

# STATE AID FOR LOCAL TRANSPORTATION SAFE ROUTES TO SCHOOL PROGRAM

## GRANT AGREEMENT INSTRUCTIONS

### SECTION ONE – INSTRUCTIONS FOR COMPLETING PAGE 1

**This grant agreement should be completed with the information in the Encumbrance Letter from State Aid Finance.**

Before filling out the agreement, enter the MnDOT assigned Agreement Number and either the SP or SAP in the upper right corner **of all pages** of the agreement. The agreement number can be found in the Funding Letter.

- 1. Public Entity name, address and contact:** The State Aid local agency that was awarded the funds to construct their project. Provide the agency's mailing address, the full name of the main contact person managing the project from award to construction and the contact person's title.
- 2. Project(s):** Fill in the first row of the table with the project number, the amount of SRTS funds, the local match amount, and the completion date.

*Note: The chart in line 3 allows agencies to process multiple projects if all the projects have been assigned the same agreement number. It is unlikely that this will apply to SRTS projects.*

**Name of Project:** Insert the corresponding State Aid Project (SAP) in the first column underneath the section titled "Name of Project".

**Amount of SRTS Funds:** Enter the SRTS grant amount from the Funding Letter. This dollar amount will match 1) the amount in line 3 – "Total Amount of SRTS Grant" of the first page and 2) the subtotal for the "Items Paid for with SRTS Grant Funds" in Exhibit A

**Amount of Required Matching Funds:** Enter the total matching dollar amount from the Funding Letter for non-eligible items. This dollar amount will match the subtotal of the "Items Paid for with Non-SRTS Grant Funds" in Exhibit A.

**Completion Date:** Insert the expected completion date for the last column. The date should match the completion date provided in Exhibit B. **Make sure you allow enough time for final pay requests to be processed by the State Aid Finance division when entering the completion date.**

- 3. Total Amount of SRTS Grant:** Enter the total bond fund amount on line 3.
- 4. Agreement Exhibit:** List of Exhibits included in the grant agreement. This list should be changed only if there is more than one SAP on the agreement. The section should be modified to reflect this. For example, if there are two State Aid Projects with one agreement number, you may list as follows:

Exhibit A-1 & A-2

Completed Sources and Uses of Funds Schedule

|                              |  |
|------------------------------|--|
| Exhibit <b>B-1 &amp; B-2</b> | Project Completion Schedule                  |
| Exhibit <b>C-1 &amp; C-2</b> | General Fund Financed Property Certification |
| Exhibit <b>D</b>             | Grant Application                            |
| Exhibit <b>E-1 &amp; E-2</b> | Grantee Resolution Approving Grant Agreement |
| Exhibit <b>F-1 &amp; F-2</b> | Grantee Resolution to Maintain Facility      |
| Exhibit <b>G</b>             | General Terms and Conditions                 |

**Please see chart in Section Nine for further instruction regarding changes to Exhibit F.**

## SECTION TWO – INSTRUCTIONS FOR COMPLETING PAGE 2

- 5. Additional Requirements:** Insert any additional requirements that are specific and/or unique to the project. *If there are no specific and/or unique project requirements then the word "NONE" should be inserted.*
- 6. Agreement Modification:** Enter modifications to the agreement.

**Modifications must be approved by State Aid before it may be included in the agreement.**

## SECTION THREE – INSTRUCTIONS FOR COMPLETING PAGE 3

Insert the names and titles of all persons who will execute the grant agreement on behalf of the recipient under the caption marked "Public Entity (Grantee)". Obtain original signatures from the proper authorities. The State Aid Program Engineer and the Contract Administrator will sign and date under the section entitled "Department of Transportation". Note: This section no longer needs to be notarized.

## SECTION FOUR – INSTRUCTIONS FOR COMPLETING EXHIBIT A

NOTE: The Agreement number and SAP number should be referenced on all the Exhibits. **Each exhibit has to include an exhibit cover page from the template.** Agreements with exhibits without corresponding exhibit cover pages will be returned.

