

Instructions for Completing CDA 230FA

All Financial Alignment Funds and local dollars expended for Financial Alignment activities are to be included. Total Financial Alignment Funds reported must not exceed current year Budget Display Allocations.

SIGNATURE PAGE:

- Enter Area Agency in Aging name, Closeout period, PSA ## and Date Submitted
- AAA Director must sign once all amounts have been finalized and report is ready for submission

HEADER SECTION (SUMMARY PAGE):

- Input Header info (Reporting Period, Contract No. (Sample FA 1718 - 34), Submission Date, and PSA #)
- Header info will automatically populate to all support pages
- The Yellow cells on this page will auto-fill from support pages
- **After completing the Header Section, complete support pages first, starting with page 4 and working back to page 1, Summary Page**

CONTRACTED SERVICES:

- Enter Contractor information
- Enter amounts for each applicable funding source
- Totals will auto calculate and auto-populate to summary page

DIRECT SERVICES

- Personnel
 - Enter staff position/classification, Annual Wage Rate and Total
 - Enter staff benefits
 - Yellow cells will auto calculate
- Operating Expenses
 - Enter Rent for the period
 - Enter equipment item, quantity and unit price
 - Enter Travel Costs
 - List Other Operating expenses and enter total costs
 - List Consultants and enter total costs
 - Enter Indirect Costs
- Totals will auto calculate and auto-populate to summary page

ADMINISTRATION

- Personnel
 - Enter staff position/classification, Annual Wage Rate and Total
 - Enter staff benefits
 - Yellow cells will auto calculate
- Operating Expenses
 - Enter Rent for the period
 - Enter equipment item, quantity and unit price
 - Enter Travel Costs
 - List Other Operating expenses and enter total costs
 - List Consultants and enter total costs
 - Enter Indirect Admin
- Totals will auto calculate and auto-populate to summary page

SUMMARY PAGE

- Enter Administration and Program Costs by Funding source
- All Cost Category totals for Administration and Program Services need to agree with support pages
- AAA Administration
 - Enter Personnel, Operating Expenses, and Indirect Admin costs from page 2 by funding source
 - Total AAA Administration cannot exceed the amount allowable for Administration indicated on the Financial Alignment budget display
- Program Services
 - Enter Direct Service costs from page 3 by funding source for Personnel, Operating Expenses, and Indirect Costs
- Contracted Services
 - Totals will auto populate from Contracted Services page
- Total Program Costs and Total Program & Administration will auto-Calculate
- Total Program and Administration Financial Alignment Funds must not exceed the current Financial Alignment Budget Display Total

EQUIPMENT

If you have purchased equipment/property in Admin, Direct Services or Contracted Services, you must complete this page.

- Enter Item description & quantity, acquired 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**

STATE OF CALIFORNIA
CALIFORNIA DEPARTMENT OF AGING
FA CLOSEOUT INSTRUCTIONS
CDA 230FAi (REV 02/2018)



SUBMISSION DUE DATES:

To allow sufficient time for review and approval, email your completed electronic copy of the Financial Alignment Closeout Form CDA 230FA along with a scanned copy of the signature page to FiscalTeam@aging.ca.gov. Original signatures are not required to be sent to CDA; however, should be maintained in your files.

In your email subject line, please identify your PSA ##, FY ##### and Closeout Program (Example: PSA 34 FY 1718 Financial Alignment Closeout)

Once approved, you will receive a signed copy of the CDA 230FA.

Refer to Program Memo for due date.