

*COMMONWEALTH of VIRGINIA*  
*Department for the Aging*

**MEMORANDUM**

**TO:** Title V Directors

**FROM:** Marica B. Monroe, Financial Manager

**DATE:** July 7, 2010

**SUBJECT:** Title V Closeout Report – FYE 06/30/2010 Contracts

The close out (settlement) reports for the fiscal period beginning July 1, 2009 and ending on June 30, 2010 for the Title V, Senior Community Service Employment Program must be submitted to the Virginia Department for the Aging (VDA) on or before September 7, 2010. Please complete the report using the pages and fields for DOL. An electronic version of the report is available on the VDA website, [www.vda.virginia.gov](http://www.vda.virginia.gov). Please e-mail the completed report to [reports@vda.virginia.gov](mailto:reports@vda.virginia.gov). Please name the file, Title V Closeout Report PSAxx (Insert your PSA number in the characters, xx). For agencies that have not drawn down funds related to the 06/30/10 grant contract, please do so, so that the closeout report 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](mailto:marica.monroe@vda.virginia.gov). Thank you.

CC: Tim Catherman  
Pat Cummins, Program Coordinator