Instructions for Completing CDA 2001

The CDA 2001 is designed for requesting reimbursement of funds and for reporting monthly expenses for SNAP-Ed. All requests for reimbursement of funds entered into the CDA 2001 should be rounded to the nearest dollar.

HEADER SECTION:
Enter the following information:

• Planning and Service Area (PSA) number (two digits)
  o Remit to Name will auto-populate once the PSA # is entered.
• Fiscal Year – Federal Fiscal Year
  o Contract Number will auto-populate once the Fiscal Year and PSA # are entered.
• Invoice Date - Date the report is being submitted
• Remit to Address – Enter the remit to address, which must be on file with CDA
• Invoice # and FI$Cal PO # will be completed by CDA staff

PART I: EXPENDITURE REPORT

• Enter Request Month and Year

Program Costs:

• Enter Direct Program expenditures for each cost line item
  o Salaries/Benefits, Non-Capital Equipment/Supplies, Materials, Travel & Per Diem, Building/Space, Maintenance, Equipment and Other Capital Expenditures, Contracts/Sub-Grants/Agreements, Indirect Costs
    ▪ AAA Indirect Costs (100% charged to Program)
• Enter Contractors Total Program costs
  o Salaries/Benefits, Non-Capital Equipment/Supplies, Materials, Travel & Per Diem, Building/Space, Maintenance, Equipment and Other Capital Expenditures, Contracts/Sub-Grants/Agreements, Indirect Costs
    ▪ Contractor Indirect Costs (100% charged to Program)

Admin Costs:

• Enter Direct Admin expenditures for each cost line item
  o Salaries/Benefits only
• Enter Contractors Total Program costs
  o Salaries/Benefits only
PART II: MONTHLY REIMBURSEMENT REQUEST FOR FUNDS

- Request Month and Fiscal Year will auto-fill from Part I
  - Request Month = Expenditure Month
- Request amounts will auto-fill from Part I
  - Amount must agree with Part I

FOR STATE USE ONLY:
This section is to be completed by CDA staff.

DUE DATES:
The completed CDA 2001 is due no later than the last business day of each month.

SUBMISSION:
Submit electronically to SNAP-ED.Fiscal@aging.ca.gov.