



COMMONWEALTH of VIRGINIA
Department for the Aging

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Marica Monroe

DATE: April 4, 2011

SUBJECT: CLP 1 (Formerly Nursing Home Diversion) Closeout Report – Program
Year End 03/31/2011

The close out (settlement) reports for the program period beginning September 30, 2008 and ending on March 31, 2011 for the Community Living Program 1 grant must be submitted to the Virginia Department for the Aging (VDA) on or before May 13, 2011.

Please remember that this report should be cumulative from the inception of the grant on 09/30/08 to include any match requirements. Please complete the report using the tabs entitled CLP 1 and Cash. An electronic version of the report will be available on the VDA website, www.vda.virginia.gov. Completed reports should be e-mailed to reports@vda.virginia.gov. For PSAs, please name the file CLP 1 Closeout Report PSAxx (Insert your PSA number in the characters, xx). For non-PSAs, please name the file CLP 1 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 by the March AMR-OC due date of 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@vda.virginia.gov. Thank you.

CC: Kathy Miller, Director of Programs