

*COMMONWEALTH of VIRGINIA*  
*Department for the Aging*

**MEMORANDUM**

**TO:** Those responsible for MIPPA reporting  
**FROM:** Marica B. Monroe, Financial Manager  
**DATE:** June 1, 2011  
**SUBJECT:** MIPPA Closeout Report – Program Year: 06/01/2009 – 05/31/2011

The close out (settlement) reports for the program period beginning June 1, 2009 and ending on May 31, 2011 for all MIPPA programs ending 5/31/2011 must be submitted to the Virginia Department for the Aging (VDA) no later than August 1, 2011. Please complete the report using the pages, tabs, and fields attached then e-mail the completed report to [reports@vda.virginia.gov](mailto: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 (06/01/2009 – 05/31/2011) for each tab where applicable. These grants cover multiple years and funds were distributed in at least two 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 Pierce