



HCAI e-Services Portal

Public User Guide

Version Number: 1.0

Section 24 – Project Closure



1 Introduction

Welcome to HCAI Electronic Services Portal Client Access (eCA) User Guide

This section provides users with step-by-step instructions for using the eServices Portal to close projects in compliance.

2 Field Operations Conclude

The HCAI Compliance Officer will issue the 100% Construction Final once the required information and documents have been provided. This information may include, but is not limited to the following:

- The HCAI Field Approved Testing, Inspection and Observation (TIO) program.
- Test Reports for each Test identified in Section B of the TIO not yet signed off by HCAI staff.
- Special Inspection Reports for each Special Inspection identified in Section C of the TIO not yet signed off by HCAI staff.
- IOR Daily Field Records for the duration of the project.
- HCAI Milestone(s) Verified Compliance Reports (VCRs) and/or Final Verified Compliance Reports (FVCRs) for each required participant or discipline of the project, including all individual Special Inspectors who performed Special Inspections on the project.
- Clearances issued from HCAI Field Staff – District Structural Engineer and/or Fire Life Safety Officer for Tests and Special Inspection as identified in the TIO. Clearances must specifically state that clearance is being issued for Substantial Compliance and/or Project Completion - Construction Final (CF). Including the initials & date from Field Staff on each line item of the TIO, respectively.
- Verification that no Outstanding Items exist in the project record.
- Verification that no unresolved Post Approval Documents exist in the project record.

3 Closure Documents and Requirements

Email notifications will be sent to the Primary Professional and Primary Project Contact listed on the project upon the conclusion of Field Operations. This notification will include the Final Verified Compliance Report Request Letter, Final Cost Request Letter, and Project Closure Summary. A second letter will be sent if outstanding items remain after 30 days. The letters note that the documents must be received within 60 days to avoid the project being Closed in Noncompliance with the California Administrative Code.

Final Verified Compliance Reports Request Letter

This letter is addressed to the Primary Professional of a project. All Professionals noted on the project as requiring a FVCR will be listed on the letter. Professionals noted with a "?" have not yet had their FVCRs noted as received. Professionals which FVCRs have been received for will have a date listed. Please contact the HCAI Compliance Officer if you believe an FVCR should not be required for a listed professional.

Final Costs Request Letter

This letter is addressed to the Primary Project Contact. A Final Cost must be provided by the Facility Owner/Administrator, or their authorized representative as designated by a Letter of Authorization. Costs for construction, fixed equipment, and imaging equipment must be provided, along with a statement that these costs are true and accurate. The costs may be provided on the provided form or on facility letterhead.



Project Closure Summary

This summary will display what must be resolved to close a project in compliance. It is also accessible at any time at the [HCAI Report Center](#) by selecting "Facilities Development Division" and either "Project List by Facility" or "Project List by Professional." Once you have entered your search terms, the Project Closure Summary link will be available under the **Reports** heading.

Final Cost Submitted: this field will display "Yes" if the Final Cost Affidavit has been uploaded and then entered by HCAI staff. It will display "No" if the Final Cost Affidavit has not been uploaded or has not yet been entered by HCAI staff.

Approved Final Cost: this field will display "Yes" if the Final Cost has been approved by HCAI staff and, "No" if the Final Cost has not yet been approved by HCAI staff.

Uninvoiced Fees & Balance Due: balances listed here must be paid before the project can be Closed in Compliance. Uninvoiced fees are still being evaluated by HCAI staff to determine if they should be invoiced.

Professionals: Professionals marked with a "Y" in the Required column must provide a Final VCR. A date will be displayed in the Date Received column if it has been uploaded and then entered by HCAI staff. It will remain blank if it has not been uploaded or not yet entered by HCAI staff.

PADs not Completed: Post Approval Documents will be listed here if action is required. Any amount under the "Balance Due" column must also be paid.

Outstanding Items List: Any remaining OIL items will be displayed.

