



**COMMONWEALTH of VIRGINIA**  
*Department for the Aging*

**MEMORANDUM**

**TO:** Executive Directors  
Area Agencies on Aging

**FROM:** Marica Monroe

**DATE:** April 12, 2012

**SUBJECT:** VICAP Final Close Out Report  
Grant Period – 04/01/2011 to 03/31/2012

A close out (settlement) report for the fiscal period April 1, 2011 to March 31, 2012 for VICAP funds is due on or before May 4, 2012. An electronic version of the VICAP closeout report is available on the VDA website, [www.vda.virginia.gov](http://www.vda.virginia.gov). Please e-mail the completed reports to [reports@vda.virginia.gov](mailto:reports@vda.virginia.gov) and name the file, VICAP Closeout Report PSAxx (Insert your PSA number in the integers, xx).

The total available amounts contained in your VICAP contract Summary of Obligations, should agree with the totals in the Basic VICAP Close Out Report, Approved Budget columns. The total available amounts include unencumbered cash (cash on hand) and unadvanced balances as of 03/31/11 from last year's close out report. If you have any questions, please contact me at (804) 662-9320 or by e-mail at [marica.monroe@vda.virginia.gov](mailto:marica.monroe@vda.virginia.gov).