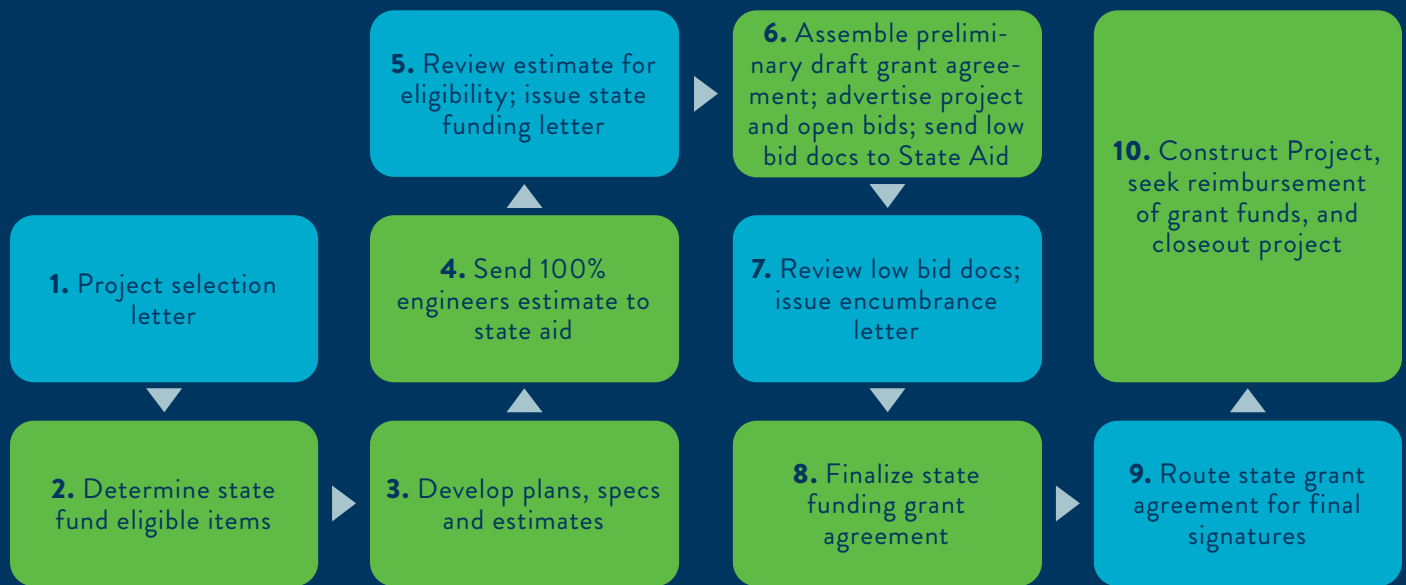




*State Aid for Local Transportation*

# STATE FUND GRANTEE USER GUIDE

*Local Road Improvement Program, Local Bridge  
Replacement Program, Safe Routes to School, Active  
Transportation*



Notes:

1. Blue shade indicates actions by State Aid. Green indicates actions by local agency.
2. Projects with federal funds must also follow federal DCP process
3. State earmarked projects have other considerations and process, including demonstration of full funding. Earmark recipients should schedule a separate kick-off meeting with State Aid Programs Engineer and DSAE.

1

**PROJECT SELECTION LETTER**

After competitive solicitations for Local Road Improvement Program (LRIP), Safe Routes to School (SRTS), and Active Transportation (AT), State Aid Programs group sends selection letters to inform applicants of anticipated award amount. The Local Bridge Replacement Program (LBRP) does not provide selection letters since there is not a competitive solicitation.

2

**DETERMINE STATE FUND-ELIGIBLE ITEMS**

Local agency works with the District State Aid Engineer (DSAE) to determine LRIP, SRTS, AT, or LBRP eligible items and set up the plan and estimate accordingly. Local agency requests State Aid Project (SAP) number for non-federally funded projects or State Project (SP) number for federally funded projects if it doesn't already exist. Send SAP/ SP number to State Aid Programs group for tracking purposes.

