


General Information		
<b>PTA / PIA Name:</b>	HRSA - EHBs Cloud - QTR2 - 2025 - HRSA1445978	<b>PTA / PIA ID:</b> 3890371
<b>Component Name:</b>	HRSA - OIT Electronic Handbooks Cloud	<b>ATO Boundary Name:</b> OIT Electronic Handbooks
<b>Overall Status:</b>	Complete 	<b># of Days - Open:</b> 143
<b>Submitter:</b>		<b>Submit Date:</b> 10/3/2025
<b>Next Assessment Date:</b>	11/19/2028	<b>Expiration Date:</b> 11/19/2028
<b>Office:</b>		<b>OpDiv:</b> HRSA
<b>Security Categorization:</b>	Moderate	
<b>Make PIA available to Public?:</b>	No	<b>PIA Required:</b> Yes
<b>General 01:</b>	Identify the Enterprise Performance Lifecycle Phase of the system.	Operations and Maintenance
<b>General 02:</b>	Is this a FISMA-Reportable system?	Yes
<b>General 03:</b>	Does the system have or is it covered by a Security Authorization to Operate (ATO)?	Yes
<b>General 04:</b>	ATO Date or Planned ATO Date.	12/6/2023
<b>General 05:</b>	Is the system or electronic information collection, agency or contractor operated?	Contractor
<b>History Log:</b>	<a href="#">View History Log</a>	

Privacy Threshold Analysis		
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<b>PTA 01:</b>	Point of Contact (POC) Name	Ernest Boakye
<b>PTA 01A:</b>	POC Title and Organization	Information Systems Security Officer
<b>PTA 01B:</b>	POC Email Address	eboakye@hrsa.gov
<b>PTA 01C:</b>	POC Phone Number	3014430413
<b>PTA 02:</b>	Indicate the following reason(s) for this PTA. Choose from the following options.	PIA Validation (PIA Refresh)

<b>PTA 02A:</b>	Describe in further detail any changes to the system that have occurred since the last PIA.	The EHBs System has moved its infrastructure from the on premise HRSA General Support System (GSS) platform to the Microsoft Azure Government cloud environment.
<b>PTA 03:</b>	Is the data contained in the system owned by the agency or contractor?	Agency
<b>PTA 04:</b>	Please give a brief overview of the purpose of the system by describing what the functions of the system are and how the system carries out those functions in support of HHS.	The Health Resources and Services Administration (HRSA) Electronic Handbooks has is the Agency's means for accomplishing its mission of improving access to health care through grants and cooperative agreements to state and local government, health care providers and health professions training programs. The Handbooks have allowed for a standardization of many of HRSA's business processes. It is the automation of data collection from grantees and the respective review of that information by program and other officials.
<b>PTA 05:</b>	List and/or describe all the types of information that are collected, maintained, and/or shared by the system regardless of whether that information is PII and how long that information is stored.	EHBs collects PII information like name, the organization's (grantee) physical/ mailing address, phone, fax, Taxpayer ID and email information. The PII is used to maintain contact with the grantees as part of the Grants management and administration process. This information is primarily used for contacting the grantee organization as part of managing and administering Federal grant funding. The system requires the grantee users to provide their contact information. Registered EHBs grantees use email address and passwords as credentials for users to access the system.
<b>PTA 05A:</b>	Are user credentials used to access the system?	Yes, but the user credentials are maintained in a separate system (e.g., AD, AMS) and not collected or maintained by this system.
<b>PTA 05C:</b>	Please identify the system that maintains the user credentials or controls access to this system.	HHS Access Management System (AMS)  Login.gov
<b>PTA 06:</b>	Describe why each type of information is collected, maintained, and/or shared by the system. Specify what information is collected about each category of individual.	The types of PII information collected include the following (Name, Mailing address, Phone and Fax number, HHS ID, Taxpayer ID and email address). Information collected is used by the Government to manage and administer grants. The information is not shared with other Government Agencies. User credentials are not shared with the public or other Government agencies. They are used to access the EHBs system. The information is not shared with the public or any third party entity. They are used to access the EHBs system.
<b>PTA 07:</b>	Does the system collect, maintain, use, or share PII?	Yes
<b>PTA 08:</b>	Does the system include a website or online application?	Yes
<b>PTA 08A:</b>	Provide the URL(s).	<a href="https://grants.hrsa.gov">https://grants.hrsa.gov</a> <a href="https://help.hrsa.gov">https://help.hrsa.gov</a> <a href="https://mchb.tvisdata.hrsa.gov">https://mchb.tvisdata.hrsa.gov</a>

