

*COMMONWEALTH of VIRGINIA*  
*Department for the Aging*

**MEMORANDUM**

**TO:** Executive Directors  
Finance Directors  
Area Agencies on Aging

**FROM:** Marica B. Monroe

**DATE:** October 13, 2010

**SUBJECT: ARRA Congregate Meals and HD Meals Closeout Reports**

Please read carefully and follow instructions.

The ARRA Congregate Meals and HD Meals Closeout reports should be completed and electronically submitted to the Virginia Department for the Aging (VDA) by the close of business, **December 3, 2010**. This report is to be used by Area Agencies on Aging (AAAs) to report cumulative performance, expenditures and receipts for each pot of funds for the period March 17, 2009 through September 30, 2010. Please name your file, "Final AMR-ARRA Closeout PSA xx," when emailing your submission to [reports@vda.virginia.gov](mailto:reports@vda.virginia.gov). Insert your PSA number in the characters denoted by xx.

The following worksheets must be completed and submitted and are included within the workbook.

- **Meals:** This report is to be used to report compiled programmatic and financial information for the period March 17, 2009 to September 30, 2010 and should be completed in its entirety.
- **Cash Congregate and Home Delivered Meals (C1 & C2):** These are two separate worksheets within the workbook. American Recovery and Reinvestment Act funds must be reported separately and activity should be reported on the related tab. Please ensure all funds received from VDA are included and that recorded amounts reconcile to the September 2010 remittance advice to be provided by VDA. **Also, please ensure that agency disbursements appearing on the Meals**

**tab reconciles to disbursements appearing on the C1 and C2 Cash tabs.**

- **Jobs:** Please make sure job hours for a specific program are cumulative from March 17, 2010 – September 30, 2010 and are reported on the coinciding tab. Also, please include the job title and a brief description of the jobs included within the cumulative job hours reported. Job hours should include cumulative hours paid using ARRA C1 & C2 funds.
- **Vendors:** Activity should be reported on the coinciding vendor tab and include the following:
  - vendor payments where the individual payment is in excess of \$25K
  - or, payments where there is a contractual obligation with a single vendor and the contractual obligation is in excess of \$25K.
  - When vendor payment information is provided please provide each vendor's DUNS number where possible. If a DUNS number is not available, you must provide **BOTH** the vendor name and vendor HQ zipcode+4.