



# YOUTH JOB TRAINING

|                               |   |  |   |
|-------------------------------|---|--|---|
| <b>MAX AWARD</b><br>\$100,000 | <b>MATCH</b><br><b>10%</b><br>of the CDBG grant request | <b>APPLICATIONS ACCEPTED</b><br><b>March 2 - Oct. 16, 2026</b> | <b>QUALIFY</b> <ul style="list-style-type: none"><li>✓ Benefit Low- to Moderate-Income persons</li><li>✓ At least 10% matching funds</li><li>✓ Approved Pre-application</li></ul> |
|-------------------------------|---|--|---|

## Purpose

The Youth Job Training Program provides funding 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.

All equipment and supplies purchased with CDBG funds must be directly tied to the project and used to provide skills development and workforce training to eligible youth. All equipment must be reasonable in cost, essential to the training activities, and documented in compliance with federal property standards. Examples include computers, software, tools, and vocational training machines necessary for program instruction. Ownership and use will remain with the grantee, and the equipment must primarily serve participants in the YJT program. All purchased materials and supplies will need to be acquired through proper procurement procedures as defined by Commerce.

## Eligible Use of Funds

- Training, instruction, and certification of participants
- Software and instructional materials for training and educational purposes
- Books, supplies, equipment, and other materials necessary for participants to complete their training
- Stipends may be eligible if the cost would otherwise create a barrier to participation
- Post-award grant administration

## Authority

The Community Development Block Grant (CDBG) program is authorized under Title I of the Housing and Community Development Act of 1974, as amended (42 U.S.C. § 5301 et seq.). The statute authorizes the U.S. Department of Housing and Urban Development to allocate CDBG funds to states for distribution to non-entitlement units of general local government. Federal regulations governing the State CDBG program are codified at 24 CFR Part 570, Subpart I.

## Timeline

**Grant Announcement:** January

**Application Period:** March – October 16

**Submission Deadline:** October 16 at 11:59 PM (CT)

**Award Notification:** 20–30 days after the submission deadline

Applications may be reviewed as received, as applicable to the program.

## Application Procedures

- Online application link can be found here: <https://kansascommerce.my.site.com/Grants/s/>
- Questions and submission of additional documentation should be directed to Tim Parks at [CDBG@ks.gov](mailto:CDBG@ks.gov)
- Applications that are incomplete or missing documentation will not be reviewed for rating or considered for funding

## Release of Information

Information submitted to the Kansas Department of Commerce relating to the application may be subject to the Open Records Law (K.S.A. 45-215 et seq.).

| AVAILABLE FUNDING: \$500,000 |                           |
|------------------------------|---------------------------|
| Maximum Per Award            | \$100,000                 |
| Administration               | Up to 12.5% of grant      |
| Match                        | 10% of CDBG grant request |
| Expected Awards              | 5                         |

## CDBG National Objectives

The Community Development Block Grant (CDBG) program is designed to provide decent housing, suitable living environments, and expand economic opportunities principally for persons of Low- and Moderate-Income (LMI). All CDBG projects must meet a national objective and involve an eligible activity under the Housing and Community Development Act of 1974.

The three CDBG national objectives are:

1. Benefit Low- and Moderate-Income (LMI) Persons
2. Prevention or Elimination of Blight
3. Addressing an 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% of the students participating in the program are at or below 80% of the Average Median Income for the county where the student and their family reside.

## Eligible Applicants

**Only cities and counties (units of local government) can apply for CDBG grants.** Large cities and urban counties are considered entitlement communities and receive CDBG funds directly from HUD, while smaller communities apply through the State CDBG program.

The following entitlement communities are **NOT** eligible to apply to the State CDBG program: Kansas City, Lawrence, Leavenworth, Manhattan, Overland Park, Topeka, Wichita, and all of Johnson County. Communities with an open project that is currently in a time extension are not eligible until the project has been successfully closed.