- Itemize each of the funding sources for the project separately. For most projects, the "Sources of Funds" (left column) and the "Uses of Funds" (right column) are the same.
- The subtotals in the left column will match the subtotals in the right column.
- The "Total Funds" line in the left column must match the "Total Projection Costs" line in the right column. Please see below for a sample of Exhibit A.

**EXHIBIT A**

**SOURCES AND USES OF FUNDS SCHEDULE**

| <b>SOURCES OF FUNDS</b>       |                | <b>USES OF FUNDS</b>   |               |
|-------------------------------|----------------|--|---------------|
| <b>Entity Supplying Funds</b> | <b>Amount</b>  | <b>Expenses</b>  | <b>Amount</b> |
| <b>State Funds:</b>           |                | <b>Items Paid for with SRTS Grant Funds:</b>   |               |
| SRTS Grant                    | \$100,000.00   | Sidewalk and path construction, traffic control  | \$100,000.00  |
| Other:                        | \$ _____       |  |               |
| Subtotal                      | \$ 100,000.00  | Subtotal   | \$ 100,000.00 |
| <b>Public Entity Funds:</b>   |                | <b>Items paid for with Non-SRTS Grant Funds:</b>   |               |
| Local Match                   | \$ 10,000.00   | Preliminary and final design, construction engineering, additional sidewalk construction costs | \$ 10,000.00  |
| Other:                        |                |  |               |
| Federal                       | \$ _____       |  |               |
| Subtotal                      | \$10,000.00    | Subtotal   | \$10,000.00   |
| <b>TOTAL FUNDS</b>            | \$110,000.00 = | <b>TOTAL PROJECT COSTS</b>   | \$110,000.00  |

## SECTION FIVE – INSTRUCTIONS FOR COMPLETING EXHIBIT B

**B.1** The Project Completion Schedule should include the construction schedule end date and also the project completion date. **The project completion date should allow enough time for requesting final payment and project close out.** This date should be the same date as the chart in Line 3 on the first page of the agreement.

## SECTION SIX – INSTRUCTIONS FOR COMPLETING EXHIBIT C

The certification of Right of Way (Exhibit C) requires original authorized signatures. One Certification of Right of Way is required for each agency that has right of way on the project (i.e. a city and county certificate if some of the work is on city right-of-way and some work is on county right-of-way). The exhibit is sent to Minnesota Management & Budget (MMB) who waives the requirement that a declaration be recorded at the county recorder's office. The MnDOT agreement number and SAP number should be referenced on the exhibit. The following information should be inserted into the certification at the specified locations:

**C.1** Insert the name of the county entering into the agreement *located in the first paragraph* of the certification.

**C.2** Leave the date in paragraph B blank. It will be filled in by MnDOT.

**C.3** Obtain the necessary signatures for the block located in the lower right corner of this exhibit and **ensure the date below paragraph C is filled in.**

**C.4 Attachment 1 to Exhibit C:** Please provide a short statement describing property. You may include a visual in addition to the written description.

## SECTION SEVEN – INSTRUCTIONS FOR COMPLETING EXHIBIT D

**D.1** The application for funding is required to be signed by the State Aid City or County Engineer and should be provided to the District with your plan for review and for approval. The resolutions verifying eligibility requirements and school board support must be included. The Safe Routes to School plan should not be included. Attach the application here.

## SECTION EIGHT – INSTRUCTIONS FOR COMPLETING EXHIBIT E

**E.1** A sample resolution can be found at the following link:

- Safe Routes to School:  
<http://www.dot.state.mn.us/saferoutes/documents/sample-resolution-SRTS.docx>

Attach the county board or city council resolution agreeing to the terms of the bond grant here. A sample resolution is shown below.

