

Instructions for Completing CDA 229

This form allows for the full three year budgeting of HICAP (9 and 3 Month) federal year split funds and the 12 Month State contract year funds, as identified in the PM and contract Budget Display.

BUDGET STRUCTURE:

HICAP BUDGET SUMMARY PAGE:

- Summarizing the full three year Federal 9 Month, Federal 3 Month, State HICAP Reimbursement 12 Month, State HICAP Fund 12 Month, and Local funds 12 Month budgeted.
These amounts will auto-fill from the detail pages.
- Detail pages for budgeting line item costs.
Federal Budget periods:
 - 9 Month Federal Budget Period (July 1 - March 31)
 - 3 Month Federal Budget Period (April 1 - June 30)

HICAP BUDGET DETAIL PAGES:

- FED AAA Admin (FY1, FY2 and FY3) page budgets 9 & 3 Month Federal and Local Admin funding line item detail
- FED AAA Direct (FY1, FY2 and FY3) page budgets 9 & 3 Month Direct Services Federal and Local funding line item detail
- STATE AAA Admin (FY1, FY2 and FY3) page budgets 12 Month HICAP Reimbursement, HICAP Fund and Local funding line item detail
- STATE Direct (FY1, FY2 and FY3) page budgets 12 Month HICAP Reimbursement, HICAP Fund and Local funding line item detail
- Contractor Services (FY1, FY2 and FY3) page identifies 12 Month Subrecipient budget summary for all funding sources to include a 9/3 Month Federal Funding split
 - ***Program Income anticipated must be budgeted under Direct Services and/or Contractor Services***
 - ***Program Income shall not be used to fund Administration***

FORM COMPLETION – GENERAL

- Yellow highlighted cells are locked and contain formula
- Column and row totals will auto-sum
- Do not enter cents

HEADER:

- **3 year** Budget Period covered in this workbook
- Contract number (reference Agreement # on your Budget Display)
- Date the budget is being submitted
- PSA Number

Header info will automatically carry forward to all pages **EXCEPT BUDGET PERIOD.**

COST AMOUNTS:

- **HICAP Budget Summary amounts will auto-fill from detail pages**
- If HICAP Legal Representation Services are budgeted with federal dollars, check "Yes" at the bottom of Page
 - Enter amount budgeted

FED AAA ADMIN (FY1) PAGE (DETAIL) REPEAT FOR FY2 AND FY3

PERSONNEL:

Position Classification - List each position performing HICAP Admin functions and paid with federal and local funds:

- **Enter Budget Period for only FY1 (Repeat for FY2 and FY3 on corresponding tabs)**
- Monthly Wage Rate (based on FTE) for the position
- Percent of Time Devoted for the position (based on FTE)
- 9 Month Federal Salaries & Wages budgeted for the position
- 3 Month Federal Salaries & Wages budgeted for the position
- Local Funded Salaries & Wages budgeted for the position

TOTAL will auto-calculate

- **Staff Benefits** - Enter 9 Month, 3 Month and local funded benefit costs for all positions listed

TOTAL PERSONNEL will auto-calculate

OPERATING EXPENSES:

Rent - enter rent information applicable

- Square footage for the portion of the building space dedicated to HICAP Services
- Monthly square foot rate
- **9 Month, 3 Month and Local funds rent split**

Total will auto-calculate

Equipment - Enter applicable federal and local funded AAA Admin equipment

- Enter item description and Quantity
- Enter 9 Month, 3 Month and local funded equipment costs
- Equipment in excess of \$500 per unit must also be included on the Property page

Travel – Enter federal and local funded travel costs and funding

Other Operating Expenses - List “Other” operating expenses

- Enter 9 Month, 3 Month federal and local funds cost split

Total Operating Expenses will auto-calculate

Indirect Costs - Enter 9 Month, 3 Month federal and local funds cost split for Indirect Costs attributed to HICAP Federal Admin Services

Total Federal & Local Administration will auto-calculate

STATE AAA ADMIN (FY1) PAGE (DETAIL) REPEAT FOR FY2 AND FY3

Repeat instructions from above for budgeting State funded Admin

- Budget 12 Month HICAP Reimbursement, HICAP Fund and Local funded costs for each expense line item
- Include Other Local Funds used to pay the budgeted costs

FED AAA DIRECT (FY1) PAGE (DETAIL) REPEAT FOR FY2 AND FY3

Repeat instructions from above for AAA Direct Services - Federal

- Include Program Income and Other Local Funds used to pay the budgeted costs

STATE DIRECT (FY1) PAGE (DETAIL) REPEAT FOR FY2 AND FY3

Repeat instructions from above for State Direct HICAP services

- Include Program Income and Other Local Funds used to pay the budgeted costs

SUBCONTRACTOR SERVICES (FY1) PAGE REPEAT FOR FY2 AND FY3

Enter the following from left to right for *each* HICAP Contractor:

- Contractor Info (name, address, telephone number, and contact person)
- The amounts budgeted for:
 - HICAP 9 Month Federal Funds
 - HICAP 3 Month Federal Funds
 - HICAP Reimbursement
 - HICAP Fund
 - Program Income and Other Local Funds

TOTAL HICAP CONTRACTED SERVICES will auto-calculate

PROPERTY PAGE (FY1) REPEAT FOR FY2 AND FY3

For AAA Administration, AAA Direct Services and Contractor Services, enter the following:

- Item Description
- Expected delivery date
- Purpose or use for the property to include justification of need
- Per unit price
- Funding used for the purchase of the property
 - **Please use drop down box to select fund source**
 - Use multiple lines if funded from more than one fund source
- Total Cost per fund source

SUBMISSION:

The completed CDA 229 must be sent as an e-mail attachment to the [Fiscal Email Address:](mailto:FiscalTeam@aging.ca.gov) FiscalTeam@aging.ca.gov and is due by the due date identified in the Program Memo.

In your email subject line, please identify your PSA ##, Program, Period, and Process (Original or Revision number if applicable (Example: PSA [34 HICAP](#) FY [1617](#) [Orig Budget](#))).