

# Bureau of Health Professions Technical Assistance: Reporting Requirements - 2009

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Department of Health and Human Services  
Health Resources and Services Administration  
September 2009



# Overall Reporting Requirements

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- [Federalreporting.gov](http://Federalreporting.gov)– 1512 Government-wide Reporting
- BHPPr/Program Specific Reporting



# Grantee Reporting Overview – Section 1512 Government-wide ARRA Reporting

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- Quarterly Reporting through [FederalReporting.gov](http://FederalReporting.gov)
  - The American Recovery and Reinvestment Act (ARRA) of 2009 H.R.1 and Public Law 111-5, Section 1512 reports on use of funds through a centralized system accessed on the web at [www.federalreporting.gov](http://www.federalreporting.gov)
- Section 1512 Quarterly Reporting covers:
  - Identifying information
  - Jobs created
  - Funds expended
  - Percentage of project completed

# Section 1512 Prime Recipient Data

## Elements (not all inclusive)

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- Funding Agency Code
- Funding Agency Name
- Program Source (TAS)
- Award Number
- Recipient DUNS Number
- Parent DUNS Number
- Recipient EIN
- Recipient Type
- Solicitation/CFDA number
- Recipient Name
- Recipient Address (1,2,3)
- Recipient City
- Recipient State
- Recipient Zip Code
- Recipient Account Number
- Project/Grant Period Start Date
- Project/Grant Period End Date
- Report Period End Date
- Final Report
- Report Frequency
- Award Type
- Award Date
- Award Description
- Amount of Award
- Project Name
- Activity Code
- Activity Description
- Project Description



# Section 1512 Major Recipient Reporting Activities

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- REGISTER
  - Registration opened August 17th
  - Before end of Quarter (*Preferably no less than 35 days prior to the end of the quarter*): Register online at FederalReporting.gov
  - Go to: <https://www.federalreporting.gov>
    - Registration Quick Reference Card
    - User Registration Guide
    - Recipient Point of Contact Guide



# Section 1512 Major Recipient Reporting Activities

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- **PROMPT REGISTRATION IS CRITICAL**
  - Grantees must have a Federal Reporting Personal Identification Number (FR PIN)
  - FR PIN requested by link during the registration process
  - The FR PIN will be e-mailed to the point of contact (POC) listed on the CCR who must then approve or deny the number
    - Recipients/reporters must know who their CCR contact is
    - Grantee POCs must be aware of the functions of an ARRA POC



# Section 1512 Major Recipient Reporting Activities

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- **REPORT**
  - Days 1-10 for submission
  - Submit Reports Online at [FederalReporting.gov](http://FederalReporting.gov)
- **REVIEW (Comment Period)**
  - Days 11-21 for Prime Recipient Review
  - Days 22-29 for Agency Review; reports are available for extract/download from [federalreporting.gov](http://federalreporting.gov)