Project Closure Summary Report S220000-19-00
 Project Description: Main OR Renovation
 Facility: 00000 - No Facility - System use only

This report provides information about a project's costs, professionals, and children of the type: Increment/BP/PAD/AMC/Phased Segment.

Project

| Project# | Project Status | Closure Status | Closure Status Date | Final Cost Submitted | Approved Final Cost | Uninvoiced Fees | Balance Due |
|---------------|-----------------|-------------------|---------------------|----------------------|---------------------|-----------------|-------------|
| S220000-19-00 | Pending Closure | First Letter Sent | 08/18/2022 | Yes | No | \$0.00 | \$0.00 |

Costs

| Cost Row Type | Cost Type | Cost Date | Const Cost | Fixed Eq Cost | Total Cost | Imaging Cost |
|--------------------------------|----------------|------------|-------------|---------------|--------------|--------------|
| First Cost | Estimated | 01/07/2021 | \$20,000.00 | \$350,000.00 | \$370,000.00 | \$0.00 |
| Estimated Cost before Contract | Estimated | 01/07/2021 | \$20,000.00 | \$350,000.00 | \$370,000.00 | \$0.00 |
| First Contract Cost | Contract | 02/04/2021 | \$20,000.00 | \$350,000.00 | \$370,000.00 | \$0.00 |
| Cost before Final | Contract | 02/04/2021 | \$20,000.00 | \$350,000.00 | \$370,000.00 | \$0.00 |
| Last Final-Client Cost | Final - Client | 8/25/2022 | \$25,000.00 | \$380,000.00 | \$405,000.00 | \$0.00 |

Professionals

| Required | Date Received | License Type | License # | Responsibility | Name | Business Name | Status | From | To |
|----------|---------------|--------------|-----------|---------------------|-----------------------------|--------------------------|--------|-----------|----|
| Y | 08/25/2022 | Architect | C1000 | Responsible Primary | Generic Architect | Design Firm | Active | 1/29/2021 | |
| Y | | Contractor | 1 | | | Generic Contractor | Active | 2/3/2021 | |
| Y | | Electrical | E1000 | Delegate - | Generic Electrical Engineer | Electrical Engineer Firm | Active | 1/29/2021 | |
| Y | 08/25/2022 | IOR | A1000 | | Generic IOR | Generic IOR, Inc. | Active | 1/29/2021 | |
| Y | | Mechanical | M1000 | Delegate - | Generic Mechanical Engineer | Mechanical Engineer Firm | Active | 1/29/2021 | |
| Y | | Structural | S1000 | Delegate - | Generic Structural Engineer | Structural Engineer Firm | Active | 1/29/2021 | |

Increment/BP/AMC/PAD/PS - Only items not yet completed or having a balance due are listed below.

| Record Number | Tracking # | Scope | Not a Completed Status | Days Waiting for Submittal | Balance Due |
|-----------------------|------------|---|------------------------|----------------------------|-------------|
| PAD | | | | | |
| S220000-19-00-ACD0001 | 1 | 1.) Revised plan to show one of the two analyzers moved to east wall. 2.) Revised plans and TIO to show one phase in the blood bank. | Active - Plan Review | 116 | \$500.00 |

Outstanding Items List - Only items not Cleared are listed below.

| Item # | Date Opened | Date Closed | Item Opened By | Status |
|--------|-------------|-------------|--------------------------|---------|
| 01 | 12/01/2020 | | HCAI Structural Reviewer | Recheck |

