



Build Kansas Fund Program Guidance

Updated May 6, 2026

Purpose

The **Kansas Infrastructure Hub** is Kansas' coordinated approach to identifying best practices nationwide for deploying funds and maximizing Infrastructure Investment and Jobs Act (IIJA) opportunities. A state agency Steering Committee has been established and includes representatives from the Kansas Departments of Agriculture, Commerce, Health and Environment, and Transportation as well as the Division of Emergency Management, Kansas Corporation Commission, Office of Information Technology Services, and the Kansas Water Office.

The **Build Kansas Matching Fund** (BKF) provides state matching dollars for projects throughout Kansas that successfully apply for Federal grants under the Infrastructure Investment and Jobs Act (IIJA). These funds will enable Kansas communities to move forward with infrastructure projects, including improvements to water, transportation, energy, cybersecurity, resilience, and broadband.

The Hub will reach out to Kansas Regional Economic Development Districts (EDDs), state, local, and municipal governments, Tribal governments, private sector entities, and federal agencies to develop partnerships and seek grant funds to strengthen Kansas infrastructure. It's referred to as a "Hub" because it's meant to connect multiple agencies to ensure collaboration and be a resource center for Kansans. The Hub is not a governing body.

Background

On May 15, 2023, Governor Laura Kelly signed Senate Bill 25, the Omnibus Budget, which passed with bipartisan support. A one-time investment is provided to directly support communities in accessing technical support, education, and local match funding for Infrastructure Investment and Jobs Act (IIJA) grant programs. Under current law, the Fund will provide up to \$115 million in state matching dollars to Kansas entities to apply for a local match program called the Build Kansas Matching Grant Fund. The Fund is authorized through State Fiscal Year 2027, which ends June 30, 2027.

A portion of these dollars will also be used by the Kansas Infrastructure Hub to provide resources and technical assistance to communities seeking to access IIJA funding.



The fund seeks to invest at least \$10 million in each Economic Development District (EDD) and a special geographic designation that includes the Mo-Kan EDD and those counties to the west not currently included in an EDD.

Grant Assistance Program

The Hub can also provide funding for professional grant application writing or grant administration through the new Grant Assistance Program (GAP). The purpose of the GAP is to provide funding to local agencies, including Tribal governments, for professional grant application writing services **for IJA grant opportunities**. 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 GAP. Eligible applicants will contract with grant professionals directly, utilizing their approved procurement processes. If approved for funding through this program, applicants will be reimbursed for those costs directly by the State. Please see details about the [GAP program and application guidelines](#).

Technical Assistance

The Hub is offering technical assistance (TA) to any eligible entity developing a project located in Kansas that will be funded all or in part by a grant from IJA. Technical assistance offerings can include program-specific webinars, grants capacity development, and grants management support such as research and grant identification.

A member of the Hub has been designated to regions using Economic Development Districts (EDD) or Regional Planning Commissions (RPC) to provide direct and dedicated support to each region. For questions about the BKF or IJA funding, or to obtain technical assistance, you may contact your [Regional TA Provider](#) or hub@kshub.gov.

Build Kansas Fund Eligibility & Prioritization

As of May 6, 2026, there are now six (6) eligibility requirements for the Build Kansas Fund:

- 1) The applying entity must be eligible for **AND** pursuing a viable IJA funding opportunity.
- 2) The IJA funding opportunity **must have** a non-federal match requirement.
- 3) The primary project zip code must be in Kansas.



- 4) Applicants must be local governments.
- 5) Funding requests must not exceed \$5 million per application
- 6) Projects must be implementation ready (no planning projects are considered at this time)

Funding decisions will now prioritize:

- 1) Multijurisdictional applications
- 2) Communities with populations under 10,000 (prioritization of communities does not preclude communities over 10,000 inhabitants from applying)
- 3) First time BKF recipients
- 4) Applications within Economic Development Districts (EDDs) that have not received approximately \$10 million in BKF funding. (To see how much has been invested in each District, please visit the [Hub's Build Kansas Fund Dashboard](#).)

Once the Build Kansas Fund reaches approximately \$115 million in total committed funding, all new applications and projects currently in the pipeline will be temporarily paused. As project determinations occur and funding capacity becomes available through project decommitments, pipeline projects will be reconsidered.

Entities considering Build Kansas Funds must be pursuing an IIJA grant opportunity **AND** be eligible for the federal IIJA grant opportunity. Many federal grant programs require a local match contribution. A local match is non-federal cash or in-kind contribution that a grantee must contribute toward project costs funded by an IIJA grant award. The terms “cost sharing” and “match” are often used interchangeably.

