

## **Instructions for Completing CDA 2001**

The CDA 2001 is designed for requesting reimbursement of funds and for reporting monthly expenses for SNAP-Ed. All requests for reimbursement of funds entered into the CDA 2001 should be rounded to the nearest dollar.

### **HEADER SECTION:**

Enter the following information:

- Planning and Service Area (PSA) number (two digits)
  - Remit to Name will auto-populate once the PSA # is entered.
- Fiscal Year – Federal Fiscal Year
  - Contract Number will auto-populate once the Fiscal Year and PSA # are entered.
- Invoice Date - Date the report is being submitted
- Remit to Address – Enter the remit to address, which must be on file with CDA
- Invoice # and FI\$Cal PO # will be completed by CDA staff

### **PART I: EXPENDITURE REPORT**

- Enter Request Month and 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

STATE OF CALIFORNIA  
DEPARTMENT OF AGING  
**SNAP-ED REQUEST FOR REIMBURSEMENT/EXPENDITURE REPORT  
INSTRUCTIONS**  
CDA 2001i (REV 11/2019)



**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 no later than the last business day of each month.

**SUBMISSION:**

Submit electronically to [SNAP-ED.Fiscal@aging.ca.gov](mailto:SNAP-ED.Fiscal@aging.ca.gov).