

Instructions for Completing CDA 260

The Dignity at Home Fall Prevention Budget form (CDA 260) is designed for budgeting expenditures during the contract term. 100% of your Dignity at Home Fall Prevention funding for the contract period must be budgeted and cannot exceed the Budget Display Allocations. The entered budgeted costs should be rounded to the nearest dollar; do not enter cents.

INSTRUCTIONS:

- Enter Date
- Choose applicable Agency Name from drop down menu

DIRECT COSTS:

- For Personnel enter Position Title, Last Name, First Initial, Full Time Equivalent (FTE), and employee Salary
- Enter Travel costs (mileage reimbursement rate, lodging, per diem and other costs)
- Enter Equipment costs (equipment/furniture-detailed descriptions and unit costs). Equipment costs does not include equipment purchased for program participants with purchased fall prevention services dollars.
- Enter Consultant costs
- Enter Training costs (without associated travel costs)
- Enter Other costs
- Enter Purchased Fall Prevention Services amount. Purchased fall prevention services include, but are not limited to, in-home assessments, information & education services, home modifications, materials and labor, equipment purchases, etc.

ADMINISTRATION COSTS:

- Enter Administrative Costs (information technology, utilities, rent, and other overhead charges associated with administrative expenses). Percentage of administrative costs will auto-calculate. Administrative costs may not exceed 10% of total budget.

INDIRECT COSTS:

- Enter Indirect Costs (costs incurred for a common or joint purpose benefiting more than one cost objective and not readily assignable to the cost objective specifically benefited, without effort disproportionate to the results achieved). Percentage of indirect costs will auto-calculate. Indirect costs may not exceed 10% of total budget.

CONTRACTUAL COSTS:

- Enter Subcontractor costs

TOTAL BUDGET AMOUNT:

- Total Budget Amount must be equal to total funding allocation. Total Budget Amount will auto-calculate.

SIGNATURE SECTION:

- Enter Name of authorized agency representative
- Enter Title of authorized agency representative
- Enter Date CDA 260 filled out by agency representative
- Check box to indicate agreement with information provided in the report

EQUIPMENT PAGE:

- Enter the Quantity of item purchased
- Enter Item/Description of equipment purchased
- Enter Estimated cost of purchase
- Enter Comments for the item if applicable
- Complete with Signature, Full Name, Title, and Date

DUE DATES:

The completed CDA 260 is due March 1, 2020.

SUBMISSION:

Submit electronically to fiscal.fallprevention@aging.ca.gov.