

Certification and Final Report Guide

Song-Brown Program
Department of Health Care Access and Information (HCAI)
August 2022

Song-Brown Certifications

E. Invoicing:

1. For services satisfactorily rendered in accordance with the Scope of Work, and upon receipt and approval of the certifications as specified in subsection three hereunder; HCAI agrees to compensate Grantee in accordance with the rates specified herein.
2. The total amount payable to the Grantee under this Agreement shall not exceed \$ \$400,000.00 (Four Hundred Thousand Dollars).
3. Certifications shall include the Agreement Number, the names of the student(s) trained under this Agreement, and a signature by the Program Director certifying that each student (s) was engaged in activities authorized by this Agreement, and shall be submitted electronically for payment on a quarterly basis in arrears using the online forms that HCAI provides, located at <https://funding.hcai.ca.gov/>.
4. HCAI will withhold the final quarterly payment due to the Grantee under this Agreement until all required reports are submitted to HCAI and approved. Additional information may be requested by HCAI during the term of the Grant Agreement and/or upon reviewing the Final Report. HCAI will notify the Grantee of approval in writing.

- Awardees must complete certifications documenting award expenditures. Check the Invoicing section of your agreement for more information.
- Accurate and timely certification submission is necessary for certification approval, and subsequent payment processing.
- Program Directors will receive an email notice when a certification is due.
- You must submit certifications via eApp.

