STATE OF CALIFORNIA
DEPARTMENT OF AGING
ADRC CARES ACT EXPENDITURE REPORT INSTRUCTIONS
CDA 7017i (NEW 07/2020)

Instructions for Completing CDA 7017

The CDA 7017 is designed for reporting monthly expenditures for the CDA ADRC/NWD System Critical Relief Funds for COVID-19 Pandemic Response Funding (ADRC CARES Act). Expenditure amounts should be rounded to the nearest dollar.

HEADER SECTION

Enter the following information:

- Invoice and FI$Cal PO number will be completed by CDA staff
- Invoice Date – Select the date from the drop-down calendar
- Grant Term – The grant term is prefilled
- ADRC Name – Select ADRC name from the drop-down list
- Remit to Name – State the Contractor's organization name
- Remit to Address – State the Contractor's address for sending payments

EXPENDITURE REPORT

- Select Month and Year of expenditures from drop-down list
- Administration Costs: Enter the total administration amount expended in the total column. Refer to CDA Program Memo 20-17 for further details
- Program Costs: Enter the expended amount for each cost line item in the total column. The total Program Costs will auto-calculate. Refer to CDA Program Memo 20-17 for allowable costs. Cost line items include:
    - ADRC Access Functions
    - Other Local Discretionary Services
- Total Costs: Total Costs will auto-calculate

FOR CDA USE ONLY

This section is to be completed by CDA staff.

DUE DATES

The first expenditure report is due to CDA no later than **October 15, 2020** for the period of April 1, 2020 through September 30, 2020.

Effective November 30, 2020, ADRCs must submit monthly expenditure reports to CDA. Monthly expenditure reports are due no later than the last business day of each month for the previous month's expenditures. For example, the October 2020 expenditure report is due by November 30, 2020.

Please refer to CDA Program Memo 20-17 for further details.

SUBMISSION

Submit electronically to ADRC@aging.ca.gov.