



COMMONWEALTH of VIRGINIA
Department for Aging and Rehabilitative Services

James Rothrock, Commissioner

MEMORANDUM

TO: Title V Directors

FROM: Marica B. Monroe, Financial Statement Reporting and Accounting Manager

DATE: July 2, 2012

SUBJECT: Title V Closeout Report – FYE 06/30/2012 Contracts

Hello everyone. The Title V grant ending 06/30/2012 has closed. The close out (settlement) reports for this grant must be submitted to the Department for Aging and Rehabilitative Services on or before August 1, 2012. An electronic version of the report is available on our 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 on the June AMR-OC due July 12th, 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@dars.virginia.gov. Thank you.

CC: John Thaniel
Kathy Miller

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