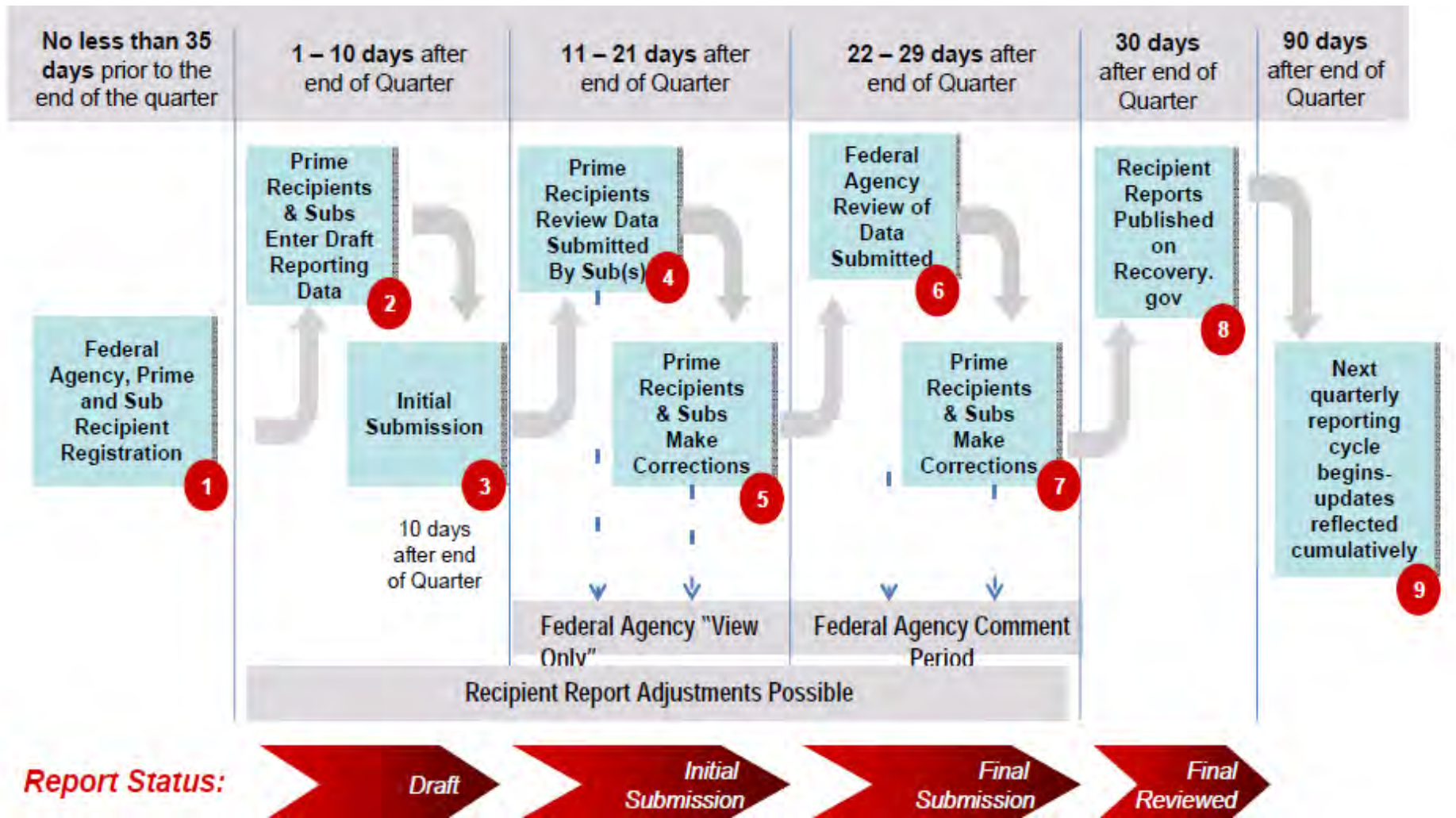
# Section 1512 Major Recipient Reporting Activities

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- **RELEASE**
  - Days 11-29 for Summary or Detailed Information
  - Final Reports Available Day 30
  - Reports indicate agency review status:
    - Not Reviewed by Federal Agency
    - Reviewed – No Comments
    - Reviewed – Comments Provided



# Section 1512 Timeline for Reporting



# Section 1512 Reporting – Downloads

Go to: <https://www.federalreporting.gov/federalreporting/downloads.do>

**(1) Click Downloads**

**(2) Click Microsoft Excel**

**Downloads**

**Templates**

Two templates are provided as alternatives to using the online form for report submission.

- Excel spreadsheet:** A Microsoft Excel spreadsheet may be used for report submission. You can download this spreadsheet template and fill it in. The spreadsheet can then be uploaded to the FederalReporting.gov website.  
*Note: Recipients must not modify the structure of the spreadsheet or their submission will be considered invalid.*
- Custom software system extract in XML:** Organizations with sufficient technical experience may choose to submit a properly formatted Extensible Markup Language (XML) file for their report submission. The XML file download provides a zip file containing the XML schema required for formatting and structuring the XML system extracts. An organization's XML extract must match this XML schema for successful report submission. The FederalReporting.gov website provides logged-in users with functionality to validate their XML submission against the published XML schema prior to submission.

Download Template for Microsoft Excel: **Microsoft Excel**

Download XML Schema: **XML Schema**

All Upload submissions require an FRPIN. Please log in and click "Request FRPIN" to obtain your DUNS FRPIN.

**Each information field provides a help screen**

Reporting Information	
Award Type*	Award Number*
Recipient DUNS Number*	Recipient Account Number
	Recipient Congressional District*

**Award Information**

Funding Agency Code*	Awarding Agency Code*	Award Date*
Amount of Award*	CFDA Number*	10

**Award Type\***  
Select the award type: Grant or Loan  
If you are reporting for a Federally Awarded Contract, use the Contracts Excel template.  
Other types of Federal financial assistance not specifically identified above should be reported under the award type of Grant.



