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The Mississippi Transportation Commission announces the solicitation of projects for the URBAN YOUTH CORPS within the Transportation Enhancement Program continued in the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU).

MDOT URBAN YOUTH CORPS PROGRAM

1. INTRODUCTION:

The *Transportation Commission* invites any City Government with a 2000 census population of 10,000 or greater to apply for funding approval of an *URBAN YOUTH CORPS* Program project. The *Transportation Commission* will make available \$350,000 in *Transportation Enhancement* Federal funds apportioned to the State of Mississippi through SAFETEA-LU for distribution to applicants. The program utilizes Federal funds that contribute up to 80% of the project cost, which will allow a maximum amount of \$35,000 in Federal funds for each selected applicant. Each successful applicant must provide local matching fund of at least 20% of the project cost.

This document is a guide and is intended to provide eligible applicants and interested parties with the Program guidelines and necessary procedures to follow in preparing an application for federal *Urban Youth Corps* Program funds.

There are many Federal and State regulations and project implementation procedures that will be necessary if a project is approved. The Mississippi Department of Transportation (MDOT) will work with all successful applicants to make sure projects are completed.

2. APPLICATION CHECK LIST:

The following list of items and requirements are necessary for an *Urban Youth Corps* Program application to be considered eligible for funding by the Mississippi Department of Transportation (MDOT).

Eligible Applicant is a Mississippi city with a population of 10,000 or greater, as enumerated by the official United States Census of 2000.

Project meets one or more of the eligible activities as restricted by this paper for applicability to the *Urban Youth Corps* Program. (See Page 6)

Project includes a minimum of 10% of the participants' time for basic life skills, education, training, safety, etc.

Complete the Application Form, pass a board order, and have the appropriate government official sign.

Local Matching Funds or eligible in-kind of at least 20% must be provided by each successful applicant.

Complete the following Attachments:

- **ATTACHMENT A:** *Description of Proposed Project* (including details on 10% training requirement for participants); two pages, or less.
- **ATTACHMENT B:** *Maps, plans, and Photographs* (which denote the project location, area, Right-of-way, etc.)
- **ATTACHMENT C:** *Evidence of Eligibility* (demonstrate that the proposed project is an eligible activity); two pages, or less.
- **ATTACHMENT D:** *Budget and Implementation Schedule*; a sample budget is included.
- **ATTACHMENT E:** *Benefits* (list benefits and objectives); one page, or less.
- **ATTACHMENT F:** *Environmental Review* (adequately consider environmental consequences and compliance); brief summary -- one page, or less.
- **ATTACHMENT G:** *Memorandum of Understanding (MOU)*: Execute the MOU. This will show that the applicant is willing to participate in the *Transportation Enhancement-Urban Youth Corps* Program funding and regulatory requirements of both the Federal and State governments. The MOU is to be included in the **original** copy of the application only.

Once the announcement for applications is made, submit the application to the Director of Intermodal Planning of the MDOT. Submit an **original** (to include the MOU) and **4 copies** of the application.

Submit all requests for Urban Youth Corps projects to:

**Mr. Jeff Pierce
State Planning Engineer
Mississippi Department of Transportation
Post Office Box 1850
Jackson, Mississippi 39215-1850
Attention: Planning Division**

If the project will lie within (or partially within) an urbanized area (places designated by the US Census as having an urban population of 50,000 or greater) then the project application must be submitted through the *Metropolitan Planning Organization* (MPO). Mississippi's Urbanized Areas and the appropriate MPOs are as follows:

Jackson Urbanized Area MPO:

Central Mississippi Planning and Development District
1170 Lakeland Drive, P. O. Box 4935
Jackson, MS 39296-4935
Phone 601-981-1511
Includes any project within Hinds, Madison, and Rankin counties.

Biloxi / Gulfport and Pascagoula / Moss Point Urbanized Areas MPO:

Gulf Regional Planning Commission
1232 Pass Road
Gulfport, MS 39501
Phone 601-864-1167
Includes any project within Hancock, Harrison, and Jackson counties.

