**RECIPIENT INFORMATION:**

|  |  |
| --- | --- |
| **Legal Name:**  |  |
| **SWIFT Vendor ID\*:**  |  |
| **SWIFT Location Code:**  |  |
| **Type of Entity:**(Government Entity, Non-Profit, Tribe etc.)  |  |
| **Name of Authorized Agent\*\*:**  |  |
| **Title of Authorized Agent:**  |  |
| **Street Address of the Legal Name :** |  |
| **City, State, Zip of Legal Name** |  |
| **Authorized Agent Phone:**  |  |
| **Authorized Agent E-mail:**  |  |
| **Title(s) of those Authorized to sign:** (This are specified in a resolution) i.e. Superintendent, Board Chairperson etc.  |  |
| **For resolutions that name two titles:** AND, OR? (Pick One) (This is specified in the resolution)  |  |
| **When this contract is ready for review/signature, who should receive this email?** i.e. Authorized Agent email or other email address:  | IF MULTIPLE EMAIL ADDRESSES APPLY, LIST THEM ALL HERE.  |

***SEE NEXT PAGE FOR NOTES ON THE (\*)***

**\*SWIFT:**

The State of Minnesota accounting and procurement system.
In order to receive a payment/reimbursement from any state agency in Minnesota, you need to have a SWIFT Vendor ID. (Swift Vendor ID’s sample: 0000 123456) (Swift Location Code sample: 001)

Each Swift Location Code indicates a different bank account the funds are to go to for an entity. Many organizations only have 1 Location Code, i.e.: 001, while others have multiple location codes: 001,002,003 etc.

If you do not know the SWIFT Vendor ID, first check with your accounting or human resource contacts to see if your organization or entity has a SWIFT Vendor ID.

If your organization needs to set up a SWIFT Vendor ID: direct the appropriate personnel to:

<https://mn.gov/mmb/accounting/swift/vendor-resources/>

**\*\*Authorized Agent:**

When MnDOT has a question about the activities of this grant agreement, who should we contact from your organization? Please note, this person is listed as the “Authorized Agent” in the grant agreement.

**INFORMATION TO OBTAIN FROM DAVE:**

|  |  |
| --- | --- |
| Start Date of Agreement:  | Upon execution  |
| End Date of Agreement:  | June 30, 2021 |
| Type of Funds:  | State General Funds Only100% |
| Amount of Funds in Agreement:  | $  |
| MnDOT Grant Number for these funds: i.e. G000123 | If unknown, indicate and I will work with Denise and Deborah to confirm and report back to you.  |
| For Exhibit I in Contract Contract Type or Program | Safe Routes to School Boost Grant |
| Other documentation to be provided for contract exhibits:  | Exhibit II: **Scope of Work**, **Budget****Resolution**  |
| Any other info to share:(Optional)  |  |