

Missouri Youth Service and Conservation Corps

Application for Project Approval

1. Project Sponsor Name: _____
 Address: _____
 _____ Telephone Number: (_____) _____
 Contact Person: _____
 (Name) (Title)

2. Check which category(ies) best describes your organization/agency:
- _____ State Agency
 - _____ Unit of Local Government
 - _____ Private Not-for-Profit Corporation or Organization
 - _____ JTPA Administrative Entity
 - _____ Community-Based Organization

3. This application is for the following MYSCC program (check one):
- _____ The Community Services and Conservation Program for Young Adults
 - _____ The Youth Summer Employment and Remediation Program
 - _____ The Volunteer Program

4. The proposed MYSCC project will be located in:
- a. JTPA Service Delivery Area(s) _____
 - b. County _____
 - c. City or town _____

5. a. The proposed MYSCC project will begin _____
 and end _____

b. Applications for the Youth Summer Employment and Remediation Program must also provide the latest date that the local public high schools will be in session for the school year (excluding summer sessions) and the date that classes will resume for the following public high school year. This requirement applies to all public high schools within the project area.

Name of School/Location	Date School Year Session Ends	Date School Year Session Begins
_____	____/____/____	____/____/____
_____	____/____/____	____/____/____
_____	____/____/____	____/____/____
_____	____/____/____	____/____/____
_____	____/____/____	____/____/____
_____	____/____/____	____/____/____
_____	____/____/____	____/____/____
_____	____/____/____	____/____/____
_____	____/____/____	____/____/____



6. Which best describes the purpose of the proposed MYSCC project (Check all that apply):

- The rehabilitation of substandard housing
- The repair, restoration and maintenance of public facilities and amenities
- Assistance with the organization and delivery of educational and health services
- Assistance for the elderly home-bound
- Delivery of food to the hungry and elderly
- Restoration or development of park facilities
- Trail construction and maintenance
- Litter control
- Land and soil conservation
- Road repair
- Land reclamation
- Reforestation
- Other undertakings which benefit the control, management, restoration, and conservation of the bird, fish, game, forestry or wildlife resources, and the soil or water resources of Missouri
- Other than above (provide brief categorization)

7. Provide a detailed narrative summary of the objectives of the proposed MYSCC project that includes a description of all planned specific work assignments to be accomplished (attach additional pages if necessary):

8. a. Has the purpose(s) of the proposed MYSCC project been identified as an objective in the plan of any affected municipal or county government; regional governing, advisory or planning board, or state agency? Yes _____ No _____

b. If yes, please explain how the project will be coordinated with the affected entity to ensure that the project's accomplishments will be consistent with the above referenced planned objectives. (attach additional pages if necessary):

- 9. a. How many MYSCC participants will the proposed project train? _____
b. How many separate work crews of MYSCC participants will be involved in the proposed project? _____
c. What is the maximum number of participants that will receive direct supervision from one crew leader? _____
d. How many crew leaders will be employed? _____
e. Describe the minimum qualifications for crew leaders of the proposed project (attach additional pages if necessary): _____

- 10. Describe the actual tasks to be performed and skills to be learned by MYSCC participants (attach additional pages if necessary): _____

- 11. Describe all equipment and machinery to be used by MYSCC participants (attach additional pages if necessary): _____

- 12. Describe all intended safety precautions to safeguard MYSCC participants, and what measures will ensure that all use of equipment and machinery by MYSCC participants will be in accordance with applicable Child Labor Laws (attach additional pages if necessary): _____

- 13. How many hours per week will be available for MYSCC participants to work? _____

- 14. What hourly wage will be paid to MYSCC participants? (Conservation Volunteer Program Projects should enter "0" (zero)) : _____

- 15. Describe all fringe benefits and Supportive Services (such as transportation, health care, special services and materials for the handicapped, child care, meals, temporary shelter, financial counseling and other reasonable expenses required for participation in MYSCC) to be provided to MYSCC participants (attach additional pages if necessary): _____



16. Will the proposed project:

- * Replace or support employees engaged in an authorized work stoppage? Yes _____ No _____
- * Replace or supplant currently employed workers? Yes _____ No _____
- * Impair existing contracts for services provided by other workers? Yes _____ No _____

17. a. Is the project sponsor covered by a collective bargaining agreement? Yes _____ No _____

b. If yes, please list the affected union local(s) and name of the bargaining agent(s): _____

18. a. Will the work to be performed by the proposed MYSCC project affect any existing collective bargaining agreement?

