

Instructions for Completing CDA 122

The Area Plan Budget form (CDA 122) allows for budgeting of the Area Plan (3 month and 9 month) federal year split funds and the 12-month State Contract year funds, as identified in the PM and contract Budget Display. The entered budgeted costs should be rounded to the nearest dollar; do not enter cents.

Instructions that apply to the budget document as a whole are:

- The design of the form is to have data entered from the last page forward
- Direct Services (with the exception of Personnel and Equipment) must be entered on summary pages
- AAAs must have prior approval from CDA to provide any Direct Services (done during the Area Plan approval process)
- Information about auto-filling or linking will be in **red**
- Yellow highlighted cells contain formulas and are locked
- **Totals on each Page and Section will auto calculate**

FORM COMPLETION – GENERAL

- Pages 1 – 3 are summary pages, and contain many links
- Pages 4 – 11 are Program Support and are linked to the summary pages and other related cells
- Pages 5 – 7 are AAA Admin and Direct Service Personnel pages

HEADER:

Header information entered on Page 1 will auto-fill on all other pages.

- Budget Period – 7/1/20XX – 6/30/20XX
- Original or Revision - appropriate entry
- Contract No. – AP XXXX - XX [two digit PSA #]
- Date – Date completed
- PSA # - Two digit PSA #

PAGE 15:

Property/Equipment Justification

For AAA Admin and Direct Service Property/Equipment and Subrecipient Contractor Property/Equipment enter:

- Description, Contractor Name, (Purpose, Justification and Allocation), Per Unit Cost, Quantity, Funding Used and Total Cost for all property budgeted with a per unit price of \$500 or more
- Total AAA Property must agree with Page 14 Totals

PAGE 14:

Instructions for Schedule of Property/Equipment to Be Purchased:

- Enter Description, and funding for AAA Admin and Direct Service Property for any items budgeted with a per unit price of \$500 or more
AAA Direct Property/Equipment cost total will auto-fill to pages 1 and 2

PAGE 13:

Instructions for Budgeted Federal One-Time Only (OTO) for **Title III B, Title III C-1, Title III C-2, Title III D, Title III E, Title VII and NSIP.**

- Enter amount of OTO budgeted for:
 - Baseline Services
 - Equipment
 - Home and Community Based Projects – Requires Approval
 - Innovative Pilot Projects – Requires Approval
- Total amounts must agree with the current Budget Display
- Submit the One-Time-Only Request (CDA 1031) forms, for each funding source (III B, C-1, C-2 etc.) that agree with Page 13. When requesting Home and Community Based and Innovative Pilot Projects, they require prior departmental approval.

Note: NSIP OTO is now included on the OTO page. NSIP funds are budgeted as Baseline, as they may only be used to purchase food for the Elderly Nutrition Program (ENP).

PAGES 12-9 (GENERAL INSTRUCTIONS):

General instructions for **Title III B, Title III C-1, Title III C-2, Title III D, and Title III E.**

- The allowable funding categories are listed at the top of each column
- Each line identifies the recognized allowable service categories unique to that specific program
- Direct programs should include associated indirect costs
- Enter the Total Budgeted Costs and Funding amounts on the applicable service category line (e.g. Information Services) for each program and program component provided (e.g. Direct Family Caregivers)
 - Federal Share column amounts will auto calculate
- Federal Share amounts must agree with the Budget Display +/- any requested transfers

PAGE 12 (III E SPECIFIC INSTRUCTIONS):

Instructions for the **Title III E Family Caregiver Support Program**

- Using the identified III E Categories, report budgeted amounts separately for:
 - Family Caregivers – Direct
 - Family Caregivers – Contracted
 - Grandparents – Direct
 - Grandparents – Contracted
- **Total Contracted Costs will auto-fill to Page 1, column (f), line 12:**
 - Direct costs (with the exception of Personnel and Equipment) must be entered on Page 1
 - Check to ensure all total amounts agree. Federal Share amounts must agree with the Budget Display +/- any requested transfers.

PAGE 11 (III C-1 & C-2 SPECIFIC INSTRUCTIONS):

Instructions for the **Title III C-1 & III C-2 Congregate Meals and Home-Delivered Meals** programs

- Using the identified Service Categories, report budgeted amounts separately for:
 - III C-1 – Direct
 - III C-1 – Contracted
 - III C-2 – Direct
 - III C-2 – Contracted
- Nutrition Education is a required service under both C-1 and C-2 and must be budgeted
- Enter a footnote explanation how these services are being delivered if no funding is shown for this category
- **Total Contracted C-1 costs will auto-fill to Page 1, column (c), line 12**
- **Total Contracted C-2 costs will auto-fill to Page 1, column (d), line 12**
- Direct costs (with the exception of Personnel and Equipment) must be entered on Page 1
- **Total III C-1 columns (b) through (i) will auto-fill to Page 3, column (c), lines 1 through 6**
- **Total III C-2 columns (b) through (i) will auto-fill to Page 3, column (d), lines 1 through 6**
 - Check to ensure all total amounts agree

