**MEMORANDUM**

**TO:** Fiscal Directors

Area Agencies on Aging

**FROM:** Sharon Collins, Grants Manager

**DATE:** May 24, 2024

SUBJECT: VICAP Final Closeout Report

**Grant Period – 04/01/2023 to 3/31/2024**

A final VICAP closeout report for the grant period April 1, 2023, to March 31, 2024, is due no later than June 21, 2024. Please remit any remaining budget balance to DARS.

Attached is the electronic version of the VICAP closeout report form. Please e-mail the completed report to [darsreports@dars.virginia.gov](mailto:darsreports@dars.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 Approved Budget columns.

Please note\*\*activity included in this report should reflect all activity for VICAP occurring during this reporting period even if funds were awarded under or received under a previous VICAP year. MIPPA funds should not be included in this report.

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

CC: Kathy Miller, General Admin Manager

Pamela Smith, Program Admin Specialist

Maurice Talley, Fiscal Services Coordinator