

**Due dates: July 30, January 15, following July 15**

Agency: \_\_\_\_\_

Prepared By: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Complete this section by July 30				Complete this section by Jan 15		Complete this section by July 15				
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	
Proposed Activity/ Objective	Unit of Measure	Proposed Services		Svcs. Delivered July - Dec		Svcs. Delivered Jan. - June	Total Program	Newport News	Cumulative Svcs Delivered	
		Total Program	Newport News	Total Program	Newport News				Total Program (Col 5 + Col 7)	Newport News (Col 6 + Col 8)

I certify that this report represents the total service delivered by this agency in meeting its stated objectives in accordance with the approved application of the above mentioned grant.

\_\_\_\_\_  
Typed Name of Authorized Official

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

**Remember to make a copy of your form prior to mailing to help you with future submittals.**

Mail Original Form to your agency's CSAG contact (refer to your grant award letter to determine your agency's CSAG contact):

Department of Human Services  
Accounting Coordinator  
6060 Jefferson Avenue  
Newport News, VA 23506-3014  
(757) 926-6342

or

Department of Budget & Evaluation  
2400 Washington Avenue, 9th Floor  
Newport News, VA 23607  
(757) 926-8733

## Summary of Services Form Instructions

This form will be used throughout the year to demonstrate proposed level of activities, as well as to report the actual level of activities. If a due date falls on a weekend, the following work day will be the due date.

### **DUE BY JULY 30:**

1. Complete columns 1, 2, 3 and 4. Information in these columns will provide a baseline of information about the services your agency plans to deliver within the City's fiscal year. Information provided in these four columns will remain the same even if the actual level of service varies from what was originally proposed.

Column 1: List the major activities your agency plans to deliver during the fiscal year of the grant. Limit the number of activities/objectives to the space provided. Additional information can be attached.

Column 2: List the unit of measure which will be how you will count the activity level.

Column 3: List the number of a particular activity which you plan to accomplish for the total program, including activities for/in the City of Newport News.

Column 4: List the quantity of a particular activity that you plan to accomplish only for/in the City of Newport News.

2. **Make a copy of the form and instructions -- the information will be needed when you prepare and submit your January 15 report.**

3. Submit the original form, signed by the agency director or designee, by July 30, plus your agency's adopted budget and Request for First Payment form.

### **DUE BY JANUARY 15:**

If actual agency service delivery is not consistent with the level of service delivery upon which the grant was awarded, the third quarter payment will not be made.

1. On your copy of the July 30 submittal above (that includes completed columns 1 through 4), complete columns 5 and 6 to reflect the level of activity from July to December.

2. **Make a copy of the form and instructions -- the information will be needed when you prepare and submit your July 15 report.**

3. Submit the form, signed by the agency director or designee, by January 15, along with the financial summary for the first six months and an independent audit of your agency's last completed fiscal year.

### **DUE BY THE FOLLOWING JULY 15:**

If actual agency service delivery is not consistent with the level of service delivery upon which the grant was awarded, the final payment will not be paid.

1. On your copy of the January 15 submittal above (that includes completed columns 1 through 6), complete columns 7 and 8. The service delivery information provided in these columns should reflect service delivered between January and June.

2. Complete columns 9 and 10, which should reflect cumulative totals for the preceding 12 month period (July - June). Online Excel totals this automatically.

3. Submit the form, signed by the agency director or designee, by July 15, along with the financial summary report and Request for Final Payment.