



Quarterly Reporting and Disbursement Form

Please use the following form to provide the mandatory quarterly report for your CMF grant. If you are requesting a disbursement, please fill out both Section I and Section II. **Disbursement requests will only be considered if your grant is in good standing by being up to date on your quarterly reports. Please submit this form with all relevant invoices as one PDF to MGCCMF@Massgaming.gov.**

Grantee: TOWN OF CAPECOD	Total Award: \$500,000
DOC ID: 2021CAPECODTRANSITGT	Contract End Date: 6/30/25
Grant Year: 2021	Date Submitted: 11/13/24

Please check-off the quarter being reported on:

- November 15** for the period ending 9/30
- February 15** for period ending 12/31
- May 15** for period ending 3/31
- August 15** for the period ending 6/30

Section 1. Quarterly Narrative

Please use the following section to provide an update on all projects funded by your grant, add additional lines as necessary. Describe progress towards goals; describe any challenges; and describe steps implemented to address challenges. *If no activity has occurred on a project this quarter, please fill in the box with "No Activity".*

Project Name	Description of Quarterly Activities
CAPE COD TUNNEL	Met with MassDOT and Coast Guard on development of the project, review draft design of tunnel; develop next steps in process. Initial meeting with community partners. Team collected traffic data including traffic volumes.

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Section 2. Disbursement Request

Please use this Section to request a disbursement. Please provide a detailed description of each item by project and associated invoices. **Activities without invoices will not be approved for payment.**

Are you requesting the next disbursement of funds? **Yes** **No**

Project Name	Total Requested
CAPE COD TUNNEL	\$16,000.00
Total:	\$16,000.00

Summary of Grant Expenditure to Date

Paid to Date	Total New Invoices	Grant Funds Remaining
\$125,000.00	\$16,000.00	\$359,000

Summary of Invoices Submitted

Please use the following section to itemize your invoices related to this disbursement request.

Project Name	Project Activity/Purchase	Date	Invoice Amount
CAPE COD TUNNEL	<i>Received invoices from Goliath Engineering for initial draft documents.</i>	9/15/24	\$5,500.00
	<i>Environmental Analysis- by Green Thumb</i>	8/23/24	10,500.00
Total:			\$16,000.00

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By signing below, I certify that the above information provided is accurate to the best of my knowledge.

Signature of Grant Manager

Date

For internal use only:

Reviewed By:

Staff Reviewer

Date

Signature of Staff Reviewer