

CITY OF NEWPORT NEWS
Community Support Agency Grant Program

Action Calendar for Community Support Agency

OCTOBER	Public Notice is put in newspaper re: CSAG application process
NOVEMBER	Download Grant applications from web site
JANUARY	Submit Grant applications by 5:00 p.m. on posted due date
FEBRUARY - JUNE	Applications are reviewed, funding is recommended, CSAG funding is approved by City Council in Annual Operating Budget
JUNE	Grant award letters are sent to agencies
JULY 30	Agencies submit signed Conditions of Grant Award, Approved Budget form, Adopted Budget form, Financial Report, Capital Funding form (if applicable), and Request for First Payment form prior to release of first payment.
JULY/AUGUST	First quarter payments disbursed after receipt and review of above forms
NOVEMBER	Second quarter payments disbursed automatically (no reports required)
JANUARY 15	Agencies submit a copy of their most recent Independent Financial Audit, Summary of Services Form, Financial Report (reflecting activity from July-December) and Request for Third Payment Form prior to release of third quarter payment
JANUARY	Oversight departments verify consistency of proposed services with services delivered
FEBRUARY	Third quarter payments disbursed after receipt and review of submitted forms
JULY 15	Agencies submit the Request for Fourth Payment Form, Summary of Services Form and Financial Report (reflecting activity from July-June) prior to release of fourth quarter payment
JULY	Oversight departments verify consistency of proposed services with services delivered
JULY	Fourth quarter payments disbursed