**Instructions for Completing the HICAP Budget (CDA 229) rev 4/2016**

***Budget Structure***

This form allows for the budgeting of HICAP (9 and 3 Month) federal year split funds and the 12 Month State contract year funds, as identified in the PM and contract Budget Display. The structure is as follows:

**HICAP Budget Summary page**

* + - * Summarizing the Federal 9 Month, Federal 3 Month, State HICAP Reimbursement 12 Month, State HICAP Fund 12 Month, and Local funds 12 Month budgeted. *These amounts will auto-fill from the detail pages.*
* Detail pages for budgeting line item costs.

Federal Budget periods:

• 9 Month Federal Budget Period (July 1 - March 31)

• 3 Month Federal Budget Period (April 1 - June 30)

**HICAP Budget Detail pages**

• FED AAA Admin page budgets 9 & 3 Month Federal and Local Admin funding line item detail

* FED AAA Direct page budgets 9 & 3 Month Direct Services Federal and Local funding line item detail

• STATE AAA Admin page budgets 12 Month HICAP Reimbursement, HICAP Fund and Local funding line item detail

• STATE Direct page budgets 12 Month HICAP Reimbursement, HICAP Fund and Local funding line item detail

• Contractor Srvcs page identifies 12 Month Subrecipient budget summary for all funding sources to include a 9/3 Month Federal Funding split

* ***Program Income anticipated must be budgeted under Direct Services and/or Contractor Services***
  + ***Program Income shall not be used to fund Administration***

***Form Completion – General***

* Yellow highlighted cells are locked and contain formula
* Column and row totals will auto-sum
* Do not enter cents

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***HICAP Budget Summary page***

HEADER - Enter header info for the areas highlighted in blue

* 12 Month Budget period covered in this workbook
* Contract number (reference Agreement # on your Budget Display)
* Date the budget is being submitted
* PSA Number

*Header info will automatically carry forward to all pages*

COST AMOUNTS

* **HICAP Budget Summary amounts will auto-fill from detail pages**
* If HICAP Legal Representation Services are budgeted with federal dollars, check "Yes" at the bottom of Page
  + Enter amount budgeted

***FED AAA ADMIN page (detail)***

**PERSONNEL**

**Position Classification** - List each position performing HICAP Admin functions and paid with federal and local funds:

* Monthly Wage Rate (based on FTE) for the position
* Percent of Time Devoted for the position (based on FTE)
* 9 Month Federal Salaries & Wages budgeted for the position
* 3 Month Federal Salaries & Wages budgeted for the position
* Local Funded Salaries & Wages budgeted for the position

**TOTAL** will auto-calculate

* **Staff Benefits** - Enter 9 Month, 3 Month and local funded benefit costs for all positions listed

**TOTAL PERSONNEL** will auto-calculate

**OPERATING EXPENSES**

**Rent -** enter rent information applicable

* Square footage for the portion of the building space dedicated to HICAP Services
* Monthly square foot rate
* **9** **Month, 3 Month and Local funds rent split**

**Total** will auto-calculate

**Equipment -** Enter applicable federal and local funded AAA Admin equipment

* Enter item description and Quantity
* Enter 9 Month, 3 Month and local funded equipment costs
* Equipment in excess of $500 per unit must also be included on the Property page

**Travel –** Enter federal and local funded travel costs and funding

**Other Operating Expenses** - List “Other” operating expenses

* Enter 9 Month, 3 Month federal and local funds cost split

**Total Operating Expenses will auto-calculate**

**Indirect Costs** - Enter9 Month, 3 Month federal and local funds cost split for Indirect Costs attributed to HICAP Federal Admin Services

**Total Federal & Local Administration will auto-calculate**

***STATE AAA ADMIN page (detail)***

**Repeat instructions from above for budgeting State funded Admin**

* **Budget 12 Month HICAP Reimbursement, HICAP Fund and Local funded costs for each expense line item**
* **Include Other Local Funds used to pay the budgeted costs**

***FED AAA DIRECT page (detail)***

**Repeat instructions from above for AAA Direct Services - Federal**

* **Include Program Income and Other Local Funds used to pay the budgeted costs**

***STATE DIRECT page (detail)***

**Repeat instructions from above for State Direct HICAP services**

* **Include Program Income and Other Local Funds used to pay the budgeted costs**

***Contractor Srvcs page***

Enter the following from left to right for *each* HICAP Contractor:  
 • Contractor Info (name, address, telephone number, and contact person)  
 • The amounts budgeted for:   
 • HICAP 9 Month Federal Funds

• HICAP 3 Month Federal Funds

• HICAP Reimbursement  
 • HICAP Fund  
 • Program Income and Other Local Funds

**TOTAL HICAP CONTRACTED SERVICES** will auto-calculate

***Property page***

For AAA Administration, AAA Direct Services and Contractor Services, enter the following:

* Item Description
* Expected delivery date
* Purpose or use for the property to include justification of need
* Per unit price
* Funding used for the purchase of the property
  + Please use drop down box to select fund source
  + Use multiple lines if funded from more than one fund source
* Total Cost per fund source

***Budget Submission***

Email the completed budget, in excel format, to FiscalTeam@aging.ca.gov by the due date identified in the Program Memo.

* Email Naming Convention
  + In the email subject line, identify your PSA\_## (first), Program, Period, and process (Orig or revision number if applicable).
    - e.g. PSA 34 HICAP FY1617 Orig Budget