

State Funded IJA Technical Assistance Program

Program Overview

In the 2023 legislative session (Chapter 68¹, Article 4 Section 110 and Article 1 Section 2 Subd. 5(a)), the legislature appropriated \$2 million in general funds that is available for grants to townships, small cities, state aid cities, counties, and tribal governments to hire consultants to provide technical assistance in identifying and applying for transportation-related federal discretionary grants². Of this amount, at least 15 percent must be reserved for grants to tribal governments and at least 15 percent must be reserved for grants to small cities. Technical assistance grants may not exceed \$30,000, and no more than one grant can be awarded to each local government in a calendar year. More than one grant may be awarded to a tribal government in a calendar year.

Guidance and Process

Guidance

State funded technical assistance grants are available primarily for hiring consultants to develop federal IJA discretionary grant applications. Federal discretionary grants generally are those that require an application to be submitted directly to the federal government.

Some work types that are not eligible for this state funded technical assistance include:

- General planning studies and preliminary engineering for one or more corridors that may or may not result in applications for IJA transportation related discretionary grant applications
- Applications to an MPO or ATP for Transportation Alternatives, Surface Transportation Block Grant, or other federal funds that are distributed through the MPO or ATP
- Applications that are submitted directly to US Senators or House of Representative seeking Congressionally Directed Spending (CDP)
- Applications for state programs such as Local Road Improvement Program, Safe Routes to School, Active Transportation, Local Partnership Program, Corridors of Commerce, State Park Road Account, etc.

Process

The local agency or tribe must submit an application for funding. The application can be found on the State Funded Programs for IJA Discretionary Grant Assistance webpage³.

¹ <https://www.revisor.mn.gov/laws/2023/0/Session+Law/Chapter/68/>

² <http://www.dot.state.mn.us/stateaid/ija-state.html> (*list of discretionary grant opportunities. Note that this list may not be comprehensive.*)

³ <http://www.dot.state.mn.us/stateaid/ija-state.html>

After applying for and being approved for funding, the following will be required in accessing **state funds** for IJJA technical assistance. State Aid will send “selection” emails to applicants with detailed instructions.

- A **state grant agreement** will be required, which will generally follow the process outlined in the State fund grantee user guide⁴.
- Grants to townships and small cities will require county sponsorship as documented in the state aid manual⁵, Chapter 5.3, section X. At a minimum, the county will need to act as the fiscal agent, with funds flowing from MnDOT to the county to the small city/township.
- State Aid will assign a State Aid Project (SAP) number after the application is approved for funding.
- A “state funded professional/technical force account agreement” will need to be executed between MnDOT District State Aid and the grantee that documents consultant costs and scope. Only costs associated with identifying and applying for federal transportation-related discretionary grants will be eligible for reimbursement. The force account agreement is required before the funding letter can be issued.
- After the SAP number has been assigned and the force account agreement has been executed, State Aid will issue a funding letter with further instructions.
 - Eligible consultant costs incurred after the date of the funding letter will ultimately be eligible for reimbursement, though payment cannot be made until a grant agreement is executed.
- A pre-award audit of the consultant, performed by MnDOT Audit, will be required before the grant agreement can be executed. State Aid staff will request the audit and will work with the grantee’s consultant as necessary.
- Finally, the grant agreement will be executed and the grantee can submit for payment of eligible costs. The grantee will need to obtain approval of the draft grant agreement from State Aid prior to bringing the resolution to the council or board and prior to obtaining local agency signatures on the grant agreement. Note that grant funds will be paid on a reimbursable basis.

Funding Summary

Funding for this project is summarized below.

Year	IJJA Tech Assistance Funds (millions)
2023	\$2.0

For More Information

See State funded programs for IJJA webpage⁶ or contact Marc Brieese, State Aid Programs Manager at marc.brieese@state.mn.us or 651-366-3802.

Revised: 06/2024

⁴ https://edocs-public.dot.state.mn.us/edocs_public/DMResultSet/download?docId=19741585

⁵ <http://www.dot.state.mn.us/stateaid/manual.html>

⁶ <http://www.dot.state.mn.us/stateaid/ijja-state.html>