Yes _____ No _____

b. If yes, please list the affected union local(s) and name of the bargaining agent(s): _____

19. a. Describe General Educational Development (GED) or remedial education activities that will be available to MYSCC participants (attach additional pages if necessary): _____

b. Name(s) and location(s) of facility(ies) for GED or remedial education activities: _____

c. Is remedial coursework for youth at risk of dropping out of school coordinated with the At Risk Youth Center and the Local Education Agency? Yes _____ No _____

d. Is GED study to take place at Adult Basic Education sites? Yes _____ No _____

e. If the response to 19.c. or d. is no, please describe the location and the curriculum to be used, and include a history of the provider's proven success rate in these educational activities (attach additional pages if necessary): _____

f. Hours per week planned for GED or remedial educational activities: _____

20. Describe the proposed MYSCC planned activities in Employability Skills Training, Career Exploration, and Life Skills (attach additional pages if necessary): _____



21. Provide a description of the budget for the proposed project that includes:

a. The amount and purpose of any funds requested from the Missouri Division of Job Development and Training (JDT) or the Youth Service and Conservation Corps fund. \$ _____

b. The intended manner and timetable for disbursement of any funds requested from JDT or the Youth Service and Conservation Corps fund.

c. The amount and percentage of each funding source in relation to the total project budget.

<u>Funding Source</u>	<u>Total Fund Contribution</u>	<u>Percentage of Total Budget</u>
_____	\$ _____	_____ %
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %
GRAND TOTAL	\$ _____	100%

d. Percentage of total budget to be used for Administrative Costs, _____% (10% maximum).

e. Percentage of the total budget to be used for MYSCC wages and fringe benefits, _____% (55% minimum, except for the Conservation Volunteer Program).

f. Percentage of the Project Sponsor’s contribution to the total budget that will be in the form of in-kind contribution, _____% (15% maximum).

22. The project sponsor must complete the attached “Missouri Youth Service and Conservation Corps Planning Budget Summary, Parts I, II, and III.” These forms should be completed as follows:

- a. Part I describes the overall project budget by cost categories;
- b. Part II provides a detailed line item budget of each cost category identified in Part I; and
- c. Part III is a cost category budget for each funding source planned for the project. Note: One copy of Part III must be completed for EACH funding source.

23. Describe the past performance and financial history of your organization in regard to previous audits conducted during past five years (attach additional pages if necessary): _____



24. Describe how the project sponsor will establish and maintain monitoring systems adequate to ensure compliance with applicable state and federal laws and regulations; and to ensure that the MYSOC project is delivered in a manner consistent with the project and its components described in this application (attach additional pages if necessary):

25. Describe how the project sponsor will ensure the coordination and success of the proposed project through use of:

a. Technical assistance from all affected parties (attach additional pages if necessary):

b. Financial support from all affected parties (attach additional pages if necessary):

26. All applications for the Conservation Volunteer Program must include an attachment that describes the extent that youth eligible for program participation were involved in the development of the proposed project. The attachment must include the dated signatures of the youth involved.

I, the undersigned, understand this is an application for approval of a project of the Missouri Youth Service and Conservation Corps (MYSCC), and is not an authorization to incur project costs.

I understand this application may not be considered acceptable for the review by the Division of Job Development and Training (JDT) unless:

- * All items have been addressed;
- * A copy of the project sponsor’s Certificate of Corporate Good Standing from the Secretary of State’s Office (if applicable);
- * A letter of authorization from the project sponsor’s governing board (if applicable);
- * A copy of the project sponsor’s most recent audit is attached;
- * This application is received by JDT at least sixty (60) calendar days prior to the project start date.

I understand continued funding of any approved MYSCC project is predicated on the continuing availability of funds.

I understand administration and delivery of MYSCC projects is subject to all provisions of sections 620.552 through 620.574, RSMo, 4 CSR 195-4.010, and applicable federal and state laws and rules. Furthermore, I understand that all aspects of MYSCC are subject to fiscal and programmatic review by federal and state authorities.

I hereby state, to my knowledge, all information found in this application and attachments is true.

I hereby state the affected Service Delivery Area(s) Private Industry Council Chairperson and Chief Elected Official, as designated pursuant to the Job Training Partnership Act (Public Law 97-300 and any subsequent amendments), have reviewed and approved the MYSCC application. This is verified by their signatures below.

A. SDA _____, _____
(Chief Local Elected Official) (Date)

(Private Industry Council Chairperson) (Date)

B. SDA _____, _____
(Chief Local Elected Official) (Date)

(Private Industry Council Chairperson) (Date)

C. SDA _____, _____
(Chief Local Elected Official) (Date)

(Private Industry Council Chairperson) (Date)

I also hereby state I am authorized by the agency or organization, governmental body, or agency submitting this application to sign documents and enter into contracts.

