HCAI e-Services Portal

Public User Guide

Version Number: 1.1

Section 24 – Project Closure

Department of Health Care Access and Information

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 a Final Substantial Compliance (FSC) or a Certificate of Occupancy (CofO) at the completion of a project. Final Substantial Compliance is issued when a project is 100% complete such that the owner may use or occupy the building project for the intended purpose. A FSC is issued for most types of projects, including remodels, renovations, equipment replacements, maintenance projects requiring a permit, etc. A Certificate of Occupancy (CofO) is also issued when a project is 100% complete but is only issued for a new occupancy. This includes a new building, an expansion of an existing building or a change in occupancy group or use.

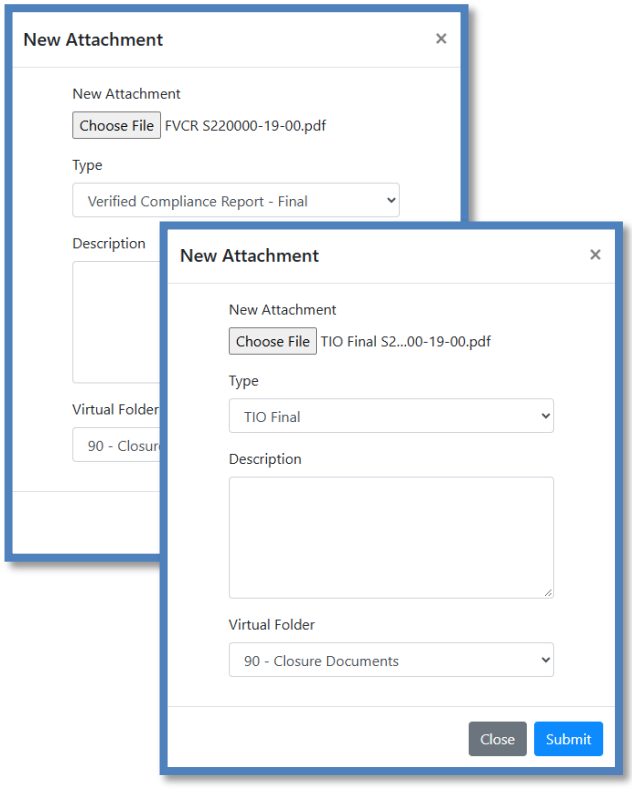
The following are required for every project and must be uploaded to the project record in the eServices Portal before an FSC or CofO may be issued:

- Final Verified Compliance Reports (FVCRs) for each required participant or discipline of the project.
- The completed Testing, Inspection, and Observation (TIO) form with clearances issued from HCAI Field Staff for Tests and Special Inspection as identified in the TIO. Clearances must specifically state that clearance is being issued for Final Substantial Compliance and/or Project Completion.

Upload Final Verified Compliance Reports

The *HCAI-OSH-123 Verified Compliance Report form* must be completed for each required participant. The FVCRs should be combined into a single PDF file and the "FVCR" prefix should be used for the file name. 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.



Upload Final TIO

The "TIO Final" prefix should be used for the completed Testing, Inspection, and Observation Form. For example, "TIO Final S220000-19-00."

Navigate to the project record's, "Attachments" page. Select the "TIO Final" Document Category (Type) and the "90 - Closure Documents" Virtual Folder.

The following may also be required:

- HCAI Milestone(s) Verified Compliance Reports (VCRs) for each required participant or discipline of the project, including all individual Special Inspectors who performed Special Inspections on the project.
- FVCRs from the lab manager or other key agency personnel as listed in the OPAA.
- 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.
- Verification that no Outstanding Items exist in the project record.
- Verification that no unresolved Post Approval Documents exist in the project record.

3 Project Closure Requirements & Final Cost Affidavit

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 Cost Request Letter and Project Closure Summary. An additional notification will be sent if outstanding items remain after 45 days. The letters note that the documents must be received within 90 days of FSC or CofO issuance to meet compliance with the California Administrative Code.

Final Costs Request Letter

This letter is addressed to the Primary Project Contact. The 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 form provided 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 "Office of Statewide Hospital Planning and Development" 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 TIO Submitted: this field will display "Yes" if the Final TIO has been uploaded and entered by HCAI staff.

