient Impact Form.
Figure 12: Staffing Impact Form

<table>
<thead>
<tr>
<th>Staffing Positions by Major Service Category</th>
<th>New/Departing Head/FTS Proposed</th>
<th>New Contract/Agreement FTSs Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psychiatry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Licensed Clinical Social Workers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Licensed/Health Providers (p. g., psychiatric socialworker, peer-to-peer mental health professionals, family therapists)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Other Staff</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Substance Use Disorder Providers</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Family Physicians</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child/Adolescent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pediatrics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Obstetricians/Specialists</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Health</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Specialty Physicians and Sub-Specialists (p. g., Emergency Medicine, Addiction Medicine, Child/Adolescent, Intellectual Disability)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Other Specialty</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nurse Practitioners</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physician Assistants</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certified Nurse Midwives</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nurses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Medical/Healthcare Providers (p. g., Medical Assistants, Nurse Assistants)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laboratory Personnel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pharmacy/Pharmacy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Case Managers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Family/Community Health Education Specialists</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outreach/Orientation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transportation Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eligibility/Assessment Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corporate/Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction/Health Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Support Services (p. g., Physical Therapists, Occupational Therapists, Respiratory Therapists)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Support Staff</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total FTEs: 8
3.5 Completing the Patient Impact Form

The Patient Impact Form (Figure 13) requires you to propose an increase in the total number of patients who will newly access SUD and/or mental health services as a result of IBHS funding. Refer to the IBHS Instructions and example Patient Impact Form available on the IBHS Technical Assistance Web Page.

1. In the Existing Patient Impact section, enter the number of “Total Unduplicated Existing Patients” in response to Question 1 (Figure 13: Patient Impact Form, 1). Next, enter the number of existing patients who will receive SUD services in response to Question 2A (Figure 13: Patient Impact Form, 2). Finally, enter the number of existing patients who will receive mental health services in response to Question 2B (Figure 13: Patient Impact Form, 3).

2. In the New Patient Impact section, enter the number of “Total Unduplicated New Patients” in response to Question 3 (Figure 13: Patient Impact Form, 4). Next, enter the number of new patients who will receive SUD services in response to Question 4A (Figure 13: Patient Impact Form, 5). Finally, enter the number of new patients who will receive mental health services in response to Question 4B (Figure 13: Patient Impact Form, 6).

Note:
- You must provide projections for Question 1 (existing patients) (Figure 13: Patient Impact Form, 1) and/or Question 3 (new patients) (Figure 13: Patient Impact Form, 4).
- If you propose a number greater than zero for Question 1 (Figure 13: Patient Impact Form, 1), you must provide a number greater than zero in Question(s) 2A and/or 2B (Figure 13: Patient Impact Form, 2, 3).
- If you propose a number greater than zero for Question 3 (Figure 13: Patient Impact Form, 4), you must provide a number greater than zero in Question(s) 4A and/or 4B (Figure 13: Patient Impact Form, 5, 6).

3. If you propose a number greater than zero for Question 3, you must provide the number of proposed new patients according to H80 population type in the "New Patients by Population Type" section. This information will be used to populate future Budget Period Progress Report submissions.

Note:
- The value of “Total NEW Patients by Population Type” (Figure 13: Patient Impact Form, 7) must equal the value of “the Total Unduplicated NEW Patients” (Figure 13: Patient Impact Form, 4).

4. Click on the [Save and Continue] button to proceed to the Equipment List Form.
Figure 13: Patient Impact Form

### Project Impact (Patient Impact)

<table>
<thead>
<tr>
<th>Whitcombe Beauty Medical Center</th>
<th>Due Date: 06/24/2018</th>
<th>Section Status: Not Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Resources</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Existing Patient Impact</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Total Unduplicated Existing Patients: Enter the total number of existing patients who will newly access 504 and/or mental health services in calendar year 2020 as a result of IBHS funding. <strong>(Note:</strong> Existing patients not currently accessing these services do not need to be counted in this calculation).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Existing Patients by Service Type: Enter the number of existing patients who will newly access each service as a result of IBHS funding in calendar year 2020 below.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>New Patient Impact</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Total Unduplicated New Patients: Enter the number of new patients who will access 504 and/or mental health services in calendar year 2020 as a result of IBHS funding. <strong>(Note:</strong> New patients not currently accessing these services do not need to be counted in this calculation).</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>New Patients by Service Type</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. New Patients by Population Type: Enter the number of new patients by population type who will access each service in calendar year 2020 below.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### New Patients by Population Type

