**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 Only  100% |
| 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) |  |