Completing Certifications

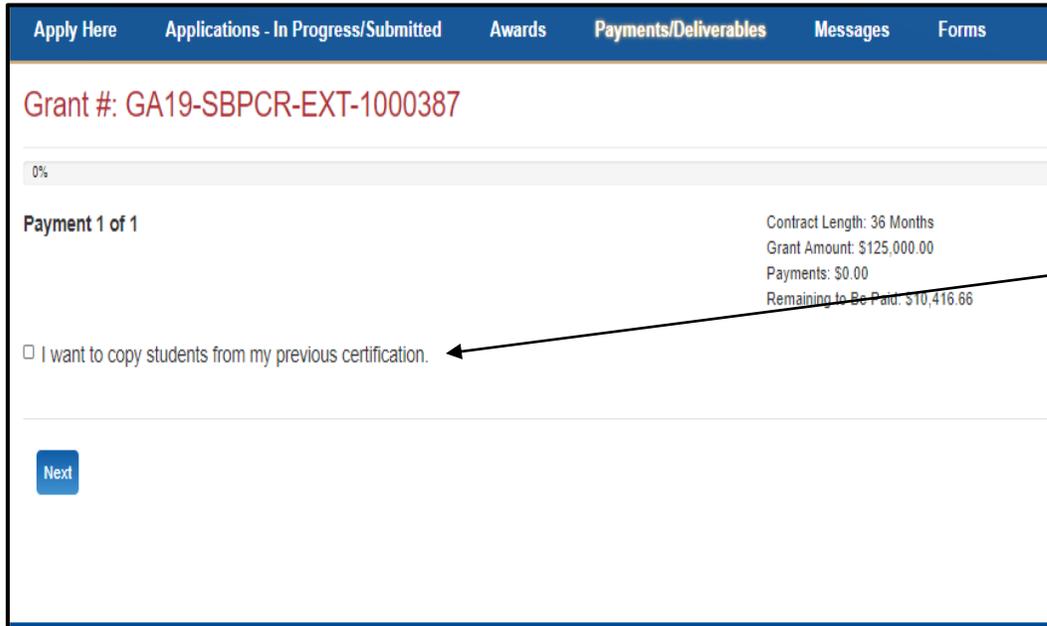
Accessing Certifications

Payment #	Grant #	Payment Number Order	Deliverable ↑	Due Date ↑	Status ↑	Payment	Amount Paid	Remaining to be Paid	Options
GA19-SBPCR-NEW-1000551-PAYMENT3	GA19-SBPCR-NEW-1000551	3	Certification	04/01/2020	Due	800,000.00	0.00	800,000.00	▼
GA19-SBPCR-NEW-1000324-PAYMENT1	GA19-SBPCR-NEW-1000324	1	Certification	04/29/2020	Due	800,000.00	0.00	800,000.00	▼
GA19-SBPCR-EXP-1000387-PAYMENT1	GA19-SBPCR-EXP-1000387	1	Certification	10/02/2020	Due	10,416.66			▼
GA19-SBPCR-EXT-1000387-PAYMENT2	GA19-SBPCR-EXT-1000387	2	Certification	07/02/2021	Due	10,416.66			▼
GA19-SBPCR-EXT-1000387-PAYMENT13	GA19-SBPCR-EXT-1000387	13	Final Report	07/15/2023	Submitted	0.00			▼

- Complete and submit Certifications through eApp at <https://funding.hcai.ca.gov/>.
- Log into your eApp profile, and click on “Payments/ Deliverables”.
- Click on the link in the “Payment #” column, and the certification will open.
- You will see the Certifications option only when in the “Due” or “Modification Required” status.

Completing Certifications (1/2)

- For FNP/PA and RN Programs, certifications must include student names filling awarded slots for the applicable quarter.
- For PCR Programs, certifications must include resident names filling awarded slots for the applicable quarter.
- For quarter two certifications, as well as subsequent certifications, check this box to copy names from the prior certification to the current certification.
- For quarter one certifications, there is no need to check this box.
- Click the “Next” button.



Apply Here Applications - In Progress/Submitted Awards **Payments/Deliverables** Messages Forms

Grant #: GA19-SBPCR-EXT-1000387

0%

Payment 1 of 1

Contract Length: 36 Months
Grant Amount: \$125,000.00
Payments: \$0.00
Remaining to Be Paid: \$10,416.66

I want to copy students from my previous certification.

Next

Note: Program Directors and Grant Preparers can complete certifications. Review your agreement terms before completing your certifications.

Completing Certifications (2/2)

Apply Here Applications - In Progress/Submitted Awards Payments/Deliverables Messages Forms

Grant #: GA19-SBPCR-EXT-1000387

33%

Payment 2 of 1

Contract Length: 36 Months
Grant Amount: \$125,000.00
Payments: \$0.00
Remaining to Be Paid: \$10,416.66

Pursuant to Grant Agreement GA19-SBPCR-EXT-1000387, the Crystal Geyser trained the below listed residents during the quarter of 7/1/2021 to 7/1/2023 and are eligible for receiving funds under the Health Care Workforce Training Act.

First Year Resident Names
To add each first year resident, click on the **Add Resident** button. (Awarded Residents: 1)

First Name ↑	Last Name	Options
gunther	hernandez	⌵

Payment 1 of 1

Contract Length: 36 Months
Grant Amount: \$125,000.00
Payments: \$0.00
Remaining to Be Paid: \$10,416.66

Pursuant to Grant Agreement GA19-SBPCR-EXT-1000387, the Crystal Geyser trained the below listed residents during the quarter of 7/1/2021 to 7/1/2023 and are eligible for receiving funds under the Health Care Workforce Training Act.

First Year Resident Names
To add each first year resident, click on the **Add Resident** button. (Awarded Residents: 1)

Add Resident

First Name ↑	Last Name	Options
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- To edit copied names, click “Edit” under the dropdown menu.
- To add new names, click the “Add Student” or “Add Resident” button.
- Click the “Next” button once all names are complete.

Submitting Your Certification

Grant #: GA19-SBPCR-EXT-1000387

66%

Payment 2 of 1

Contract Length: 36 Months
Grant Amount: \$125,000.00
Payments: \$0.00
Remaining to Be Paid: \$10,416.66

Below is a summary of your requested expense reimbursement for the quarter. To revise expense information, click on the **Previous** button and edit the appropriate section. To submit your certification, click on the **Submit** button.

