Appendix 34b ▪ Report of Property Furnished/Purchased with Agreement Funds - Instructions

General Instructions for CDA 32

1. Purpose:
This document provides general information for completing various sections of the Report of Property Furnished/Purchased with Agreement Funds (CDA 32) form.

2. Background:
In accordance with Exhibit D, Article VII-Property, of the Contact/Agreement terms and conditions, the Contractor and/or Subcontractor shall keep track of property purchased with California Department of Aging (CDA) Agreement funds. The Contractor and/or Subcontractor shall submit to the CDA annually, with the Closeout, a Report of Property Furnished/Purchased with Agreement Funds (CDA 32) form.

Property refers to all assets used in operation of the Contract/Agreement and includes the following:
- Land
- Buildings,
- Improvements,
- Machinery,
- Vehicles,
- Furniture,
- Tools, and
- Intangibles, etc.
- Property does not include consumable office supplies such as paper, pencils, toner, file folders, etc.

Reporting CriteriaProperty meeting all of the following criteria are subject to the reporting requirements:
- Has a normal useful life of at least one-year
- Has a unit acquisition cost of at least $500 (a desktop or laptop setup, including all peripherals is considered a unit, if purchased as a unit)
- Is used to conduct business under the Contract/Agreement

3. Questions:

For detailed questions concerning the completion of the CDA 32 form, contact the CDA Contracts and Business Services Section at 916-419-7531.

How to Complete the CDA 32 Form

1. Design

The CDA 32 form is a Microsoft Excel document designed with the end-user in mind. Included on the form are blank areas for contractor information, 13 rows for describing property/items, as well as various drop-down menus and imbedded instructions for ease of completion.

2. Where to Start

When you open the CDA 32 form, an instruction box is displayed.
- At the top of the screen you may see a yellow bar asking you to "enable macros". If you receive this message, choose yes or "enable"
- Thoroughly review the instructions
- When ready to fill in the form, click the GO button to begin.

Next, before entering any data, it is important to determine how many items you will be entering. If more than 13 items, additional rows can be added to the form as follows:
- Place the cursor on any blank field in the form
- Click the Add Row Button (located on the top right-hand side of the form)
- Repeat process until you have the total number of rows needed

Note: Using the Add Row Button before adding data to the form will ensure blank rows are added that contain the proper formatting. If the Add Row Button is used after data has been entered on the form, the added row(s) may copy already existing data. Once rows have been added, they cannot be deleted.

3. Additional Instructions:

The Columns labeled (A) through (F) and (H) through (J) include a red triangle in the top right corner. Placing the cursor over each red triangle will reveal brief instructions for completing that particular field.

4. Contract Information

Enter the Contractor information in the top cells of the form (cells are shaded in yellow). Be sure to include:

- Contractors full name,
- Contract number,
- Planning and Service Area (PSA) site number or Multipurpose Senior Services Program (MSSP) site number,
- Contractor address,
- Contact person's name, phone number, and e-mail address
- Name and title of person reporting property.
- No original signatures are required, and
- Date form completed

5. Basic Item

Information In the cells below the (A) Item Description, briefly identify the property; including the manufacturers name wherever possible.

6. Detailed Item

Instructions: The following steps outline how to complete columns B through J on the CDA 32.

Column Name (B through J)	Action	Notes
Item Model (B)	Enter the model name and/or number	If Applicable
Serial Number (C)	Enter the manufacturer's serial number	If Applicable
Date Purchased (D) (MM/YYYY)	Enter the date the item was purchased shown on the purchase order	Date in two-digit month and four-digit year format
Purchase Cost (E)	Enter the purchase cost	Round to the nearest dollar
Fund Source (F) (a, b, and c)	Place the cursor in the empty cell below the header, click the down arrow, and choose appropriate funding source from the drop-down menu	Up to three funding sources can be entered; one per column below a, b, and c

Percentage Billed (G)	Place the cursor in the empty cell below the header, click the down arrow, and choose appropriate percentage billed	The percentages entered correspond to the amounts in section F, below columns a, b, and c. The total percentage billed must equal 100%
CDA # or Tag # (H)	Enter the CDA or agency tag number assigned to the property	Should be on a sticker tag on each item
Property Location (I) (County)	Enter the County where the property/item is located	County Name
Subcontractor (J)	Enter the Subcontractor name where the property/item is located	If Applicable

7. Finalizing CDA 32

Final Steps: Review the form for accuracy and ensure all applicable data fields have been completed.

8. Submittal
When the form is completed:
- Save the file with a unique name that includes your PSA/MSSP number (the file must remain in Excel format)
- Coordinate with your AAA Fiscal Officer/MSSP Analyst to submit an electronic copy via e-mail with your Financial Closeout (no hardcopies or scanned versions will be accepted)