

**STATE AID FOR LOCAL TRANSPORTATION**  
**Local Bridge Replacement Program**  
GRANT AGREEMENT INSTRUCTIONS

**INSTRUCTIONS FOR COMPLETING PAGES 1 - 6**

It's important to pay close attention to the instructions in the Funding Letter sent by Patti Loken prior to completing the grant agreement.

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

1. **In the first paragraph:** Insert the name of the public entity, the address, and contact person for the recipient of the grant.
2. **Section 1.2:** Insert the expected completion date for each corresponding project in 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. **Section 4.1.3.** Insert the dollar amount of the bond fund grant. **Make sure to use the dollar amount given in the Encumbrance Letter.** NOTE: This dollar amount will match the "Items Paid for with LBRP Grant Funds" in Exhibit A.
4. **Section 6.2.** Insert the name of the public entity, the address, and contact person for the Grantee's authorized representative.

**INSTRUCTIONS FOR COMPLETING EXHIBIT A**

NOTE: The Agreement number and SP/SAP number should be referenced on all the Exhibits.

1. 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.
2. The subtotals in the left column will match the subtotals in the right column.
3. 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.

**INSTRUCTIONS FOR COMPLETING EXHIBIT B**

The application for bridge funding is required to be signed by the MnDOT District State Aid Engineer and should be provided to the District with your plan for their review and for approval. Attach the application here.

**INSTRUCTIONS FOR COMPLETING EXHIBIT C**

Attach the county board or city council resolution agreeing to the terms of the bond grant here. A sample resolution is shown below and can be found on the state aid website.

<http://www.dot.state.mn.us/stateaid/local-bridge-replacement-program.html>

**EXHIBIT A**

**SOURCES AND USES OF FUNDS SCHEDULE**

(Complete a different schedule for each project. For the first project label it A-1; for the second project label it A-2; etc.)

<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 LBRP</b>	
LBRP Grant	\$ 1,000	<b>Grant Funds:</b>	
Other:		Construction	\$ 500
	\$	PE & CE	\$ 500
	\$		\$
	\$		\$
	\$		\$
Subtotal	\$ 1,000	Subtotal	\$ 1,000
<b>Public Entity Funds:</b>		<b>Items paid for with Non-LBRP Grant Funds:</b>	
Matching Funds	\$ 700		\$ 700
Other:			\$
	\$		\$
	\$		\$
	\$		\$
Subtotal	\$ 700	Subtotal	\$ 700
<b>TOTAL FUNDS</b>	\$ 1,700	<b>TOTAL PROJECT COSTS</b>	\$ 1,700

**SAMPLE RESOLUTION**

**For Grant Agreement to State Transportation Fund  
(Local Bridge Replacement Program)**

**Grant Terms and Conditions**

**SAP xxx-xxx-xxx**

*Date*

WHEREAS, \_\_\_\_\_ County *[the City of]* has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for construction of Bridge No. \_\_\_\_\_; and

WHEREAS, the Commissioner of Transportation has given notice that funding for this project is available; and

WHEREAS, the amount of the grant has been determined to be \$ \_\_\_\_\_ by reason of the lowest responsible bid;

NOW THEREFORE, be it resolved that \_\_\_\_\_ County *[the City of]* does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.50, and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the bridge but not required. The proper county officers are authorized to execute a grant agreement and any amendments thereto with the Commissioner of Transportation concerning the above-referenced grant.

*[For traditional federal-aid projects, include the following paragraph]*

BE IT FURTHER RESOLVED, that whereas federal-aid funds are being used to participate in the cost of the bridge, the Minnesota State Transportation Fund grant shall be deposited directly into the federal-aid agency account and that the records of the County (City) shall so state.

**IMPORTANT:** If a local agency choses to draft its own resolution, be sure that the specific officers who are indicated to execute the agreement 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.

**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**, State Aid Programs Support

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**Patti Loken**, State Aid Programs Engineer

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