Total Requested Amount for Quarter

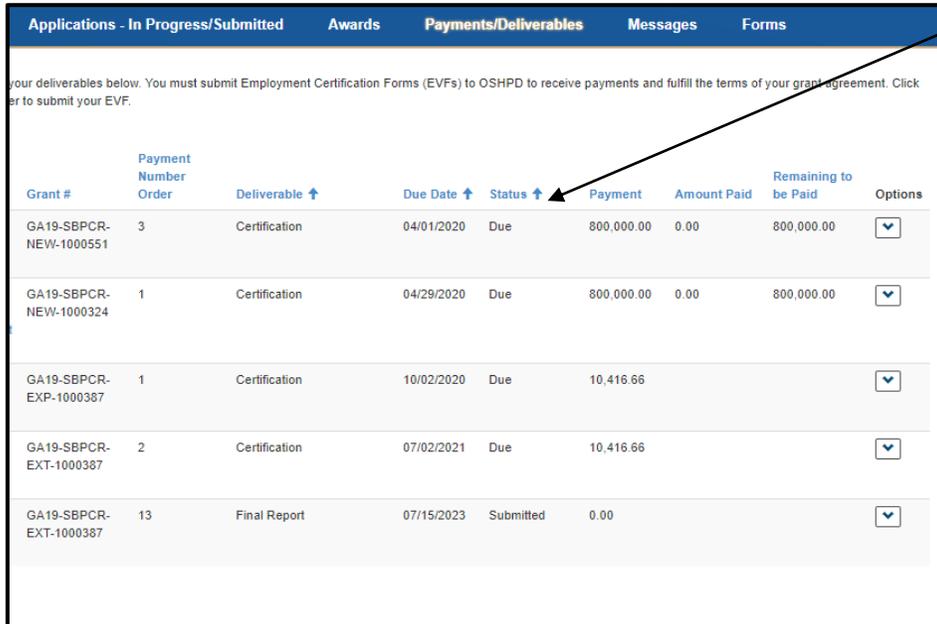
Total Number of Students	Total Amount to be Reimbursed *
1	10,416.66

I hereby certify that the information submitted in this certification is true and correct and request reimbursement under the terms of the grant agreement.

- The final page will summarize the information you entered and show the total requested amount.
- Review the listed totals for accuracy. To go back and revise the certification, click the “Previous” button.
- Check this box to confirm certification accuracy.
- Click “Submit” at the bottom of the page.
- Song-Brown staff will retrieve the certification and process it for payment.

Note: Once you submit the Certification, you cannot edit it.

Certification Status



your deliverables below. You must submit Employment Certification Forms (EVFs) to OSHPD to receive payments and fulfill the terms of your grant agreement. Click here to submit your EVF.

Grant #	Payment Number Order	Deliverable ↑	Due Date ↑	Status ↑	Payment	Amount Paid	Remaining to be Paid	Options
GA19-SBPCR-NEW-1000551	3	Certification	04/01/2020	Due	800,000.00	0.00	800,000.00	▼
GA19-SBPCR-NEW-1000324	1	Certification	04/29/2020	Due	800,000.00	0.00	800,000.00	▼
GA19-SBPCR-EXP-1000387	1	Certification	10/02/2020	Due	10,416.66			▼
GA19-SBPCR-EXT-1000387	2	Certification	07/02/2021	Due	10,416.66			▼
GA19-SBPCR-EXT-1000387	13	Final Report	07/15/2023	Submitted	0.00			▼

- See the Status column here.
- Status Definitions:
 - Due- Certification can be completed and submitted.
 - Submitted- Certification has been sent to staff for review.
 - Modification Required- Staff is requesting modifications and/or additional information.
 - Modification Submitted- Modified documents submitted/pending staff review.
 - Approved- Staff has approved your certification and submitted to Accounting for payment.
- Please allow 45 business days after the certification is approved before inquiring about payment status.

Completing Final Reports

Accessing Final Reports

CA Gov Profile Assign Other Users Sign Out DAVID WINSTON

HCAi

Apply Here Applications - In Progress/Submitted Awards Payments & Deliverables Messages

Listed below are the status of your deliverables. To receive payments, please submit Certifications and a Final Report to HCAi as outlined in your grant agreement.

