

**SNAP-ED REQUEST FOR REIMBURSEMENT/EXPENDITURE
REPORT INSTRUCTIONS**

CDA 2001i (REV 05/2017)



Instructions for Completing CDA 2001

HEADER SECTION:

Enter the following information:

- Contractor Agency name as it appears on the Standard Agreement (STD 213)
- Date the report is being submitted
- Remit to Address: ***Address where check/warrant should be sent***
- City, State, Zip associated to remit address
- Planning and Service Area (PSA) number (two digits)
- Fiscal Year
- Contract Number as it appears on the STD 213

PART I: EXPENDITURE REPORT

- Enter Request Month and Fiscal Year

Program Costs:

- Enter Direct Program expenditures for each cost line item
 - Salaries/Benefits, Non-Capital Equipment/Supplies, Materials, Travel & Per Diem, Building/Space, Maintenance, Equipment and Other Capital Expenditures, Contracts/Sub-Grants/Agreements, Indirect Costs
 - AAA Indirect Costs (100% charged to Program)
- Enter Contractors Total Program costs
 - Salaries/Benefits, Non-Capital Equipment/Supplies, Materials, Travel & Per Diem, Building/Space, Maintenance, Equipment and Other Capital Expenditures, Contracts/Sub-Grants/Agreements, Indirect Costs
 - Contractor Indirect Costs (100% charged to Program)

Admin Costs:

- Enter Direct Admin expenditures for each cost line item
 - Salaries/Benefits only
- Enter Contractors Total Program costs
 - Salaries/Benefits only

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PART II: MONTHLY REIMBURSEMENT REQUEST FOR FUNDS

- Request Month and Fiscal Year will auto-fill from Part I
 - Request Month = Expenditure Month
- Request amounts will auto-fill from Part I
 - Amount must agree with Part I

FOR STATE USE ONLY:

This section is to be completed by CDA staff.

DUE DATES:

The completed CDA 2001 is due the 30th of each month.

SUBMISSION:

Submit electronically to SNAP-ED.Fiscal@aging.ca.gov.