

Instructions for Completing CDA 122

The Area Plan Budget form (CDA 122) allows for budgeting of the Area Plan 12-month State Contract year funds, as identified in the PM and contract Budget Display. The entered budgeted costs should be rounded to the nearest dollar; do not enter cents.

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
- Direct Services (with the exception of Personnel and Equipment over \$5,000) must be entered on summary pages
- AAAs must have prior approval from CDA to provide any Direct Services (done during the Area Plan approval process)
- Information about auto-filling or linking will be in **red** and **italics**
- Yellow highlighted cells contain formulas and are locked
- ***Totals on each Page and Section will auto calculate***

FORM COMPLETION – GENERAL

- Pages 1 – 3 are summary pages, and contain many links
- Page 4 is a compliance page, for verifying Match and Adequate Proportion
- Page 5 is for requesting transfers
- Pages 6 – 7 are AAA Admin and Direct Service Paid Personnel pages
- Page 8 is an In-Kind Personnel page
- Pages 9 – 12 are Program Support and are linked to the funding summary page and other related cells
- Page 13 is for identifying One-Time-Only costs categories used
- Pages 14 and 15 are for budgeting Property/Equipment requiring CDA approval

HEADER

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

- Budget Period – 7/1/20XX – 6/30/20XX
- Original or Revision – Check the appropriate entry and enter Revision # if applicable
- Contract No. – AP XXXX - XX [two-digit PSA #]
- Date – Date completed by AAA
- PSA # - Two-digit PSA #

PAGE 15

Property / Equipment with per unit cost of \$5,000 or more, as well as items specified in Exhibit D, Article VII. Property requires departmental approval.

Instructions for Property/Equipment Justification:

For AAA Admin and Direct Service Property/Equipment enter:

- Description, AAA Name, (Purpose, Justification and Allocation), Per Unit Cost, Quantity, Funding Used and Total Cost for all property budgeted with a per unit price of \$5,000 or more, as well as items specified in Exhibit D, Article VII. Property
- Total Property/Equipment must agree with Page 14 Totals

Repeat for Subrecipient Contractor Property/Equipment.

PAGE 14

Instructions for Schedule of Property/Equipment to Be Purchased:

- Enter Description and funding for AAA Admin and Direct Service Property for any items budgeted with a per unit price of \$5,000 or more, as well as items specified in Exhibit D, Article VII. Property

AAA Admin and Direct Service Property/Equipment cost totals will auto-fill to pages 1 and 2.

NOTE: AAA Admin and Direct Service items not meeting the Property/Equipment threshold specified above will be entered as Supplies on Pages 1 & 2.

PAGE 13

Instructions for Budgeted Federal One-Time Only (OTO) for **Title III B, Title III C-1, Title III C-2, NSIP, Title III D, Title III E, and Title VII:**

This is a stand-alone page for identifying the categories you will be spending your OTO funds. You must also include these funds on all pages of the budget, as appropriate.

- Enter amount of OTO budgeted for:
 - Baseline Services – normal ongoing programmatic activities
 - Equipment - *Items specified in Exhibit D, Article VII. Property*
 - Home and Community Based Projects – Requires Approval
 - Innovative Pilot Projects – Requires Approval
- Total amounts must agree with the current Budget Display
- Submit the One-Time-Only Request (CDA 1031) forms, for each funding source (III B, C-1, C-2 etc.) that agree with Page 13. When requesting Home and Community Based and Innovative Pilot Projects, they require prior departmental approval.

Note: NSIP OTO funds are budgeted as Baseline, as they may only be used to purchase food for the Elderly Nutrition Program (ENP).