Final Cost Submitted: this field will display "Yes" if the Final Cost Affidavit has been uploaded and entered by HCAI staff.

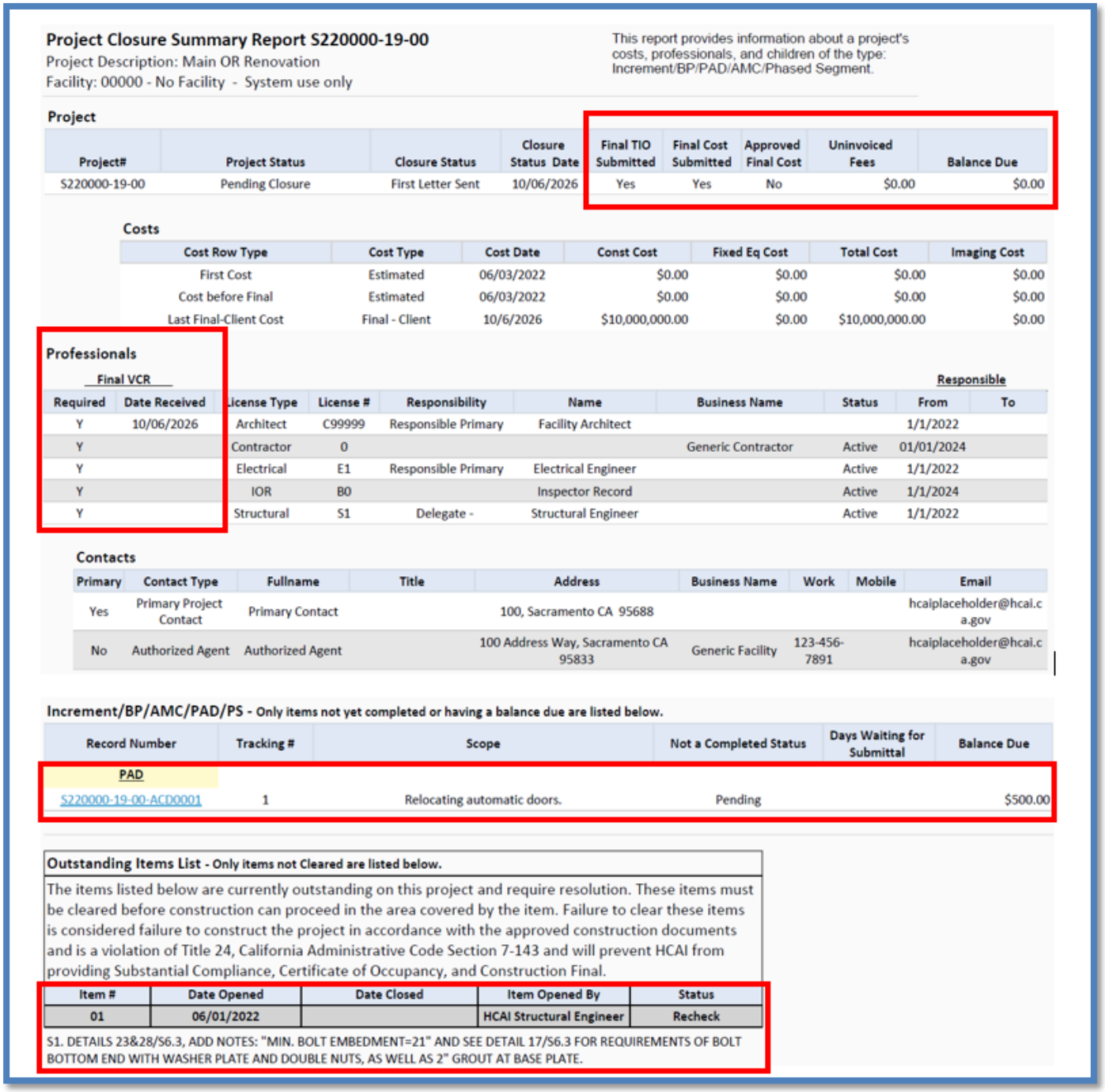
Approved Final Cost: this field will display "Yes" if the Final Cost has been approved by HCAI staff.

