



**KANSAS**  
COMMERCE

# YOUTH JOB TRAINING

## FUNDING

Up to  
**\$100,000**

## MATCH

**10%**  
of the awarded  
grant amount

## APPLICATION DEADLINE

**September 30,  
2024**

## QUALIFY

- ✓ Have an acceptable use project
- ✓ Benefit low-to-moderate income households
- ✓ At least 10% matching funds

To help address the shortage of skilled trades, the need to fill jobs across the state, keep youth in Kansas, and keep youth engaged in our communities CDBG funds will be utilized towards job training for youth. The Department of Commerce will make funding available to further expand the available employment opportunities for youth. The program is designed to help young people stay in school through graduation, pursue postsecondary education, and secure quality entry-level jobs leading to career opportunities.

Priority will be given to programs that assist job training in industries highlighted in the Framework for Growth. Priority should also be given to youth training in trades or employment sectors that are in high demand within your community.

Assistance includes but is not limited to, increasing self-sufficiency, including literacy, independent living skills, simulator training, resume writing, internships, job coaching, “how to get and keep a job” training or training students in a particular field or skill when there is no tie to a specific position or business.

During the program year, all activities proposed in applications for CDBG funding in the Youth Job Training (YJT) must meet the national objective of benefitting low- and moderate-income persons (through the subcategories LMI Limited Clientele). Student families must be income qualified, and each subrecipient must be able to demonstrate that 51 percent of the students participating in the program are at or below 80 percent of the Average Median Income for the county where the student and their family reside.

CDBG funds will be utilized towards eligible Youth Job Training grant projects for the following amount:

Youth Job Training – Not to exceed **\$500,000**

AVAILABLE FUNDING	
Maximum Per Award	\$100,000
Administration	\$5,000
Match	10% of CDBG grant amount

## ELIGIBLE APPLICANTS

All incorporated cities or counties in Kansas that do not receive an annual CDBG entitlement allocation from HUD are eligible to apply to the Kansas CDBG program. (The following communities receive entitlements and are ineligible to participate in the state program: Kansas City, Lawrence, Leavenworth, Manhattan, Overland Park, Topeka, Wichita, and all of Johnson County.) A city or county will be deemed ineligible if it has an open CDBG project that needed a time extension, or the open project has exceeded the original contract end date.

## NATIONAL OBJECTIVE

Applicants must document that the proposed activity comply with a national objective.

1. Benefit to low- and moderate-income persons
  - a) Limited Clientele
    - i. Document family size and income

## ELIGIBLE USE OF FUNDS

1. Screening and skills assessment of participants.
2. Training, instruction, and certification of participants.
3. Software and instructional materials for training and educational purposes. All purchased materials and supplies will need to be acquired through proper procurement procedures as defined by Commerce.
4. Paid internships for participants.
5. Tuition, books, supplies, and other materials necessary for participants to complete their training.
6. Equipment necessary for project implementation.
7. Administration.

**Note: When submitting cost estimates, Environmental Review costs are paid 100 percent on the local side.**

## APPLICATION CRITERIA:

All applications will have a Community Needs Narrative. The applicant should discuss the prioritized community needs of its jurisdiction, including how these needs were determined and if they have been formalized in any document. This is not just the needs of the project but of the overall community. The narrative should tell the story of the community and their needs across all areas. This is limited to one page and must include Housing Needs. Examples of community needs: education, childcare, fire safety, community and government buildings, transportation, recreation, housing, workforce, and homelessness.

The Matrix below describes each selection criteria as a numerical score within the Youth Job Training program. The maximum number of points available within any application is 100 points.

SELECTION CRITERIA MATRIX	MAXIMUM
1. Project Need	50
2. Project Alternatives & Sustainability	10
3. Past Efforts to Address Need	10
4. Project Readiness	10
5. Project Impact	20
<b>TOTAL</b>	<b>100 Points</b>

## BONUS POINTS

Communities that have not been awarded a CDBG grant in the Annual Competition Categories (All Community Facilities, Water and Sewer Infrastructure, and Youth Job Training) between 2019 through 2023 will receive 10 bonus points on their application rating.

## MATCH

Match for the Youth Job Training is different from other CDBG-funded projects. This is primarily due to this being a Public Service project and not construction. The match required for a YJT program is a simple 10% of your CDBG request. Matching funds consist of non-CDBG resources injected into the project by the grantee or other project partners after environmental clearance and release of funds. At least 5% of the required match must be in the form of cash. For example, if a community requests \$100,000 in an application, then at least \$5,000 of the \$10,000 required match must be cash.

