

Instructions for Completing CDA 3053

HEADER SECTION:

Enter the following information:

- **Grant Agreement #** (two digits): CG-2223-XX
- **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

Expenditures

- Enter the total expenditures for each listed line item (1-8).
- Enter total Indirect Costs on line 9
- Enter Total Partner Costs on line 10
- Totals will auto calculate

Backup Documentation

- Backup Documentation is required for any additional costs not previously captured in approved monthly CDA 3049s
- All additional costs for line items other than line item 9 (Indirect Costs) require backup documentation to be submitted in a clear and organized fashion with the CDA 3053
- Backup Documentation must be submitted as separate attachments in an email along with CDA 3053.
 - Backup Documentation attachments must be named using the corresponding number of the line item with additional costs, using the first digit 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

Grantee Certification

- Verify expenditure amounts are complete and accurate
- Verify Executive Staff hours do not exceed the approved budget
- Once verified, please fill out the “CalGROWS Grantee Certification” Section
 - **Signature of Grantee:** Digital document signature is enabled
 - **Title:** The title of the individual who signed
 - **Printed Name:** The name of the signer printed
 - **Date:** Date of signature

Submittal

- Submit the completed CalGrows Financial Closeout Template (CDA 3053) to cagrows@aging.ca.gov. In the e-mail’s subject line, enter CalGrows Closeout, Grantee Name and Contract Number.
 - Any backup documents must be sent as attachments in the same email.