# **Municipal Infrastructure Fund Reporting (for Cities)**

(click here for county reporting)

NDCC 57-51.1-07.7(1) requires a city that receives a Municipal Infrastructure Fund grant to provide a report to the Office of State Treasurer on the use of the funding. This report is due by November 30 of every **even-numbered** year.

### **Submitting a Report**

Go to this link - https://apps.nd.gov/st/dist/tdoc/open/submitInfrastructureReport.htm.

From there, you will be given the option to select the type of infrastructure funding you would like to report on, County or Municipal. For cities, you will select Municipal, and the display will expand to allow you to start entering your data.



Municipal Example:
North Dakota nd.gov Official Portal for North Dakota State Government

TAX DISTRIBUTION OFFICE OF STATE TREATMENT	ON & OUTSTANDING CHECKS			
Infrastructure Fundin				
	astructure Funding you would like to report on:			
*Biennium	: 🔻			
*City	·: 🔻			
Amount of grant funds received	(Please select Biennium and City)			
*Usage of grant funds (Select all that apply				
For each "Usage of grant funds" selected, if more than one project qualified, please provide details for EACH PROJECT within the "Description of project" box.				
*Information compiled by:				
*Form submitted by:				
*Contact email:				
*Contact phone #:	(2223334444)			
Submit **Required				

### Biennium:

You will start by selecting the biennium for which you are reporting for. You will want to select the biennium in which you received the funding, not necessarily when the funding is ultimately expended. For example, if you received funding in December 2024 and/or March 2025, you would want to select the 2023-2025 biennium (July 1, 2023 – June 30, 2025).

### City:

Once you select the proper biennium, you will then select your city.

Infrastructure Funding Report				
Please select the type of Infras  County  Municipal	structure Funding you would like to report on:			
*Biennium:	2023 - 2025 🗸			
*City:	~			

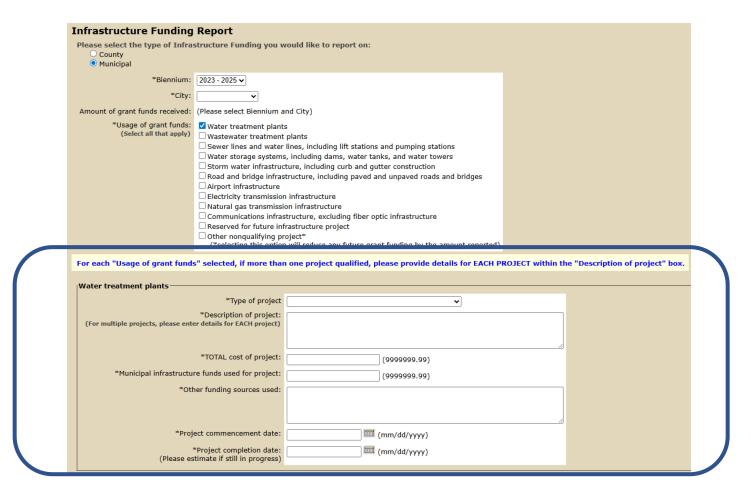
### Amount of grant funds received:

Selecting your biennium and city will auto populate the "Amount of grant funds received" section.

### Usage of grant funds:

Once the "Amount of grant funds received" is populated, you will then select the option(s) that your city or county used the infrastructure grant funds for, in part or in total.

Selecting a specific "usage of grant funds" option will expand the report and allow you to report for each specific project.



### NOTES:

- Report on all infrastructure funds expended, regardless of when funds were received.
- You can select more than one option for the usage of grant funds, if necessary.
- If you have not used some or all the funding received from the 2023-2025 biennium, you are
  able to select the "Reserved for future infrastructure project" and report the amount you are
  retaining for future use. Please only report on the current biennium funds that are being
  reserved for future use.
- If some or all the funding was used for an ineligible project you can select "Other nonqualifying project" and report the details within. Reporting an amount in this section will reduce any future grant funding by the same amount.

### **Certification/Contact information:**

After entering in the project(s) detail, the bottom section needs to be completed and then you must select "Submit" to submit your report to the Office of State Treasurer.

*Information compiled by:	
*Form submitted by:	
*Contact email:	
*Contact phone #:	(2223334444)
Submit	
Submit	
*Required	

Once you submit your report, our office will be notified, and we will be able to accept or reject the report. Once the Office of State Treasurer processes your report, you will be notified whether your report was accepted, rejected, or pushed back for further information.