Contract Number ↑	Grant Agreement Contract	Payment Number Order	Deliverable Name/Title	Deliverable Due Date	Deliverable Status	Payment Amount	Amount Paid	Remaining to be Paid
GA22-SBFNPPA-0001303-5	GA22-SBFNPPA-0001303	5	Final Report	07/11/2022	Due	5,000.00	0.00	5,000.00

Services: Submit Data, Loan Repayment Programs, Scholarships, Grants, Penalty Appeals

Data Submissions: Patient-Level Administrative Data, Health Facility Utilizations, Hospital & LTC Financials, Coronary Artery Bypass Graft Surgeries, Healthcare Financial Assistance Policies, Hospital Chargemasters

CA Healthcare Infrastructure: All Facilities, Healthcare Facility Detail, Seismic Compliance and Safety, Hospital Community Benefit Plans, California Primary Care Office

Public Transparency: Public Meetings, Public Records, Payment to Agency Reports

About HCAi: Newsroom, Divisions, Laws & Regulations, Public Meetings, Careers

- Click on "Payment/Deliverables" tab to begin filling out your Final Report.
- Click on the "Contract Number" link to access the Final Report.

Note: Program Directors and Grant Preparers can submit Final Reports.

Completing the Personnel Page

The image shows a screenshot of the HCAi web application interface. The main page displays the grant information for GA22-SBFNPPA-0001303, including a progress bar at 0%, contract length, and grant amount. Below this, there is a 'Personnel' section with a table header for 'Position Title', 'Duties', and 'Amount'. An 'Add Position' button is visible in the top right of the table area. A 'Save & Next' button is located at the bottom left of the main page. A modal window titled 'Create' is open, showing three required input fields: 'Position', 'Duties Relevant to Grant', and 'Amount', each with a red asterisk. A 'Submit' button is at the bottom of the modal. Arrows point from the 'Add Position' button on the main page to the 'Create' modal and from the 'Save & Next' button on the main page to the 'Submit' button in the modal.

- This page must only reflect faculty and staff expenditures within the scope of the agreement.
- Do not list expenses covered by other funding sources.
- Click “Add Position” to input personnel expenditures.
- A new window will appear, complete all required fields.
- Once you have added all items, click “Save & Next”.

Note: Review your agreement terms before completing your final report.

Completing the Operating Expenses Page

The screenshot shows the HCAI web application interface. At the top, there is a navigation bar with the HCAI logo and several menu items: 'Apply Here', 'Applications - In Progress/Submitted', 'Awards', 'Payments & Deliverables', and 'Messages'. Below the navigation bar, the grant information is displayed: 'Grant #: GA22-SBFNPPA-0001303'. A progress bar indicates 20% completion. To the right of the progress bar, it says 'Contract Length: 12 Months' and 'Grant Amount: \$1,000.00'. The main section is titled 'Operating Expenses' and includes a sub-header: 'Provide an account of how the Song-Brown capitation funds were spent for operating expenses for the entire one-year grant period. Click on the **Add Expense** button to add each operating expense.' Below this, there is a table with two columns: 'Line Item' and 'Amount'. The table contains two rows: 'Supplies' with an amount of 154.00 and 'Training Module' with an amount of 200.00. To the right of the table, there is a blue 'Add Expense' button. Below the table, there are two buttons: 'Previous' and 'Save & Next'. A modal window titled 'Create' is open in the foreground, showing two input fields: 'Line Item' and 'Amount', and a 'Submit' button. Arrows point from the 'Add Expense' button on the main page to the 'Create' modal window.

Line Item	Amount
Supplies	154.00
Training Module	200.00

- This page must reflect expenditures within the scope of the agreement, EX: Supplies, equipment under \$500, equipment maintenance, postage, duplication, communication, and memberships.
- Do not list expenses covered by other funding sources.
- Click “Add Expense” to input expenditures.
- A new window will appear, complete all required fields.
- Once you have added all items, click “Save & Next”.

