

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 ARRA Closeout Report – FYE 06/30/2010 Contracts

The close out (settlement) reports for the fiscal period beginning February 17, 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. Please e-mail the completed report to reports@vda.virginia.gov. Please name the file, ARRA 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 ARRA grant contract, please do so, so that the closeout report can be accurate and complete.

Please remember that all information on the closeout report should be cumulative (02/17/2009 – 06/30/2010) to include hours worked. Please remember to complete all tabs with complete information.

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

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