

### Voluntary Withdrawal of Title III Project

When an Older Americans Act Title III funded project elects to voluntarily terminate the contract prior to the end of a grant year, procedures in paragraphs 1 through 3 must be followed.

1. The Title III project gives the Area Agency on Aging (AAA) at least 90 days written notification prior to scheduled termination date with justification for voluntary withdrawal. The chairperson of the project's governing board and the project director must sign the written notice. Documents in A and B of this paragraph must accompany the written notice.
  - A. Complete list of all grant-acquired equipment, with signature of staff verifying a complete inventory within the last 30 days, using an approved form per OAC 340:105-10-116.
  - B. Complete list of all entities and organizations, including contact name, address, and phone number for each, the project is currently contracted with or not contracted with, to conduct all areas of program business, including, but not limited to, property owners, staff insurance and retirement carriers, transportation, food vendors, utility providers, maintenance, and transportation services.
2. The Title III project delivers documents in A and B of this paragraph to the AAA office no later than 60 days prior to the scheduled termination date.
  - A. Copies, not originals, of all Title III staff personnel files.
  - B. Originals of all active Older Americans Act assessment forms. The project keeps copies.
3. The Title III project surrenders all grant-acquired equipment and Older Americans Act program data, including computer data, to the AAA no later than two weeks prior to the scheduled termination date. If the Title III project wishes to keep the grant-acquired equipment or supplies, the AAA must be reimbursed for those expenditures at least two weeks prior to the scheduled termination date. If the Title III project wishes to dispose of the grant-acquired equipment or supplies, the Title III project must request disposition procedures from the AAA at least 30 days prior to the scheduled termination date.

Project name	Grantee/applicant organization
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Project director signature                      Title                      Date

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Chairperson board of directors signature                      Title                      Date