

# STATE AID FOR LOCAL TRANSPORTATION STATE AID PROGRAMS

## GRANT AGREEMENT INSTRUCTIONS

### SECTION ONE – INSTRUCTIONS FOR COMPLETING PAGE 1

**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.**

**1.1** Insert the name of the public entity, the address, and contact person for the recipient of the grant on line 2.

**1.2** The chart in line 3 allows agencies to process multiple projects ***if all the projects have been assigned the same agreement number.***

A. Insert the corresponding State Project (SP) or State Aid Project (SAP) and if applicable, the old bridge number in the first column underneath the section titled "Name of Project".

B. Insert the dollar amount of the grant for each corresponding project in the second column. **Make sure to use the dollar amount given in the Encumbrance Letter from State Aid finance.** NOTE: This dollar amount will match 1) the amount in line 4 – "Total Amount of LBRP/LRIP Grant" of the first page and 2) the subtotal for the "Items Paid for with LBRP/LRIP Grant Funds" in Exhibit A.

C. Insert the total matching dollar amount for each corresponding project from the Encumbrance Letter for non-eligible items in the third column. This dollar amount will match the subtotal of the "Items Paid for with Non-LBRP/LRIP Grant Funds" in Exhibit A.

D. 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.***

**1.3** Enter the total funding amount on line 4. If there is more than one SP/SAP, insert the sum of the LBRP/LRIP grant.

**1.4** Line 5 should be changed only if there is more than one SP/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-1 & B-2  
Exhibit C  
Exhibit D-1 & D-2  
Exhibit E-1 & E-2  
Exhibit F

Projected Completion Schedule  
Financed Property Certification  
Grant Application  
Grantee Resolution Approving Grant Agreement  
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

**2.1 Insert** any additional requirements that are specific and/or unique to the project on line 6. *If there are no specific and/or unique project requirements then the word "NONE" should be inserted.* Keep in mind that any additions or revisions must be approved by State Aid prior to submitting the grant agreement.

**2.2** Line 7 states that any changes to the agreement must be in writing and signed by both parties. If applicable use this space to note modifications to the agreement.

## SECTION THREE – INSTRUCTIONS FOR COMPLETING PAGE 3

**3.1 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 SP/SAP number should be referenced on all the Exhibits. EACH EXHIBIT NEEDS TO INCLUDE THE COVER LETTER (FOUND IN THE TEMPLATE). Agreements without the correct cover letters in each exhibit will be returned. Please place the cover letter in front of any supporting documents.**

**4.1 Itemize** each of the funding sources for the project separately and insert in the left hand column under each of the bold faced headings (**Entity Suppling Funds**- this section is for LRIP/LBRP funds and **Public Entity Funds**- this section is for all other funding sources).

**4.2 Detail** the expenses for items paid for with LRIP/LBRP funds in the first section of the right column titled, **Items Paid for with LRIP/LBRP Grant Funds**. Construction and engineering costs would be listed here, for example. In the next section titled, **Items paid for with Non-LRIP/Non-LBRP Grant Funds**, list the amount of funding and describe the project (example: reconstruction of local road or construction of bridge).

**4.3** The subtotals in the left column **must** match the subtotals in the right column.

4.4 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			
SOURCES OF FUNDS		USES OF FUNDS	
Entity Supplying Funds	Amount	Expenses	Amount
<b>State Funds:</b>		<b>Items Paid for with LBRP</b>	
LBRP Grant	\$1,500.00	<b>Grant Funds:</b>	
Other:		Construction	\$1,000.00
		Engineering	\$ 500.00
Subtotal	\$ 1,500.00	Subtotal	\$ 1,500.00
<b>Public Entity Funds:</b>		<b>Items paid for with Non-</b>	
Matching Funds		<b>LBRP Grant Funds:</b>	
(Local)	\$ 3,000.00	Reconstruction of Smith	\$3,000.00
Other:		Avenue	
	\$		\$
	\$		\$
Subtotal	\$3,000.00	Subtotal	\$3,000.00
<b>TOTAL FUNDS</b>	<b>\$4,500.00</b>	<b>TOTAL PROJECT COSTS</b>	<b>\$4,500.00</b>

## SECTION FIVE – INSTRUCTIONS FOR COMPLETING EXHIBIT B

**5.1** 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 last column in the chart 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. 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 SP/SAP number should be referenced on the exhibit. The following information should be inserted into the certification at the specified locations:

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

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

**6.3** **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.**

**6.4 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

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

## SECTION EIGHT – INSTRUCTIONS FOR COMPLETING EXHIBIT E

**8.1** The template for the resolution can be found on the State Aid website under the *Programs* tab. The County Town Bridge Advance Resolution can be accessed through this link:  
<http://www.dot.state.mn.us/stateaid/localbridge/co-town-bridge-adv-resolution.pdf>.

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

**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 Local Road Improvement 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, subdivision 5, 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.**

## **SECTION NINE – INSTRUCTIONS FOR COMPLETING EXHIBIT F**

**9.1 Make sure to print out all of the pages included in the template for Exhibit F.** 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 case, 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 **Exhibit A-1, A-2, & 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 F.

Section	Affect Exhibits	Title
1.01	Exhibit C Exhibit D	"Certification" "Grant Application"
4.01	Exhibit A	"The Advances"
5.14	Exhibit A	"Sources & Uses of Funds"
5.15	Exhibit B	"Project Completion Schedule"

**Please provide State Aid with one copy of a grant agreement. 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)

**Patti Loken**, State Aid Programs Engineer  
Office phone: 651-366-3803, Email: [patti.loken@state.mn.us](mailto:patti.loken@state.mn.us)