

STATE AID FOR LOCAL TRANSPORTATION STATE **GENERAL FUND** GRANT AGREEMENT INSTRUCTIONS

For Local Bridge Replacement Program (LBRP), Local Road Improvement Program (LRIP),
Safe Routes to School Program (SRTS), & Active Transportation Program (AT)

INSTRUCTIONS FOR COMPLETING PAGES 1 - 6

It's important to pay close attention to the instructions in the Funding Letter sent by the State Aid Programs Manager or his/her designee prior to completing the grant agreement.

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. 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 the project. Make sure you allow enough time for final pay requests to be processed by the State Aid Finance division when entering the completion date. The completion date should not exceed 5 years as outlined in Statute Minn. Stat. Sec. 16B.98, subd. 5(b).
3. Section 4.1.3. Insert the dollar amount of the grant. Make sure to use the dollar amount given in the Encumbrance Letter. NOTE: This dollar amount must match the "General Fund Grant" and subtotal of "Items Paid for with General Fund 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. EACH EXHIBIT NEEDS TO INCLUDE THE COVER SHEET (FOUND IN THE TEMPLATE). Agreements without the correct cover sheet in each exhibit will be returned. Please place the cover sheet in front of any supporting documents.

Sources of Funds

- In the left columns, under SOURCES OF FUNDS, itemize the funding sources for the project.
- LBRP/LRIP/SRTS/AT funds will be listed under **State Funds**. Other line items under State Funds could include State Park Road funds, Local Partnership Funds, Cooperative Agreement Trunk Highway Funds.
- Other non-state funds will be listed under **Public Entity Funds**.
 - For projects that have a grant agreement between the state and a single local agency, which will be the case the majority of the time, local agency funds will typically be combined into a single "Local Match" line. You may need to combine CSAH, MSAS, local city, and/or local county funds from the encumbrance letter into this single "Local Match" line.
 - For projects that require the grant agreement to be between MnDOT and more than one local agency, there may be multiple "Local Match" lines, one for each local agency. Please consult State Aid Programs with questions.

- Include a line under “Other” for Federal Funds if applicable.

Uses of Funds

- In the right columns, under USES OF FUNDS, provide a description of the items and expenses paid for with LBRP/LRIP/SRTS/AT funds and with non-LBRP/LRIP/SRTS/AT funds. Make sure items paid for with LBRP/LRIP/SRTS/AT funds include only those items that are eligible under the respective program. Non-eligible items need to be included under **Items Paid for with Non-LBRP/LRIP/SRTS/AT General Fund Grant Funds**.

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

The amount shown on the **TOTAL FUNDS** line in the left columns must match the amount shown on the **TOTAL PROJECT COSTS** line in the right columns. Please see below for a sample of Exhibit A.

INSTRUCTIONS FOR COMPLETING EXHIBIT B

For LBRP projects, 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.

For LRIP/SRTS/AT projects, the LRIP/SRTS/AT application from the competitive LRIP/SRTS/AT solicitation should be attached here, if applicable. Attachments from the competitive LRIP/SRTS/AT solicitation application do not need to be included.

In the case of a legislatively selected project (aka an “earmark” project), the local agency should still include Exhibit D in the agreement, but the local agency does not need to include an application. Instead, the local agency should state on Exhibit D that this project was legislatively selected. The local agency should also include the text from the session law that provided the earmark. An example of appropriate language in Exhibit D is shown below:

EXHIBIT B GRANT APPLICATION

This project was legislatively selected, with \$1,500,000.00 appropriated in Minnesota Laws 2020, 5th Special Session, Chapter 3, Section 16, Subdivision 3. See appropriation language below.

Subd. 3.

Anoka County; East River Road 1,500,000

From the bond proceeds account in the state transportation fund as provided in Minnesota Statutes, section 174.50, for a grant to Anoka County to complete the preliminary engineering, environmental analysis, and final design of interchange construction and associated improvements to Anoka County State-Aid Highway 1, known as East River Road, at marked Trunk Highway 610 in the city of Coon Rapids.

INSTRUCTIONS FOR COMPLETING EXHIBIT C

Attach the county board or city council resolution agreeing to the terms of the bond grant here. Sample resolutions can be found on the various State Aid webpages for each program:

Revised October 2021

- Local Bridge Replacement Program:
<http://www.dot.state.mn.us/stateaid/local-bridge-replacement-program.html>
- Local Road Improvement Program:
<http://www.dot.state.mn.us/stateaid/lrip.html>
- Safe Routes to School Infrastructure:
<http://www.dot.state.mn.us/saferoutes/infrastructure-grants.html>
- Active Transportation:
<https://www.dot.state.mn.us/active-transportation-program/infrastructure-grants.html>

IMPORTANT: If a local agency chooses 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.

FINAL INSTRUCTIONS

- ➔ **Prior to obtaining local agency signatures, please send a draft of the agreement and resolution to Olga Kruglova (contact information below) for her review.**
- ➔ **After obtaining local agency signatures, please email State Aid a pdf of the signed grant agreement. 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
Office phone: 651-366-3806, Email: olga.kruglova@state.mn.us

Marc Briese, State Aid Programs Manager
Office phone: 651-366-3802, Email: marc.briese@state.mn.us

EXHIBIT A

SOURCES AND USES OF FUNDS SCHEDULE

| SOURCES OF FUNDS | | USES OF FUNDS | |
|-----------------------------------|-----------------------|--|-----------------------|
| Entity Supplying Funds | Amount | Expenses | Amount |
| State Funds: | | Items Paid for with LBRP/LRIP/SRTS/AT Bond Funds | |
| LRIP Grant | \$1,000,000.00 | Reconstruct Smith Ave, stormwater, trails, signals, signing, lighting | \$1,000,000.00 |
| LBRP Grant | \$250,000.00 | Reconstruct Bridge No. xxxxx | \$250,000.00 |
| SRTS Grant | \$100,000.00 | Construct trail, sidewalk, street lights, curb cuts near school | \$100,000.00 |
| Active Transportation Grant | \$75,000.00 | Construct trail, sidewalk, street lights, curb cuts | \$75,000.00 |
| Subtotal | \$ 1,425,000.00 | Subtotal | \$ 1,425,000.00 |
| Other Public Entity Funds: | | Items paid for with Non-LBRP/LRIP/SRTS/AT Bond Grant Funds: | |
| Roadway Local Match | \$ 1,500,000.00 | Reconstruct Smith Ave, stormwater, trails, signals, water main, sanitary sewer | \$ 3,500,000.00 |
| Bridge local match | \$20,000.00 | Bridge approach work, removals | \$20,000.00 |
| SRTS local match | \$10,000.00 | Non-participating SRTS roadway | \$10,000.00 |
| Active Transportation local match | \$15,000.00 | Non-participating aesthetics | \$15,000.00 |
| Other: | | | |
| Federal | \$2,000,000.00 | | |
| Subtotal | \$3,545,000.00 | Subtotal | \$3,545,000.00 |
| TOTAL FUNDS | \$4,970,000.00 | TOTAL PROJECT COSTS | \$4,970,000.00 |