

Instructions for Completing CDA 229FA

The Financial Alignment contract is a single-year Award. 100% of your Financial Alignment funding for the contract period must be budgeted. The Total Funds budgeted must not exceed the current contract year's Budget Display Allocations. The entered budgeted costs should be rounded to the nearest dollar. Do not enter cents.

FORM COMPLETION - GENERAL:

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

- The design of the form is to have data entered from the last page forward (start with page 4)
- Page 1 is the Financial Alignment Contract Budget Summary page, and contains many links
- Page 2 is the Administration page (Personnel and Operating Expense)
- Page 3 is the Direct Services page (Personnel and Operating Expense)
- Page 4 is the Contracted Services page
- Page 5 is the Equipment page
- Information about auto-filling or linking will be in **red**
- Yellow highlighted cells contain formulas and are locked
- **Totals on each Page and Section will auto calculate**

SUMMARY PAGE:

Header information entered on Page 1 will auto-fill on all other pages.

- Budget Period – enter the term of the contract (see STD 213)
- Original or Revision – [x] appropriate entry
- Contract No. - enter contract number as it appears on STD 213.
 - XX XXXX – XX (two digit PSA #)
- Date – Date completed
- PSA # - Two digit PSA #
- After completing the Header Section, complete support pages first, starting with page 4 and working back to page 1, Summary Page

CONTRACTED SERVICES:

- Columns (a) thru (d) - Enter the amounts budgeted for the following:
 - *Financial Alignment Funds*
 - *Program Income*
 - *In-Kind*
 - *Other Funds*

CONTRACTED SERVICES CONT.:

- **Column (e) Total Contracted Services and bottom Total Contracted Services - will auto-calculate amounts by column**
 - The totals will carry forward to page 1, AAA Contracted Services by Funding Source.
- **“Total” column will auto-calculate**

DIRECT SERVICES:

All funding sources (Contract funds, Program Income, In-Kind, and Other Funds) for Direct Services are combined on this page.

- **Personnel** – for each position enter:
 - Position Classification
 - Annual Wage Rate (FTE)
 - FTE % of Time Devoted to Financial Alignment functions
 - TOTAL – enter the total cost for each position classification in column (c) (Annual wage rate x FTE percent of time in program)
 - **TOTAL SALARIES & WAGES will auto-calculate**
 - Staff Benefits – Enter Total staff benefit costs for the positions listed
 - **TOTAL PERSONNEL will auto-calculate**
- **Operating Expenses** – Enter the following:
 - Rent – List square feet and rate where indicated
 - Equipment – List each equipment item, its quantity, unit price, and enter the total cost (Quantity x Unit Price) in column (c).
 - Supplies – List the supplies to be purchased and enter the total cost in column (c).
 - Consultants - describe activity/function performed and enter the total cost in column (c).
 - Travel – List the travel type and enter the total cost in column (c).
 - Other Operating Expenses – list the Other Operating Expenses and enter the Total Cost for each expense in column (c).
- **TOTAL OPERATING EXPENSES will auto-calculate**
- **INDIRECT COSTS** – enter the indirect cost
- **TOTAL DIRECT SERVICES will auto-calculate**

ADMINISTRATION:

All funding sources (Contract funds, In-Kind, and Other Funds) for AAA Administration are combined on this page.

- **Personnel** – for each position enter:
 - Position Classification

ADMINISTRATION CONT.:

- Annual Wage Rate (FTE)
- FTE % of Time Devoted to Financial Alignment functions
- TOTAL – enter the total cost for each position classification in column (c)
(Annual wage rate x FTE percent of time in program)
- **TOTAL SALARIES & WAGES will auto-calculate**
- Staff Benefits – Enter Total staff benefit costs for the positions listed
- **TOTAL PERSONNEL will auto-calculate**
- **Operating Expenses** – Enter the following:
 - Rent – List square feet and rate where indicated
 - Equipment – List each equipment item, its quantity, unit price, and enter the total cost
(Quantity x Unit Price) in column (c)
 - Supplies – List the supplies to be purchased and enter the total cost in column (c)
 - Consultants - describe activity/function performed and enter the total cost in column (c)
 - Travel – List the travel type and enter the total cost in column (c)
 - Other Operating Expenses – list the Other Operating Expenses and enter the Total Cost
for each expense in column (c)
- **TOTAL OPERATING EXPENSES will auto-calculate**
- INDIRECT ADMIN – enter the indirect cost
- **TOTAL DIRECT SERVICES will auto-calculate**

SUMMARY PAGE:

- **Header** – see HEADER SECTION for instructions
- **AAA Administration**
 - Enter budgeted AAA Administration costs under column (a), (b), and (d) for Personnel,
Operating Expense, and Indirect Costs
 - **TOTAL LOCAL FUNDS - Column (e) will auto-calculate**
[Column (b) + (c) + (d) = column (e)]
 - **TOTAL ALL FUNDS - Column (f) will auto-calculate [column (a) + (e) = column (f)]**
 - **Total AAA Administration will auto-calculate by column**
 - Total AAA Administration must correspond with the applicable support pages
 - Total AAA Administration for column (a), Financial Alignment Funds, must not exceed
10% of the amount allocated on the Budget Display

SUMMARY PAGE CONT.:

- **Program Services**
 - **AAA Direct Services**
 - Enter budgeted AAA Direct Services costs from Page 3 by funding source under column (a), (b), (c), and (d) for Personnel, Operating Expense, and Indirect Costs
 - **TOTAL LOCAL FUNDS - Column (e) will auto-calculate**
[Column (b) + (c) + (d) = Column (e)]
 - **TOTAL ALL FUNDS - Column (f) will auto-calculate**
[Column (a) + (e) = Column (f)]
 - **Total AAA Administration will auto-calculate by column**
 - **Total AAA Direct Services will auto calculate for each column**
 - **AAA Contracted Services**
 - **AAA Contracted Services will auto-fill from Page 4**
- **TOTAL PROGRAM & ADMINISTRATION will auto-calculate**
- **TOTAL PROGRAM & ADMINISTRATION must correspond with the amount reflected in the Budget Display**

EQUIPMENT:

- If you have budgeted equipment/property in Admin, Direct Services or Contracted Services, you must complete this page
 - Enter Item description & quantity, expected delivery date, purpose/justification, per unit price and total costs
 - **All technology items, regardless of classification as equipment or supply must still be individually tagged and recorded in an equipment/technology database**

SUBMISSION:

The completed CDA 229FA must be sent as an e-mail attachment to the [Fiscal Email Address: FiscalTeam@aging.ca.gov](mailto:FiscalTeam@aging.ca.gov) and is due by the due date identified in the Program Memo.

In your email subject line, please identify your PSA ##, Program (FA or F2), Period, and Process (Original or Revision number) if applicable (Example: PSA 34 F2 FY 1718 Orig Budget).