



7. The area to add Local Match information will appear below the search fields.

Delete	Name of Local Match (Funding Source)	Prescribed Revenue Account Code	Amount
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8. To add a new funding source click on "Add Row".

9. Next, fill in the appropriate information for the funding source.

a. To add additional funding sources, simply click "Add Row", and fill in the information.

Delete	Name of Local Match (Funding Source)	Prescribed Revenue Account Code	Amount
<input type="checkbox"/>	Local Property Tax	1100	500
<input type="checkbox"/>	Investment Earnings	2300	500

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10. After entering the funding source(s), click "Save" to store what was entered.

11. The CPE form is now ready to view in Microsoft Excel. To do so, click on "View as Excel" and the file will download to your computer.

Delete	Name of Local Match (Funding Source)	Prescribed Revenue Account Code	Amount
<input type="checkbox"/>	Local Property Tax	1100	500
<input type="checkbox"/>	Investment Earnings	2300	500

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12. The resulting form will appear as so. (full form on next page)

<b>Health Care Authority (HCA)</b>		
<b>Certification of Public Expenditures (CPE)</b>		
<b>Local Match Certification</b>		
This form must be completed and submitted per the terms of the contract.		
HCA Contractor Name:	Training Public Schools	
HCA Contract#:	00000K1988	
Invoice Time Period:	04/01/2017-06/30/2017	
<b>Federal Financial Participation (FFP) @ 50% / 50% Split</b>		
<b>FFP (50%)</b>	<b>Local Match (50%)</b>	<b>Total Computable</b>
\$1,000.00	\$1,000.00	\$2,000.00
<div style="border: 1px solid orange; padding: 2px; display: inline-block;">                     Note: This amount is the same that appears on the A19 Form                 </div>		
List only the non-federal funds eligible to be used as local matching funds per CFR 42.Sec 433.51.		
Name of Local Match (Funding Source)	Prescribed Revenue Account Code	Amount
Investment Earnings	2300	\$500.00
Local Property Tax	1100	\$500.00
		\$1,000.00
	Check Point: Net Zero	\$0.00
<div style="border: 1px solid orange; padding: 2px; display: inline-block;">                     Note: This is the itemized breakdown of the individual local match funds, as well as the total.                 </div>		
<div style="border: 1px solid orange; padding: 2px; display: inline-block;">                     Note: If the FFP and Local Match values balance, this field will display \$0.00                 </div>		
<b>As the Designated Authorizing Representative:</b>		
I certify the expended amount shown on this document is accurate, valid, and represents expenditures eligible for federal financial participation (FFP) in accordance with Certification of Public Expenditure (CPE) CFR 42.Sec 433.51; that applied matching funds are not already used as matching funds in other federal programs and being reimbursed by other federal grants; and any applied donated matching funds have been preapproved for use by Centers for Medicare and Medicaid (CMS).		
Authorizing Representative's Signature Date	Date	Title
Printed Name of Authorizing Representative		Telephone Number (Including Area Code)

13. Review the information that populates in the resulting CPE form to ensure that it is correct and accurate.
14. Please note that if the FFP and Local Match values do not equal each other, the excel sheet will indicate that in the field "Check Point: Net Zero".
  - a. Correctly entering the Local Match information will result in the system inputting \$0.00.
  - b. Incorrectly entering the Local Match information will result in the system inputting a value other than \$0.00. Please see below:

<b>Federal Financial Participation (FFP) @ 50% / 50% Split</b>		
<b>FFP (50%)</b>	<b>Local Match (50%)</b>	<b>Total Computable</b>
\$1,000.00	\$1,000.00	\$2,000.00
List only the non-federal funds eligible to be used as local matching funds per CFR 42.Sec 433.51.		
Name of Local Match (Funding Source)	Prescribed Revenue Account Code	Amount
Investment Earnings	2300	\$1,000.00
Local Property Tax	1100	\$500.00
		\$1,500.00
Note: The value entered is -\$500.00.	Check Point: Net Zero	-\$500.00

15. If the information and values appear correct, the process of generating the CPE form is now complete. The form is ready to print and be signed by the appropriate authorizing representative.