IIJA funding opportunities come with “Notice of Funding Opportunity” (NOFO) documents. These documents have a section titled “Cost Sharing or Matching Requirement” that details the amount of matching funds the applying entity needs to provide for the federal government to approve the grant.

Entities can apply for Build Kansas funds if the project’s zip code - defined as the zip code where the majority of the infrastructure being funded is physically located - is in Kansas. If the project falls across state boundaries, the Build Kansas Fund award will be pro-rated based on the percentage of the project located in Kansas. For example, if 90% of the project is located inside Kansas and 10% is located outside of Kansas, the project is eligible to receive Build Kansas funds equal to 90% of the match requirement.



Funding Availability

The Hub serves as the processing and clearinghouse for the Build Kansas Fund, for which \$115M in state matching dollars has been appropriated for Kansans to apply for and achieve local match requirements. Under SB 25, the Kansas Infrastructure Hub and Legislative Advisory Committee are required to ensure that Build Kansas Funds are disbursed equitably across Kansas with a minimum investment of \$10M of Build Kansas Funds awarded to each Regional Economic Development District. The Build Kansas Fund is available for Fiscal Years 2024, 2025, 2026, and 2027, or until funds are expended.

Cap: All Build Kansas Fund requests for any eligible applicants are capped at a maximum request of \$5 million per specific project and Build Kansas Fund application.

Application

The Build Kansas Matching Grant Fund is currently accepting applications. Applications will be accepted on a rolling basis. **However, applicants pursuing Build Kansas Funds must apply before the federal deadline for submitting their application for an IIJA funding opportunity through a federal agency.**

Applications are being accepted electronically through [Submittable](#), an online application-based program that simplifies the application process.

The application consists of seven (7) parts:

- 1) Application information (e.g., applying entity name, IIJA program applying for)
- 2) Eligibility criteria (e.g., project location)
- 3) IIJA Grant Application Information
- 4) Build Kansas Fund - Match Application Information
- 5) Means Test and Eligible Applicant Match (e.g., justification of need, demonstrated past performance, other available funding sources)
- 6) Additional information (Draft IIJA application or executive summary)
- 7) Terms and Conditions

Applications are reviewed on a rolling basis. Once reviewed, your entity will be notified if approved for Build Kansas Funds.



Build Kansas Fund Cost Share Expectation

Beginning in July 2024 and moving forward, the following guidance is to be used by eligible applicants to meet the expectation of providing a local share or contribution to the non-Federal match requirement, in addition to the Build Kansas Fund contribution to the non-Federal match requirement.

Cash and/or in-kind contributions should be significant enough relative to the Build Kansas Fund request to demonstrate the eligible applicant's commitment to the project. For a local public entity, 5% of the non-federal match is a good guideline, but not a requirement.

The portion of the non-Federal match requirement provided by the eligible applicants (the applicant cost share) should be cash and/or in-kind contributions. See section below for example of in-kind contributions and calculations.

Exclusions: Eligible applicants may provide detailed written justification and be granted an exception to or exclusion from the Build Kansas Fund cost share expectation. If an eligible applicant cannot meet this cost share expectation or has other reasons why they should be excluded from this expectation, they may justify that in their Build Kansas Fund application. Eligible applicants that team together on an application or demonstrate regionality may also be considered for exclusion on a case-by-case basis.

Example Applicant Cost Share Calculation: *For use as demonstration of cost share only.*

The City of Wheat, Kansas plans to apply for an IIJA-funded Federal grant for a project to build infrastructure to support ongoing development. The total project cost is \$1,000,000. The grant provides 80% Federal funding and requires the remaining 20% to be supplied by non-Federal match dollars. The Build Kansas Fund supports Kansas communities by providing a large portion of the non-Federal match dollars required of IIJA-funded Federal grants. For the City of Wheat, the non-Federal match is 20% of the total project cost or \$200,000. The City plans to apply to the Build Kansas Fund for a portion of the non-Federal match amount. The Build Kansas Fund does expect a local contribution, in addition to Build Kansas Funds, to meet the non-Federal match requirement. A suggested amount is 5% of the required non-Federal match dollars. The local contribution can be cash or in-kind match (if allowed by the specific grant program). See the example below for how the city would calculate the project cost share.

