Individual Projects Identified in a Bonding Bill

INSTRUCTIONS FOR THE COMPLETION OF GRANT AGREEMENT - CONSTRUCTION GRANT FUNDED FROM THE PROCEEDS OF GENERAL OBLIGATION BONDS THROUGH A BONDING BILL

GENERAL INFORMATION

The generic form of "General Obligation Bond Proceeds Grant Agreement Construction Grant for the _____ Project" should only be used for grants that meet the following requirements:

* Grants that are to be funded from a specific allocation of proceeds of general obligation bonds of the State of Minnesota through a bonding bill that specifically identifies the subject project; and
* Grants for which the proceeds are to be disbursed prior to the project's completion.

It should not be used for the grants that meet the following requirements:

* Grants that are to be funded with appropriated dollars and not with state general obligation bond proceeds;
* Grants funded with proceeds of state general obligation bonds that are provided under an ongoing program operated by a state department or agency; or
* Grants for which the proceeds will be disbursed in one lump sum after the project has been completed.

INSTRUCTIONS FOR COMPLETION OF GRANT AGREEMENT

The following information should be inserted into the above referenced grant agreement at all of the points that correspond to the indicated numbers. It should be noted that the insertion of the following information might necessitate the reformatting of the grant agreement by way of the deletion or addition of page breaks, which could also require an adjustment of page numbers in the Table of Contents.

«1» - Insert the following information at all of the points where the symbol «1» appears.

The name of the project that is the subject of the grant agreement.

«2» - Insert the following information at all of the points where the symbol «2» appears.

The effective date for the grant agreement.

NOTE: This date does not need to be the same date as the date on which the grant agreement is executed by the parties and may be a different date.

«3» - Insert the following information at all of the points where the symbol «3» appears.

The name of the recipient of the grant.

«4» - Insert the following information at all of the points where the symbol «4» appears.

The type of legal structure for the recipient of the grant (i.e. a statutory city, a home rule city, a housing and redevelopment authority, etc.). The type of legal structure should be taken directly from the legislation or ordinance under which the recipient of the grant is created.

NOTE: The recipient of the grant must be a public entity since the source of the funding for the grant is the proceeds of State of Minnesota general obligation bonds.

«5» - Insert the following information at all of the points where the symbol «5» appears.

The name of the state entity that is providing the grant. The name should be exactly the same as the name under which the state entity is created in the Minnesota Statutes.

«6» - Insert the following information at all of the points where the symbol «6» appears.

A citation for the statute or law (the citation may be either to a section in the Minnesota Statutes or less commonly to a Chapter, Article, Section and Subdivision in the Laws of Minnesota) under which the recipient of the grant is granted the authority to perform the functions described under the symbol «7».

NOTE: The authority required will normally not be contained in the legislation that authorizes or creates the grant (i.e. the "Bonding Bill" passed by the legislature).

«7» - Insert the following information at all of the points where the symbol «7» appears.

Describe how the recipient of the grant will use the proceeds of the grant. The use must be authorized under the legislation set forth under the symbol «6».

NOTE: This information should appear in the legislation that authorizes the grant (i.e. the legislation described under the symbol «8»).

«8» - Insert the following information at all of the points where the symbol «8» appears.

A citation to the law (i.e. the Chapter, Section and Subdivision in the Laws of Minnesota) under which the grant is authorized and created.

NOTE: The specific legislative authorization or creation of the grant will normally appear in the "Bonding Bill" passed by the legislature.

«9» - Insert the following information at all of the points where the symbol «9» appears.

The dollar amount of the grant.

«10» - Insert the following information at all of the points where the symbol «10» appears.

Describe how the recipient of the grant will use the proceeds of the grant. The use must be authorized under the legislation set-forth under the symbol «6».

NOTE: This information will normally be very similar to the information under the symbol «7»; however, the wording in the grant agreement may require that the description be worded slightly different to be grammatically correct.

«11» - Insert the following information at all of the points where the symbol «11» appears.

A citation for the statute or law (i.e. the citation may be either to a section in the Minnesota Statutes or to a Chapter, Article, Section and Subdivision in the Laws of Minnesota) under which the recipient of the grant is granted the authority to operate the governmental program described under the symbol «12».

NOTE: The authority required will normally not be contained in the legislation that authorizes or creates the grant (i.e. the "Bonding Bill" passed by the legislature).

«12» - Insert the following information at all of the points where the symbol «12» appears.

Describe the governmental program for which the recipient of the grant will use the real property and, if applicable, the facility.

«13» - Insert the following information at all of the points where the symbol «13» appears.

The name of the architect that will administer the contract documents under which the project will be completed on behalf of the recipient of the grant. If there is no architect, then insert the phrase "Not Applicable".

«14» - Insert the following information at all of the points where the symbol «14» appears.

The date on which the project that is the subject of the grant agreement is expected to be completed as specified in the contract documents for the project.

«15» - Insert the following information at all of the points where the symbol «15» appears.

Describe the structures, if applicable, for which the proceeds of the grant will be used (i.e. the Children's Museum, the Science Museum, Environmental Learning Center, etc.).
If there are no structures insert the words "Not Applicable".

«16» - Insert the following information at all of the points where the symbol «16» appears.

The name of the County in which the project that is the subject of the grant agreement is, or will be, located.

«17» - Insert the following information at all of the points where the symbol «17» appears.

If the proceeds of the grant will not be used for one of the specifically listed items in Section 2.03 of the grant agreement, then describe how the proceeds are to be used; otherwise leave blank.

«18» - Insert the following information at all of the points where the symbol «18» appears.

The name and address of the person to whom notices to the recipient of the grant should be sent.

«19» - Insert the following information at all of the points where the symbol «19» appears.

The name and address of the person to whom notices to the state entity that is providing the grant should be sent.

«20» - Insert the following information at all of the points where the symbol «20» appears.

Any matching fund requirements that are imposed by the state statute or law under which the grant is authorized and created, or by any other state statute or law. If there are no matching fund requirements then the word "NONE" should be inserted.

«21» - Insert the following information at all of the points where the symbol «21» appears.

Any additional requirements that are specific and/or unique only to the project that is the subject of the grant agreement. If there are no specific and/or unique project requirements then the word "NONE" should be inserted.

«22» - Insert the following information at all of the points where the symbol «22» appears.

The name of the person who will execute the grant agreement on behalf of the recipient of the grant.

«23» - Insert the following information at all of the points where the symbol «23» appears.

The title of the person identified under the symbol «22».

«24» - Insert the following information at all of the points where the symbol «24» appears.

If more than one person is to execute the grant agreement on behalf of the recipient of the grant, then insert the name of the second person who will execute the grant agreement on behalf of the recipient of the grant.

«25» - Insert the following information at all of the points where the symbol «25» appears.

The title of the person identified under the symbol «24».

«26» - Insert the following information at all of the points where the symbol «26» appears.

The name of the person who will execute the grant agreement on behalf of the state entity that is providing the grant.

«27» - Insert the following information at all of the points where the symbol «27» appears.

The title of the person identified under the symbol «26».

«28» - Insert the following information at all of the points where the symbol «28» appears.

The legal description for the real property on which the project that is the subject of the grant agreement will be situated.

«29» - Insert the following information at all of the points where the symbol «29» appears.

The schedule for the completion of the various elements of the project; denoting the specific element and when it is expected to be completed.