<b>PTA 08B:</b>	Are any of the website or online applications accessible by the public (including publicly accessible log in pages)?	Yes
<b>PTA 09:</b>	Describe the purpose of the website, who has access to it, and how users access the web site (via public URL, log in, etc.). Please address each element in your response.	<p>The Electronic Handbooks (EHBs) system is an end-to-end management application for Health Resources and Services Administration (HRSA) mission critical business functions with integrated Grants management functionality using grants.gov, SAM.gov, GrantSolutions.gov, financial management using UFMS, payments using Payment Management System (PMS), and HRSA specific grants performance reporting. The system provides users a single-point of access for the grant application review, reporting of performance measures, automated support for grant Planning and Announcement, Submission (Receipt and Processing), Reviewer Selection, Award and Negotiation, Post-Award Monitoring, and Final Review, using a unified front-end look across all HRSA bureaus/offices. It provides service to HRSA staff, grantees/ recipients, and service providers. EHBS users are categorized as Organizational and Non-Organizational users. The Organization users are the HRSA bureau staff (Grantors) and HRSA Contractors. The Non-Organizational users are the Grantees, Service providers, Fiscal Intermediary (FI)-reviewers and Technical Analyst.</p> <p>Users access EHBs via AMS or login.gov authentication using the URL <a href="https://grants.hrsa.gov">https://grants.hrsa.gov</a>. There are other URLs, <a href="https://help.hrsa.gov/">https://help.hrsa.gov/</a> for references and <a href="https://mchb.tvisdata.hrsa.gov/">https://mchb.tvisdata.hrsa.gov/</a> for Maternal and Child Health Bureau Title V Federal-State Partnership program (MCHB TVIS) Data.</p>
<b>PTA 10:</b>	Does the website have a posted privacy notice?	Yes
<b>PTA 11:</b>	Does the website contain links to non-federal government websites external to HHS?	No
<b>PTA 12:</b>	Does the website use web measurement and customization technology?	Yes
<b>PTA 12A:</b>	Select the type(s) of website measurement and customization technologies in use and if it is used to collect PII.	Session Cookies- Does Not Collect PII Other technology - Does Not Collect PII
<b>PTA 12B:</b>	What other technology is used?	Dynatrace
<b>PTA 13:</b>	Does the website have any information or pages directed at children under the age of thirteen?	No
<b>PTA 14:</b>	Does the system have a mobile application?	No
<b>PTA 20:</b>	Are any third-party websites or applications (TPWA) associated with the system?	No
<b>PTA 21:</b>	Does this system use artificial intelligence (AI) tools or technologies?	No

## Privacy Impact Assessment

### Privacy Impact Assessment

<b>PIA 22:</b>	Indicate the type(s) of personally identifiable information (PII) that the system will collect, maintain, or share.	<p>Identifying Numbers</p> <ul style="list-style-type: none"> <li>Taxpayer ID Number (TIN)</li> <li>Employee ID Number</li> </ul> <p>Biographical Information</p> <ul style="list-style-type: none"> <li>Name</li> </ul> <p>Contact Information</p> <ul style="list-style-type: none"> <li>Email Address (Personal)</li> <li>Mailing Address (Personal)</li> <li>Phone Numbers (Personal)</li> <li>Email Address (Business)</li> <li>Mailing Address (Business)</li> </ul> <p>Other</p> <ul style="list-style-type: none"> <li>Other</li> </ul>
<b>PIA 22A:</b>	Identify the “other” type(s) of personally identifiable information (PII) not mentioned in the above list.	HHS ID Fax Number
<b>PIA 23:</b>	Indicate the categories of individuals about whom PII is collected, maintained, or shared.	<p>Business Partners/Contacts (Federal state, local agencies)</p> <p>Employees/HHS Direct Contractors</p> <p>Grantees</p> <p>Vendors/Suppliers/Third-Party Contractors (Contractors other than HHS Direct Contractors)</p>
<b>PIA 24:</b>	Indicate the approximate number of individuals whose PII is maintained in the system.	10,000 – 49,999
<b>PIA 25:</b>	For what primary purpose is the PII used?	Information collected is used by the Government to manage and administer grants. The information is not shared with other Government Agencies. User credentials are not shared with the public or other Government agencies. They are used to access the EHBs system. The information is not shared with the public or any third-party entity. They are used to access the EHBs system.
<b>PIA 26:</b>	Describe any secondary uses for which the PII will be used (e.g., testing, training, or research).	None
<b>PIA 27:</b>	Describe the function of the SSN, Truncated SSN, and/or Taxpayer ID. If the Taxpayer IDs collected are only for businesses include that in your response.	The Taxpayer ID is used to identify different grantees organizations. The EHBs does not collect SSN.
<b>PIA 27A:</b>	Cite the legal authority to use the SSN, Truncated SSN, and/or Taxpayer ID. If the Taxpayer IDs collected are only for businesses, you may respond N/A.	N/A
<b>PIA 28:</b>	Identify legal authorities, governing information use and disclosure specific to the system and program.	5 USC 301, Departmental Regulations.
<b>PIA 29:</b>	Are records in the system retrieved by one or more PII data elements?	No