- Step 1: Determine Total Project Cost (e.g., \$1,000,000)
- Step 2: Total Project Cost Amount multiplied by Program Federal Share Percentage
($\$1,000,000 * 80\%$) = \$800,000 Federal Grant Amount
- Step 3: Total Project Cost Amount multiplied by Required Non-Federal Match Percentage
($\$1,000,000 * 20\%$) = \$200,000 Total Non-Federal Match Requirement



- Step 4: Determine Applicant Cost Share ($\$200,000 * 5\%$) = **\$10,000 Applicant Cost Share or Equivalent In-Kind Value or a Combination of Cash and In-Kind**
- Step 5: Determine the Build Kansas Fund Cost Share = $\$200,000 - \$10,000 = \$190,000$

Totals:

Federal Funding =	\$800,000
Build Kansas Fund =	\$190,000
<u>Local Contribution =</u>	<u>\$10,000</u>
Total Project Cost =	\$1,000,000

Definitions:

- **Non-Federal Match:** the portion of funding that is required from non-federal sources to complement or match federal funds in certain programs or projects. It is typically a specified percentage or dollar amount that recipients of federal grants or funds must contribute from their own resources or through third-party sources in the form of cash or in-kind contributions.
- **Applicant Cost Share:** The amount or percentage of the non-federal match that the Build Kansas Fund applicant is to provide in the form of cash or in-kind contributions.
- **In-Kind Contributions:** In-kind contributions are defined as the value of non-cash contributions (i.e., property, materials, or services) that benefit the project or program. They **must** meet Federal definitions and be allowed as match for the specific grant program. Examples of in-kind contributions can include:
 1. Goods: Donated materials or supplies that are necessary for the project.
 2. Services: Volunteer hours or donated professional services (e.g., administrative time, professional services, skilled services, etc.) that would otherwise have a monetary value.
 3. Equipment: Use of equipment without charge that is essential for the project's success.

Cash and In-Kind Cost Share Contributions

Once you know what percentage and dollar amount is required, it's time to develop a non-federal match plan. When you apply for federal grants, the grant application will include match as a budget line item, with space to describe the match your organization will provide.



Tip: *Develop your match plan early in the grant application process and give yourself plenty of time to collect any commitments needed in writing. To prove match funds, it may be necessary to ask partners for a match letter or a memorandum of understanding (MOU).*

There are generally two ways to meet match requirements: cash and in-kind resources.

Cash

Cash is the most common and easiest form of match to document. This is an actual cash contribution to the total project cost. Common sources of cash are:

- Grantee's own general funds or designated project/program funds
- Non-federal funds from a third party, such as a matching grant from a foundation or partner organization
- Proceeds from a fundraiser to benefit the project

In-kind Resources

In-kind Resources are goods, services, property, or space provided instead of money. **In-kind matches can be more burdensome to track and report.** However, you may find that in-kind donations are necessary to meet match requirements. Examples include:

Services

- Training for project staff
- Professional/Expert Services for the project
- Staff Time dedicated to the project
- Volunteer time dedicated to the project

Goods

- Equipment
- Equipment rental donation
- Materials donated for the project
- Supplies or other expendables

Property / Space

- Real property such as land or a building
- The value of the lease or rent for the project location



Keep in mind, in-kind donations of services, goods, and property or space are only match-eligible if they cover the cost of eligible project expenses. Is there a line item for it in the budget template? If so, then it is most likely eligible. *When in doubt, ask the funder!*

Here's a simplified example scenario illustrating how a small community project might incorporate in-kind contributions, cash funds, and federal funds, while explaining the calculations involved.

Project Scenario: Community Park Renovation

Project Overview: A small community decides to renovate a local park, aiming to upgrade playground equipment, landscaping, and walking paths. The total projected cost for the renovation is \$50,000.

Funding Breakdown

1. Cash Contributions

- Community Fundraising: \$15,000
- Local Business Sponsorships: \$10,000

2. In-Kind Contributions

- Volunteer Labor (valued at \$20/hour for 200 hours):
- Total Value of Labor: 200 hours x \$20/hour = \$4,000
- Donated Materials (e.g., soil, flowers, wood for benches, etc.): \$5,000

3. Federal Funds (such as from a grant)

- Federal Grant for Community Improvement: \$21,000

Total Project Cost Calculation

1. Total Cash Contributions:

- Community Fundraising + Local Business Sponsorships
- \$15,000 + \$10,000 = \$25,000

2. Total In-Kind Contributions:

- Volunteer Labor + Donated Materials
- \$4,000 + \$5,000 = \$9,000

3. Total Federal Funds:

- \$21,000

4. Grand Total:

- Total Cash Contributions + Total In-Kind Contributions + Federal Funds
- \$25,000 + \$9,000 + \$21,000 = \$55,000

Summary of Accounting: The project can be summarized as follows:



Funds Used

- Total Cash: \$25,000
- Total In-Kind: \$9,000
- Total Federal Funds: \$21,000
- Total Cost of the Project: \$55,000

This scenario illustrates how a small community can engage various sources of funding, including cash, in-kind contributions, and federal funds, to successfully complete a community-oriented project. Proper accounting and reporting will ensure transparency and efficiency in using resources.

