



COMMONWEALTH OF VIRGINIA
DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES

JAMES A. ROTHROCK
Commissioner

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MEMORANDUM

TO: Those responsible for MIPPA reporting

FROM: **Marica B. Monroe,**
Financial Statement Reporting & Acctg Manager

DATE: October 23, 2012

SUBJECT: MIPPA Closeout Report – Program Year: 09/30/2010 – 09/29/2012

The close out (settlement) reports for the program period beginning September 30, 2009 and ending on September 29, 2012 for all MIPPA programs ending 09/29/2012 must be submitted to the Department for Aging and Rehabilitative Services no later than November 15, 2012. Please complete the report using the pages, tabs, and fields attached then e-mail the completed report to reports@vda.virginia.gov. Each MIPPA source of funding has a separate tab. If you did not receive funds from a particular source please disregard that tab. Please name the file, MIPPA Closeout Report PSA XX, replacing the XX with your agency's PSA number.

Please input the budget amounts and program expenditures by category for the entire budget period (09/30/2010 – 09/29/2012) for each tab where applicable. These grants cover multiple years and funds may have been distributed in separate pots. Please ensure that the budget and expenditures reported on the closeouts include all funds awarded for that project even if they were awarded in separate pots. If you have any questions, please call 804-662-9320.

Thank you.

CC: Kathy Miller
Liz Havenner