# **County Infrastructure Fund Reporting (for Counties)**

NDCC 57-51.1-07.8(1) requires a county that receives a County Infrastructure Fund grant to provide a report to the Office of State Treasurer on the use of the funding. This report is due by November 30 of every **even-numbered** year.

## **Submitting a Report**

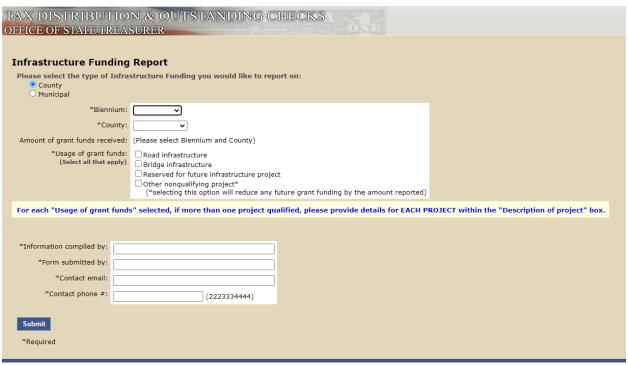
Go to this link - <a href="https://apps.nd.gov/st/dist/tdoc/open/submitInfrastructureReport.htm">https://apps.nd.gov/st/dist/tdoc/open/submitInfrastructureReport.htm</a>.

From there, you will be given the option to select the type of infrastructure funding you would like to report on, County or Municipal. For counties, you will select County, and the display will expand to allow you to start entering your data.



### **County Example:**

North Dakota nd.gov Official Portal for North Dakota State Government



### Biennium:

You will start by selecting the biennium for which you are reporting for. You will want to select the biennium in which you received the funding, not necessarily when the funding is ultimately expended. For example, if you received funding in March of 2025, you would want to select the 2023-2025 biennium (July 1, 2023 – June 30, 2025).

### County:

Once you select the proper biennium, you will then select your county.



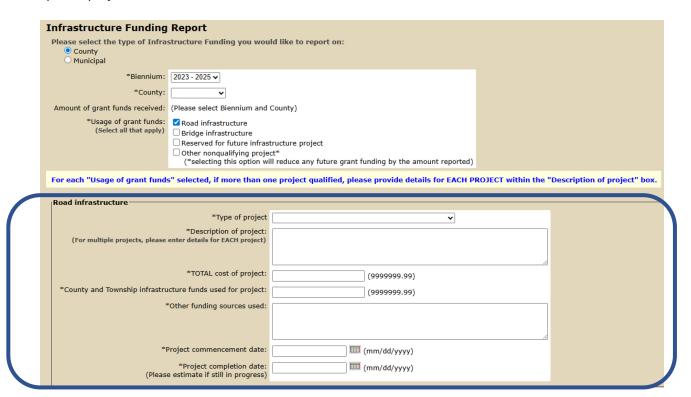
### Amount of grant funds received:

Selecting your biennium and county will auto populate the "Amount of grant funds received" section

### Usage of grant funds:

Once the "Amount of grant funds received" is populated, you will then select the option(s) that your county used the infrastructure grant funds for, in part or in total.

Selecting a specific "usage of grant funds" option will expand the report and allow you to report for each specific project.



#### NOTES:

- Report on all infrastructure funds expended, regardless of when funds were received.
- You can select more than one option for the usage of grant funds, if necessary.
- If you have not used some or all the funding received from the 2023-2025 biennium, you are
  able to select the "Reserved for future infrastructure project" and report the amount you are
  retaining for future use. Please only report on the current biennium funds that are being
  reserved for future use.
- If some or all the funding was used for an ineligible project you can select "Other nonqualifying project" and report the details within. Reporting an amount in this section will reduce any future grant funding by the same amount.

### **Certification/Contact information:**

After entering in the project(s) detail, the bottom section needs to be completed and then you must select "Submit" to submit your report to the Office of State Treasurer.

*Information compiled by:			
*Form submitted by:			
*Contact email:			
*Contact phone #:	(2223334444)		
Submit			
*Required			

Once you submit your report, our office will be notified, and we will be able to accept or reject the report. Once the Office of State Treasurer processes your report, you will be notified whether your report was accepted, rejected, or pushed back for further information.