

## CALIFORNIA DEPARTMENT OF AGING

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# PROGRAM MEMO

CDA 1014 (Rev. 02/14)

TO: <b>Area Agencies on Aging</b>		NO.: <b>PM 18-03</b>
SUBJECT: <b>Financial Alignment Contract F2-1718 Closeout Reporting Instructions</b>		DATE ISSUED: <b>March 23, 2018</b>
		EXPIRES: <b>May 31, 2019</b>
REFERENCES:		SUPERSEDES:
PROGRAMS AFFECTED:	<input type="checkbox"/> All <input checked="" type="checkbox"/> <b>FA</b> <input type="checkbox"/> HICAP <input type="checkbox"/> MIPPA <input type="checkbox"/> SNAP-Ed <input type="checkbox"/> Title III-E <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 type="checkbox"/> Title VII <input type="checkbox"/> Title V/SCSEP <input type="checkbox"/> Other:	

**Purpose** This Program Memo provides a closeout reporting overview, instructions and deadlines for your Financial Alignment (FA) contract F2-1718.

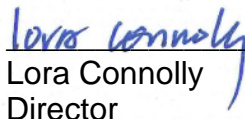
**Overview** The FA closeout consists of the [FA Closeout \(CDA 230FA\)](#) form. Instructions are provided in the [FA Closeout Instructions \(CDA 230FAi\)](#).

The FA Closeout (CDA 230FA) and FA Closeout Instructions (CDA 230FAi) can be found on the Fiscal Forms and Documents page on the California Department of Aging's (CDA) website.

**Deadlines** Your FA F2-1718 contract closeout is due to CDA no later than May 31, 2018.

By the due date, email your completed electronic copy of the FA Closeout (CDA 230FA) form along with a scanned copy of the signature page to [FiscalTeam@aging.ca.gov](mailto:FiscalTeam@aging.ca.gov). Original signatures are not required to be sent to CDA; however, they should be maintained in your files.

**Inquiries** For closeout reporting inquiries, email: [FiscalTeam@aging.ca.gov](mailto:FiscalTeam@aging.ca.gov).

  
 Lora Connolly  
 Director