



**KANSAS**  
COMMERCE

# YOUTH JOB TRAINING

## FUNDING

Up to **\$100,000**

## MATCH

**25%**

of the awarded grant

## APPLICATION DEADLINE

**May 1, 2023**

## QUALIFY

- ✓ Have an acceptable use project
- ✓ Benefit low-to-moderate income households
- ✓ At least 25% matching funds

To help address the shortage of skilled trades, the need to fill jobs across the state, and keep youth engaged in our communities, CDBG funds will be utilized towards job training for youth. The Youth Job Training (JT) Opportunity activities that are eligible for funding are those designed to address the “at risk” youth population.

In collaboration with the Local Area Workforce Boards and the Kansas Jobs of America’s Graduates (JAG) Program, the Department of Commerce will make funding available to further expand the available employment opportunities for youth. The program is designed for “at risk” youth to help young people stay in school through graduation, pursue postsecondary education, and secure quality entry-level jobs leading to career opportunities.

Public Service Employment Training is the priority activity. Employment Training: Assistance to increase self-sufficiency, including literacy, independent living skills, resume writing, 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 Opportunity 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.

Eligible applicants are cities and counties excluding Kansas City, Lawrence, Leavenworth, Manhattan, Overland Park, Topeka, Wichita, and all of Johnson County.

AVAILABLE FUNDING	
Maximum Per Award	\$100,000
Administration	\$5,000
Match	25%

## 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

## 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 KDC.
4. Tuition, books, supplies, and other materials necessary for participants to complete their training.
5. Administration.

## 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 YJT Opportunity. The maximum number of points available within any application is 100 points. A minimum score of 20 points is required overall.

<b>SELECTION CRITERIA MATRIX - YJT OPPORTUNITY</b>	<b>MAXIMUM</b>
1. Project Need	30
2. Project Readiness	30
3. Project Impact	10
4. Project Sustainability	30
<b>TOTAL</b>	<b>100 Points</b>

## BONUS POINTS

Communities that have not been awarded a CDBG Grant in the annual competition within the last five years in Housing, Community Facilities, or Water and Sewer will receive 10 bonus points on their application rating.

10 bonus points for including other private funding sources such as foundations (not bonds or state and federal agencies). At least 10 percent of local match needs to come from private sources to receive the 10 bonus points.

Project Need criteria will allow up to 30 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 (e.g., free and reduced lunches, number of students that are characterized at-risk, etc.) and/or an assessment of the identified schools' need for the project.
- b) Provide a statement of how the facility will meet the low-and moderate-income (LMI) requirement. LMI is defined as household incomes below 80 percent of the county median household income. The LMI requirement must be satisfied by student's participation within the program where at least 51 percent of students meet the LMI requirement.
- c) Identify any past formal or informal efforts to address this need.

### **2. 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 the partner organizations. The project must include a partnership with a local public educational entity and the Kansas JAG Program or Area 1 Workforce Board. Upload letters or MOU documenting the partnerships.

### **3. 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.

### **4. Project Sustainability**

- a) Describe how the program will be implemented in a 24-month period.
- b) Describe how this program will be supported and/or expanded in the future after CDBG funds have been invested.

## **APPLICATION CHECKLIST**

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

- a. Community Needs Form
- b. Project Budget Form and Opinion of Probable Cost
- 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
- g. Disclosure Report Anti-Displacement Plan
- h. Affidavit of Public Hearing Notice \*
- i. Intergovernmental Agreements (on behalf of or multi-jurisdictional applications), if applicable
- j. 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 inadequate amount of time for public hearing, public hearing not having required information or public hearing too late would not be correctable and the application will not be scored.

The purpose of this allowance of additional time is in no way intended to give extra time for the purpose of obtaining commitment from other sources, removing contingencies, or finishing the details of the application.

More Questions?

**CONTACT THE CDBG TEAM**

 [CDBG@ks.gov](mailto:CDBG@ks.gov)

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

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