



2020 West El Camino Avenue, Suite 800  
Sacramento, CA 95833  
hcai.ca.gov



**Social Work Education Capacity Expansion (SWECE)  
Grant Program  
Grant Guide ADDENDUM 3  
for Fiscal Year 2022-23**

This addendum shall be part of the Grant Guide documents. All conditions not affected by this addendum shall remain unchanged.

**UPDATE (in bold and strikethrough text)**

Update to Section H on page 7 to read:

**H. Budget Restrictions**

The Grantee shall not use these SWECE Grant Program funds to supplant existing state or local funds.

Indirect costs are not provided for the SWECE Grant Program.

**“Indirect Cost” is defined as the cost indirectly attributed to the completion of the program services, which can include, but not be limited to, utilities, rent, and administrative service/payroll staff.**

**Enter program costs in the application budget.**

Update to Section J on page 7 to read:

**J. Grant Deliverables and Payment Provisions**

**2. Post Award and Payment Provisions for MSW Program Expansion Funding**

- Grantees will enter into grant agreements expiring on June 30, 2027, or earlier.
- HCAI does not allow indirect costs as defined in Section H.
- HCAI makes payments ~~annually on~~ **in** arrears upon receipt of ~~the annual program report, expenditure documentation,~~ **a quarterly certification from the Grantee** documenting that the program has met the intent of the grant and verification of increased MSW student ~~positions~~ **enrollment**.

...

- ~~HCAI will release the first annual payment upon receipt of proof the program has CSWE accreditation. Any new awards will rescind previous awards/grant agreements.~~

Update Section L on page 10 to read:

#### L. Key Dates

The key dates for the program year are:

Key Events	Dates and Times
Application opens	August 29, 2022, at 3:00 p.m.
Technical Assistance Webinar	September 8, at 11:00 a.m.
Application closes	<del>October 28, 2022</del> <b>November 29, 2022</b> at 3:00 p.m.
Notice sent to awardees	<del>November 29, 2022</del> <b>December 29, 2022</b>
Grant terms: New MSW Programs MSW Expansion Programs	Proposed term date: <del>January 27, 2023</del> <b>February 27, 2023</b> - June 30, 2025 <del>January 27, 2023</del> <b>February 27, 2023</b> - June 30, 2027

Update to Attachment C: Sample SWECE MSW Program Expansion Grant Agreement, Section C, item 1, beginning with subsection i. on page 17:

- g. Submit annual Program Reports to HCAI on MSW graduates funded by this grant describing efforts to secure employment in underserved communities working with unserved and/or underserved populations.
- h. Annual Program Reports to HCAI shall include the number of years MSW who successfully finish the training program funded by this grant spend in underserved communities providing direct services through five years post-graduation.
- i. **Submit quarterly certifications documenting that the program has met the intent of the grant and verification of increased MSW student enrollment.**
- ~~i.~~ j. Not conduct lobbying activities as part of this Agreement or use Grant Funds for lobbying activities.
- ~~j.~~ k. Be held fully accountable for proper use of Grant Funds under this Agreement.
- ~~k.~~ l. Credit HCAI in all publications resulting from this Agreement.

- l. m. Provide HCAI with **quarterly certification statements and** outcomes on an annual basis, as specified in the SWECE MSW Program Report instructions.

Report	Reporting Period	Report Due Date
<b>Quarterly Certification</b>	<b>January 27, 2023 – March 31, 2023</b>	<b>April 28, 2023</b>
<b>Quarterly Certification</b>	<b>April 1, 2023 – June 30, 2023</b>	<b>July 31, 2023</b>
Program Report 1	January 27, 2023 – June 30, 2023	July 31, 2023
<b>Quarterly Certification</b>	<b>July 1, 2023 – September 30, 2023</b>	<b>October 31, 2023</b>
<b>Quarterly Certification</b>	<b>October 1, 2023 – December 31, 2023</b>	<b>January 31, 2024</b>
<b>Quarterly Certification</b>	<b>January 1, 2024 – March 31, 2024</b>	<b>April 30, 2024</b>
<b>Quarterly Certification</b>	<b>April 1, 2024 – June 30, 2024</b>	<b>July 31, 2024</b>
Program Report 2	July 1, 2023 – June 30, 2024	July 31, 2024
<b>Quarterly Certification</b>	<b>July 1, 2024 – September 30, 2024</b>	<b>October 31, 2024</b>
<b>Quarterly Certification</b>	<b>October 1, 2024 – December 31, 2024</b>	<b>January 31, 2025</b>
<b>Quarterly Certification</b>	<b>January 1, 2025 – March 31, 2025</b>	<b>April 30, 2025</b>
<b>Quarterly Certification</b>	<b>April 1, 2024 – June 30, 2024</b>	<b>July 31, 2025</b>
Program Report 3	July 1, 2024 – June 30, 2025	July 31, 2025
<b>Quarterly Certification</b>	<b>July 1, 2025 – September 30, 2025</b>	<b>October 31, 2025</b>
<b>Quarterly Certification</b>	<b>October 1, 2025 – December 31, 2025</b>	<b>January 30, 2026</b>
<b>Quarterly Certification</b>	<b>January 1, 2026 – March 31, 2026</b>	<b>April 30, 2026</b>
<b>Quarterly Certification</b>	<b>April 1, 2026 – June 30, 2026</b>	<b>July 31, 2026</b>
Program Report 4	July 1, 2025 – June 30, 2026	July 31, 2026
<b>Quarterly Certification</b>	<b>July 1, 2026 – September 30, 2026</b>	<b>October 30, 2026</b>
<b>Quarterly Certification</b>	<b>October 1, 2026 – December 31, 2026</b>	<b>January 29, 2027</b>
<b>Quarterly Certification</b>	<b>January 1, 2027 – March 31, 2027</b>	<b>April 30, 2027</b>
<b>Quarterly Certification</b>	<b>April 1, 2027 – June 30, 2027</b>	<b>July 30, 2027</b>
Program Report 5	July 1, 2026 – June 30, 2027	<b>July 30, 2027</b>

Update to Attachment C: Sample SWECE MSW Program Expansion Grant Agreement, Section E, on page 18:

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 (3) 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 [Total Award Amount].
3. HCAI will release ~~the annual~~ payments in arrears upon receipt of ~~annual reports, expenditure documentation,~~ **a quarterly certification from the Grantee documenting that the program has met the intent of the grant and verification of increased MSW student-admissions enrollment.**

4. ~~Program reports shall include the names of the MSW students trained under this Agreement, certifying that each MSW student was engaged in activities authorized by this Agreement, and submitted electronically.~~ **Certifications shall include the Agreement Number, the names of the MSW student(s) trained or in training under this Agreement, an attestation by the Program Director certifying that each student was engaged in activities authorized by this Agreement. The grantee shall submit the Certification electronically for quarterly payment in arrears using the online forms that HCAI provides.**
5. Additional information may be requested by HCAI during the term of the Agreement.