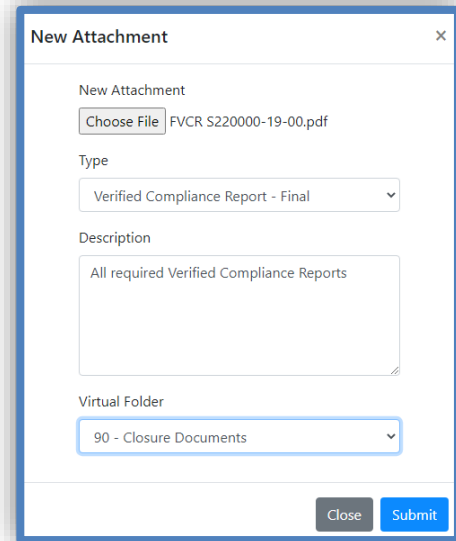
S1. DETAILS 23&28/56.3, ADD NOTES: "MIN. BOLT EMBEDMENT=21" AND SEE DETAIL 17/56.3 FOR REQUIREMENTS OF BOLT BOTTOM END WITH WASHER PLATE AND DOUBLE NUTS, AS WELL AS 2" GROUT AT BASE PLATE."

4 Uploading Closure Documents

Step 1 Upload Final Verified Compliance Reports.

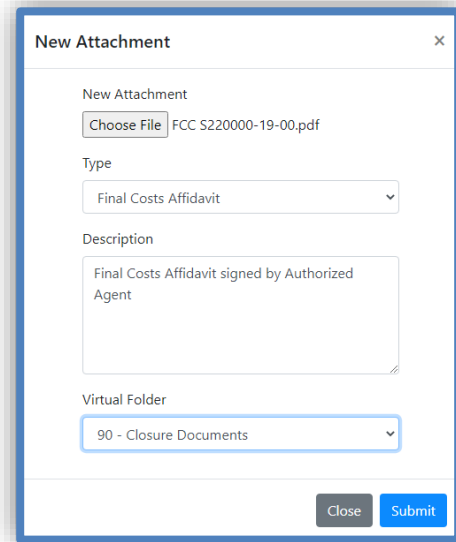
The [HCAI-FD-123 Verified Compliance Report form](#) must be completed for each required professional. The required Final Verified Compliance Reports (FVCR) should be combined into a single PDF file and the “FVCR” prefix should be used. For example, “FVCR S220000-19-00.”

Navigate to the project record’s, “Attachments” page. Select the “Verified Compliance Report – Final” Document Category (Type) and the “90 - Closure Documents” Virtual Folder. Please ensure that you select the correct Document Category as HCAI staff will not receive a notification otherwise.



Step 2 Upload Final Costs Affidavit.

The Final Costs Affidavit PDF file should be named using the “FCC” prefix. For example, “FCC S220000-19-00.” Please select the “Final Costs Affidavit” Document Category (Type) and the “Closure Documents” Virtual Folder. Please ensure that you select the correct Document Category as HCAI staff will not receive a notification otherwise. HCAI staff will then enter and evaluate the costs listed. A Close Fee will be assessed if applicable and must be paid before the project can be Closed in Compliance.



Step 3 Resolve any outstanding Post Approval Documents & Pay Project Fees.

PADs which were Closed Inactive must be formally Cancelled using the [HCAI-FD-129 Project Cancellation / Withdrawal Notice](#). The form must be uploaded to the PAD record on the eServices portal and HCAI staff must then be notified. Field-approved PADs in which approved construction documents have not yet been uploaded to the PAD record will appear on the Project Closure Summary with an entry in the, “Days Waiting for Submittal” column. Outstanding project fees must be paid per the instructions listed on the Invoice. Invoices may be retrieved using the [HCAI Report Center](#), selecting “Facilities Development Division” and “Project Invoices Report” or “Invoice Aging Report.”



5 Project Closed in Compliance

HCAI staff will confirm all required documents have been received and send a Closed in Compliance letter to the Primary Professional, Primary Project Contact, and Inspector of Record once the project has been Closed. The project's Status will reflect this on the eServices Portal.

6 Project Closed in Non-California Administrative Code Compliance

If the required documents are not received within 60 days, the project may be closed non-California Administrative Code compliant by HCAI staff. A Closed in Non-CAC Compliance letter will be sent to the Primary Professional, Primary Contact, and Inspector of Record. Please refer to the [16 - Re-Opening Closed Projects \(RCP\) User Guide](#) for step-by-step instructions.