PAGES 12-9 (GENERAL INSTRUCTIONS)

General instructions for **Title III B, Title III C-1, Title III C-2, Title III D, and Title III E:**

- The allowable funding categories are listed at the top of each column
- Each line identifies the recognized allowable service categories unique to that specific program
- Direct program costs should include associated indirect costs
- Enter the Total Budgeted Costs and Funding amounts on the applicable service category line for each program and program component provided
 - Federal Share column amounts will auto calculate
- Federal Share amounts must agree with the Budget Display +/- any requested transfers

PAGE 12 (III E SPECIFIC INSTRUCTIONS)

Instructions for the **Title III E Family Caregiver Support Program:**

- Using the identified III E Categories, report budgeted amounts separately for:
 - Family Caregivers – Direct
 - Family Caregivers – Contracted
 - Grandparents – Direct
 - Grandparents – Contracted
- **Total Contracted Costs will auto-fill to Page 1, Subrecipient Contractor line, col (f):**
 - Direct costs (with the exception of Personnel and Equipment \$5,000 and over) must be entered on Page 1
 - Check to ensure all total amounts agree. Federal Share amounts must agree with the Budget Display +/- any requested transfers.

PAGE 11 (III C-1 & C-2 SPECIFIC INSTRUCTIONS)

Instructions for the **Title III C-1 & III C-2 Congregate Meals and Home-Delivered Meals** programs:

- Using the identified Service Categories, report budgeted amounts separately for:
 - III C-1 – Direct
 - III C-1 – Contracted
 - III C-2 – Direct
 - III C-2 – Contracted
- Nutrition Education is a required service under both C-1 and C-2 and must be budgeted
 - Enter a footnote explanation how these services are being delivered if no funding is shown for this category
- **Total Contracted C-1 costs will auto-fill to Page 1, Subrecipient Contractor line, col (c)**
- **Total Contracted C-2 costs will auto-fill to Page1, Subrecipient Contractor line, col (d)**
- Direct costs (with the exception of Personnel and Equipment) must be entered on Page 1
- **Total III C-1 columns (b) through (i) will auto-fill to Page 3, col (c)**

Page 11 (III C-1 & C-2 Specific Instructions) continued...

- **Total III C-2 columns (b) through (i) will auto-fill to Page 3, col (d)**
- Check to ensure all total amounts agree

PAGE 11 (III D SPECIFIC INSTRUCTIONS)

Instructions for the **Title III D Disease Prevention and Health Promotion** program:

- Enter budgeted amounts separately for:
 - III D – Direct
 - III D – Contracted
- **Total Contracted III D costs will auto-fill to Page 1, Subrecipient Contractor line, col (e)**
- Direct costs (with the exception of Personnel and Equipment \$5,000 and over) must be entered on Page 1
- **Total III D columns (b) through (i) will auto-fill to Page 3, col (e)**
- Check to ensure all total amounts agree

PAGES 10 & 9 (TITLE III B SPECIFIC INSTRUCTIONS)

Instructions for **Title III B Supportive Services**:

- Using the identified Service Categories, report budgeted amounts separately for:
 - Page 10 Contracted III B services
 - **Total Contracted III B costs will auto-fill to Page 1, Subrecipient Contractor line, col (b)**
 - Page 9 Direct III B services
 - Direct costs (with the exception of Personnel and Equipment \$5,000 and over) must be entered on Page 1
- **Total Direct and Contracted III B columns (b) through (h) will auto-fill to Page 3, col (b):**
 - Check to ensure all total amounts agree

PAGE 8 (SPECIFIC INSTRUCTIONS)

Instructions for **In-Kind Personnel Costs**:

- List Classification for each volunteer position
- Under administration, and for each program with volunteers, enter:
 - The comparable Full-Time Equivalent (FTE) Annual Wage Rate
 - The percentage of time volunteered in the program should be based on a full time equivalent of 40 hours/week or 2,080 hours/year
- FTE Percentages of time for the Total Area Plan column should not exceed 100% for each position title
- **The totals for each program will auto-fill to pages 1 and 2, Personnel, In-Kind, under the corresponding program**

PAGES 7 & 6 (SPECIFIC INSTRUCTIONS)