## 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.

| BEFORE APPLICATION   | APPLICATION CRITERIA  | POST AWARD   |
|--|---|--|
| <ul style="list-style-type: none"> <li>Initial public hearing (following the appropriate timeline)</li> <li>Secure matching funds</li> <li>Submit pre-application</li> </ul> | <ul style="list-style-type: none"> <li>Environmental Determination of Level of Review form</li> <li>Community needs narrative</li> <li>Subrecipient or Interlocal Agreement</li> <li>Procure professional services, such as grant administration before applying</li> </ul> | <ul style="list-style-type: none"> <li>Complete Environmental Review (must be paid for with local funds)</li> <li>Begin recruitment/enrollment</li> <li>LMI self certification for participants</li> </ul> |

## Public Hearings and Citizen Participation

Citizen participation is a required component of the CDBG program. Any local government applying for CDBG funds must provide citizens with reasonable opportunities to participate in the planning and development of applications, especially residents of proposed project areas. Citizens must be provided adequate and timely information so they can be meaningfully involved in important decisions.

Local governments must hold an initial public hearing to allow citizens the opportunity to comment on community needs and the proposed use of funds. If funded, a second public hearing must be held at the project's conclusion to review the project's results and obtain input on the grantee's performance.

Public 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. Public hearings may not be held in any buildings built or rehabilitated with CDBG funds. Records of these efforts must be part of the grant files, including the public hearing notice, affidavit of publication, record of posting, public hearing attendance log, public hearing minutes, any written complaints and grantee response, and any other documented efforts to involve citizens throughout all stages of the project.

### Requirements to Publish a Public Hearing Notice

A notice about the hearing must be published at least 5 FULL days in advance (but no more than 20 days) in advance to allow citizens the opportunity to schedule their attendance. The day that the public hearing notice is first advertised and the day of the public hearing do NOT count towards the minimum 5 day period.

Notices must be published in a local newspaper having the widest general circulation in the community or on the government website that is accessible to persons with disabilities or Limited English Proficiency. Applicants must also make every effort to inform those who might not be reached through the newspaper notice or website that the public hearing is to be held. Such efforts might include the distribution of leaflets, posting notices on bulletin boards at town hall, social media channel announcements, notices to local organizations, clubs, and churches, and/or personal contact.

### Initial Public Hearing

The purpose of the initial public 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 initial public hearing must be held at least 15 FULL days before the CDBG application is submitted, and no earlier than 120 days. **The total project funding and CDBG amount requested must match what appears in the public hearing notice.**

### Example Timeline

| Sun.         | Mon.         | Tues.        | Wed.                        | Thurs.                                     | Fri.                               | Sat.         |
|--------------|--------------|--------------|-----------------------------|--|------------------------------------|--------------|
| 1            | 2            | 3            | 4                           | 5<br><b>Notice is Published</b><br>(Day 0) | 6<br>Day 1                         | 7<br>Day 2   |
| 8<br>Day 3   | 9<br>Day 4   | 10<br>Day 5  | 11<br><b>Public Hearing</b> | 12<br>Day 1                                | 13<br>Day 2                        | 14<br>Day 3  |
| 15<br>Day 4  | 16<br>Day 5  | 17<br>Day 6  | 18<br>Day 7                 | 19<br>Day 8                                | 20<br>Day 9                        | 21<br>Day 10 |
| 22<br>Day 11 | 23<br>Day 12 | 24<br>Day 13 | 25<br>Day 14                | 26<br>Day 15                               | 27<br>Application can be submitted | 28           |
| 29           | 30           | 31           |                             |  |                                    |              |

### 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)'s CDBG Citizen Participation Plan.

Persons with disabilities or non-English speaking persons who wish to attend the public hearing and need assistance should contact (local contact name) at (address and telephone) no later than (number of hours/days) prior to the meeting date to allow for necessary arrangements. Every effort will be made to make reasonable accommodations for these persons.

### Closeout Public Hearing

The second public hearing is held at the conclusion of the project prior to closeout to inform citizens of the project's successful or unsuccessful completion, as well as provide results, project totals, funds expended, and obtain input on the grantee's performance. This public hearing cannot be held until a final monitoring letter has been received by the grantee and all deficiencies have been resolved.

