

## **Instructions for Completing CDA 229M**

This form allows for the budgeting of MIPPA contract year funds, as identified in the contract Budget Display. The structure is as follows:

### MIPPA BUDGET SUMMARY PAGE (Pg. 1)

Summarizes the distribution of budgeted costs to MIPPA AAA, MIPPA SHIP, MIPPA ADRC, and Local Funds.

### MIPPA BUDGET DETAIL PAGES (Pgs. 2-5)

The AAA MIPPA Admin and the AAA MIPPA Direct pages show budget line item detail for all MIPPA funding sources. The Subcontracted Services page summarizes all expenses incurred by subrecipients for all MIPPA funding sources. The MIPPA Property-Equipment page includes justification of items with a per unit cost of \$5,000 or more, as well as items specified in Exhibit D, Article VII of the Contract.

### **FORM COMPLETION – GENERAL**

- **Summary page header info will automatically carry forward to all pages**
- **Complete all cost detail pages before entering funding on the Budget Summary page**
- Yellow highlighted cells are locked and contain formulas
- Column and row totals will auto-calculate
- Do not enter cents

### **AAA MIPPA ADMINISTRATION (Pg 2)**

#### PERSONNEL Enter:

- a) Position Classification - List each position performing AAA MIPPA Admin functions
- b) Annual Wage Rate (based on Full-Time Equivalent) for the position
- c) FTE Percent of Time devoted to the MIPPA activities

**SALARIES & WAGES TOTAL will auto-calculate.**

- d) Staff Benefits

**TOTAL PERSONNEL will auto-calculate.**

#### OPERATING EXPENSES Enter:

- a) **Rent** (for the portion of the building space dedicated to MIPPA Admin activities)
  - Square footage
  - Rate per square foot
  - Total Annual Cost of Rent
- b) **Equipment** – Items with per unit cost of \$5,000 or more, as well as items specified in Exhibit D, Article VII require CDA approval and must be itemized on the Property/Equipment page
- c) **Supplies** – Include items not meeting the Exhibit D, Article VII guidelines
- d) **Travel** – Describe and enter total travel costs

- e) **Other Operating Expenses** - List other operating expenses with descriptions and total amounts

**TOTAL OPERATING EXPENSES** will auto-calculate.

**Indirect Costs** - Enter Indirect Costs attributed to Admin Services.

**Total AAA MIPPA ADMINISTRATION** will auto-calculate.

### **AAA MIPPA DIRECT SERVICES (Pg. 3)**

Repeat instructions from **AAA MIPPA ADMINISTRATION** for **AAA MIPPA Direct Services**.

### **MIPPA SUBCONTRACTOR SUBRECIPIENT SERVICES (Pg. 4)**

For each MIPPA Subcontractor, enter:

- Subcontractor Info (name, address, telephone number, and contact person)
- Amounts budgeted for:
  - MIPPA SHIP
  - MIPPA AAA
  - MIPPA ADRC
  - Program Income and Other Local Funds

**TOTAL MIPPA SUBCONTRACTED SERVICES** will auto-calculate and autofill to **MIPPA BUDGET SUMMARY** page.

### **MIPPA PROPERTY/EQUIPMENT PAGE (Pg. 5)**

For all Admin, Direct Program, and Subcontractor Services enter the following information for Property/Equipment with per unit cost of \$5,000 or more, as well as items specified in Exhibit D, Article VII:

- Item Description
- Expected acquire date
- Purpose or use for the property to include justification of need
- Per unit cost
- Funding used for the purchase of the property
- Use drop down box to select fund source
- Use multiple lines if funded from more than one fund source
- Total MIPPA Cost per fund source

### **MIPPA BUDGET SUMMARY PAGE (Pg. 1)**

**HEADER** – Enter: (Info will automatically carry forward to all pages)

- Budget period covered in this workbook
- Contract number (reference the Agreement # on Budget Display)
- Date the budget is being submitted to CDA
- PSA Number

**FUNDED COST AMOUNTS** (Subcontractor Subrecipient Services will auto-fill)

- Enter funding distribution for each Cost Category line item for AAA MIPPA Administration and AAA MIPPA Program Direct Services
- TOTAL Column amounts must agree with support detail pages
- Program Income shall not be used to fund AAA Administration
- Select payment method
- Enter Federally Approved Indirect Cost Rate(s) if claiming in excess of 10%

**FORM SUBMISSION**

Email the completed budget, in Excel format, to [FiscalTeam@aging.ca.gov](mailto:FiscalTeam@aging.ca.gov) by the due date identified in the Program Memo and contract. Please use the following email Subject Line naming convention: PSA\_##, Program, Period, and Version (Original or Revision with #)

[e.g. PSA 34 MIPPA FY 2021 Orig Budget]