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 TIO Submitted	Final Cost Submitted	Approved Final Cost	Uninvoiced Fees	Balance Due
S220000-19-00	Pending Closure	First Letter Sent	10/06/2026	Yes	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	06/03/2022	$0.00	$0.00	$0.00	$0.00
Cost before Final	Estimated	06/03/2022	$0.00	$0.00	$0.00	$0.00
Last Final-Client Cost	Final - Client	10/6/2026	$10,000,000.00	$0.00	$10,000,000.00	$0.00

Professionals

Final VCR Required	Final VCR Date Received	License Type	License #	Responsibility	Name	Business Name	Status	Responsible From	Responsible To
Y	10/06/2026	Architect	C99999	Responsible Primary	Facility Architect			1/1/2022	
Y		Contractor	0			Generic Contractor	Active	01/01/2024	
Y		Electrical	E1	Responsible Primary	Electrical Engineer		Active	1/1/2022	
Y		IOR	B0		Inspector Record		Active	1/1/2024	
Y		Structural	S1	Delegate -	Structural Engineer		Active	1/1/2022	

Contacts

Primary	Contact Type	Fullname	Title	Address	Business Name	Work	Mobile	Email
Yes	Primary Project Contact	Primary Contact		100, Sacramento CA 95688				hcaiplaceholder@hcai.ca.gov
No	Authorized Agent	Authorized Agent		100 Address Way, Sacramento CA 95833	Generic Facility	123-456-7891		hcaiplaceholder@hcai.ca.gov

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	Relocating automatic doors.	Pending		$500.00

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

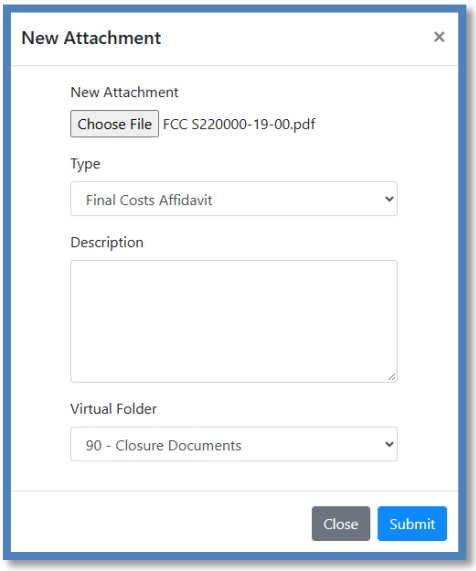
The items listed below are currently outstanding on this project and require resolution. These items must be cleared before construction can proceed in the area covered by the item. Failure to clear these items is considered failure to construct the project in accordance with the approved construction documents and is a violation of Title 24, California Administrative Code Section 7-143 and will prevent HCAI from providing Substantial Compliance, Certificate of Occupancy, and Construction Final.

Item #	Date Opened	Date Closed	Item Opened By	Status
01	06/01/2022		HCAI Structural Engineer	Recheck

S1. DETAILS 23&28/S6.3, ADD NOTES: "MIN. BOLT EMBEDMENT=21" AND SEE DETAIL 17/S6.3 FOR REQUIREMENTS OF BOLT BOTTOM END WITH WASHER PLATE AND DOUBLE NUTS, AS WELL AS 2" GROUT AT BASE PLATE.

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.



Resolve any outstanding Post Approval Documents & Pay Project Fees

PADs which were Closed Inactive must be formally Cancelled using the *HCAI-OSH-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 "Office of Statewide Hospital Planning and Development" and "Invoice Aging Report."

4 Incremental Projects

Incremental projects consist of Child Increments and an Incremental Master record. The project closure process is similar but has some important distinctions.

Incremental Child Records: Field Operations will conclude with a 100% Field Visit (FV) Report. FVCRs and the Final TIO must be provided before the 100% FV will be issued. HCAI staff will confirm receipt of these documents and Close the child records.

Incremental Master Record: Field Operations will conclude when a CofO is issued. Once all child records have been Closed, a Final Cost Request letter and Incremental Project Closure Summary will be sent from the Incremental Master Record. The standard process for the approval of costs, payment of fees, and resolution of other items will be followed.

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 90 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.

Revision History

Version 1.1: 10/2026

- CF replaced by FSC or CofO to conclude Field Operations; 100% FV report for Increments.
- FVCRs and Final TIO now required to be uploaded prior to FSC or CofO issuance.
- Project Closure deadline updated from 60 to 90 days.