

## 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 18-07</b>            |
| SUBJECT:<br><b>Area Plan Contract AP-1718<br/>Closeout Reporting Instructions</b> |  | DATE ISSUED: <b>May 1, 2018</b> |
|   |  | EXPIRES: <b>July 31, 2019</b>   |
| REFERENCES:   |  | SUPERSEDES:                     |
| PROGRAMS<br>AFFECTED:   | <input type="checkbox"/> All <input type="checkbox"/> FA <input type="checkbox"/> HICAP <input type="checkbox"/> MIPPA <input type="checkbox"/> SNAP-Ed <input checked="" type="checkbox"/> <b>Title III-E</b> <input checked="" type="checkbox"/> <b>Title III-B</b><br><input checked="" type="checkbox"/> <b>Title III-C1/C2</b> <input checked="" type="checkbox"/> <b>Title III-D</b> <input checked="" type="checkbox"/> <b>Title VII</b> <input type="checkbox"/> Title V/SCSEP <input type="checkbox"/> Other: |                                 |

**Purpose** This Program Memo provides a closeout reporting overview, instructions, and deadlines for the Area Plan contract AP-1718.

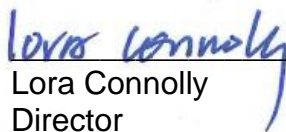
**Overview** The Area Plan closeout consists of the [Area Plan Closeout \(CDA 180\)](#) and the [Report of Property \(CDA 32\)](#). Instructions are provided in the [Area Plan Closeout Instructions \(CDA 180i\)](#) and [General Instructions for CDA 32 \(9/2013\)](#).

The Area Plan Closeout (CDA 180), Area Plan Closeout Instructions (CDA 180i), Report of Property (CDA 32), and the General Instructions for CDA 32 (9/2013) can be found on the Fiscal Forms and Documents page on the California Department of Aging's (CDA) website.

**Deadlines** Your AP-1718 contract closeout is due to CDA no later than July 31, 2018.

By the due date, email your completed electronic copy of the AP Closeout (CDA 180) and Report of Property (CDA 32) forms 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, should be maintained in your files.

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

  
 Lora Connolly  
 Director