<b>PIA 30:</b>	Identify the sources of PII in the system.	<p>Directly from an individual about whom the information pertains</p> <ul style="list-style-type: none"> <li>Phone</li> <li>Email</li> <li>Online</li> </ul> <p>Government Sources</p> <ul style="list-style-type: none"> <li>Within the OPDIV</li> <li>State/Local/Tribal</li> </ul> <p>Non-Government Sources</p> <ul style="list-style-type: none"> <li>Other</li> </ul>
<b>PIA 30A:</b>	Identify the “other” sources of PII in the system not mentioned in the above list.	HAB Service Providers
<b>PIA 31:</b>	Is there an Office of Management and Budget (OMB) information collection approval number?	Yes
<b>PIA 31A:</b>	Provide the information collection approval number(s) and expiration date(s).	<p>0906-0088 // exp date - 4/30/2027</p> <p>0906-0086 // exp date - 3/31/2027</p> <p>0906-0090 // exp date - 5/31/2027</p> <p>4040-0010 // exp date - 4/30/2027</p> <p>4040-0001 // exp date - 11/30/2025</p> <p>4040-0004 // exp date - 11/30/2025</p> <p>0906-0073 // exp date - 11/30/2025</p>
<b>PIA 32:</b>	Is the PII in the system shared directly with other organizations outside the system’s Operating Division?	No
<b>PIA 33:</b>	Is the submission of PII by individuals voluntary or mandatory as defined in the Privacy Act?	Voluntary
<b>PIA 34:</b>	Describe the method in place to notify and obtain consent from individuals whose PII will be collected. If no prior notice is given or consent cannot be obtained, explain why.	There is no option to opt out of providing name, mailing address, and email to the EHBs. These are required elements to qualify for consideration to receive HRSA grants and funding using the EHBs.
<b>PIA 35:</b>	Describe the process to notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of original collection). If they cannot be notified or have their consent obtained, explain why.	The EHBs requires users to review and sign the End User license Agreement when they first register with the system and then presents the information to them on an annual basis. EHBs also notifies the user that they are accessing a federal system each time they attempt to access the system. However, when the EHBs implements changes to the system that enhances functionality, the PII is not affected. Users can still access the system using their credentials. Signing the annual agreement provides consent to the EHBs to make changes to the system without further notification to the end user
<b>PIA 36:</b>	Describe the process in place to resolve an individual’s concerns when they believe their PII has been inappropriately obtained, used, or disclosed, or that the PII is inaccurate. If no process exists, explain why not.	The EHBs is a self-certifying system. The end user has the authority to make changes to information they’ve provide at any time. If PII or user credentials is inappropriately obtained, used or disclosed, the Security Operations Center (SOC) will notify the Information System Security Officer and Contracting Officer Representative (COR). The COR will then send an email to the affected party to apprise them to incident.

