

Kansas Infrastructure Hub

Grant Assistance Program (GAP)

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 for a local agency or community to allow them to apply for a federal discretionary grant funded by the Infrastructure Investment and Jobs Act (“IIJA”). 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 that 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 local agencies and other eligible applicants statewide. The Hub mitigates impediment 2 using the BKF which provides the non-federal match portion for IIJA grant programs. The last impediment is the subject of the Hub’s Grant Assistance Program (“GAP”).

Purpose and Goals

The purpose of the GAP 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 the GAP.

Eligible applicants, defined below, will contract with grant application writing and/or grant administration professionals directly, utilizing their approved procurement processes. If approved for funding through this program, eligible applicants 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. GAP goals are as follows:

- The project for which federal funding is being requested is highly competitive under the IIJA 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 IIJA 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 for the same project.

Eligible Applicants

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

- A county government with a county population less than 50,000.¹
- A city government with city population* less than 10,000.¹
- A federally recognized Tribal government located in the State of Kansas.

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 GAP assistance only for a specific IIJA grant program. GAP 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 IIJA;
- Located wholly or partially in Kansas;
- Align with Hub and BKF infrastructure priority sectors (transportation, energy, broadband, water, cybersecurity, and resiliency); and

¹ As defined by the latest [Kansas Certified Population Data](#) from the Kansas Secretary of State's Office.

- For grant administration assistance, priority given if the project was funded partially by the BKF and/or technical assistance was provided by the Hub for the same project.

Applying for the Grant Assistance Program

Eligible applicants for grant application writing assistance should complete the [GAP Application](#) once they have determined their eligibility and identified a federal IJA grant opportunity for which they would like grant application writing assistance.

Eligible applicants for grant administration assistance should complete the [GAP Application](#) upon learning of a federal IJA grant program award and determine the need for grant administration assistance.

All GAP assistance applications must be submitted within the “Lead Time Requirements” specified below. We recommend reaching out to your regional Hub Technical Assistance team member at hub@ks.gov to discuss eligibility and timing before applying.

Lead Time Requirements

Given the short response window for many federal IJA grant programs, applications for GAP grant application writing assistance may be submitted, and are encouraged, prior to the release of the NOFO announcement. An application for GAP grant application writing assistance must be completed **no later than four (4) weeks** after the NOFO release date to provide adequate review and approval time.

An application for GAP grant administration assistance must be completed **no later than four (4) weeks** after the recipient’s Grant Agreement is fully executed.

Selection for the Grant Assistance Program

Selection for the GAP 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 and/or grant administration assistance 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 IJA 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 found in the grant program guidance.
- The entity's internal grant application team and project leadership are committed and willing to put forth the effort required to apply for the grant.
- Projects that utilize the Build Kansas Fund for non-federal match (if a match is required) will receive priority. 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.

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

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

GAP funding recipients are solely responsible for final grant application completion and the submission of their grant application. Subject to Hub Steering Committee review, failure to complete or submit the grant application by the federally required date and time may result in the loss of GAP funding and may require reimbursement to the State of any funds paid to the recipient for this use.