Completing the Major Equipment Page

The screenshot shows the HCAi web interface for a grant. At the top, there's a navigation bar with links: Apply Here, Applications - In Progress/Submitted, Awards, Payments & Deliverables, and Messages. Below this, the grant number is GA22-SBFNPPA-0001303. A progress bar indicates 40% completion. Contract details show a length of 12 months and a grant amount of \$1,000.00. The 'Major Equipment' section includes a note about Song-Brown capitation funds and an 'Add Expense' button. A table lists one item: 'Blood pressure machine' with a description 'Used for...'. At the bottom of the table are 'Previous' and 'Save & Next' buttons. A modal window titled 'Create' is open, featuring input fields for 'Line Item' and 'Amount', and a 'Submit' button. Arrows point from the 'Add Expense' button on the main page to the 'Create' modal.

Line Item ↑	Description	Amount
Blood pressure machine	Used for...	

- This page must reflect expenditures within the scope of the agreement for each piece of equipment over \$500.
- Do not list expenses covered by other funding sources.
- Click “Add Expense” to input expenditures.
- A new window will appear, complete all required fields.
- Once you have added all items, click “Save & Next”.

Completing the Other Costs Page

The screenshot shows the HCAi web application interface. At the top, there is a navigation bar with the HCAi logo and several menu items: 'Apply Here', 'Applications - In Progress/Submitted', 'Awards', 'Payments & Deliverables', and 'Messages'. Below the navigation bar, the 'Grant #' is displayed as 'GA19-SBFNPPA-1000324'. A progress bar indicates 80% completion. To the right of the progress bar, the 'Contract Length' is '12 Months' and the 'Grant Amount' is '\$60,000.00'. The main section is titled 'Other Costs' and contains a sub-instruction: 'Provide an account of how the Song-Brown capitation funds were spent for other costs for the entire one-year grant period. Click on the Add Expense button to add each expense.' A blue 'Add Expense' button is located on the right side of this section. Below the instruction is a table with three columns: 'Line Item', 'Description', and 'Amount'. The table currently contains a yellow message: 'There are no records to display.' At the bottom of the page, there are two buttons: 'Previous' and 'Save & Next'. A modal form titled 'Create' is open, showing two input fields labeled 'Line Item' and 'Amount', and a 'Submit' button at the bottom. Two arrows point from the modal form to the 'Add Expense' button and the table area on the main page.

- This page must reflect expenditures within the scope of the agreement for items not covered in prior pages of the report, EX: Travel, consultants, and accreditation fees.
- Do not list expenses covered by other funding sources.
- Click “Add Expense” to input expenditures.
- A new window will appear, complete all required fields.
- Once you have added all items, click “Save & Next”.

Completing the Total Expenses Page

HCAi

Apply Here Applications - In Progress/Submitted Awards Payments & Deliverables Messages

Grant #: GA22-SBFNPPA-0001303

80%

Contract Length: 12 Months
Grant Amount: \$4,254.00

Total Expenses

Below is a summary of your total expenses for the entire one-year grant period. To revise expense information, click on the **Previous** button and edit the appropriate section. To submit your final report, click on the **Submit** button.

Personnel Total	\$ 2,000.00
Operating Expense Total	\$ 354.00
Major Equipment Total	\$ 1,200.00
Other Cost Total	\$ 700.00
Total Expenses	\$ 4,254.00

I hereby certify that the information submitted in this report is true and correct to the best of my knowledge. *

You are about to submit your final report. Once it has been submitted, you may not edit or delete it from the system.

[Previous](#) [Submit](#)

- This page must reflect the total expenditures from all prior pages of the report.
- Ensure the “Total Expenses” at the bottom of the page does not exceed the total grant award amount listed in the upper right corner of the page.
- Click “Submit” once you have entered all expenses.

Note: It is critical to expend funds timely. If you expend less than what you were awarded within the agreement service period, staff will reduce your final payment to align with what you expended.

Post-Submission Maintenance

Program Directors must:

- Keep your eApp profile and approved Grant Preparer list updated with current contact information. Otherwise, you may miss important notifications.
- Notify the Office at SongBrown@hcai.ca.gov when the Agreement Signatory, Payee Data Signatory, or Contract contact changes. Failure to do so may delay your grant agreement and/or cause payment issues.

Questions?

- Email us at SongBrown@hcai.ca.gov
- Email subject line must include the application number and program name