# BHPr Program Specific Reporting

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- Program Reporting for ARRA (EHBs)
  - Quarterly and Annual Program Specific Performance Reports
    - Report through the EHBs (Electronic Handbook)
    - Due at the end of each quarter or academic year
    - Go to: <https://grants.hrsa.gov/webexternal/login.asp>
- General Reporting Requirements (EHBs)
  - Progress Report (Program Non Competing Application)
  - Performance Report- Due August 15<sup>th</sup> (SDS, NFLP)  
August 31<sup>st</sup> all others.
  - Financial Status Report - Due annually

# General Reporting through the EHBs

Go to: <https://grants.hrsa.gov/webexternal/login.asp>

HRSA Electronic Handbooks

EHB Home Go

Make It Default

Login Menu

Login

Forgot Password

Registration

home | contact us | more instructions | questions/comments

Working Environment: This is HRSA EHB TESTING (Test) environment. After you login, this message will be displayed on all screens along with the welcome text. (Welcome <> to HRSA EHB <> (Last login date and time <>)) This message will not be displayed in the HRSA EHB Production environment\*

System Message: We are experiencing erratic system uptime. We apologize for the inconvenience and appreciate your patience during this period.

System Announcement: We will be performing maintenance activities on the system on Thursday, September 7th, 2006 between 6:00 PM and 10:00 PM. Note that the entire system will be unavailable during this period. We appreciate your patience during this downtime. This notice will disappear after the maintenance has been completed.

Contact Us:

Phone: 877-Go4-HRSA(877-464-4772) 301-998-7373

Time: 9:00 a.m. - 5:30 p.m. Eastern Time (E.T.)

Email: [Customer@HRSA.GOV](mailto:Customer@HRSA.GOV)

Fields marked with an asterisk (\*) are required.

LOGIN

Have an Account?

\* Username:

\* Password:

Login

Forgot Password?

Not Have an Account?

Create an Account

Registration is needed only once

Read the getting started guidelines for [New Applicants \(Including Non Grant Programs\)](#) and/or [Existing Grantees](#)

Warning!

This site is maintained by the U.S. Government. It is protected by various provisions of Title 18, U.S. Code of Federal Regulations. Violations of Title 18 are subject to criminal prosecution in federal court. For site security purposes and to ensure that this service remains available to all users, we employ software programs to monitor traffic, to identify unauthorized attempts to upload or change information, or otherwise cause damage. In the event of authorized law enforcement investigations, and pursuant to any required legal process, information from these sources may be used to help identify an individual.

U.S. Department of Health and Human Services

HRSA Electronic Handbooks for East Orange General Hospital, Ea

Grants Home Go

Make It Default

Welcome System User to HRSA EHB Mockups (Last login date and time 9/2/2009 8:23:29 AM)

Welcome

home | contact us | questions/comments

Home

Welcome

Manage Applications

Funding Opportunities

View Applications

Peer Access

Grants Portfolio

Add to Portfolio

View Portfolio

Manage Profile

Organization

View/Update Profile

Update

Communication

Contact

Manage Users

Performance Sites

Personal

Update Profile

Change Password

My Registered Organizations

Quick Links

Training Portal

Getting Started

All Training

My Training

Watched Courses

Logout

System Message: We are experiencing erratic system uptime. We apologize for the inconvenience and appreciate your patience during this period.

Contact Us:

Phone: 877-Go4-HRSA(877-464-4772) 301-998-7373

Time: 9:00 a.m. - 5:30 p.m. Eastern Time (E.T.)

Monday - Friday

Applicant/Grantee Electronic Handbook (EHB) provides all potential and existing grantees with the ability to view and manage their organization's profile.

Note: You have multiple organizations in your profile. Currently you are working for the organization shown below. Use the Tools Menu to change to a different organization.

WHAT WOULD YOU LIKE TO DO TODAY?

