

## Instructions for Completing CDA 180

### **Closeout Review Checklist Tab:**

- There is no requirement to fill out the check boxes on this page. This tab is a tool provided to AAAs who want to further review and verify data entered in the closeout prior to submission to CDA.

### **SIGNATURE PAGE (Page 1):**

- Enter Area Agency on Aging (AAA) name, PSA No., and Date Submitted.
- AAA Director must sign once all amounts have been finalized and report is ready for submission.

### **HEADER SECTION (PAGE 2):**

- Header information will automatically populate from Signature Page to all pages.
- **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 (or required matching funds)**

- Enter CDA approved AAA equipment/property with a per unit cost of \$5,000 or more.
- AAA Admin and Direct Service Equipment Totals will auto-fill to pages 2 & 3.
- Enter CDA approved Subrecipient equipment/property with a per-unit cost of \$5,000 or more.
- Subrecipient equipment amounts must also be included in the support detail pages.
- Subrecipient equipment totals will auto-fill to pages 2 & 3 as a reference line and are not included in calculations on the summary page.

**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.

NOTE: *All OTO Funds must show as fully expended as they were the oldest funds available*

- Use Baseline column to identify any adjustments made to fully expend.

**PAGES 15, 11, 10 and 8: Schedule of Subrecipient Contractor Services**

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

Please group III B by Service Category whenever possible, for easy transfer to Support pages.

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

**PAGE 13: Special Ombudsman Subrecipient Contractors**

- Subrecipient Contractor funding totals will auto-fill to Page 3, by funded program.
- Enter funds used to cover Total Costs. Total Costs will auto-calculate.

**PAGE 12: Title III D, Title VII Ombudsman and VII Elder Abuse Subrecipient Contractors**

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

- Federal Share will auto-calculate (Total Costs minus all other funding sources).
- Column totals will auto-calculate.
- Subrecipient Contractor funding totals will auto-fill to Page 3, by funded program.

**PAGES 9 & 14: Schedules of Services (III C, III D, III E Programs) Direct and Contracted**

- AAA Direct Service - For each Service provided directly by the AAA, enter Total Costs and funding totals.
- Federal Share will auto-calculate (Total Costs minus all other funding sources).
- Column Totals will auto-calculate.
- Line-Item costs detail (Cash and In-kind) for Direct Service programs (including Indirect Costs) must be manually entered on Pages 2.

- Subrecipient Contracted Services - For each Service Category enter Total Costs and funding totals (from Contractor pages 15,12,11, and 10) on corresponding Support pages (9,14) – amounts must agree with Subrecipient Contractor pages.
- Subrecipient Contractor Total costs will auto-fill to Page 2, by funded program.
- Support pages funding Totals will auto-fill to Page 4.

**PAGE 7: Schedule of Subrecipient Contractor Services (III B)**

- Subrecipient Contracted Services - For each Service Category enter total costs and funding totals (from Contractor page 8) – amounts must agree with Subrecipient Contractor page.
- AAA Direct Service - For each Service provided directly by the AAA, enter total costs and funding totals.
- Federal Share will auto-calculate (Total Costs minus all other funding sources).
- Column Totals will auto-calculate.
- Subrecipient Contractor total costs will auto-fill to Page 2.
- Funding Totals will auto-fill to Page 4.

**PAGE 6: Schedule of Direct Services (III B)**

- For each Service provided directly by the AAA, enter Total Costs and funding
- AAA Direct Service - For each Service provided directly by the AAA, enter Total Costs and funding totals.
- Federal Share will auto-calculate (Total Costs minus all other funding sources).
- Column Totals will auto-calculate.
- 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 Page 2.

**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. Sources 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.

**Verify that Adequate Proportion requirements have 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: Summary Report of Actual Costs**

- 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
- Property/Equipment will auto fill from page 17.
- 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.
- Subrecipient equipment will auto fill from page 17 and is not included in any other calculations on the summary page. Per the equipment page (17) instructions, subrecipient equipment amounts must also be included in the support detail pages. The line on the summary page is for quick reference purposes only.

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: Summary Report of Actual Costs**

- Enter AAA Direct Costs for Area Plan Admin and AAA Direct Service Costs for Title III
- 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.

- Subrecipient equipment will auto fill from page 17 and is not included in any other calculations on the summary page. Per the equipment page (17) instructions, subrecipient equipment amounts must also be included in the support detail pages. The line on the summary page is for quick reference purposes only.

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: Federal Share of Costs**

This page summarizes costs and funding:

- Amounts will auto-fill from the support pages.
- Funding must not exceed Budget Display amounts.

**SUBMISSION DUE DATE: 30 days after the end date of the contract (July 31, 2023).** Email your completed electronic copy of the Area Plan Closeout (CDA 180) along with a signed copy of the signature page (can be scanned or electronic) to [Finance@aging.ca.gov](mailto:Finance@aging.ca.gov). In your email subject line, please identify your PSA ##, FY ##### and Program (Example: PSA 34 FY 2223 Area Plan Closeout). Once approved, you will receive a signed copy of the CDA 180.