

## 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), State Infrastructure Investment and Jobs Act (IIJA) match and technical assistance

### 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

#### 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 other state grant funds if applicable.
- Other non-state grant funds will be listed under **Public Entity Funds**.
  - Local agency funds should 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.
  - In the rare cases 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 one or more lines under "other" for MnDOT trunk highway funds, if applicable (for example, state park road account, local partnership program, MnDOT trunk highway)
  - Include one or more lines 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 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. See below for a sample of Exhibit A.

**EXHIBIT A**

**SOURCES AND USES OF FUNDS SCHEDULE**

<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/LRIP/SRTS/AT Grant Funds</b>	
LRIP Grant (Acct xxx)	\$1,000,000.00	Reconstruct Smith Ave, stormwater, trails, signals, signing, lighting	\$1,000,000.00
LBRP Grant (Acct xxx)	\$250,000.00	Reconstruct Bridge No. xxxxx	\$250,000.00
SRTS Grant (Acct xxx)	\$100,000.00	Construct trail, sidewalk, street lights, curb cuts near school	\$100,000.00
AT Grant (Acct xxx)	\$75,000.00	Construct trail, sidewalk, street lights, curb cuts	\$75,000.00
Subtotal	\$ 1,425,000.00	Subtotal	\$ 1,425,000.00
<b>Other Public Entity Funds:</b>		<b>Items paid for with Non-LBRP/LRIP/SRTS/AT Grant Funds:</b>	
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	Construct turn lanes on TH 5	\$1,000,000.00
SRTS local match	\$10,000.00	Bridge approach work, removals	\$20,000.00
Active Transportation local match	\$15,000.00	Non-participating SRTS roadway	\$10,000.00
<b>Other:</b>		Non-participating aesthetics	\$15,000.00
Federal	\$2,000,000.00		
MnDOT TH Funds	\$1,000,000.00		
Subtotal	\$4,545,000.00	Subtotal	\$4,545,000.00
<b>TOTAL FUNDS</b>	\$5,970,000.00	=	<b>TOTAL PROJECT COSTS</b> align="right">\$5,970,000.00

## INSTRUCTIONS FOR COMPLETING EXHIBIT B

A cover sheet is required for Exhibit B for projects that have competitive applications. Cover sheets are not required for projects that have earmark appropriations (see below for more information).

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/state IIJA projects, the LRIP/SRTS/AT/state IIJA application from the competitive LRIP/SRTS/AT/state IIJA solicitation should be attached here, if applicable. Attachments from the competitive LRIP/SRTS/AT/state IIJA 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 B in the agreement, but the local agency does not need to include an application. Instead, the local agency should state on Exhibit B 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 B is shown below:

### EXHIBIT B GRANT APPLICATION

This project was legislatively selected, with \$3,000,000.00 appropriated in Minnesota Laws 2023, Chapter 68, Section 16, Article 1, Section 17, Subdivision 1. See appropriation language below.

Subdivision 1. Crosstown pedestrian bridge; Edina.  
\$3,000,000 in fiscal year 2024 is appropriated from the general fund to the commissioner of transportation for a grant to the city of Edina for design, engineering, and construction of a new Americans with Disabilities Act-compliant safe overpass bridge to replace the current Crosstown Pedestrian Bridge over marked Trunk Highway 62 in the city of Edina. This is a onetime appropriation and is available until June 30, 2027.

## INSTRUCTIONS FOR COMPLETING EXHIBIT C

A cover sheet is required for Exhibit C.

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

- 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:  
<http://www.dot.state.mn.us/active-transportation-program/infrastructure-grants.html>
- IJJA Match/technical assistance:  
<http://www.dot.state.mn.us/stateaid/ijja-state.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](mailto:olga.kruglova@state.mn.us)

**Marc Briese**, State Aid Programs Manager  
Office phone: 651-366-3802, Email: [marc.briese@state.mn.us](mailto:marc.briese@state.mn.us)

**EXHIBIT A**

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Subtotal	\$ 1,425,000.00	Subtotal	\$ 1,425,000.00
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