**IMPORTANT: If a local agency chooses to draft its own resolution, be sure that the specific officers who are authorized to execute the agreement in the resolution are the exact officers who sign the agreement; otherwise the agreement will be returned. For example, the agreement will be sent back if a resolution indicates signatures from the Chair and the City Administrator, but the agreement is signed by the Chair and the County Engineer. In the same fashion, if the resolution states that "X" (Chair) and "Y" (City Administrator) are authorized to execute, then MnDOT requires both officers to sign.**

## SECTION EIGHT – INSTRUCTIONS FOR COMPLETING EXHIBIT F

**F.1** Attach the county board or city council resolution agreeing maintain the facility. A sample resolution is shown below.

**SAMPLE RESOLUTION**  
**Exhibit F Grantee Resolution to Maintain Facility**  
**SAP xxx-xxx-xxx**  
*Date*

WHEREAS, The Safe Routes to School Program was established in Minn. Stat. §174.40 to provide assistance in capital investments for safe and appealing non-motorized transportation to and from a school with a useful life of at least ten years: and

WHEREAS, The Minnesota Department of Transportation (MnDOT) has determined that for projects implemented with SRTS funds, operation and maintenance requirements for its useful life should be applied to the project sponsor, and

WHEREAS, The County/City of \_\_\_\_\_ is the project sponsor for the Safe Routes to School project within the City of \_\_\_\_\_.

THEREFORE BE IT RESOLVED, that the Project Sponsor hereby agrees to assume full responsibility for the design, construction, operation and maintenance of property and facilities related to the aforementioned Safe Routes to School project.

BE IT FURTHER RESOLVED THAT the Sponsoring Agency has received assurance that the Agency receiving the facility will retain responsibility for maintenance. Failure to adequately maintain the facility will result in the Recipient Agency being ineligible for future funding under this or similar federal or state funded programs.

## INSTRUCTIONS FOR COMPLETING EXHIBIT G

**G.1** *Make sure to print out all of the pages included in the template for Exhibit G.* The agreement will be returned and initials of those authorized to sign the agreement will have to be obtained on any missing pages.

There are several sections that must be modified if extra attachments to Exhibits are added and/or there is more than one SP/SAP included in the agreement. For example, say there are several projects/attachments for Exhibit A: mark the first **Exhibit A-1**, the second **Exhibit A-2**, etc., then make sure to reference **all** of them in the corresponding sections. *This means changing the wording* to include not just Exhibit A, but Exhibit A-1, A-2, A-3, and so on. In this example, Section 5.14 should read:

*Section 5.14 Sources and Uses of Funds. The Public Entity represents to MnDOT and the Commissioner that the Sources and Uses of Funds Schedule attached as **Exhibits A-1, A-2, and A-3** accurately shows the total cost of the Project and all of the funds that are available for the*

completion of the Project. The Public Entity will supply any other information and documentation that MnDOT or the Commissioner may request to support or explain any of the information contained in the Sources and Uses of Funds Schedule. If any of the funds shown in the Sources and Uses of Funds Schedule have conditions precedent to the release of such funds, the Public Entity must provide to MnDOT a detailed description of such conditions and what is being done to satisfy such conditions..

Below is a chart that outlines the sections that may be affected in Exhibit G.

| Section | Affect Exhibits | Title                     |
|---------|-----------------|---------------------------|
| 1.01    | Exhibit D       | "Grant Application"       |
| 4.01    | Exhibit A       | "The Advances"            |
| 5.14    | Exhibit A       | "Sources & Uses of Funds" |

 Prior to obtaining local agency signatures, please send a draft of the agreement to Olga Kruglova (contact information below) for her review.

 Please provide State Aid with one copy of the grant agreement that includes local agency signatures. Exhibit C and the signature page must contain original signatures. **An agreement that fails to follow these guidelines may be returned for corrections and new signatures causing significant delay.** If you need additional help in completing the agreement or have further questions contact:

Olga Kruglova, Transportation Program Specialist  
Office phone: 651-366-3806, Email: [olga.kruglova@state.mn.us](mailto:olga.kruglova@state.mn.us)

Sara Pflaum, Program Support Engineer  
Office phone: 651-366-3827, Email: [sara.pflaum@state.mn.us](mailto:sara.pflaum@state.mn.us)