Step-by-Step Process for Song-Brown Family Medicine Special Programs Required RFA Modification
Due to the partial funding of 14 of the 18 Special Program requests, each Family Medicine Residency Program that submitted and received reduced funding for their Special Program RFA will require a budget modification.
Step 1. Log in to CalREACH and go to My Applications. Click on Application Type and select: Song-Brown Family Medicine Special Programs 2014 and hit the Search Button
Step 2. Locate your individual application and click on it under the Name tab.

**Note:** The current status of your RFA will show as **Modification Required**.
Step 3. Once you are within your RFA, click on the **VIEW FORMS** button.
**Step 4.** Click on the **Statistics** link

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<th>Forms</th>
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- **Communication Log**
- **Application**
  - Program Information
  - Contractor Information
  - Executive Summary
  - Statistics
Step 5. Once on the **Statistics** page, **update** the number of residents that will be supported through the reduced $100,000 Song-Brown Special Programs funding. Reminder to hit the **SAVE** button to update this number.

**Note:** This is the only area to be changed on the **Statistics** page.
**Step 6.** Click on the Document Information link at the top of the Statistics page to move on to the next step.
Step 7. This will take you back to the menu where you will click on the **VIEW FORMS** button.
**Step 8.** Go to the area labeled **Budget** and update each individual tab below accordingly. Remember to hit the **SAVE** button after each change is made in each **Budget** section below.

Note: Not all programs will have changes to each area to the left.
Step 9. When each area has been updated in the Budget page and you hit SAVE, go into the Budget-Summary area to verify the Total Song Brown Funding equals $100,000.
Step 10. When verification has been made that the Total Song-Brown Funding equals $100,000 (see previous slide), go to Change the Status and click on VIEW STATUS OPTIONS.
Step 11. Click on the APPLY STATUS under the MODIFICATION SUBMITTED button. This will complete the required modification to the RFA.
Step 12. Final step of notification

Once you have completed this last step, please email Song Brown Family Medicine Program Administrator, Michelle.lehn@oshpd.ca.gov to let her know your Song-Brown Family Medicine Special Programs RFA has been updated to show a $100,000 grant request.

If you have any questions, please contact Michelle Lehn directly at 916-326-3722.

Thank you!