

Instructions for Completing CDA 180

SIGNATURE PAGE (1):

- Enter Area Agency on Aging (AAA) 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 (PAGE 2):

- Input Header information – Closeout Period, Original or Revision #, Contract No. (Sample AP 1718 - 34), Submission Date, and PSA #
- Header information will automatically populate to all pages
- **After completing the Header Section, complete support pages first, starting with page 17 and working back to page 2**

GENERAL INSTRUCTIONS:

- Cells highlighted in yellow contain links and formulas and are locked – you may only enter cells that do not contain formulas
- You may create links to utilize information in a locked cell, but cannot change the formulas in locked cells
- The bottom of each page is unlocked so that you may enter in calculation checks or make notes, but adjust Print lines to exclude notes
- Summary pages contain links from support pages where possible – see highlighted areas
- Most pages will auto-calculate Federal Share (Total Costs - All Other Funds = Federal Share), as federal share should be the last to be paid
- Page 13 (Ombudsman State Special Funds) is an exception, where there is no federal share, and Total Costs will auto-calculate as the total of all funds

PAGE 17:

Schedule of Property/Equipment purchased with Agreement Funds (These amounts must also be included on the support pages)

- Enter all equipment/property purchased with our funds or required matching funds, in the appropriate section (Property with per unit price of \$500 or more)
- Enter AAA equipment/property with a per unit cost of \$5,000 or more
- Enter Subrecipient equipment/property with a per unit cost of \$5,000 or more
- AAA Equipment Totals will auto-fill to pages 2 & 3

PAGE 16:

Federal One-Time-Only (OTO) - Enter amounts in the appropriate use category. Include these amounts on Pages 2-15, as appropriate.

- Enter budgeted OTO amounts from latest approved budget
- Enter actual costs in the appropriate use columns
- Equipment totals will auto-fill to pages 2 and 3

PAGES 15,13,12,11,10 and 8:

Subrecipient Contractors - Enter Contractor information, Services, Costs and Funding (Cash & In-kind) used to pay those costs.

Please group by Service Category whenever possible, for easy carryover to Support pages.

- Federal Share will auto-calculate (Total Costs minus all other funding sources = Federal Share)
- Column Totals will auto-calculate

PAGES 12,13:

Subrecipient Contractor totals will auto-fill to Page 3, by funded program.

PAGES 6,7,9 and 14:

Schedules of Services (IIIB, IIIC, IIID, IIIE Programs)

- Subrecipient Contracted Services - For each Service Category enter Total Costs and funding totals (from Contractor pages 15,13,12,11,10 and 8) on corresponding Support pages (7,9,14) – amounts must agree with Subrecipient Contractor pages
- Subrecipient Contractor Total costs will auto-fill to Page 2, by funded program
- AAA Direct Service - For each Service provided directly by the AAA, enter Total Costs and funding totals on corresponding Support pages (6,9,14)
- Include Indirect costs being allocated to Direct Services
- Line Item costs detail (Cash and In-kind) for Direct Service programs (and Indirect Costs) must be manually entered on Pages 2 and 3
- Support pages funding Totals will auto-fill to Page 4

PAGE 5:

Matching and Adequate Proportion

- Section A - Identify sources of matching contributions for Administration (Cash & In-kind). Will auto-fill to Page 4
- Section B - Identify sources of matching contributions from Public entities. May include public sources from Section A
- Section C auto-calculates required match amounts to verify match reported on Page 4 meets the requirement
- Section D auto-calculates Cash funds used in the Ombudsman Program, to verify Ombudsman Maintenance of Effort (MOE) requirement
- Section E - Enter Approved Priority Services Minimum Percentages from the Area Plan

Federal Share of priority services will auto-calculate (Federal Share minus OTO = Baseline). Actual spent Priority Service percentages will auto-calculate. Verify minimum has been met.

PAGE 4:

Summary Report of Funding – Enter funding (Cash & In-kind) used to pay for costs reported on Pages 2 and 3 for:

- Area Plan Admin, VII Ombudsman, VII Elder Abuse, PHL&C Ombudsman, SHF Cit. Pen. Ombudsman, and SNFQAF Ombudsman
- Funding for all other programs will auto-fill from support pages

PAGE 3:

- Enter Direct Area Agency costs for VII Ombudsman, VII Elder Abuse, Ombudsman PH L&C, Ombudsman SHF, and Ombudsman SNFQAF, separating Cash & In-Kind for each
- Title VII and State Ombudsman Programs allow Direct Costs only – no Indirect Costs may be claimed
- Subrecipient contracted service amounts will auto-fill from support pages

Lines 13 & 14 - Verify each column total on Page 3 (Cash, In-kind, and overall Total) agrees with Page 4, **Section B** funding column totals.

PAGE 2:

- Enter AAA Direct Costs for Area Plan Admin and AAA Direct Service Costs for Title III programs, separating Cash and In-Kind
- Enter Personnel Costs - Paid and Volunteer
- Enter Staff Travel and Training - Paid and Donated
- Property/Equipment will auto fill from page 17
- Enter Direct Service Vendor and Consultant Agreement Costs - Consultants and Vendor contractors directly responsible to the AAA
- Enter Food Costs for the Elderly Nutrition Program provided directly by the AAA
- Enter Other Costs - Misc. costs (supplies, minor procurement purchases, rent, utilities, etc.)
- Enter applicable AAA Indirect Costs associated with AAA Direct Services (Indirect Cash costs are limited to 10% of Direct Cash costs)

Subrecipient contracted services amounts will auto fill from support pages

Lines 13 & 14 - Verify each column total on Page 2 (Cash, In-kind, and overall Total) agrees with Page 4, **Section A** funding column totals.

PAGE 18:

Enter the Administration costs and funding used for IIIB, IIIC-1, IIIC-2 & IIIE.

- Administration costs will total in the "Total Admin Check" column at the bottom of the page – use this to verify amounts entered are correct
- Administration funding must not exceed Budget Display amounts
- All other amounts will auto-fill from the support pages

SUBMISSION DUE DATES:

To allow sufficient time for review and approval, email your completed electronic copy of the Area Plan Closeout (CDA 180) and Report of Property (CDA 32) forms 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 Area Plan Closeout). Once approved, you will receive a signed copy of the CDA 180.

Refer to Program Memo for due date.