

Instructions for Completing CDA 9052

The Expenditure Report form (CDA 9052) is designed for reporting expenses for the American Rescue Plan (ARP) Act Emergency Funding. All reported costs entered into the CDA 9052 should be rounded to the nearest dollar.

HEADER SECTION:

Enter the following information:

- Planning and Service Area (PSA) number [assigned two-digit contract extension]
- Fiscal Year – State Fiscal Year
- Date – Date the report is being submitted

EXPENDITURES:

- Select the month and year for which expenditures are being reported
- Enter the Total Expenditures (Total costs expended during the reporting period)

FOR STATE USE ONLY:

This section is to be completed by CDA staff.

SUBMISSION DUE DATES:

The completed CDA 9052 must be sent as an e-mail attachment to the [Local Finance Bureau Email Address](mailto:Finance@aging.ca.gov): Finance@aging.ca.gov.

If there are no expenditures to report, enter zeroes, but you must submit your report.

In your email subject line, please identify your PSA ##, Program, and Month of Expenditure Report being submitted (Example: PSA [34](#) ARP [09](#) EXP).