PAGE 11 (III D SPECIFIC INSTRUCTIONS):

Instructions for the **Title III D Disease Prevention and Health Promotion** program

- Enter budgeted amounts separately for:
 - III D – Direct
 - III D – Contracted
- **Total Contracted III D costs will auto-fill to Page 1, column (e), lines 12**
- Direct costs (with the exception of Personnel and Equipment) must be entered on Page 1
- **Total III D columns (b) through (i) will auto-fill to Page 3, column (e), lines 1 through 6**
- Check to ensure all total amounts agree

PAGES 10 & 9 (TITLE III B SPECIFIC INSTRUCTIONS):

Instructions for **Title III B Supportive Services**

- Using the identified Service Categories, report budgeted amounts separately for:
 - Page 10 Contracted III B services
 - **Total Contracted III B costs will auto-fill to Page 1, column (b), lines 12**
 - Page 9 Direct III B services
 - Direct costs (with the exception of Personnel and Equipment) must be entered on Page 1
- **Total Direct and Contracted III B columns (b) through (h) will auto-fill to Page 3, column (b), lines 1 through 6:**
 - Check to ensure all total amounts agree

PAGE 8 (SPECIFIC INSTRUCTIONS):

Instructions for **In-Kind Personnel Costs** for Title III, Title VII, Ombudsman PH L&C, SHF Cit. Pen., and SNFQAF

- List Classification for each volunteer position
- Under administration, and for each program with volunteers, enter:
 - The comparable Full-Time Equivalent (FTE) Annual Wage Rate
 - The percentage of time volunteered in the program. Should be based on a full time equivalent of 40 hours/week or 2,080 hours/year.
- FTE Percentages of time for the Total Area Plan column should not exceed 100% for each position title

The totals for each program will auto-fill to pages 1 and 2, Personnel, In-Kind, under the corresponding program.

PAGE 7 & 6 (SPECIFIC INSTRUCTIONS):

Instructions for **AAA Paid Direct Service Staff Positions**

- Page 6 is for paid Administration and Title III staff positions
- Page 7 is for paid Title VII, Ombudsman PH L&C, SHF Cit. Pen., and SNFQAF staff positions
- Enter Position Classifications for all programs on page 6
 - **This information will auto-fill to page 7**
- For each position enter (using FTE):
 - hours/week or 2080 hours/year:
 - Total Annual Wage Rate
 - FTE % - Percentage of time spent in each program based on a full time equivalent of 40
 - Amount funded for work in each program
- FTE Percentages of time for the Total Area Plan column should not exceed 100% for each position title
- Enter Payroll Taxes for each program

PAGE 7 & 6 Cont.:

- Enter Employee Benefits for each program
- For AAAs with a large staff there are additional pages for both page 6 and 7 (Scroll down for the additional pages):
 - Totals from the previous pages will auto-fill to the next page and will auto calculate on the last page

The totals for each program will auto-fill to page 1, Personnel, Cash, under the corresponding program.

PAGE 5 (SPECIFIC INSTRUCTIONS):

Instructions for **Transfer of Funds**

- General Transfer Instructions:
 - Baseline funds only - Do not include OTO funds
 - Federal funds may only be transferred between federal fund sources
 - State funds may only be transferred between State fund sources
 - NSIP funds may only be transferred between NSIP C-1 and NSIP C-2
 - III E funds may only be transferred from III E Admin to III E Program (rev 08/2012)
 - For ease of tracking, III B, III C-1 & III C-2 Administration may be transferred to a single administration fund
- **Three-Month Transfers (allowed in Original Budget only):**
 - Enter current three-month (July 1st to September 30th) Baseline Allocations for each Program from the Contract Budget Display in the updated Budget Display columns
 - Enter Transfers requested using applicable Increase or Decrease columns for the three-month period:
 - Within each of the above allowable transfer categories, increases and decreases must be equal
 - **New Baseline amount will auto-calculate**
- **Nine-Month Transfers**
 - With the original Budget Display, enter the nine-month (October 1st to June 30th) Baseline Allocations as allocated on the Budget Display
 - Transfers for the nine-month period will not be allowed with the original Budget submittal; however, they may be requested with the Contract Amendment budget revision that is anticipated in the Fall
- **Nine-Month Transfers (Budget Revisions Only):**
 - Once a Contract Amendment has been issued, enter the nine-month (October 1st to June 30th) Baseline Allocations for each Program from the Contract Budget Display in the updated Budget Display columns

PAGE 5 CONT.:

- Enter Transfers requested using applicable Increase or Decrease columns for the nine-month period:
 - Within each of the above allowable transfer categories, increases and decreases must be equal
 - **New Baseline amount will auto-calculate**
- Limitations (see OAA & CCR 7314 (b)(1-3)):
 - Transfers up to 40% between III C-1 and III C-2 programs are allowable without justification
 - Transfers up to 30% between III B and III C programs are allowable without justification
 - Administration funds may be transferred to Program funds without limitation
- Justifications for excess transfers:
 - Use this section to provide justification for transfers exceeding limitation amounts listed above. Specify how service delivery levels will not be negatively affected.