<b>PIA 37:</b>	Describe the process in place for periodic reviews of the system to ensure the integrity, availability, accuracy, and relevancy of the PII in the system. Please address each element in your response. If no processes are in place, explain why not.	The EHBs Database and System Administrators review the audit logs to ensure the integrity, availability, accuracy and relevancy of the data. The end users, at a minimum access their information annually using their credentials to assess and evaluate their stored information.
<b>PIA 38:</b>	Identify who will have access to the PII in the system.	Users Administrators Contractors
<b>PIA 38A:</b>	Select the type of contractor.	HHS/OpDiv Direct Contractors
<b>PIA 38B:</b>	Do contracts include Federal Acquisition Regulation (FAR) and other appropriate clauses ensuring adherence to privacy provisions and practices?	Yes
<b>PIA 39:</b>	Provide the reason why each of the groups identified in 38 needs access to PII.	Users only access to their own PII for verification and validation. Contractors and Administrators need PII access to maintain the system.
<b>PIA 40:</b>	Describe the administrative procedures in place to determine which system users (administrators, developers, contractors, etc.) may access PII.	The users (system administrators, developers, and contractors) are vetted through the HRSA background investigation process. Once they have been cleared through the process, they are then permitted to access PII as needed to support the system administrative functions.
<b>PIA 41:</b>	Describe the technical methods in place to allow those with access to PII to access only the minimum amount of information necessary to perform their job.	The EHBs is role based and users can only access data based on their business or job needs. EHBs System currently has a user access control process, any users with system administration role are vetted and there is periodic review. All PII information is masked as part of Data backup and refresh.
<b>PIA 42:</b>	Identify the general security and privacy awareness training provided to system users (system owners, managers, operators, contractors and/or program managers) to make them aware of their responsibilities for protecting the information being collected and maintained.	HRSA provides mandatory Security, Privacy and Awareness Training to all system users which includes, Staff and Contractors. No training is provide to the non-organizational users.
<b>PIA 43:</b>	Describe the training system users receive above and beyond general security and privacy awareness training.	The EHBs system users are provided Standard Operating Procedure documents and knowledge transfer sessions are conducted as part of the on-boarding process. periodic webinars
<b>PIA 44:</b>	Describe the process and guidelines in place for the retention and destruction of PII. Cite specific National Archives and Records Administration (NARA) records retention schedule(s) and include the retention period(s).	User credentials are disabled after 18 months of inactivity. We are working with HRSA's Records Management Office, who are in turn working with National Archives and Records Administration (NARA) to obtain the appropriate records and retention schedule.

**PIA 45:**

Describe how the PII will be secured in the system using administrative, technical, and physical controls. Please address each element in your response.

The EHBs is hosted on Microsoft Azure cloud environment. The EHBs resides on the HRSA network and is required to comply with HRSA Policy. The EHBs uses Secure Sockets Layer (SSL) certificates that are administered by Verisign. This provides for a secure connection between the end user and the EHBs application. The EHBs enterprise system uses Access Management System (AMS)/multifactor to authenticate organizational users in the HRSA Active Directory Federation Services (ADFS) before the users are allowed to access the EHBs system. Organizational users use PIV card to authenticate to the system. The EHBs system authenticates non-organizational users using database through the EHBs Access control module. The EHBs system meets HRSA requirements by encrypting all the communications between the databases and the web-servers. All PII information is masked as part of Data backup and refresh. All data at rest is protected using Transparent Data Encryption (TDE).

## Review and Comments

### OpDiv Privacy Analyst Review

<b>Privacy Analyst Review Decision:</b>	Approved	<b>Privacy Analyst Review Date:</b>	10/3/2025
<b>Privacy Analyst Review Comments:</b>		<b># of Days - PA Review:</b>	0

### SOP Review

<b>SOP Review Decision:</b>	Approved	<b>SOP Review Date:</b>	10/7/2025
<b>SOP Review Comments:</b>		<b># of Days - SOP Review:</b>	4

### Agency Privacy Analyst Review

<b>Agency Privacy Analyst Review Decision:</b>	Approved	<b>Agency Privacy Analyst Review Date:</b>	11/14/2025
<b>Agency Privacy Analyst Review Comments:</b>	Reviewer: Nestor Villafuerte 11/14/2025 This PIA is ready for SAOP review and approval.	<b># of Days - APA Review:</b>	38

### SAOP Review

<b>SAOP Review Decision:</b>	Approved	<b>SAOP Review Date:</b>	11/20/2025
<b>SAOP Review Comments:</b>		<b># of Days - SAOP Review:</b>	6

### SAOP Signature

Date	User	Type	Name	Original Value	New Value
11/20/2025 11:14 AM	BAUR, VANESSA	Signature	SAOP (Email PIN)		Content Signed

### Supporting Document(s)

Name	Size	Type	Upload Date	Downloads
No Records Found				

Comments				
Question Name	Submitter	Date	Comment	Attachment
PTA 01	Data Feed Service, pta_pia_HSRSA_Release	7/1/2025	System's ISSO	
PTA 01B	Data Feed Service, pta_pia_HSRSA_Release	7/1/2025	eboakye@hrsa.gov	
PTA 01A	Data Feed Service, pta_pia_HSRSA_Release	7/1/2025	HRSA EHBs	
PTA 01C	Data Feed Service, pta_pia_HSRSA_Release	7/1/2025	3014430413	