



**COMMONWEALTH OF VIRGINIA**  
**DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES**

JAMES A. ROTHROCK  
Commissioner

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**MEMORANDUM**

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

**FROM:** Marica B. Monroe

**DATE:** April 4, 2013

**SUBJECT:** CLP 2 Closeout Report - Program Year Ending 03/31/2013

Hello. The Community Living Program 2 close out (settlement) reports for the program period beginning September 30, 2009 and ending on March 31, 2013, are due to the Department for Aging and Rehabilitative Services on or before May 15, 2013.

Please remember that this report should be cumulative from the inception of the grant on 09/30/09 and include the related match requirements and funds awarded for Virtual Intake. An electronic version of the report will be available on the Division for the Aging website, [www.vda.virginia.gov](http://www.vda.virginia.gov).

Completed reports should be e-mailed to: [reports@dars.virginia.gov](mailto:reports@dars.virginia.gov). For PSAs, please name the file CLP 2 Closeout Report PSAxx (Insert your PSA number in the characters, xx). For non-PSAs, please name the file CLP 2 Closeout Report then include the name of your agency.

For agencies that have not drawn down all funds related to this grant contract, please do so on the March AMR-OC due April 12th, so that the closeout report information can be accurate and complete.

If you have any questions, please call me at (804) 662-9320 or e-mail me at [marica.monroe@dars.virginia.gov](mailto:marica.monroe@dars.virginia.gov). Thank you. **HAPPY SPRING!**

CC: Kathy Miller, Director of Programs  
Peggy Nieder, Program Coordinator