

DEPARTMENT OF AGING

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PROGRAM MEMO

TO: AREA AGENCIES ON AGING DIRECTORS	NO.: PM 05-09 (P)
SUBJECT: Fiscal Year (FY) 2004/05 Title V Closeout Process	DATE ISSUED: May 25, 2005
REVISED	EXPIRES: July 30, 2005
REFERENCES: PM 01-13 (P), PM 02-16 (P), and PM 03-14 (P)	SUPERSEDES:
PROGRAMS AFFECTED: <input type="checkbox"/> All <input type="checkbox"/> Title III-B <input type="checkbox"/> Title III-C1/C2 <input type="checkbox"/> Title III-D <input type="checkbox"/> Title III-E <input checked="" type="checkbox"/> Title V <input type="checkbox"/> CBSP <input type="checkbox"/> MSSP <input type="checkbox"/> Title VII <input type="checkbox"/> ADHC <input type="checkbox"/> Other: _____	
REASON FOR PROGRAM MEMO: <input type="checkbox"/> Change in Law or Regulation <input type="checkbox"/> Response to Inquiry <input checked="" type="checkbox"/> Other Specify: <u>Annual Reporting Requirements</u>	
INQUIRIES SHOULD BE DIRECTED TO: Assigned AAA-Based Team Fiscal Specialist	

The purpose of this Program Memorandum (PM) is to transmit the revised Title V, Senior Community Services Employment Program (SCSEP) Federal and State Grant Financial Closeout Report (CDA 90) form and instructions for its completion.

Title V Financial Closeout Report (CDA 90)

The CDA 90 was revised to conform to the Title V, SCSEP Budget document (CDA 35), and convert the closeout form to an Excel spreadsheet.

A Signature Document is included with the CDA 90. The Signature Document must be signed by the Area Agency on Aging (AAA) director and returned with the completed CDA 90.

The revised closeout format is six pages: Page 1-Budget Summary, Page 2-AAA Administration, Page 3-Project Administration, Page 4-Program Expenditures, and Page 5-Equipment Purchases Inventory. AAAs are no longer required to reconcile expenditures to State and federal advances and grant awards as part of the CDA 90 reporting process.



On page 4, Section C (Operating Costs) of the CDA 90, all costs associated with functional areas or categories (e.g., Orientation, Assessment, Training, etc.), should be charged to the specific category to ensure the accurate reflection of expenses for activities performed. For example, the cost of "training" could include instructor salaries as well as related costs such as books, materials, supplies, rent, telephones, and utilities associated with instructional space. In the "Other" category, AAAs should only include additional costs not associated with any other line item specified in Section C.

As part of the closeout review process, the California Department of Aging (CDA) will identify funds owed to CDA or due to the AAA. Funds due to the AAA will be processed by CDA following approval of the CDA 90. The information reported on the CDA 90 must be accurate, complete, and timely. It is subject to review by CDA's Audit Branch and will be kept on file at CDA until an audit has been completed and resolved.

Due Dates

One copy of the completed CDA 90, **with an original signature**, must be received by **July 30, 2005**, to allow sufficient time for review and approval. The signed copy should be submitted by the due date and addressed to your respective AAA-Based Team Fiscal Specialist and sent to:

California Department of Aging
1600 K Street
Sacramento, California 95814

To expedite processing, the closeout report must be e-mailed, as an attachment to the team public e-mail addresses. Computer files for the revised CDA 90 will be e-mailed to all AAA Fiscal Officers simultaneously with the distribution of this PM.

(Original signed by Lora Connolly)

Lora Connolly
Interim Director

Attachments (AAA's only)