Instructions for Completing CDA 229

This form allows for the full three year budgeting of HICAP (9 and 3 Month) federal year split funds and the 12 Month State contract year funds, as identified in the PM and contract Budget Display.

BUDGET STRUCTURE:

HICAP BUDGET SUMMARY PAGE:

- Summarizes the distribution of budgeted costs to HICAP Federal 9 Month, HICAP Federal 3 Month, and 12 Month State HICAP Reimbursement, State HICAP Fund, State HICAP Augmentation Fund and Program Income/Local Funds.
  Federal Budget periods:
  - 9 Month Federal Budget Period (July 1 - March 31)
  - 3 Month Federal Budget Period (April 1 - June 30)

HICAP BUDGET DETAIL PAGES:

- AAA Admin page budgets line item detail for all Federal, State and Local funding sources
- Volunteer Coordinator page budgets line item detail for HICAP Augmentation funding only
- AAA Direct page budgets line item detail for all Federal, State and Local funding sources with the exception of HICAP Augmentation Funded costs
- Subcontracted Services page identifies 12 Month Subrecipient budget summary for all funding sources
- HICAP PROPERTY/EQUIPMENT page requires Justification for budgeted Property/Equipment with a per unit price of $5,000 or more as well as items specified in Exhibit D, Article VII

FORM COMPLETION – GENERAL

- Summary page header info will automatically carry forward to all pages
- Complete all cost detail pages before entering funding on the Budget Summary page
- Yellow highlighted cells are locked and contain formula
- Column and row totals will auto-sum
- ENTER WHOLE NUMBERS ONLY

AAA HICAP ADMINISTRATION PAGE (detail)

PERSONNEL

- Position Classification - List each position performing AAA HICAP Admin functions
- Enter Annual Wage Rate (based on FTE) for the position
- Enter FTE Percent of Time Devoted to the position
- **SALARIES & WAGES TOTAL** will auto-calculate
- Enter Staff Benefits
- **TOTAL PERSONNEL** will auto-calculate

AAA HICAP ADMINISTRATION PAGE continued

OPERATING EXPENSES

Rent
- Enter Square footage for the portion of the building space dedicated to HICAP Admin activities
- Enter Square foot rate
- Enter **Total Rent**

Equipment
- Enter Total for AAA Admin Property/Equipment with per unit cost of $5,000 or more, as well as items specified in Exhibit D, Article VII *
  - **Equipment on this line requires CDA approval and must be included on the Property/Equipment page**

Supplies – Enter total Supplies costs, to include items not meeting the Exhibit D, Article VII threshold

Travel – Enter description and total Travel costs

Other Operating Expenses - List "Other" operating expenses and Total amounts

Total Operating Expenses will auto-calculate

Indirect Costs - Enter Indirect Costs attributed to Admin Services

Total AAA Administration will auto-calculate

HICAP VOLUNTEER COORDINATOR – AUGMENTED FUNDING PAGE (detail)

DIRECT SERVICES

For Volunteer Coordinator position(s) funded with HICAP Augmentation Funds:
- Enter Annual Wage Rate (based on FTE) for the position
- Enter FTE Percent of Time Devoted to the position
- Two lines (optional) have been made available for the position
  - Total FTE for the position(s) must equal at least 100%

SALARIES & WAGES TOTAL will auto-calculate
- Enter Staff Benefits

TOTAL PERSONNEL will auto-calculate
- Enter Indirect Costs

TOTAL VOLUNTEER COORDINATOR (Direct) will auto-calculate

SUBCONTRACTED SERVICES

Repeat instructions from above for Subcontracted Volunteer Coordinator costs
Note: These costs will also be included on the Subcontracted Services page

AAA HICAP DIRECT SERVICES PAGE (detail)

For Direct Services - Repeat AAA Administration page instructions from above

HICAP SUBCONTRACTOR SUBRECIPIENT SERVICES PAGE

- Enter the following from left to right for *each* HICAP Subcontractor:
  - Subcontractor Info (name, address, telephone number, and contact person)
  - The amounts budgeted for:
    - HICAP 9 Month Federal Funds
    - HICAP 3 Month Federal Funds
    - HICAP Reimbursement
    - HICAP Fund
    - HICAP Fund Augmentation
    - Program Income and Other Local Funds

TOTAL HICAP CONTRACTED SERVICES will auto-calculate
Totals will autofill to HICAP SUMMARY page

HICAP PROPERTY/EQUIPMENT PAGE

For HICAP AAA Admin, AAA HICAP Direct Program and Subrecipient Services enter the following information for all Property/Equipment with per unit cost of $5,000 or more, as well as items specified in Exhibit D, Article VII *:

- Item Description
- Expected acquire date
- Purpose or use for the property to include justification of need
- Per unit price
- Funding used for the purchase of the property
  - Use drop down box to select fund source
  - Use multiple lines if funded from more than one fund source
- Total HICAP Cost per fund source

HICAP BUDGET SUMMARY PAGE

HEADER - Enter header info: (will automatically carry forward to all pages)
- HICAP Contract Number
- 12 Month Budget period covered in this workbook
- Select Original or Budget Revision and Number
- Contract number (reference Agreement Number on your Budget Display)
- Date the budget is being submitted
- PSA Number

FUNDED COST AMOUNTS
- Enter the funding distribution for HICAP AAA Administration
- Enter funding distribution for HICAP Program Direct Services page costs
  - HICAP Augmentation funds will autofill
- Subcontractor Subrecipient Services will auto-fill
- Program Income may only be budgeted under Direct and/or Contractor Services
- Program Income shall not be used to fund AAA Administration

HICAP BUDGET SUMMARY PAGE continued

- If HICAP Legal Representation Services are budgeted with federal dollars, check "Yes" at the bottom of Page
  - Enter amount budgeted
- Enter Payment Method
- Enter Federally Approved Cost Rate(s) if claiming in excess of 10%

BUDGET SUBMISSION

Email the completed budget, in excel format, to LocalFinance@aging.ca.gov by the due date identified in the Program Memo.

Email Subject line Naming Convention:
- In the email subject line, identify your PSA_## (first), Program, FY, and process (Orig Budget or revision number if applicable).
  - e.g. PSA 34 HICAP FY 2122 Orig Budget