PAGE 4 (SPECIFIC INSTRUCTIONS):

Instructions for **Matching Contributions, and Adequate Proportion**

- Section A - Area Plan Administration Matching Contributions:
 - Enter the source of the contribution
 - Enter the amount of Cash contributions
 - Enter the amount of In-Kind contributions
 - **The totals will auto-fill to Page 3, Matching Contributions, Area Plan Administration column**
- Section B - Local Public Agencies Matching Contributions for Area Plan Administration:
 - Enter the sources of local public agency contributions
 - Enter the amount of Cash contributions
 - Enter the amount of In-Kind contributions

Note: Any Public Agency amounts listed in Section A should also be included in Section B.
- Section C – Minimum Matching Requirements:
 - Line 1 - Costs to be Matched will auto-calculate
 - Line 3 - Minimum Required Match will auto-calculate
 - Line 4 – Match Budgeted will auto-calculate
 - Verify line 3, Area Plan Admin Minimum Match is met:
 - Compare line 4, Match Budgeted with line 3
 - Verify line 3, Title III B & C Programs Minimum Match is met:
 - Compare line 4, Match Budgeted with line 3 Minimum Required Match
 - Verify line 5 Required Local Public match is met:
 - Compare Section C, line 5 to Section B Total (Cash & In-Kind)

PAGE 4 CONT.:

- Section D – Adequate Proportion Calculation
 - Enter the Approved Percentages for Access, In-Home and Legal Assistance from your current Area Plan
 - **All other areas of this section will auto-fill:**
 - **Pages 9 and 10 minus the OTO amounts on page 13**
 - % of Base
 - **This section will auto-fill**
 - Must equal or exceed the AAA's approved percentages
 - If the percentages do not equal or exceed the approved percentages contact CDA Fiscal Specialist for further instruction
- Section E - Adequate Proportion Calculation for Priority Services
 - **Amounts in this section auto-fill**
- Section F – Ombudsman Maintenance of Effort Cash Funding Compliance
 - **This section will auto-calculate.** AAAs must budget at least the amount originally budgeted for FFY 2000 (CDA will verify AAAs are in compliance)

PAGE 3 (SPECIFIC INSTRUCTIONS):

Instructions for **Budgeted Funding** of allowable fund **sources** used to meet the Budgeted Costs on pages 1 and 2.

- Section A – Funding Sources:
 - Enter Non-Matching Contributions, State, and Federal funding amounts used for Area Plan Administration:
 - Matching Contributions will auto-fill from Page 4
 - **All other columns will auto-fill from support pages**
 - Funding totals must agree with Page 1
- Section B – Funding Sources:
 - Enter applicable funding amounts for:
 - Title VII Ombudsman
 - Title VII Elder Abuse Prevention
 - Ombudsman PH L&C
 - Ombudsman SHF Cit. Pen.
 - Ombudsman SNFQAF
 - Funding totals must agree with Page 2

PAGE 2 (SPECIFIC INSTRUCTIONS):

These instructions are for Budgeted Costs of Title VII, Ombudsman PH L&C, SHF Cit. Pen., and SNFQAF programs.

PAGE 2 Cont.:

Direct Services.

- **Personnel Costs – Cash and In-Kind will auto-fill**
- **Equipment Costs - Will auto-fill**
- Enter amounts for Direct Services in the following areas:
 - Staff Travel – Cash and/or In-Kind
 - Staff Training – Cash and/or In-Kind
 - Consultants – Cash and /or In-Kind
 - Food Costs – Cash and /or In-Kind
 - Other Costs – Cash and/or In-Kind
 - Allocated Costs – Cash and/or In-Kind
 - Must submit Direct Costs Allocation Plan annually to the Department
 - Indirect Costs – Cash and/or In-Kind:
 - For each column, Total Indirect Cash cannot exceed 10% of Total Direct Cash costs unless the AAA has an approved HHS Indirect Cost Rate
- Enter amounts for Contracted Services
 - Line 12, Sub-recipient Contractor Services – Cash and/or In-Kind

PAGE 1 (SPECIFIC INSTRUCTIONS):

Direct Services.

- **Personnel Costs – Cash and In-Kind will auto-fill.**
- **Equipment Costs - Will auto-fill.**
- Enter Direct Service amounts in the following areas:
 - Staff Travel – Cash and/or In-Kind
 - Staff Training – Cash and/or In-Kind
 - Consultants – Cash and /or In-Kind
 - Food Costs – Cash and /or In-Kind
 - Other Costs – Cash and/or In-Kind
 - Allocated Costs – Cash and/or In-Kind
 - Must submit Direct Costs Allocation Plan annually
 - Indirect Costs – Cash and/or In-Kind:
 - For each column, Indirect Cash Total cannot exceed 10% of Total Direct Cash costs unless the AAA has an HHS Approved Indirect Cost Rate

Sub-recipient Contractor Services - Costs will auto-fill:

- Payment Method select:
 - Reimbursement
 - Advance

HHS Approved Indirect Cost Rate:

- Enter HHS Approved Indirect Cost rate if applicable.