

Instructions for Completing CDA 230M

The MIPPA Closeout form (CDA 230M) allows for reporting the federal MIPPA contract funds, as identified in the PM and contract Budget Display. The reported expended costs must not exceed Budget Display Allocations by State Fiscal Year and should be rounded to the nearest whole dollar; do not enter cents.

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

- The design of the form is to have cost data entered by State Fiscal Year (SFY) and MIPPA Fund Source for Administration, Direct Services, Contracted Services and Equipment
- Yellow highlighted cells contain formulas and are locked
- Totals on each Page and Section will auto-calculate

FORM COMPLETION - GENERAL:

- Summary All Years page will auto-fill from State Fiscal Year (SFY) Summary pages
- SFY Summary pages contain many links
- Administration, Direct Service and Contractor detail pages for each SFY and MIPPA Fund Source are linked to summary pages
- Equipment pages must be completed for Property/Equipment purchases of items with a per unit price of \$500 or more, and sensitive items as identified in the MIPPA Standard Agreement

MIPPA SIGNATURE PAGE, PAGE 1:

- Enter Area Agency name
- Closeout Period – preselected
- PSA # - Two-digit PSA #
- Date – Date completed

SUMMARY ALL YEARS, PAGE 2:

- Summarizes all MIPPA AAA, MIPPA SHIP, and MIPPA ADRC costs and funding (*these amounts will auto-fill from the detail pages*)
- Enter Header Information on this page only (*all other pages will auto-fill*)
- Contract No. – MI 1718 - XX [enter two-digit PSA #]
- Closeout Period – preselected
- Original or Revision - appropriate entry
- Date – Date completed
- PSA # - Two-digit PSA #

SFY 1 SUMMARY, PAGE 3:

- Summarizes SFY Year 1 period costs and funding for MIPPA AAA, MIPPA SHIP, and MIPPA ADRC (*cost amounts will auto-fill from the detail pages*)
- Enter Local Funds (In-Kind/Program Income/Other Funds) after you have completed pages 4 - 9
- Administration funding is limited to 10% for each State fiscal year

SFY 1 ADMINISTRATION, PAGES 4, 5, & 6:

Enter costs for Administration in the following areas:

- **Personnel**
 - List staff position/classification and total costs for each position
 - Staff Benefits
- **Operating Costs**
 - Rent
 - Equipment (see Standard Agreement for definitions)
 - Travel
 - Other (List)
 - Indirect Costs - Indirect Costs cannot exceed 10% of Total Direct Cash costs unless the AAA has an approved HHS Indirect Cost Rate

SFY 1 DIRECT SERVICE, PAGES 7, 8, & 9:

Enter costs, by fund source for MIPPA direct services in the following areas:

- **Personnel**
 - List staff position/classification and total costs for each position
 - Staff Benefits
- **Operating Costs**
 - Rent
 - Equipment (see Standard Agreement for definitions)
 - Travel
 - Other (List)
 - Indirect Costs - Indirect Costs cannot exceed 10% of Total Direct Cash costs unless the AAA has an approved HHS Indirect Cost Rate

SFY 1 CONTRACTED SERVICES, PAGE 10:

Enter contractor information and MIPPA funds used.

SFY 1 EQUIPMENT, PAGE 11:

Enter description, Quantity, Acquire Date, Make, Model and Serial #, Per Unit Cost, Funding Used, and Total Cost.

REPEAT ABOVE FOR SFY 2.

CLOSEOUT SUBMISSION:

The completed CDA 230M (in excel format along with a scanned signed signature page) must be sent as an e-mail attachment to the [Fiscal Email Address](mailto:FiscalTeam@aging.ca.gov): FiscalTeam@aging.ca.gov by the due date identified in the Program Memo.

In your email subject line, please identify your PSA ##, Program, Contract# and Closeout.

Example: PSA [34](#) MIPPA MI 1718-34 [Closeout](#)