

STATE AID FOR LOCAL TRANSPORTATION
Local Bridge Replacement Program – MVLST Fund
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 the State Aid Programs Engineer 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 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. 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 funds will be listed under **State 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.
 - 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 funds and with non-LBRP funds. Make sure items paid for with LBRP funds include only those items that are bond eligible. Non-eligible items need to be included under **Items Paid for with Non-LBRP 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

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 separate Exhibit A's if multiple projects are included in a single agreement. Exhibit A-1, A-2, etc.)

SOURCES OF FUNDS		USES OF FUNDS	
Entity Supplying Funds	Amount	Expenses	Amount
State Funds:		Items Paid for with LBRP MVLST Grant Funds:	
LBRP MVLST Grant	\$ 500,000.00	Bridge construction	\$ 500,000.00
Other:			
Subtotal	\$ 500,000.00	Subtotal	\$ 500,000.00
Public Entity Funds:		Items paid for with Non-LBRP MVLST Grant Funds:	
Local Match	\$ 500,000.00	Bridge construction, approach work, bridge removal, aesthetic upgrades	\$ 1,500,000.00
Other: Federal	\$ 1,000,000.00		
Subtotal	\$ 1,500,000.00	Subtotal	\$ 1,500,000.00
TOTAL FUNDS	\$ 2,000,000.00	TOTAL PROJECT COSTS	\$ 2,000,000.00

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 bridge 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 project 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 project, 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 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.

 **Prior to obtaining local agency signatures, please send a draft of the agreement and resolution to Olga Kruglova (contact information below) for her review.**

 **Please provide State Aid with one copy of a 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 Engineer

Office phone: 651-366-3802, Email: marc.briese@state.mn.us