**2018 Neglected Cemetery Account Grant**

**Grantee Contract Submittal Checklist**

**All required contract submittal documents must be submitted to OPM as promptly as possible and must be post-marked no later than October 10, 2018.**

[ ] **Remittance Information**: Please print, complete and submit **one copy**

[ ] **Notice of Grant Award (NOGA)**: Please print, sign, date and submit **2 copies** with original signatures. The individual who signs this document must be the same individual named and authorized in the meeting minutes submitted with your RFA response/application.

[ ] **Neglected Cemetery Account Grant Program Eligibility Affidavit**: **Submit 2 copies,** affixing one completed, signed, dated and notarized copy to each NOGA.

[ ] **General Grant Conditions**: These are the conditions of your grant. Please read them carefully. By signing the NOGA you are agreeing to abide by these grant conditions. Please print **2 copies** and affix one copy to each NOGA.

[ ] **Neglected Cemetery Account Grant Contract Submittal Checklist**: Please complete, print and submit **one copy** of this checklist.

**Completed by**: enter name **email address:** enter email address

**Phone:** enter phone number **Date:** enter date

Submit all required paperwork via regular mail to:

Office of Policy and Management

Attn: Elizabeth Mayo, MS #52 ADM

450 Capitol Avenue

Hartford, CT 06106