

# City of Minot

## CONTRACT REVIEW FORM

Contract Details (to be completed by initiating department): MOU - FY2019 JAG GRANT

Contract between the City of Minot and [insert contracting party] WARD COUNTY

Purpose of Contract: Share grant funds

Total Contract Amount: \$19823

Contract Period/Term: Same as grant (Oct 2021)

Legal Description (if applicable): \_\_\_\_\_

Funding Source: BSA - JAG GRANT

Project Number: \_\_\_\_\_

City Staff Lead: JOHN KLUG

Time Constraints: 10/15/19

Initiating Department Comments: \_\_\_\_\_

Department Head/Assistant Department Head Signature: \_\_\_\_\_

\*If requesting the City Attorney's Office to prepare the Contract, please attach all relevant documentation or provide all relevant information that may be needed to prepare the Contract.

### CITY ATTORNEY

City Attorney/Assistant City Attorney Signature: [Signature]

Date: 10/15/19

### FINANCE

Finance Director Signature: [Signature]

Date: 10-15-19

### CITY MANAGER

City Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

After Review Route to: \_\_\_\_\_

Other Party to the Contract: Contract **MUST** be signed by other party before being added to the City Council Agenda for approval.

City Council Meeting Date(s): \_\_\_\_\_

**Approved by City Council**  
Date: \_\_\_\_\_

**Rejected by City Council**  
Date: \_\_\_\_\_  
Reason: \_\_\_\_\_

**Signed by Mayor**  
Date: \_\_\_\_\_

**Signed by City Clerk or Finance Director**  
Date: \_\_\_\_\_

After signatures, route to initiating department to for contract management and compliance.

\*After signatures, Copy of Executed Contract **MUST** be Forwarded to City Clerk's Office

Tracking/Additional Information/Internal Comments: \_\_\_\_\_