<table>
<thead>
<tr>
<th>Population Type</th>
<th>NEW Patients Projected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total NEW Patients (From Question #1)</td>
<td></td>
</tr>
<tr>
<td>General Underserved Community</td>
<td></td>
</tr>
<tr>
<td>Migrant and Seasonal Agricultural Workers</td>
<td></td>
</tr>
<tr>
<td>Public Housing Residents</td>
<td></td>
</tr>
<tr>
<td>People Experiencing Homelessness</td>
<td></td>
</tr>
<tr>
<td>Total NEW Patients by Population Type</td>
<td>0</td>
</tr>
</tbody>
</table>

**Note:**
- The total number of new patients entered in this form will be used to populate the final Budget Period Progress Report.
3.6 Completing the Equipment List Form

If you requested IBHS funding in the Equipment cost category of the Federal Object Class Categories Form (line d), provide the required details in the Equipment List Form for each proposed equipment purchase. Equipment costs entered here should also be consistent with costs proposed in the Budget Narrative attachment.

If you did not request funding for equipment costs in the Federal Object Class Categories Form line d, then the Equipment List Form does not apply to you and cannot be edited.

1. Click the [Add] button (Figure 14) to proceed to the Equipment Information - Add Form (Figure 15).

   **Figure 14: Equipment List Form**

2. Select equipment “Type”, either “Clinical” or “Non-Clinical” (Figure 15: Equipment Information - Add Form, 1).
3. Enter a brief narrative “Description” of the equipment item, up to 50 characters counting spaces.
4. Enter the “Unit Price ($)”. To be classified as equipment, the “Unit Price” must be at least $5,000.

   **Note:**
   - Equipment that does not meet the $5,000 threshold should be considered Supplies and would not be entered on this form.
5. Enter the “Quantity” of units to be purchased.
6. Click on the [Save and Continue] button to return to the Equipment List Form (Figure 16: Equipment List Form with Equipment Added).
7. To edit an equipment item, click on the **Update** link under the “Options” menu (Figure 16: Equipment List Form with Equipment Added, 1). To delete an equipment item, click on the **Delete** link under the “Options” menu (Figure 16: Equipment List Form with Equipment Added, 2).

**Note:**
- The total equipment costs listed on the **Equipment List Form** and the **Federal Object Class Categories Form** must be equal. If they differ, upon saving the **Equipment List Form**, the both forms’ statuses will become “not complete.” You must revise the **Equipment List Form** and/or return to the **Federal Object Class Categories Form** to make necessary revisions to make the equipment costs equal.

8. Click on the [**Save and Continue**] button to proceed to the Program Specific Forms – Review page.

![Figure 16: Equipment List Form with Equipment Added](image)

---

4. **Reviewing and Submitting the IBHS Application**

1. Review the Program Specific forms to ensure that all information is accurate. Access each form by clicking **View** under the “Options” menu in the form’s line. Alternately, you may access them through the **Program Specific Forms** link at the bottom of the left navigation menu (Figure 17: Program Specific Information Section Review Program Specific Forms and Submit Links, 1).

2. If you have Standard section forms that are incomplete, you will click the “Continue to Complete Status” button to proceed to the **Application-Status Overview Page**. Forms that are incomplete or have errors will be have a status of “Not Complete”. Click on the **Update** link under the “Options” menu to access each form requiring revision. Make necessary changes and click Save and Continue.

3. When all Standard section and Program Specific forms are complete and accurate, click the **Submit** link in the All Forms left navigation menu (Figure 17: Program Specific Information Section Review Program Specific Forms and Submit Links, 2).
4. The system navigates to the standard **Application – Submit** page and displays a **[Submit to HRSA]** button at the bottom of the page if both the Standard and Program Specific forms are complete.

**Important Note:** Only the Authorizing Official (AO) can submit the application to HRSA. If you are not the AO, the system will display a **[Submit to AO]** button instead of the **[Submit to HRSA]** button on the Application – Submit page. Click on this button to submit the application to the AO. The AO can then submit the application with the **[Submit to HRSA]** button.

You are strongly encouraged to notify the AO directly that the application is available for their review. Ensure that your health center leaves adequate time for the AO to complete the submission process before the application deadline.

5. To submit the application, click the **[Submit to HRSA]** button.
6. On the resulting **Certification and Acceptances Form**, click the **[Submit Application]** button in the lower right corner of the form to confirm the submission of your IBHS application to HRSA.
7. If you experience any problems with submitting the application in EHBs, contact Health Center Program Support at 1-877-464-4772 (Monday – Friday, 8:30 a.m. - 5:30 p.m. ET). Or, send an email through the BPHC Contact Form ([https://bphccommunications.secure.force.com/ContactBPHC/BPHC(Contact_Form)](https://bphccommunications.secure.force.com/ContactBPHC/BPHC(Contact_Form)).