

## **Instructions for Completing CDA 240**

The CDA 240 is designed for requesting reimbursement of funds and reporting monthly expenses for the Aging and Disability Resource Connection (ADRC) Infrastructure Grants Program. Round reimbursement amounts to the nearest whole dollar.

### **HEADER SECTION**

Enter the following information:

- Contract Number – Enter contract number (AX-XXXX-XX) as it appears on the Std. 213
- Invoice Date – Enter the date report was completed
- ADRC Name – State the ADRC name
- Remit to Name – State the Contractor’s organization name
- Remit to Address – State the Contractor’s address
- Invoice and FI\$Cal PO number will be completed by CDA staff

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

- Select Month and Year of expenditures from drop-down list.
- Administration Costs: Enter the expended amount for each cost line item in the total column. The total Administration Costs will auto-calculate. Refer to Contract Exhibit B, Article III for allowable Administration Costs. Cost line items include:
  - Personnel: Includes salaries/wages and fringe benefits
  - Operating Expenses: Includes, but not limited to, outreach, training, supplies, equipment, and travel costs
  - Indirect Costs: Refer to Contract Exhibit B, Article II for allowable Indirect Costs
- Program Costs: Enter the expended amount for each cost line item in the total column. The total Program Costs will auto-calculate. Cost line items include:
  - Personnel: Includes salaries/wages and fringe benefits
  - Operating Expenses: Includes, but not limited to, outreach, training, supplies, equipment, and travel costs
  - Indirect Costs: Refer to Contract Exhibit B, Article II for allowable Indirect Costs
- Subcontracted Service Costs: Enter the expended amount for each cost line item in the total column. The total Subcontracted Service Costs will auto-calculate. Cost line items include:
  - Subcontractor costs
  - Vendors costs

**PART II: REQUEST FOR REIMBURSEMENT**

- Month and Year of reimbursement request will auto-fill from Part I
  - Request Month and Year equals Expenditure Month and Year
- Requested reimbursement amounts will auto-fill from Part I
  - Reimbursement Amount equals the Total Costs Amount

**FOR CDA USE ONLY**

This section is to be completed by CDA staff.

**DUE DATES**

The completed CDA 240 is due no later than the last business day of each month.

**SUBMISSION**

Submit electronically to [ADRC@aging.ca.gov](mailto:ADRC@aging.ca.gov).