## RATING CRITERIA

Project Need criteria will allow up to 50 points. Five points of this criteria will apply to any letters of support for the applicant. Letters of Support may be provided from anyone who shows their support of the project including residents, local businesses, foundations, non-profits, and members of local government.

### 1. Project Need

- a) Describe the underlying characteristics of existing student population and/or an assessment of the identified schools' need for the project.
- b) Describe how the program will meet the 51% low-and moderate-income (LMI) requirement for participants.
- c) Describe how students/youth were involved in creating and/or planning the program.
- d) Describe how the training will assist youth in gaining employment in key industries identified in the Framework for Growth or locally identified industries or trades.
- e) Explain how you will reach your targeted youth for participation in this program.
- f) Describe how the gained skills will assist youths in securing employment or continuing their education, all the while staying in Kansas.

### 2. Project Alternatives & Sustainability

- a) Describe the program and any alternatives and explain how the program plans on addressing the identified community needs related to addressing the shortage of skilled trades, the need to fill jobs across the state, and the need to keep youth engaged in communities.
- b) Describe how the program activities will be planned in order to increase youth job skill development and promote youth engagement.
- c) Describe how the program will impact how students/participants work and interact with each other.
- d) Describe how the program will be implemented in a 12-month period.
- e) Explain any relationship between the proposed program and other training providers/programs in the area.
- f) Describe how the program could continue if CDBG funding is not available in the future.

### 3. Past Efforts to Address Need

- a) Describe any community efforts or USD efforts to bolster youth's ability to gain employment or build skills for future employment.
- b) Describe any existing complementary programming in the area or community.
- c) Describe any other similar training programs for youth in your area or community.

#### 4. Project Readiness

- a) Provide a timeline of proposed activities, including:
  - i. Timeline for program development and implementation.
  - ii. Anticipated date of enrollment in expanded or new programming.
  - iii. Anticipated date for full capacity (be sure to indicate the number of students to be served at full capacity).
- b) Identify all partner organizations and their role.
- c) If this is a new program, have the project location, curriculum, student participation, and focus of training been determined?
- d) If this is an existing program, how will the programming or participation increase/change from prior years?
- e) Do you already have the tools, training materials, and staffing to operate this program?

#### 5. Project Impact

- a) List one or more outcomes to reflect the annual number of participants that will successfully enroll in and complete the training program.
- b) Describe the tools and processes that will be used to track student progress, indicate the frequency of the evaluation.
- c) Describe how the program coordinates with workforce development, apprenticeship, and other youth job training programs or funding sources.
- d) Describe available resources, or next steps, for participants that successfully complete your training program? What bridges have been built for “graduating” program participants?
- e) Is the program focused on training in a particular employment industry or field?

### APPLICATION CHECKLIST

The following forms must be signed and submitted through the online application portal.

- a) Community Needs Narrative (drafted and pasted into the online application portal)
- b) Project Budget Form
- c) Pre-Selection of Professional Services
- d) Statement of Assurances and Certifications
- e) Resolution of Governing Body to File Application
- f) Commitments from Other Funding Sources
- h) Affidavit of Public Hearing Notice \*
- i) Intergovernmental Agreements (on behalf of or multi-jurisdictional applications), if applicable
- j) Environmental Determination of Level of Review
- k) Letters of Support

\* The total project funding and CDBG amount requested must match what appears in the public hearing notice

### THRESHOLD REQUIREMENTS

Before the application will be scored and ranked, it must meet the following threshold requirements.

1. The application must be received within the application period.
2. Only complete standard application forms will be accepted.
3. The proposed activity for CDBG funding must be an eligible activity under Section 105(a) of Title I of the Housing and Community Development Act of 1974, as amended, and meet one of the National Objectives discussed herein.
4. The applicant must be eligible.
5. The public hearing notice must be published at least five full days before (starting one day after publication date and not counting the date of the hearing, i.e., a total of seven days) but not more than 20 days prior to the public hearing. The public hearing must occur a minimum of 15 days but not more than 120 days prior to the application due date.
6. Absence of required interlocal agreements shall be considered a threshold criterion.

Should any document be missing, incorrect, or otherwise have deficiencies that do not meet threshold requirements, contact will be made with the applicant after the applications are initially reviewed. The applicant will be given two weeks from notification to correct the deficiency. Threshold items such as an inadequate amount of time for a public hearing, a public hearing not having required information, or a public hearing too late would not be correctable and the application will not be scored.

The extension of time granted is not intended to provide extra time for securing commitments from alternative sources, lifting contingencies, or finalizing the particulars of the application.

More Questions?

## CONTACT THE CDBG TEAM



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[kansascommerce.gov/cdbg](https://kansascommerce.gov/cdbg)



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