Final Review and Approval

The Build Kansas Fund application will first be reviewed by the Kansas Hub for eligibility. Upon confirmation of eligibility by the Hub, the application will be provided to the Steering Committee for review and approval. After Steering Committee approval, the Build Kansas Fund Advisory Committee will provide advice and feedback on the applications and will notify the State Treasurer, Steering Committee, and the Kansas Hub of the intent to award funds. The Kansas Hub will notify the entity of the decision to award funds. Entities awarded federal grant funds must provide the Kansas Hub with their federal Notice of Award before Build Kansas Funds can be released.

Regulatory Requirements

If an applicant receives a Build Kansas Fund award, they must comply with the fund's applicable regulatory requirements. Specifically, recipients will be required to use Build Kansas Funds to support the non-federal or "cost-sharing" match requirements of an awarded IIJA grant.

Additionally, recipients must submit copies of all federally required reports (progress and financial reports) to the Kansas Hub through [Submittable](#) when documents are submitted to the federal agency that oversees the grant. Entities awarded Build Kansas funds should expend funds according to the grant agreement. The Build Kansas Fund expires once all funds are obligated and awarded or the Build Kansas Fund expires.



Scorecard

In order to ensure each application that meets the above criteria is provided an impartial review and screening process, we have developed a scorecard that captures important quantitative data points such as community size, return on investment, multi-jurisdictional approach, if the applicant has been awarded BKF previously, and location of the application to ensure equitable distribution of BKF monies across the eight EDDs.

Glossary

- **Applicant Cost Share** – The amount or percentage of the non-federal match that the Build Kansas Fund applicant is to provide in the form of cash or in-kind contributions
- **Build Kansas Fund Advisory Committee** – 9-member legislative committee responsible for providing advice and consult on utilization of Build Kansas Fund.
- **Build Kansas Fund** – referred to in legislation as Build Kansas Matching Grant Fund
 - Fund is located at the Kansas State Treasurer’s Office
 - Provides matching dollars to Kansas communities that are applying for grants with a match requirement under IIJA.
- **Build Kansas Fund Steering Committee** – commonly referred to as the SC
 - Kansas Department of Health and Environment
 - Kansas Department of Commerce, Office of Broadband
 - Kansas Department of Agriculture
 - Office of Information Technology Services
 - Kansas Corporation Commission
 - Kansas Water Office
 - Kansas Department of Transportation
 - Kansas Department of Emergency Management
- **Hub Technical Assistance Team** – Aims to maximize the amount of discretionary IIJA funding that Kansas can secure through diagnostic and coaching services as well as regional collaboration
- **EDD** – Economic Development Districts (8 in total). Otherwise known as Regional Development Organizations, these entities serve as the geographical boundaries when considering application, award, and investment data/reports. The engagement of the EDD varies by region/EDD. EDDs can serve as a coordinating/support entity for the purposes of regional engagement, but variability is anticipated.
 - Flint Hills Regional Council (FHRC)
 - Great Plains Development, Inc. (GPDI)
 - Mid-America Regional Council (MARC)



- MO-KAN Regional Council (MO-KAN) & No Economic Development District (NoEDD) – the counties of Nemaha, Brown, Jackson, Jefferson, Shawnee, Douglas, Osage, and Franklin are not covered by an EDD, for the purposes of the Build Kansas legislative language, MO-KAN and these counties are combined into one “district”
- Northwest Kansas Planning and Development Commission (NWKPDC)
- North Central Regional Planning Commission (NCRPC)
- South Central Kansas Economic Development District (SCKEDD)
- Southeast Kansas Regional Planning Commission (SEKRPC)
- **Hub** – Also known as the Kansas Infrastructure Hub.
- **IJA** – Infrastructure Investment & Jobs Act
- **In-Kind Contributions** – In-kind contributions are defined as the value of non-cash contributions (i.e., property, materials, or services) that benefit the project or program. They must meet Federal definitions and be allowed as match for the specific grant program.
- **Kansas Infrastructure Hub** – Also known as the Hub. To be located at the Coordinating State Agency, which is currently KDOT.
- **Non-Federal Match** – the portion of funding that is required from non-federal sources to complement or match federal funds in certain programs or projects. It is typically a specified percentage or dollar amount that recipients of federal grants or funds must contribute from their own resources or through third-party sources in the form of cash or in-kind contributions.
- **RDO** – Regional Development Organization
- **Regional Points of Contact** – Individuals from the Technical Assistance Team assigned to an EDD for technical assistance support.
- **Submittable** – An online platform being used to collect Build Kansas Fund applications, communicate with applicants, conduct application reviews, and manage post-award requirements.
- **Technical Assistance:** Hands-on support to eligible entities that are looking to apply for IJA funding.
- **Treasurer** – Kansas State Treasurer