Signature of Authorized Representatives

Date

Name
(Please print or type)

Title



MYSCC Code No. 3
(JDT use only)

Missouri Youth Service and Conservation Corps

Planning Budget Summary

Part I

Project Sponsor _____

Location _____

COST CATEGORIES:

<u>Account Code</u>	<u>Account Name</u>	<u>Total Amount</u>
110	Administration	\$ _____
120	Employment Generating Service	\$ <u>RESERVED</u>
** TOTAL ADMINISTRATION **		\$ _____
210	Needs Based Payments	\$ _____
220	Work Experience	\$ _____
230	Child Care	\$ _____
240	Transportation	\$ _____
250	Exemplary Youth	\$ <u>RESERVED</u>
260	Other Supportive Services	\$ _____
270	Employment Generating Service	\$ <u>RESERVED</u>
** TOTAL PARTICIPANT SUPPORT **		\$ _____
310	Classroom Occupational Training	\$ <u>RESERVED</u>
320	On-the-Job Training	\$ <u>RESERVED</u>
340	Other Educational Training	\$ _____
360	Job Search Activities	\$ <u>RESERVED</u>
370	Exemplary Youth Activities	\$ <u>RESERVED</u>
380	Work Experience	\$ <u>RESERVED</u>

MYSOC Code No.
(JDT use only)

Missouri Youth Service and Conservation Corps

Planning Budget Summary

Part II

Each item of the MYSCC budget as shown in Part I: Project Budget should be detailed by category showing each cost category in detail. Attach additional sheets if necessary. Refer to the Missouri Division of Job Development and Training's *Financial Manual* for definitions of allowable costs.

Project Sponsor _____

ADMINISTRATION

<u>Account Code</u>	<u>Account Name</u>	<u>Total Amount</u>
110	Administration	
	Personnel Salaries	\$ _____
	Personnel Benefits	_____
	Equipment	_____
	Supplies	_____
	Space/Utilities	_____
	Travel	_____
	Telephone	_____
	Other (specify)	_____
	Total Administration	\$ _____

PARTICIPATION/TRAINEE SUPPORT

<u>Account Code</u>	<u>Account Name</u>	<u>Total Amount</u>
210	Needs Based Payments _____ Trainees x \$ _____ per week x weeks =	\$ _____
220	Work Experience (Specify distribution formula if applicable) _____ _____ _____	\$ _____
230	Child Care (Specify distribution formula if applicable) _____ _____ _____	\$ _____



MYSOC Code No.
(JDT use only)

240	Transportation (Specify distribution formula if applicable)	\$ _____
260	Other Supportive Services (Specify distribution formula if applicable)	\$ _____
	Total Trainee Support	\$ _____

TRAINING

<u>Account Code</u>	<u>Account Name</u>	<u>Total Amount</u>
340	Other Educational Training—Total (specify each)	\$ _____ _____ _____ _____ _____
380	Other Training Costs—Total	\$ _____
	Trainee Wages	_____
	Trainee Benefits	_____
	Staff Salaries	_____
	Staff Benefits	_____
	Equipment	_____
	Supplies/Materials	_____
	Space/Utilities	_____
	Travel	_____
	Telephone	_____
	Other (specify)	_____



MYSCC Code No.
(JDT use only)

Missouri Youth Service and Conservation Corps

Planning Budget Summary

Part III

Project Sponsor _____

Funding Source _____

COST CATEGORIES:

<u>Account Code</u>	<u>Account Name</u>	<u>Total Amount</u>
110	Administration	\$ _____
120	Employment Generating Service	\$ <u>RESERVED</u>
** TOTAL ADMINISTRATION **		\$ _____
210	Needs Based Payments	\$ _____
220	Work Experience	\$ _____
230	Child Care	\$ _____
240	Transportation	\$ _____
250	Exemplary Youth	\$ <u>RESERVED</u>
260	Other Supportive Services	\$ _____
270	Employment Generating Service	\$ <u>RESERVED</u>
** TOTAL PARTICIPANT SUPPORT **		\$ _____
310	Classroom Occupational Training	\$ <u>RESERVED</u>
320	On-the-Job Training	\$ <u>RESERVED</u>
340	Other Educational Training	\$ _____
360	Job Search Activities	\$ <u>RESERVED</u>
370	Exemplary Youth Activities	\$ <u>RESERVED</u>
380	Work Experience	\$ <u>RESERVED</u>
390	Other Training Costs	\$ _____
** TOTAL TRAINING **		\$ _____
** TOTAL **		\$ _____