Instructions for **AAA Paid Direct Service Staff Positions:**

- Enter Position Classifications for all programs on page 6
 - **Position Classifications will auto-fill to page 7**
- Page 6 is for paid Administration and Title III staff positions
- Page 7 is for paid Title VII, Ombudsman PH L&C, SHF Cit. Pen., and SNFQAF staff positions
- For each position enter (using FTE):
 - Total Annual Wage Rate
 - FTE % - Percentage of time spent in each program based on a full time equivalent of 40 hours/week or 2080 hours/year
 - Amount funded for work in each program
- FTE Percentages of time for the Total Area Plan column should not exceed 100% for each position title
- Enter Payroll Taxes for each program
- Enter Employee Benefits for each program
- For AAAs with a large staff there are additional pages for both page 6 and 7 (Scroll down for the additional pages). **Totals will auto-fill and will auto calculate on the last page.**
- **Totals for each program will auto-fill to page 1, Personnel, under the corresponding program**

PAGE 5 (SPECIFIC INSTRUCTIONS)

General Instructions for **Transfer of Funds:**

- One-Time-Only (OTO) funds cannot be transferred
- Federal funds may only be transferred between federal fund sources
 - Transfers are allowable between III B, III C-1 and III C-2 Program funds
 - III B, III C-1, III C-2 and III E Administration funds have been combined as Area Plan Administration
 - Area Plan Admin may be transferred to III B, III C-1, III C-2 or III E Program
 - Area Plan Admin transfer to III E Program is limited to the amount identified on the Budget Display. The balance of Area Plan Admin funds may be transferred to III B, III C-1 or III C-2 Program.
 - State funds may only be transferred between State fund sources
 - NSIP funds may only be transferred between NSIP C-1 and NSIP C-2

Instructions for **Justifications:**

General Program Transfer Limitations (per OAA & CCR 7314 (b)(1-3)):

- Transfers up to 40% between III C-1 and III C-2 programs are allowable without justification
- Transfers up to 30% between III B and III C programs are allowable without justification

Page 5 (Specific Instructions) continued...

- Provide justification for transfers exceeding limitation amounts listed above, confirming that service delivery levels will not be negatively affected

Instructions for **NEW TRANSFERS REQUESTED IN THIS BUDGET**:

- Enter current Updated Allocations (less OTO) from the Contract Budget Display in the Current Budget Display Allocations column
- Enter additional/new Transfers requested using applicable Increase or Decrease columns
 - Increase and decrease columns must net zero
- ***New Budget Display Allocations amount will auto-calculate***

Instructions for **YTD TRANSFERS INCLUDED IN THIS BUDGET (CUMULATIVE)**:

- Enter total YTD Transfers (current and previously approved) that have been requested, using applicable Increase or Decrease columns
 - Increase and decrease columns must net zero

PAGE 4 (SPECIFIC INSTRUCTIONS)

Instructions for **Matching Contributions, and Adequate Proportion**:

- Section A - Area Plan Administration Matching Contributions:
 - Enter the source of the contribution
 - Enter the amount of Cash contributions
 - Enter the amount of In-Kind contributions
 - ***The totals will auto-fill to Page 3, Matching Contributions, Area Plan Administration column***
- Section B - Local Public Agencies Matching Contributions for Area Plan Administration:
 - Enter the sources of local public agency contributions
 - Enter the amount of Cash contributions
 - Enter the amount of In-Kind contributions

Note: Any Public Agency amounts listed in Section A should also be included in Section B.
- Section C – Minimum Matching Requirements:
 - Line 1 - Costs to be Matched will auto-calculate
 - Line 3 - Minimum Required Match will auto-calculate
 - Line 4 – Match Budgeted will auto-calculate
 - Verify line 3, Area Plan Admin Minimum Match is met:
 - Compare line 4, Match Budgeted with line 3
 - Verify line 3, Title III B & C Programs Minimum Match is met
 - Compare line 4, Match Budgeted with line 3 Minimum Required Match
 - Verify line 5 Required Local Public match is met:
 - Compare Section C, line 5 to Section B Total (Cash & In-Kind)

Page 4 (Specific Instructions) continued...

