



Department of
Budget and Evaluation

May 17, 2024

Ms. Phyllis Palin
Hampton Human Services/Peninsula Foster Grandparents Program
1320 LaSalle Avenue
Hampton, VA 23669

Dear Ms. Palin:

The City of Newport News Operating Budget for Fiscal Year 2025 (July 1, 2024, through June 30, 2025) has been approved by City Council on May 14, 2024. We are pleased to inform you that the budget includes a Community Support Agency Grant (CSAG) appropriation of \$20,000 for the Hampton Human Services/Peninsula Foster Grandparents Program.

Unless otherwise discussed and agreed upon, these funds will be released incrementally as explained on the City's website at <http://www.nnva.gov/213/Community-Support-Agency-Grant-Program>. Reporting forms, instructions and the timeline may also be downloaded from this site.

Payments for Fiscal Year 2025 will be disbursed as follows, provided the required reporting is submitted in accordance with grant conditions by the specified deadlines:

- 25% in July/August 2024
- 25% in November 2024
- 25% in February 2025
- 25% in July 2025

The forms are available on the website listed above; all required reports must be signed by the appropriate agency officials to satisfy audit requirements. The completed forms may be emailed to the Department of Budget and Evaluation (budget@nnva.gov) or a hard copy can be mailed to the address above.

Information regarding FY 2026 grants will be publicized on the City website in October 2024. Applications will be available on this site.

The City of Newport News is pleased to assist your community service. Please call the Department of Budget and Evaluation at (757) 926-8733 if there are any questions.

Sincerely,

Constantinos Velissarios
Budget Manager