**MEMORANDUM**

**TO:** Title V Directors

**FROM:** Sharon Collins, Reporting and Accounting Manager

**DATE:** September 12, 2024

**SUBJECT:** Title V Closeout Report – FYE 06/30/2024 Contracts

Hello everyone. The Title V grant ending 06/30/2024 is closing. Please submit your close out (settlement) reports for this grant to the Department for Aging and Rehabilitative Services on or before Wednesday, September 25, 2024. An electronic version of the report will be available on our website at, [www.vda.virginia.gov](http://www.vda.virginia.gov/). Please e-mail the completed report to [darsreports@dars.virginia.gov](mailto:reports@dars.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, so that the closeout report will be accurate and complete.

If you have any questions, please call me at (804) 662-7376 or e-mail me at [Sharon.collins@dars.virginia.gov](mailto:Sharon.collins@dars.virginia.gov). Thank you.

CC: Fernanda Crandol, Chief Financial Officer

Megan Grey, Prog Admin Specialist II