- Section D – Adequate Proportion Calculation
 - Enter the Approved Percentages for Access, In-Home and Legal Assistance from your current Area Plan
 - **All other areas of this section will auto-fill:**
 - Pages 9 and 10 minus the OTO amounts on page 13
 - Auto-calculated % of Baseline Funding
 - **This section will auto-fill**
 - Must equal or exceed the AAA's approved percentages
- Section E - Adequate Proportion Calculation for Priority Services
 - **Amounts in this section auto-fill**
- Section F – Ombudsman Maintenance of Effort Cash Funding Compliance
 - **This section will auto-calculate.** AAAs must budget at least the amount originally budgeted for FFY 2000 (CDA will verify AAAs are in compliance).

PAGE 3 (SPECIFIC INSTRUCTIONS)

Instructions for **Budgeted Funding** of allowable fund **sources** used to meet the Budgeted Costs on pages 1 and 2:

- Section A – Funding Sources:
 - Enter Non-Matching Contributions, and Federal funding amounts used for Area Plan Administration:
 - Matching Contributions will auto-fill from Page 4
 - **All other columns will auto-fill from support pages**
 - Funding totals must agree with Page 1
- Section B – Funding Sources:
 - Enter applicable funding amounts for:
 - Title VII Ombudsman
 - Title VII Elder Abuse Prevention
 - Ombudsman PH L&C
 - Ombudsman SHF Cit. Pen.
 - Ombudsman SNFQAF
 - Funding totals must agree with Page 2

PAGE 2 (SPECIFIC INSTRUCTIONS)

Instructions for Budgeted Costs of Title VII, Ombudsman PH L&C, SHF Cit. Pen., and SNFQAF programs:

- **Personnel Costs – Cash and In-Kind will auto-fill**
- **Property/Equipment meeting the Exhibit D, Article VII. threshold will auto-fill from Pg. 15**

Page 2 (Specific Instructions) continued...

- Enter amounts for Direct Services in the following areas:
 - Staff Travel – Cash and/or In-Kind
 - Staff Training – Cash and/or In-Kind
 - Supplies – Cash
 - Vendor/Consultants – Cash and /or In-Kind
 - Food Costs – Cash and /or In-Kind
 - Other Costs – Cash and/or In-Kind
 - Allocated Costs – Cash and/or In-Kind
 - Must submit Direct Costs Allocation Plan annually to the Department
 - Indirect Costs – Cash and/or In-Kind:
 - For each column, Total Indirect Cash cannot exceed 10% of Total Direct Cash costs unless the AAA has an approved HHS Indirect Cost Rate (See Page 1 instructions)
- ***Sub-recipient Contractor Services – Cash and/or In-Kind will auto-fill***
- ***Total Area Plan and Total Cash & In-Kind will auto-fill***

PAGE 1 (SPECIFIC INSTRUCTIONS)

Instructions for Budgeted Costs of Area Plan Administration and Title III programs:

Direct Services

- ***Personnel Costs – Cash and In-Kind will auto-fill***
- ***Property/Equipment meeting the Exhibit D, Article VII. threshold will auto-fill from Pg. 15***
- Enter Direct Service amounts in the following areas:
 - Staff Travel – Cash and/or In-Kind
 - Staff Training – Cash and/or In-Kind
 - Supplies – Cash
 - Vendor/Consultants – Cash and /or In-Kind
 - Food Costs – Cash and /or In-Kind
 - Other Costs – Cash and/or In-Kind
 - Allocated Costs – Cash and/or In-Kind
 - Must submit Direct Costs Allocation Plan annually, with Original Budget

Indirect Costs

- Indirect Cash Costs are limited to ten percent (10%) of the Contractor's Modified Total Direct Cash Costs (MTDC)
 - Enter Indirect Cash costs, not to exceed 10% of Total Direct Cash for each column
 - For agencies with a federally approved Indirect Cost rate in excess of 10%: Enter Indirect costs exceeding the ten percent (10%) as Indirect In-Kind
- ***Sub-recipient Contractor Services Costs – Cash and In-Kind will auto-fill***
- Payment Method - Select preferred method
- Federally Approved Indirect Cost Rate – Enter approved rate if claiming in excess of 10%