### 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).

Applicants are encouraged to leverage a variety of matching funds to strengthen their CDBG proposals. Eligible sources of match include bank loans, industrial revenue bonds, owner equity, contributions from local governments, and grants or loans from economic development entities. Other grant funds may also be used as match if the grant funding is secured by the time the CDBG contract is signed. To be considered secured, funds must either be deposited in a city or county account under the applicant's control or supported by an official award letter from the granting agency outlining the award amount and terms. All matching funds must be clearly documented and verifiable.

**For the Youth Job Training program, at least 5% of the matching funds must be cash from a local source** (i.e., owner funds, city/county cash). In-kind contributions are also allowed in various forms, but this funding source cannot make up more than 10% of the local match. If salary for a city or county employee is used, payrolls and timesheets outlining hours worked on CDBG projects (including the percentage of total hours) must be submitted to project managers for approval.

**Any expenses incurred prior to the grant award are ineligible for reimbursement with CDBG funds and cannot be counted as local match for the project. This includes application writing, preliminary architecture/engineering, and the acquisition of property/buildings (option agreements are allowable).**

## Pre-Application

Interested applicants should consult with CDBG staff to discuss their project idea and review the necessary planning needed before submitting a pre-application. Applicants must submit a pre-application to allow CDBG to provide early feedback and address any eligibility concerns before applicants complete the full application, and ensure projects align with program goals and are prepared for funding.

The pre-application requires a brief project description, estimated budget, eligibility status, and proof of readiness to proceed requirements. Commerce will review submissions within 10 days and provide further instructions. Only those with an approved pre-application may submit a full application, but pre-approval does not ensure grant funding. The deadline to submit a pre-application is Sept. 15, 2026.

**Pre-Application:** <https://forms.office.com/g/2MtSs7bep1>

## Environmental Review

All CDBG-funded projects require an environmental review under the National Environment Policy Act of 1969 (NEPA) and HUD's implementing regulations at 24 CFR Part 58. The Environmental Determination of Level of Review form must be submitted with the application. This form will inform Commerce as to what level of environmental review you will undertake for your project if awarded.

Post-award, the city or county must conduct a full environmental review of the project. This responsibility cannot be delegated and the cost to conduct the review **must be paid with local funds**. The entire project, not just the CDBG-funded portion of the project, is subject to the NEPA review. The project must group together all activities that are related either on a geographical or functional basis or are logical parts of an overall project into a single project for review. The environmental review process includes determinations of applicability to various laws and authorities, consultation with various regulatory agencies, publication of findings, a 7-day or 15-day advertised local comment period, and a 15-day state comment period.

**After Commerce issues the environmental release of project funds, participants may proceed with project activities.**

## Threshold Requirements

Before the application is 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.
5. The proposed project must meet the national objective of Low- and Moderate-Income Limited Clientele (LMC).

6. Provide appropriate matching funds with supporting documentation. All matching funds must be secured at the time of application.
7. The public hearing notice must be published at least 5 full days before the hearing (starting one day after publication and not counting the date of the hearing) but no more than 20 full days prior to the hearing. The public hearing must occur at least 15 full days and no more than 120 full days before the application due date. The total project funding and CDBG amount requested must match what appears in the public hearing notice.
8. All required subrecipient and interlocal agreements must be included.
9. The activity must not have been funded by the applicant in the previous 12 months.

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 70 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 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**.

| <b>SELECTION CRITERIA MATRIX</b>         | <b>MAXIMUM</b>     |
|--|--------------------|
| 1. Project Need                          | 40                 |
| 2. Project Alternatives & Sustainability | 20                 |
| 3. Past Efforts to Address Need          | 10                 |
| 4. Project Readiness                     | 10                 |
| 5. Project Impact                        | 20                 |
| 6. <i>Optional Bonus Points</i>          | <i>Possible 10</i> |
| <b>MAXIMUM TOTAL</b>                     | <b>100 Points</b>  |

### 1. Project Need (40 points)

Letters of support are required to showcase community backing, but they will not receive specific point values in the scoring process. 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.

