

Instructions for Completing CDA 2003

HEADER SECTION:

Enter the following information:

- Planning and Service Area (PSA) number (two digits)
- Contract number
 - Enter Fiscal Year of the Contract Number - the PSA # will auto-populate
- Date the report is being submitted
- Reporting Period (once selected this will auto-populate pages 2 and 3)
- Federal Fiscal Year (once selected this will auto-populate pages 2 and 3)

Complete Page 2 Subcontracted Services Schedule before completing Page 1.

SNAP-Ed SUBCONTRACTED SERVICES SCHEDULE, PAGE 2:

Subcontractors:

- For each subcontractor performing SNAP-Ed activities enter:
 - Name, Address, Telephone Number, and Contract Person
 - Program Costs (Salaries/Benefits, Non-Capital Equipment/Supplies, Materials, Travel, Building/Space, Maintenance, Equipment and Other Capital Expenditures, and Contracts/Sub-Grants/Agreements)
 - Administration Costs (Salaries/Benefits only)

Complete Page 2 Subcontracted Services Schedule before completing Page 1.

SNAP-Ed REPORT OF PROPERTY/EQUIPMENT PURCHASED, PAGE 3:

- Check box if no property/equipment was purchased during the contract term

Direct Service:

- For each property/equipment purchased with a unit price of \$500 or more during the SNAP-Ed contract term enter:
 - Budget Item
 - Description
 - FTE amount
 - Cost Per Item
 - # of Items
 - Total Cost
 - Date Purchased
 - CDA # OR Tag #
 - Property Location (County)

SNAP-Ed FINAL REPORT OF PROPERTY/EQUIPMENT PURCHASED, PAGE 4:

Subcontractors:

- For each property/equipment purchased with a unit price of \$500 or more during the SNAP-Ed contract term enter:
 - Budget Item
 - Description
 - FTE amount
 - Cost Per Item
 - # of Items
 - Total Cost
 - Date Purchased
 - CDA # or Tag #
 - Property Location (County)

SNAP-Ed FINAL REPORT OF EXPENDITURES, PAGE 1:

Program Costs:

- Enter Direct Program expenditures for each cost line items:
 - Salaries/Benefits, Non-Capital Equipment/Supplies, Materials, Travel, Building/Space, Maintenance, Equipment and Other Capital Expenditures, and Contracts/Sub-Grants/Agreements
- Indirect Costs (100% charged to AAA Program)
- Enter Subcontracted Services on Page 2

Admin Costs:

- Enter Direct Admin expenditures for each cost line item
 - Salaries/Benefits or Contracts/Sub-Grants/Agreements only
- Enter Subcontracted Services on Page 2

AAA Certification:

- AAA Director or other authorized person must sign and date certification

FOR STATE USE ONLY:

This section is to be completed by CDA staff.

DUE DATES:

The completed CDA 2003 is due the last day of the month after the end of the reporting period.

STATE OF CALIFORNIA
DEPARTMENT OF AGING
SNAP-ED FINAL REPORT OF EXPENDITURES INSTRUCTIONS
CDA 2003i (REV 09/2018)



SUBMISSION:

Submit electronically to the [SNAP-Ed Email Address](mailto:SNAP-ED.Fiscal@aging.ca.gov): SNAP-ED.Fiscal@aging.ca.gov.

Mail one original signature copy to:

California Department of Aging
1300 National Drive, Suite 200
Sacramento, CA 95834
Attn: SNAP-Ed Fiscal Analyst