



KANSAS
COMMERCE

YOUTH JOB TRAINING

FUNDING

Up to
\$100,000

MATCH

10%
of the CDBG
grant request

APPLICATIONS ACCEPTED

May 1 - Nov. 14, 2025

QUALIFY

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

PURPOSE

The Department of Commerce has funding available to further expand the available employment opportunities for youth in order 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. 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 within Kansas. 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.

ELIGIBLE USE OF FUNDS

- Screening and skills assessment of participants
- Training, instruction, and certification of participants
- 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)
- Paid internships for participants
- Tuition, books, supplies, and other materials necessary for participants to complete their training
- Equipment necessary for project implementation
- Administration

AVAILABLE FUNDING: \$500,000

| | |
|-------------------|---|
| Maximum Per Award | \$100,000 |
| Administration | 12.5% of grant or \$35,000, whichever is less |
| Match | 10% of CDBG grant request |

CDBG NATIONAL OBJECTIVE

All CDBG projects must meet a national objective and involve an eligible activity under the Housing and Community Development Act of 1974. National objectives are 1) benefiting low- and moderate-income persons (LMI), 2) aid in the prevention or elimination of slums and blight, 3) meet a need having a particular urgency (urgent need).

All activities proposed in applications for the **Youth Job Training (YJT) Grant Program** must meet the national objective of benefiting low- and moderate-income persons (through the subcategory LMI Limited Clientele). Participants are required to complete a self-certification income form to document family size and income. 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

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 federal entitlements and are ineligible to participate in the state CDBG 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 received a time extension, or the open project has exceeded the original contract end date.

GRANT PROCESS

Unlike most CDBG grant programs, the Youth Job Training Grant Program operates on a one-year timeline. However, communities are eligible to apply for funding in multiple years. CDBG Applications received by the 15th of each month will be reviewed by the 30th, with award letters issued as soon as possible.

PUBLIC HEARINGS AND CITIZEN PARTICIPATION

The local government must hold **two public hearings** to demonstrate that reasonable efforts have been undertaken to ensure involvement of citizens or citizen organizations throughout all stages of the program. A notice about the hearing must be published in a local newspaper with the widest circulation, and it must appear **at least 5 full days before the hearing**—not counting the day it's published or the day of the hearing itself. These hearings must be held at a time and location convenient to potential or actual beneficiaries, with accommodations for non-English speaking residents and persons with disabilities. **Notices must be published in all multi-jurisdictional areas.**

Initial Public Hearing

The first public hearing must be held **at least 15 days before** the CDBG application is submitted, and **no earlier than 120 days**. The purpose of the hearing is to inform citizens about the proposed project, including its location, total cost, activities, and beneficiaries. Community members must be given a chance to suggest other project ideas and share their input, and the local governing body should carefully consider this feedback before submitting the application. **The total project funding and CDBG amount requested must match what appears in the public hearing notice.**

Close Out Public Hearing

The second public hearing is held at the conclusion of the project prior to close out to inform citizens of the project's successful or unsuccessful completion and to obtain input on the grantee's performance.

SAMPLE PUBLIC HEARING NOTICE

The City/County of _____ will hold a public hearing on (day), (date), at (time) in the (location) to consider an application to be submitted to the Kansas Department of Commerce for Community Development Block Grant (CDBG) funds under the _____ category. A specific project application to be discussed is (description) in an area generally bounded by (location) that will consist of (specific activities). The estimated project cost is \$_____ with the grant request for \$_____ of the project cost.

Other project proposals introduced at the hearing will be considered. Oral and written comments will be recorded and become a part of (City/County) CDBG Citizen Participation Plan.

Reasonable accommodations will be made available to persons with disabilities. Requests should be submitted to _____ by (date).

MATCHING FUNDS

Local funding is required for all CDBG projects, and no project can be funded entirely by grants. Matching funds can originate from private or public sources, but the application must document that these funds are firmly committed (e.g., a letter of commitment from a bank or other funding source).

Examples of matching funds include bank loans, industrial revenue bonds, owners' equity, contributions from local governments, or grants and loans from economic development entities. Applicants are allowed to match CDBG funds with other grant funds if that funding is secured in a city/county account by the time the contract is signed. **The match for Youth Job Training is 10% of your CDBG request. At least 5% of the required match must be in the form of cash.**

PRE-APPLICATION

Applicants must submit a pre-application to confirm eligibility before applying for CDBG funding. This step ensures projects align with program goals and are prepared for funding. The form requires a brief project description, estimated budget, eligibility status, and readiness to proceed. Commerce will review submissions within ten days and provide further instructions. Only those with an approved pre-application may submit a full application, but approval does not ensure grant funding. The deadline to submit a pre-application is Oct. 14, 2025.

<https://forms.office.com/g/YDSrt6VuMN>

THRESHOLD REQUIREMENTS

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

1. The applicant must be eligible.
2. The application must be received within the application period.
3. Only complete standard application forms will be accepted.
4. 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.
5. Provide appropriate matching funds with supporting documentation. All matching funds must be secured at the time of application.
6. 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.
7. 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.

RATING CRITERIA

All CDBG projects are evaluated based on a numerical scoring system tied to the established rating criteria. While there is no official minimum score required for consideration, priority is given to applications that score higher. As a general guideline, projects scoring below 75 are typically not competitive and are less likely to be approved. Applicants are encouraged to review the criteria carefully and ensure their proposals are as compelling as possible.

All applications must include a community needs narrative, which should be drafted and then pasted into the online application portal. The narrative should describe the community's overall prioritized needs, not just those related to the proposed project. Applicants should explain how these needs were identified and whether they have been formalized in any existing plans or documents. The narrative should tell the story of the community and highlight needs across all sectors. It is limited to one page and must specifically address housing needs. Examples of community needs include education, childcare, fire safety, community and government buildings, transportation, recreation, housing, workforce development, economic development, and homelessness.

The matrix below describes each selection criteria as a numerical score within the **Youth Job Training Program**.

| 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 |
| 6. <i>Optional Bonus Points</i> | <i>Possible 10 points</i> |
| MAXIMUM TOTAL | 100 Points |

1. Project Need (50 points)

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

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

2. Project Alternatives & Sustainability (10 points)

- 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 (10 points)

- 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 (10 points)

- a. Provide a timeline of proposed activities, including:
 - Timeline for program development and implementation.
 - Anticipated date of enrollment in expanded or new programming.
 - 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?

5. Project Impact (20 points)

- 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?

6. Optional Bonus Points (10 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) in the last five years will receive 10 bonus points on their application rating.

Following the completion of the ratings, CDBG leadership will conduct a final review to ensure that projects are equitably distributed across the state, with priority given to those demonstrating the capacity to complete on time, presenting minimal CDBG compliance risks, and contributing to geographic dispersion. This approach ensures grant awards represent the diverse regions of Kansas while supporting program goals for effective and timely implementation.

APPLICATION CHECKLIST

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

1. Community Needs Narrative (drafted and pasted into the online application portal)
2. Pre-Selection of Professional Services
3. Project Budget Form
4. Statement of Assurances and Certifications
5. Resolution of Governing Body to File Application
6. Commitments from Other Funding Sources
7. Affidavit of Public Hearing Notice *
8. Environmental Determination of Level of Review
9. Letters of Support

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

More Questions?

CONTACT THE CDBG TEAM



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