- 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 Limited Clientele (LMC) national objective.
- c. Describe how students/youth were involved in creating and/or planning the program.

- d. Explain how you will reach your targeted youth for participation in this program.
- e. 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 (20 points)**

- 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 (10 points)**

- a. Describe any community efforts or United School District (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 (possible 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 completion of the ratings, Commerce leadership will conduct a comprehensive 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.

## Stipend Payments

A stipend is a fixed or periodic payment provided to a participant to offset costs that would otherwise create a barrier to participation in an approved training program. Stipends may be used to cover reasonable and necessary participant support costs directly related to participation in the training program, including, but not limited to, transportation, meals, and other subsistence-related expenses.

Stipends are considered participant support costs and are not wages. Stipend payments must not be processed through the grantee's or subrecipient's payroll system and must not be tied to the performance of work. Payments must be made as fixed or periodic amounts associated with participation in the training program. No payroll withholdings are taken; participants are responsible for any personal tax obligations associated with receipt of a stipend.

If a stipend is proposed as part of a training project, the applicant must submit to Commerce a description of the stipend, including the method used to calculate the amount and the costs covered. The use of stipends requires prior written approval from Commerce. All stipends must be reasonable, necessary, and directly related to enabling participation in the approved training activity.

## Grant Performance Expectations

In addition to Applicant Eligibility requirements, all CDBG grantees are expected to comply with the following standards:

### 1. Project Completion

Grantees are expected to complete all approved project activities within the 24-month grant period whenever feasible. Construction projects should generally complete design and environmental review during the first year and target physical construction completion by the end of the second year. Completion expectations may vary by activity type and award agreement requirements.

### 2. Allowable Costs

Only eligible and allowable CDBG expenses may be included in the approved project budget.

### 3. Administrative and Compliance Requirements

Grantees must:

- Provide all information necessary to execute the grant award agreement.
- Sign and return the grant award agreement within 30 calendar days of receipt.
- Comply with applicable acquisition, environmental review, labor standards, and procurement requirements, including URA, NEPA, Davis-Bacon, and competitive procurement rules.
- Submit quarterly progress and financial reports.
- Obtain prior written approval from Commerce for changes to project scope, budget, or timeline.
- Submit a final performance report within 90 days of project completion.
- Maintain complete grant records for at least three years after state grant closeout with HUD, or longer if required by audit, litigation, or compliance obligations.
- Comply with the State of Kansas policy prohibiting sexual harassment, discrimination, and retaliation as established by Executive Order 18-04.

## Accountability and Reporting

Grantees must comply with all accountability, reporting, and monitoring requirements established in the grant agreement and applicable guidance from Kansas Commerce.

Quarterly performance and financial reports must document:

- Activity status
- Milestone achievement
- Beneficiary data (if applicable)
- Compliance or implementation issues

A final report is required within 90 days of project completion or closeout. Grantees are subject to monitoring, including desk reviews, site visits, financial review, and national objective verification. Failure to submit timely or accurate reports may result in payment holds or administrative action.

## Grant Payments

CDBG funds are distributed on a reimbursement basis.

Grantees must:

- Incur eligible costs prior to requesting payment.
- Submit payment requests with supporting documentation (e.g., invoices, contractor pay applications, proof of payment).
- Ensure requests align with the approved scope, budget, and timeline.

Commerce may delay or withhold payments if reports are not current, documentation is incomplete, or compliance issues exist. Final payment will not be released until all closeout requirements are satisfied.

## Release of Information

Information submitted to the Kansas Department of Commerce relating to a CDBG application or award may be subject to disclosure under the Kansas Open Records Act, K.S.A. 45-215 et seq. Except as required by law, confidentiality cannot be guaranteed. Personally Identifiable Information (PII) and other legally protected or sensitive information should not be included in public records. Grantees are responsible for identifying, exempting, or redacting PII or sensitive information prior to public release in accordance with applicable law and HUD and state open records guidance.