3

**DEVELOP PLANS, SPECS, AND ESTIMATES**

Local agency develops plans, specifications, and estimates, in cooperation with DSAE.

For bridge projects, local agency completes LBRP funding application and obtains signatures from DSAE. Local agency informs State Aid Programs Manager that the project is beginning the design phase.

4

#### **SEND 100% ENGINEER'S ESTIMATE TO STATE AID**

For projects both with and without federal funds, local agency sends 100% engineer's estimate to DSAE. For projects with no federal funding, DSAE forwards engineer's estimate to Programs group for review and requests state funding letter. Note that bridge projects with no federal funding may or may not receive state bridge funds at this time, depending on availability of funds. Those bridge projects that cannot be funded are added to the waiting list and will be considered for funding when bridge funds become available.

For projects with federal funding, greater Minnesota DSAEs forward engineer's estimate to the CO State Aid Federal Aid group for review. CO State Aid Federal Aid group (for greater Minnesota projects) or Metro State Aid requests state funding letter from Programs group.

5

#### **REVIEW ESTIMATE FOR ELIGIBILITY; ISSUE STATE FUNDING LETTER**

Programs group reviews engineer's estimate for eligibility and issues state funding letter with initial estimate of state grant amount as well as a summary of other funding sources. Programs group works with State Aid Finance to reserve state fund grant amount in the State Aid Accounting System. Programs group also provides additional instructions to local agency related to the state fund grant agreement.

For bridge projects, Programs group issues state funding letters to projects with federal funding or other projects on the bridge waiting list when funds are appropriated by the legislature or otherwise become available. For this reason, state bridge funding availability can be unpredictable.

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#### **ASSEMBLE PRELIMINARY DRAFT GRANT AGREEMENT; ADVERTISE PROJECT AND OPEN BIDS; SEND LOW BID DOCS TO STATE AID**

Local agency develops preliminary draft of the state fund grant agreement and requests review from Programs group. Note that the final grant amount and Exhibit A will be finalized after receipt of encumbrance letter in Step 7. Concurrently, local agency advertises the project and opens bids. Local agency determines apparent low bidder after consulting with DSAE as necessary.

For projects with no federal funding, local agency sends low bid documents to State Aid Finance, with copy to Programs group, requesting final state funding determination.

For projects with state and federal funds, local agency follows Delegated Contract Process (DCP) checklist. CO State Aid Federal Aid group for greater Minnesota projects or Metro State Aid requests final state funding determination from State Aid Finance, with a copy to Programs group.

7

## REVIEW LOW BID DOCS; ISSUE ENCUMBRANCE LETTER

State Aid Finance and Programs group review low bid documents and determine final state funding eligibility and final state grant award amount. State Aid Finance issues encumbrance letter, with copy to DSAE, that includes final state funding determination.

Note that for projects that also have federal funds, the encumbrance letter will be issued after the local agency submits DCP-08, which occurs after award.

8

## FINAL STATE FUNDING GRANT AGREEMENT

Local agency completes the final draft state funding grant agreement based on the funding summary in the encumbrance letter, including council or board resolution accepting the grant and authorizing appropriate parties to sign the grant agreement. Local agency sends final draft grant agreement to Programs group for review and approval prior to obtaining local agency signatures.

While not required, local agencies often award the construction contract at the same council or board meeting. Local agency sends signed pdf version of state grant agreement to Programs group for final execution at MnDOT. Note that the state grant agreement should be fully executed before work begins on the project. Please contact the Programs Manager if this will be an issue.

9

## ROUTE STATE GRANT AGREEMENT FOR FINAL SIGNATURES

Programs group routes state grant agreement for final signatures at MnDOT and sends local agency a pdf of the fully executed state grant agreement.

10

## CONSTRUCT PROJECT, SEEK REIMBURSEMENT OF GRANT FUNDS, AND CLOSEOUT PROJECT

Local agency constructs project, submits partial and final state aid pay requests to DSAE, requests final inspection from DSAE, and works with DSAE to close out project. Note that state grant funds are paid on a reimbursable basis, similar to federal funds.

For more information, contact:

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