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.
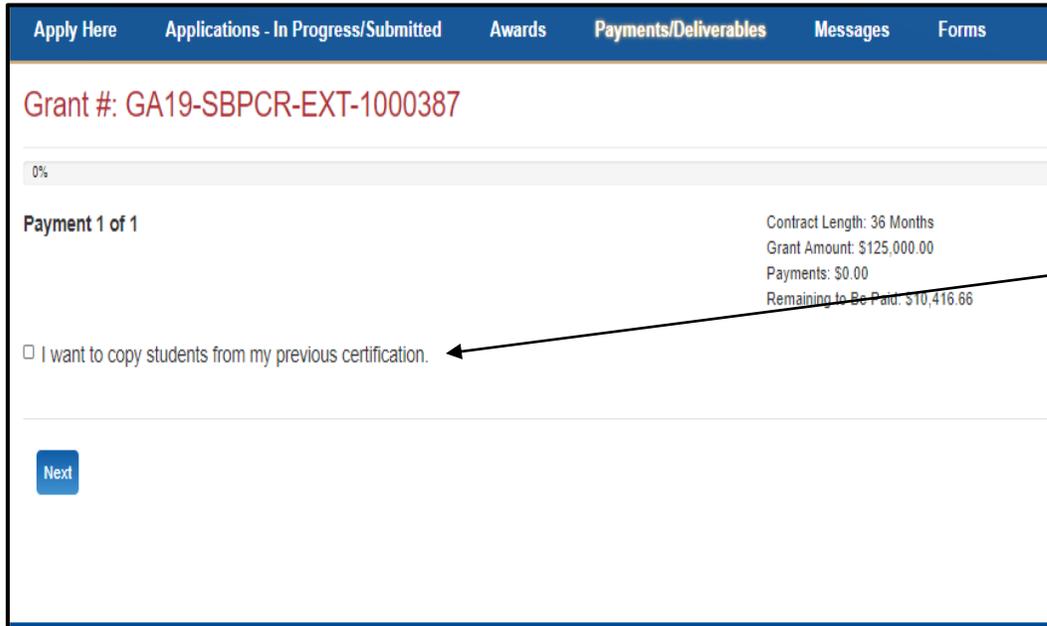
Completing Certifications

Accessing Certifications

- 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.

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

| 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

Completing Certifications (2/2)

- 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

- 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

- 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

- 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

- 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

- 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

- 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

- 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