## Definitions

An eligible applicant is a general-purpose unit of local government, including a city or county, that is eligible to receive State CDBG funds. In Kansas, eligible applicants are non-entitlement communities as defined by the U.S. Department of Housing and Urban Development.

### Subrecipient

A subrecipient means an entity that receives a subaward from a local unit of government to carry out all or a portion of a CDBG award. The term subrecipient does not include a beneficiary or participant. Characteristics that support classification as a subrecipient include when the entity:

1. Determines who is eligible to receive CDBG assistance;
2. Has its performance measured in relation to whether CDBG objectives were met;
3. Has responsibility for programmatic decision-making;
4. Is responsible for adherence to applicable CDBG program requirements; and
5. Implements a program for a public purpose specified in authorizing statute, rather than providing goods or services for the benefit of the pass-through entity.

### Low- and Moderate-Income (LMI)

Families or households whose income does not exceed 80 percent of the area median income, as determined annually by HUD.

### National Objective

One of the three primary objectives established under the HUD CDBG program. Every CDBG-funded activity must meet at least one national objective to be eligible for funding.

### Matching Funds

Matching funds are the portion of total project costs contributed by the applicant or other non-CDBG sources. Match may include local government funds, private funds, donated land, or other eligible cash contributions directly related to the approved project.

### Additional Definitions

Additional program and technical definitions may be found on the Kansas Department of Commerce CDBG Resource Page: <https://www.kansascommerce.gov/cdbg/resource-library/>

## Upload Checklist - Youth Job Training

The following forms must be signed and submitted through the online application portal. Forms are available in the online CDBG Resource Library at [kansascommerce.gov/cdbg/resource-library](https://www.kansascommerce.gov/cdbg/resource-library/).

1. Project Budget Form
2. Statement of Assurances and Certifications
3. Resolution of Governing Body to File Application
4. Commitments from other Funding Sources
5. Affidavit of Public Hearing Notice
6. Environmental Determination of Level of Review
7. Letters of Support
8. Disclosure report
9. Anti-displacement Plan
10. Project Items BABA Status Worksheet
11. Interlocal or Subrecipient Agreements

More Questions?

## CONTACT THE CDBG TEAM



CDBG@ks.gov



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



785-296-3481



915 SW Harrison St.,  
Suite 250  
Topeka, Kansas 66612

# CDBG Youth Job Training Scoring Rubric

The following are the review criteria the review team will use to score each grant application for Youth Job Training. Each grant will be rated based on the criteria listed and given a score out of one hundred.

|  | Exemplary  | Meets Expectations  | Insufficient Evidence   |
|--|--|---|---|
| <b>(1) Project Need- 40 Points Possible</b>                              | <p>Provides a comprehensive and data-driven description of the underlying characteristics of the existing student population and a thorough assessment of the identified schools' need for the project. Clearly explains how the program will meet the LMC national objective and demonstrates meaningful involvement of students and youth in creating and planning the program. Clearly describes how targeted youth will be recruited and engaged. Convincingly explains how gained skills will help youth secure employment or continue their education while remaining in Kansas.</p> <p>(30-40 Points)</p> | <p>Describes the characteristics of the student population and generally explains the need for the project. Explains how the program will meet the LMC national objective and provides some evidence of student involvement in planning. The recruitment and engagement plan for targeted youth is described but lacks detail. The explanation of how skills gained will support employment or continued education in Kansas is adequate but not fully developed.</p> <p>(15-29 Points)</p> | <p>The application provides limited or unclear information about the characteristics of the student population or the schools' need for the project. The LMC national objective is not clearly addressed. Minimal or no evidence of student involvement in planning. The plan to recruit and engage targeted youth is vague or missing. The connection between gained skills and employment or continued education in Kansas is weak or not explained.</p> <p>(0-14 Points)</p> |
| <b>(2) Project Alternatives &amp; Sustainability- 20 Points Possible</b> | <p>Clearly describes the program and alternatives considered. Demonstrates how the program will address the shortage of skilled trades, fill jobs statewide, and keep youth engaged in their communities. Activities are well planned to build job skills and promote youth engagement. The applicant explains the program's</p>   | <p>Describes the program and mentions alternatives. The proposal explains how the program addresses workforce needs and youth engagement but lacks depth. Program activities are described but may not fully demonstrate alignment with skill development goals. The</p>  | <p>Provides minimal description of the program or alternatives. The connection to skilled trades shortages, statewide job needs, or youth engagement is weak or unclear. Program activities are not clearly linked to skill development. The implementation plan is vague or missing. Relationships with other</p>  |

