Instructions for Completing CDA 229

This form allows for the budgeting of HICAP (9 and 3 Month) federal year split funds and the 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.

HICAP BUDGET SUMMARY PAGE

- Summarizing the distribution of costs to Federal 9 Month, Federal 3 Month, State HICAP Reimbursement 12 Month, State HICAP Fund 12 Month, and Local Funds 12 Month budgeted
- Federal Budget periods:
  - 9 Month Federal Budget Period (July 1 - March 31)
  - 3 Month Federal Budget Period (April 1 - June 30)

HICAP BUDGET DETAIL PAGES

- AAA Admin page budgets line item detail for all Federal, State and Local funding sources
- AAA Direct page budgets line item detail for all Federal, State and Local funding sources
- Subcontracted Services page identifies 12 Month Subrecipient budget summary for all funding sources
- HICAP PROPERTY/EQUIPMENT page requires Justification for budgeted Property/Equipment with a per unit price of $5,000 or more as well as items specified in Exhibit D, Article VII

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 formula
- Column and row totals will auto-sum
- Do not enter cents

AAA HICAP ADMINISTRATION PAGE

Section A: Personnel Costs

Personnel:
- Position Classification - List each position performing AAA HICAP Admin functions
- Enter Annual Wage Rate (based on FTE) for the position
- Enter FTE Percent of Time Devoted to the position
- SALARIES & WAGES TOTAL will auto-calculate
- Enter Staff Benefits
- TOTAL PERSONNEL will auto-calculate
AAA HICAP ADMINISTRATION PAGE Continued

Operating Expenses:
- **Rent**
  - Enter Square footage for the portion of the building space dedicated to HICAP Admin activities
  - Enter Square foot rate
  - Enter **Total Rent**
- **Equipment**
  - Enter Total for AAA Admin Property/Equipment with per unit cost of $5,000 or more, as well as items specified in Exhibit D, Article VII
  - Equipment on this line requires CDA approval and must be included on the Property/Equipment page
- **Supplies** – Enter total Supplies costs, to include items not meeting the Exhibit D, Article VII threshold
- **Travel** – Enter description and total Travel costs
- **Other Operating Expenses** - List “Other” operating expenses and Total amounts
  - **Total Operating Expenses will auto-calculate**
- **Indirect Costs** - Enter Indirect Costs attributed to Admin Services
  - **Total AAA Administration will auto-calculate**

AAA HICAP DIRECT SERVICES PAGE

Repeat instructions from above for AAA Direct Services costs.

HICAP SUBCONTRACTOR SUBRECIPIENT SERVICES PAGE

- Enter the following from left to right for each HICAP Subcontractor:
  - Subcontractor Info (name, address, telephone number, and contact person)
  - The amounts budgeted for:
    - HICAP 9 Month Federal Funds
    - HICAP 3 Month Federal Funds
    - HICAP Reimbursement
    - HICAP Fund
    - Program Income and Other Local Funds
- **TOTAL HICAP CONTRACTED SERVICES will auto-calculate**
- **Totals will autofill to HICAP SUMMARY page**
HICAP PROPERTY/EQUIPMENT PAGE
For HICAP AAA Admin, AAA HICAP Direct Program and Subrecipient Services enter the following information for all 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 price
- 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 HICAP Cost per fund source

HICAP BUDGET SUMMARY PAGE
HEADER - Enter header info (will automatically carry forward to all pages)
- 12 Month Budget period covered in this workbook
- Contract number (reference Agreement # on your Budget Display)
- Date the budget is being submitted
- PSA Number

FUNDED COST AMOUNTS
- Enter the funding distribution for each Cost Category line item for AAA Administration and HICAP Program Direct Services. **TOTAL Column amounts must agree with support detail pages**
- **Subcontractor Subrecipient Services will auto-fill**
- Program Income may only be budgeted under Direct and/or Contractor Services, under Local Funds
- Program Income shall not be used to fund AAA Administration
- If HICAP Legal Representation Services are budgeted with federal dollars, check "Yes" at the bottom of Page
  - Enter amount budgeted
- Enter Payment Method
- Enter Federally Approved Cost Rate(s) if claiming in excess of 10%

BUDGET SUBMISSION
Email the completed budget, in excel format, to FiscalTeam@aging.ca.gov by the due date identified in the Program Memo.
- In the email subject line, identify your PSA_## (first), Program, Period, and process (Orig or revision number if applicable) (e.g., PSA 34 HICAP FY 2021 Orig Budget)