Predesign and/or Design Activities Identified in a Bonding Bill

INSTRUCTIONS FOR THE COMPLETION OF GRANT AGREEMENT - PRE-DESIGN AND/OR DESIGN 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 Predesign and/or Design Grant for the _____ Project" should 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, which specifically identifies the subject predesign and/or design activity; and

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; or
* Grants funded with proceeds of state general obligation bonds that are provided under an ongoing program operated by a state department or agency.

INSTRUCTIONS FOR COMPLETION OF DOCUMENTS

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 for which the predesign and/or design activity is being performed.

«2» - Insert the following information at the point 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 the point where the symbol «6» appears.

A citation to the law (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.

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

The dollar amount of the grant.

«8» - Insert the following information at the point where the symbol «8» appears.

Describe the predesign/design activities that the recipient of the grant is to perform and pay for from the proceeds of the grant. The Public Entity must have independent statutory authority to perform these activities.

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

A citation for the statute or law (the citation may be either to a section in the Minnesota Statutes, or to a Chapter and Section in the Laws of Minnesota) under which the recipient of the grant is granted the authority to perform the predesign/design activities described under the symbol «8».

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).

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

A citation for the statute or law (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 «11».

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).

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

Describe the governmental program that will be operated on and/or in any real property or facility that may, sometime in the future, be acquired or bettered or benefit from the predesign and/or design activities that are paid for from the proceeds of the grant.

«12» - Insert the following information at the point where the symbol «12» appears.

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

«13» - Insert the following information at the point where the symbol «13» appears.

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

«14» - Insert the following information at the point where the symbol «14» 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 not any matching fund requirements, then the word "NONE" should be inserted.

«15» - Insert the following information at the point where the symbol «15» appears.

Any additional requirements that are specific and/or unique (not generic) to the predesign and/or design activity that is the subject of the grant agreement. If there are not any specific and/or unique project requirements, then the word "NONE" should be inserted.

«16» - Insert the following information at the point where the symbol «16» appears.

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

«17» - Insert the following information at the point where the symbol «17» appears.

The title of the person identified in «16».

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

«19» - Insert the following information at the point where the symbol «19» appears.

The title of the person identified in «18».

«20» - Insert the following information at the point where the symbol «20» appears.

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

«21» - Insert the following information at the point where the symbol «21» appears.

The title of the person identified in «20».

«22» - Insert the following information at the point where the symbol «22» appears.

Any specific requirements as to what must be supplied to the state entity that is providing the grant prior to its disbursement of any of the proceeds of the grant, and the time schedule for such disbursement. If there are not any specific requirements, then the word "NONE" should be inserted.

«23» - Insert the following information at the point where the symbol «23» appears.

A time schedule for the completion of the predesign/design activities described under the symbol «8»