# CDBG Youth Job Training Scoring Rubric

|   |  |  |   |
|---|--|--|---|
|   | <p>impact on student collaboration and work experience. A clear implementation plan, defined partnerships with training providers, and a strong sustainability strategy are included.</p> <p>(16-20 Points)</p>  | <p>implementation plan is present but lacks detail. Relationships with other providers are mentioned but not fully explained. The sustainability plan is present but limited in scope.</p> <p>(8-15 Points)</p>  | <p>providers are not described. There is no clear sustainability plan beyond CDBG funding.</p> <p>(0-7 Points)</p>  |
| <p><b>(3) Past Efforts to Address Need- 10 Points</b></p> | <p>Thoroughly describes community or USD efforts to bolster youth employment and skill development. Existing complementary programming and similar youth training programs in the area are clearly identified and explained. The proposal demonstrates coordination and alignment with prior and ongoing efforts.</p> <p>(8-10 Points)</p>   | <p>The application describes some community or USD efforts and mentions complementary or similar programs. The relationship between the proposed program and past efforts is generally explained but lacks detail.</p> <p>(4-7 Points)</p>   | <p>Provides little or no information about prior community or USD efforts. Complementary or similar programs are not identified or are unclear. There is no demonstrated connection to previous efforts.</p> <p>(0-3 Points)</p>  |
| <p><b>(4) Project Readiness- 10 Points</b></p>            | <p>Provides a clear and detailed timeline for program development and implementation. The anticipated enrollment date and full capacity date are identified, and the number of students to be served at full capacity is clearly stated. All partner organizations and their roles are identified. For new programs, the location, curriculum, student participation, and training focus are clearly determined. For existing programs, specific increases or changes in programming or participation are described.</p> | <p>Includes a general timeline and provides anticipated enrollment and capacity information but lacks some detail. Partner organizations are identified but their roles may not be fully explained. Details about new or expanded programming are present but not comprehensive.</p> <p>(4-7 Points)</p> | <p>Provides an incomplete or unclear timeline. Enrollment and capacity details are missing or vague. Partner organizations or their roles are not clearly identified. Information about program location, curriculum, participation, or changes from prior years is insufficient.</p> <p>(0-3 Points)</p> |

# CDBG Youth Job Training Scoring Rubric

|                                      |   |  |  |
|--------------------------------------|---|--|--|
|                                      | (8-10 Points)   |  |  |
| <b>(5) Project Impact- 20 Points</b> | <p>Clearly identifies measurable outcomes reflecting the annual number of participants who will successfully enroll in and complete the training program. Detailed tools and processes are described to track student progress, and the frequency of evaluation is specified. Demonstrates strong coordination with workforce development, apprenticeship programs, and other youth job training initiatives or funding sources. Clear next steps and available resources are identified for program graduates, and strong bridges to employment or continued education are demonstrated.</p> <p>(16-20 Points)</p> | <p>Identifies outcomes and describes basic tracking methods, though measures or evaluation frequency may lack detail. Coordination with workforce or apprenticeship programs is mentioned but not fully developed. Some next steps or resources for graduates are identified.</p> <p>(8-15 Points)</p> | <p>Does not clearly identify measurable outcomes or tracking processes. Evaluation methods and frequency are unclear or missing. Coordination with workforce or apprenticeship programs is minimal or not described. Next steps or resources for program graduates are not clearly identified.</p> <p>(0-7 Points)</p> |
| <b>Total: 100 Points</b>             |   |  |  |