

COMMONWEALTH of VIRGINIA
Department for the Aging

MEMORANDUM

TO: Title V Directors

FROM: Marica B. Monroe, Financial Manager

DATE: January 6, 2012

SUBJECT: Title V Closeout Report – FYE 12/31/2011 Contracts (BASIC AND NEW)

Hello everyone. As many of you are aware, the basic Title V grant and the new Title V funded grant both originally ending 06/30/2011, were extended until 12/31/2011. The close out (settlement) reports for both grants ending on December 31, 2011 for the Title V, Senior Community Service Employment Program must be submitted to the Virginia Department for the Aging (VDA) on or before February 6, 2012. The report is broken into separate tabs for the “BASIC” and the “NEW” funding received for this period. An electronic version of the report is available on VDA’s website at, www.vda.virginia.gov. Please e-mail the completed report to 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 all necessary funds related to these grant contracts, please do so, so that the closeout report will 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: Tim Catherman
Pat Cummins, Program Coordinator