

Instructions for Completing CDA 3003

This form allows for the budgeting of Access To Technology Program (ATT) contract funds, as identified on the Budget Display. The total funds budgeted must not exceed the current contract's Budget Display Allocations. The entered budgeted costs should be rounded to the nearest dollar. Do not enter cents.

ATT BUDGET SUMMARY PAGE (Pg. 1)

Summarizes the distribution of budgeted costs to ATT- Home & Community Based Services (HCBS) funds.

ATT BUDGET DETAIL PAGES (Pgs. 2 - 6)

The ATT Administration and Direct Services pages show budget line detail for all ATT- HCBS funding sources. The Subcontractor Services page summarizes all expenses incurred by subcontractors for all ATT- HCBS funding sources. The ATT Equipment/Property pages include quantity and per unit costs of items \$5,000 or more, computing devices, as well as items specified in Exhibit D, Article VII of the Standard Agreement.

FORM COMPLETION – GENERAL

- **Budget Summary page header information will auto-fill on the Administration, Direct Services, Subcontractor detail pages**
- Totals will auto-calculate
- Do not enter cents

ATT ADMINISTRATION (Pg. 2)

PERSONNEL Enter:

- a) Position Classification - List each position performing ATT Administration functions
 - b) Annual Wage Rate (based on Full-Time Equivalent) for the position
 - c) FTE Percent of Time devoted to the AT activities
- SALARIES & WAGES TOTAL** will auto-calculate.
- d) Staff Benefits

TOTAL PERSONNEL will auto-calculate.

OPERATING EXPENSES Enter:

- a) **Rent** (for the portion of the building space dedicated to ATT Administration activities)
 - Total Annual Cost of Rent

- b) **Equipment/Property** – Items with per unit cost of \$5,000 or more, computing devices, as well as items specified in Exhibit D, Article VII that require CDA approval and must be itemized on the Equipment/Property page
- c) **Supplies** – Include items not meeting the Exhibit D, Article VII guidelines
- d) **Travel** – Describe and enter total in-state and out of state travel costs
- e) **Consultant Costs**
- f) **Training**
- g) **Purchased ATT Services**- Services as outlined in Exhibit A, Article II of the Standard Agreement
- h) **Other Operating Expenses** - List other operating expenses with descriptions and total amounts

TOTAL OPERATING EXPENSES will auto-calculate.

Indirect Administration Costs - Enter Indirect Costs attributed to Administration Services.

TOTAL AT ADMINISTRATION will auto-calculate.

ATT DIRECT SERVICES (Pg. 3)

Repeat instructions from **ATT ADMINISTRATION** for **ATT DIRECT SERVICES**.

AT SUBCONTRACTOR SERVICES (Pg. 4)

For each ATT Subcontractor, enter:

- Subcontractor Info (name, address, telephone number, and contact person)
- Amounts budgeted for:
 - ATT- HCBS Funds

TOTAL ATT SUBCONTRACTED SERVICES will auto-calculate.

ATT EQUIPMENT/PROPERTY (Pgs. 5 & 6)

For all Administration, Direct Service, and Subcontractor Services enter the following information for Property/Equipment with per unit cost of \$5,000 or more, computing devices, as well as items specified in Exhibit D, Article VII:

- Item Description
- Item Quantity
- Per unit cost

TOTAL ATT EQUIPMENT/PROPERTY will auto-calculate.

ATT BUDGET SUMMARY PAGE (Pg. 1)

HEADER – Enter: (Info will auto-fill on the Administration, Direct Services, Subcontractor header pages)

- Contract number (reference the Agreement # on Budget Display)
- Budget period covered in this workbook
- Original or revision # contract designation
- Date the budget is being submitted to CDA
- PSA Number

FUNDED COST AMOUNTS

- TOTAL HCBS Fund Column amounts must agree with support detail pages
- Select Payment Method
- Enter Federally Approved Indirect Cost Rate(s) if claiming in excess of 10%

FORM SUBMISSION

Email the completed budget, to Finance@aging.ca.gov. Please use the following email Subject Line naming convention: program abbreviation, budget period, assigned county#, and contract version (Original or Revision with #)

[e.g., AT 2223 01 Orig Budget]