

DEPARTMENT OF AGING

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PROGRAM MEMO

TO: AREA AGENCIES ON AGING DIRECTORS	NO.: PM 06-14(P)
SUBJECT: Fiscal Year 2005/06 Title V Closeout Process	DATE ISSUED: July 14, 2006
REVISED	EXPIRES: July 13, 2007
REFERENCES: PM 01-13 (P), PM 02-16 (P), PM 03-14 (P), and PM 05-09 (P)	SUPERSEDES:
PROGRAMS AFFECTED: <input type="checkbox"/> All <input type="checkbox"/> Title III-B <input type="checkbox"/> Title III-C1/C2 <input type="checkbox"/> Title III-D <input type="checkbox"/> Title III-E <input checked="" type="checkbox"/> Title V <input type="checkbox"/> CBSP <input type="checkbox"/> MSSP <input type="checkbox"/> Title VII <input type="checkbox"/> ADHC <input type="checkbox"/> Other: _____	
REASON FOR PROGRAM MEMO: <input type="checkbox"/> Change in Law or Regulation <input type="checkbox"/> Response to Inquiry <input checked="" type="checkbox"/> Other Specify: <u>Annual Reporting Requirements</u>	
INQUIRIES SHOULD BE DIRECTED TO: Assigned AAA-Based Team Fiscal Specialist	

The purpose of this Program Memorandum (PM) is to transmit the revised Title V, Senior Community Service Employment Program (SCSEP) Federal and State Grant Financial Closeout Report (CDA 90) form and instructions for its completion and to remind Area Agencies on Aging (AAA) of the due date to submit the CDA 90.

Title V Financial Closeout Report (CDA 90)

The CDA 90 was revised to add a place for AAAs to report Federal Match Cash and Federal Match In-kind. This information must be reported on the California Department of Aging's (CDA) closeout to the Department of Labor.

A Signature Document is included with the CDA 90. The Signature Document must be completed and signed by the AAA director and returned with the completed CDA 90.

Page 1 - Expenditure Summary was revised to add a Section D. In this section, identify the amount of Federal Match costs that were funded with cash and the amount of Federal Match costs that were funded with in-kind contributions. Section B, Total Cost for Federal Match, column (c) must agree with Section D, Total Funding for Federal Match, column (c).



As a reminder, on Page 4, Section C, Operating Costs of the CDA 90, all costs associated with functional areas or categories (e.g., Orientation, Assessment, Training, etc.) should be charged to the specific category to ensure the accurate reflection of expenses for activities performed. For example, the cost of "training" could include instructor salaries as well as related costs such as books, materials, supplies, rent, telephones, and utilities associated with instructional space. In the "Other" category, AAAs should only include additional costs not associated with any other line item specified in Section C.

As part of the closeout review process, CDA will identify funds owed to CDA or due to the AAA. Funds due to the AAA will be processed by CDA following approval of the CDA 90. The information reported on the CDA 90 must be accurate, complete, and timely. It is subject to review by CDA's Audit Branch and will be kept on file at CDA until an audit has been completed and resolved.

Due Dates

One copy of the completed CDA 90, **with an original signature**, must be received by **July 31, 2006**, to allow sufficient time for review and approval. The signed copy should be submitted by the due date and addressed to your respective AAA-Based Team Fiscal Specialist and sent to:

California Department of Aging
1300 National Drive, Suite 200
Sacramento, California 95834

To expedite processing, the closeout report must be e-mailed as an attachment to the team public e-mail addresses. Computer files for the revised CDA 90 will be e-mailed to all AAA Fiscal Officers simultaneously with the distribution of this PM.

Original signed by Nicole Smith for

Lora Connolly
Acting Director

Attachments