Manage Application

Work on My Application

Allow Other Members of My Organization to View/Edit Application

View HRSA Funding Opportunities

Manage Organization Profile

Update Organization Profile

Manage Users of the Organization

Update Communication Contact of the Organization

Manage Performance Locations

Priv 12 | Dis

# General Reporting through the EHBs

The screenshot displays the HRSA Electronic Handbooks interface for East Orange General Hospital. The main content area shows a 'GRANTS LIST' with two grants. The first grant, H80CS00041: Health Center Cluster, is highlighted. A red circle highlights the grant number 'H80CS00041', and a red arrow points from a text box to the 'Open Grant Handbook' button. A second red circle highlights the 'Performance Report' option in the left sidebar, with a red arrow pointing from a text box to it.

**(3) Click Open Grant Handbook under the desired grant number**

H80CS00041: Health Center Cluster				Last Award Issued on: 2/7/2006 5:00 PM ET
Project Period	04/01/2005 - 01/30/2010	Budget Period	04/01/2005-01/30/2006	<a href="#">Open Grant Handbook</a>
CRS EIN	1221487166A1	Number of Support Years	4	
Project Director	Marvin Harrison , MHarri@aol.com, Phone: 703-525-4525			
Grant Contact	Alicia Saenz , Saenz@hrsa.gov, Phone: 703-525-4525			
Program Contact	Diana Brewer , dbrewer@EOGH.org, Phone: (973) 395-4137			

C76HF09787 : Health Center and Other Facilities				Last Award Issued on: 08/30/2003
Project Period	09/01/2008 - 08/31/2013	Budget Period	09/01/2007 - 08/31/2008	

**(4) Click Performance Report**

- View Last NGA issued by HRSA
- View a snapshot of all the awards issued for the grant
- View contact information of program & grant contacts in HRSA
- Review new user requests
- Manage privileges on existing users
- Manage grant contacts
- Manage grant performance sites
- Scope**
  - View Services
  - Update Sites In Progress
  - Update Other Activities
- Prior Approvals**
  - Submit a new prior approval request
  - Manage users of the organization
  - Manage a change in scope request
- Others**
  - FTCA Program
- Submissions**
  - Monitor the schedule of current and upcoming submissions
  - Work on a noncompeting continuation application
  - Work on a FSR submission
  - Work on a Progress Report submission
  - Work on a Performance Report submission
  - Manage all other submissions



# Additional Resources

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There are a number of resources available for the 1512 quarterly reporting requirements as well as the BHP<sub>r</sub> ARRA program reporting requirements.



# Section 1512 Reporting

## Detailed Training Resources

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ARRA - Webinar Training Materials: PDF presentations, with accompanying mp3 audio files – seven part series.

Go to:

- <http://www.whitehouse.gov/recovery/webinartrainingmaterials/>
- Includes: (1) General Overview; (2) Basic Principles of Reporting; (3) Recipient Reporting; (4) Federal Agency Reporting; (5) Prime Recipient Reporting; (6) Sub-Recipient Reporting; (7) Data Quality Requirements



# BHPr Annual Reporting Resources

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- Annual Performance Measure reporting information is available at our website: <http://bhpr.hrsa.gov/grants/report.htm>
- Final report (narrative part) & Final Performance report (additional data) are due within 90 days after end of the grant period
- Information to help you complete these report will be sent prior to reporting deadline



# Where to go for help

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- For Section 1512 related issues, help with registering as a user, submitting a report, reviewing a report, or other website functions, contact the Service Desk.
  - Phone: 877-508-7386
    - Aug – Sep (7am – 9pm ET, Mon-Fri)
    - Oct 1 – Oct 31 (24 hours, 7days/week)
  - TTY: 877-881-5186
  - Email: Support@FederalReporting.gov
  - Live Chat: <https://www.federalreporting.gov/federalreporting/help.do>
- For Electronic Handbook (EHB) related issues, contact the HRSA Call Center at email: CallCenter@hrsa.gov or 1-877-464-4772 (Mon. – Fri. 9:00am – 5:30pm ET)



# Other Useful Resources

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- Section 1512 Registration, Reporting, Downloads  
<https://www.federalreporting.gov/federalreporting/secure/reportingHome.do>
- Recovery Act portal  
<http://www.recovery.gov/>
- HRSA Bureau of Health Professions  
<http://bhpr.hrsa.gov/grants/default.htm>
- EHB (Electronic Handbook)  
<https://grants.hrsa.gov/webexternal/login.asp>

# Questions ?

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