



**CAPSAW
FY 20
Report Due
Dates**

Staunton, Augusta, and Waynesboro

Date	Report Required
<p>October 15, 2019</p> <p>Submission instructions: email to valleycapsaw@gmail.com</p> <p>Questions? Email or call 540-292-0017.</p>	<p>1st Quarterly and Locality Report (EXCEL)</p> <ul style="list-style-type: none"> • (7/1/19 – 9/30/19) <p>Copies of approved board minutes</p> <p>Signed Reimbursement Request</p>
<p>January 15, 2020</p> <p>Submission instructions: email to valleycapsaw@gmail.com</p> <p>Questions? Email or call 540-292-0017.</p>	<p>2nd Quarterly and Locality Report (EXCEL)</p> <ul style="list-style-type: none"> • (10/1/19 – 12/31/19) <p>Copies of approved board minutes</p> <p>Signed Reimbursement Request</p>
<p>April 15, 2020</p> <p>Submission instructions: email to valleycapsaw@gmail.com</p> <p>Questions? Email or call 540-292-0017.</p>	<p>3rd Quarterly and Locality Report (EXCEL)</p> <ul style="list-style-type: none"> • (1/1/20 – 3/31/20) <p>Copies of approved board minutes</p> <p>Signed Reimbursement Request</p>
<p>July 15, 2020</p> <p>Submission instructions: email to valleycapsaw@gmail.com</p> <p>Questions? Email or call 540-292-0017.</p>	<p>4th Quarterly and Locality Report (EXCEL)</p> <ul style="list-style-type: none"> • (4/1/20 – 6/30/20) <p>Copies of approved board minutes</p> <p>Demographic Form (Individual & Household Tabs)</p> <p>Program Budget (second tab)</p> <p>Final Program Report (narrative)</p> <p>Signed Reimbursement Request</p>

FAILURE TO SUBMIT IN REQUIRED FORMAT BY DUE DATES ABOVE MAY RESULT IN DELAYED AND, IN EXTREME SITUATIONS, DENIAL OF PAYMENT.

NON AGENCY SPECIFIC FORMS CAN BE FOUND AT:

<https://www.waynesboro.va.us/368/Contracted-Agency-Requirements>