

# **Kansas Infrastructure Hub Grant Application and Administration Assistance Program Guide**

## **Background**

In 2023 the Kansas Legislature passed, and Governor Kelly signed Senate Bill 25 into law creating the Kansas Infrastructure Hub (Hub) and Build Kansas Fund (BKF), funding both programs through fiscal year 2027. The goal of the Hub is to assist Kansas communities in obtaining federal grants to fund infrastructure needs. The Hub does this by reducing impediments that may cause a local agency or community to not apply for a federal discretionary grant funded by the Bipartisan Infrastructure Law (BIL). Those impediments typically fall into one of three categories: 1) Lack of experience or knowledge regarding federal grant programs and the application process, 2) Required non-federal match dollars exceed budget capacity, or 3) Lack of internal capacity to write grant applications and/or cannot afford to hire professional grant writers. The Hub mitigates impediment 1 by providing technical assistance related to federal grant programs to public agencies and other eligible applicants statewide. The Hub mitigates impediment 2 using the BKF which provides the non-federal match portion for BIL grant programs. The last impediment is the subject of the Hub's Grant Application and Administration Assistance Program.

## **Purpose and Goals**

The purpose of the Grant Application and Administration Assistance Program (GAAAP) is to provide funding to local agencies, including Tribal governments, for professional grant application writing services. This will potentially increase the number of grant applications from Kansas, help communities develop highly competitive applications, and increase the potential for federal grant awards in Kansas. Grant administration, which is the process of administering and managing the grant funding after award, is also eligible for funding under this program.

Eligible entities will contract with grant application and grant administration professionals directly, and, if approved for funding through this program, will be reimbursed for those costs directly by the State. Approval for funding under this program will be at the discretion of the Hub and the Hub Steering Committee. Program goals are as follows:

- The project for which federal funding is being requested is highly competitive under the BIL grant program being applied to. (It is strongly encouraged that local entities

work with the Hub to develop project ideas and grant program alignment well ahead of the grant application period.)

- The BIL grant program being applied to has a non-federal match requirement that may utilize the BKF and will meet the requirements of the BKF (if match is required).
- Regional infrastructure projects, projects of significance, or projects that have a high return on investment for Kansas are encouraged.
- Grant administration assistance will be prioritized for recipients of funding from the BKF or technical assistance from the Hub.

### **Eligible Applicants**

Eligible applicants are local governments and Tribes located in Kansas with limited budgets and limited in-house grant application writing capacity. Applicants for grant application writing assistance must be an eligible applicant for the federal BIL funding they are seeking. Eligible applicants must also be one of the following:

- A county government with a county population\* less than 50,000.
- A city government with city population\* less than 10,000.
- A federally recognized Tribal government located in the State of Kansas.  
\*As defined by the latest population figures from the Kansas Secretary of State's Office.

Non-profit organizations and for-profit entities are not eligible as prime recipients. Requests from a local government or Tribe that include partnerships with non-profit organizations or for-profit entities are subject to review and approval. For regional or collaborative projects where more than one entity is involved, only one application should be submitted from a lead applicant.

### **Eligible Projects**

Eligible applicants may apply for grant application writing assistance for a specific BIL funding opportunity. Grant application writing assistance can only be used for eligible projects that meet these criteria:

- Led by an Eligible Applicant;
- Meet the requirements of the federal Notice of Funding Opportunity (NOFO);
- Funded all or in part by a grant program authorized by the BIL;
- Located wholly or partially in Kansas;

- Align with Hub and BKF infrastructure priority sectors (transportation, energy, broadband, water, cybersecurity, and resiliency); and
- For grant administration assistance, the project was funded partially by the BKF and/or technical assistance was provided by the Hub.

### **Applying for the Grant Application and Administration Assistance Program**

Eligible applicants should complete the Hub GAAAP application ([Add link to application form in Submittable here](#)) once they have determined eligibility and identified a BIL grant opportunity for which they would like grant application writing assistance. Assistance must be requested within the “Lead Time Requirements” specified below. We recommend reaching out to your regional Hub Technical Assistance team member at [BIL@ks.gov](mailto:BIL@ks.gov) to discuss eligibility and timing before applying. Eligible applicants for grant administration assistance should contact the Hub and complete the GAAAP application upon learning of a federal grant program they wish to apply for and determining the need for assistance.

### **Lead Time Requirements**

Given the short response window for many federal BIL grant programs, requests for Hub grant application writing funding assistance through this program may be submitted, and are encouraged, prior to the release of the NOFO announcement. Assistance must be requested no later than two weeks after the NOFO release date to provide adequate review and approval time.

### **Selection for the Grant Application and Administration Assistance Program**

Selection for GAAAP is determined by the Hub Steering Committee based on the following criteria:

- The project meets the Eligible Applicants and Eligible Projects criteria above.
- The applicant does not have the capacity for grant application writing/grant administration and/or financial resources to hire additional support. Justification must be provided.
- The project will be competitive at the federal level. This can be shown by any or all of the following project specifics:
  - The project is aligned with the criteria, goals, and priorities of the BIL grant program being applied to.

- There is broad support for the project, and it will have a positive impact within the community or region.
- The project is part of existing community plans/planning documents and exhibits project readiness.
- Elected officials and state agencies involved with or responsible for the project are supportive.
- The project has regional or national significance and is aligned with the goals of the state and/or federal government.
- The entity's grant application team and project leadership are committed and willing to put forth the effort required to apply for the grant.
- It is desired that the project utilize the Build Kansas Fund for non-federal match dollar requirements (if a match is required). For grant administration assistance funding, greater consideration will be given to projects that utilized the Build Kansas Fund and/or Hub Technical Assistance for the project award.
- Potential return on investment of GAAAP funding and BKF funding for Kansas is positive.

The applicant will receive notification of approval or a decline of the request within 10 business days of GAAAP application submission (or will be contacted if additional information is needed to determine the eligibility of the request). Potentially reimbursable work can proceed prior to receipt of GAAAP award notification, but the applicant understands they are responsible for those costs if a GAAAP award is not received.

An agreement between the entity receiving GAAAP assistance and the State will be executed to provide reimbursement for grant application writing or grant administration services. Copies of contracts between the eligible entity and their contractor will be required as exhibits to the agreement.

GAAAP funding recipients are solely responsible for final grant application completion and the submission of their grant application. Failure to complete or submit the grant application by the federally required date and time will result in the loss of GAAAP funding and require reimbursement to the State of any funds paid to the recipient for this use (subject to Hub Steering Committee review).