

## Instructions for Completing CDA 3049

### HEADER SECTION:

Enter the following information:

- **Grant Agreement #** (two digits): CG-2223-XX
- **Invoice Date:** Date the report is being submitted to CDA
- **Grantee Name:** Name of Organization
- **Remit to Name:** Name must match name on STD 204
- **Remit to Address:** Address must match address on STD 204
- **Expenditure Month:** Month expenditures are being reported for
- **Year:** Year expenditures are being reported for

### Expenditures

- Enter the total expenditures for each listed line item.
- Totals will auto calculate

### Partners

- Total your partner costs and enter them into line 10 Total Partner Costs

### Backup Documentation

- All line items other than line item 9 require backup documentation to be submitted in a clear and organized fashion with CDA 3049
- Backup Documentation must be submitted as attachments in an email along with CDA 3049
  - Backup Documentation must be saved with the corresponding number to the line item as the first digit in the title of each document as follows:
    1. Personnel
    2. Fringe
    3. Travel
    4. Supplies
    5. Other Direct Costs
    6. Contractors/Consultants
    7. Stipends
    8. Cash Incentives
    10. Total Partners Cost



**Submittal**

- Submit the completed CalGrows Reimbursement Template (CDA 3049) to [cagrows@aging.ca.gov](mailto:cagrows@aging.ca.gov). In the e-mail's subject line, declare the CalGrows contract number and the month/year of the invoice.
- All backup documents must be sent as attachments in the same email.