Hattiesburg / Petal Urbanized Area MPO:

Hattiesburg Dept. of Planning and Community Development
City Hall, 200 Forrest Street
P. O. Box 1898
Hattiesburg, MS 39403-1898
Phone 601-545-4591
Includes the area with the official designated urban boundary of parts of Forrest and Lamar counties.

Memphis / DeSoto County, MS Urbanized Area MPO:

Memphis - Shelby County Office of Planning and Development
City Hall, 125 N. Mid America Mall
Memphis, TN 38103-2084
Phone 901-576-6601
Includes the northern part of DeSoto County that lies within the official designated urban boundary of the Memphis Urbanized Area.

For details on actual locations in the above urbanized areas that do not include complete counties you may inquire of the MDOT for additional clarification. For further information please contact the District Engineer for your area:

District 1,	Tupelo District Office	(601) 842-1122
District 2,	Batesville District Office	(601) 563-4541
District 3,	Yazoo City District Office	(601) 746-2513
District 5,	Newton District Office	(601) 683-3341
District 6,	Hattiesburg District Office	(601) 544-6511
District 7,	McComb District Office	(601) 684-2111

Mr. Jeff Pierce, State Planning Engineer
Planning Division
Room 7043, MDOT Administration Building
401 North West Street
Jackson, Mississippi 39201, or

Post Office Box 1850
Jackson, Mississippi 39215-1850
Telephone (601) 359-7685

3. BACKGROUND

The Mississippi Department of Transportation (MDOT) proposes to implement an *Urban Youth Corps* Program under the provision of the National and Community Service Act of 1993, Section 106(d) which establishes the *Urban Youth Corps* Program within the U.S. Department of Transportation.

MDOT will solicit *Urban Youth Corps* (transportation enhancement) Projects from Mississippi cities with a population 10,000 or greater as enumerated by the official U. S. Census of 2000 and will allocate Federal transportation enhancement funds for the program. Proposals will be solicited through an application process and will be reviewed by a committee selected by the Executive Director of MDOT; this committee will recommend projects for funding at a maximum amount of \$35,000 Federal funds to each applicant selected. Each successful applicant must provide local matching funds or payment-in-kind of at least 20%.

4. URBAN YOUTH CORPS PROJECT

An Urban Youth Corps project is a youth employment and training service program, established to: (1) offer meaningful full-time or productive summer work for individuals between the ages of 16 and 25, inclusive, in **transportation-related** settings; (2) give the participants a mix of work experience and on-the-job training that includes a minimum of 10% of the participants' time for basic life skills, education, training, safety, etc.; and (3) provide the youths with an opportunity to develop citizenship values and skills through service to their communities and the State of Mississippi.

The Urban Youth Corps Program utilizes federal Transportation Enhancement Program funds, and therefore, eligible project activities for the Urban Youth Corps Program follow guidelines similar to the Transportation Enhancement Program. The SAFETEA-LU specifies activities that are eligible for the *Transportation Enhancement Program*. Any potential *Urban Youth Corps Program* projects should meet the criteria of a further restricted transportation enhancement activity, specific to the needs of the *Urban Youth Corps Program*. The eligible activities for Urban Youth Corps projects include:

- providing facilities for pedestrians and bicycles;
- landscaping and scenic beautification within highway rights-of-way or in proximity to transportation facilities;
- preservation or rehabilitation of historic markers, buildings, structures, or facilities having significance to transportation; and
- preservation of abandoned railway corridors.

A municipality may also establish a summer/part-time work program wherein the youths work for the municipality on non-specific, **transportation-related** projects. All *Urban Youth Corps Program* activities **must** have a direct relationship to the intermodal transportation system.

The scope of the project may include planning and organizing specific work items (for example, the selection of plant types and locations of plantings). The enhancement activities may include maintaining landscaped sites during the project period and the revitalization of existing landscaped areas.

All projects should be on or along those routes functionally classified as a minor collector, or above on the city's Federal Aid System. For a map of the eligible routes, go to http://www.gomdot.com/maps/functional_class.htm.

The project requires that a minimum of 10% of the participants' time be utilized for life-skills training. The training provided should be designed to enhance the youths' basic skills in communication, leadership development, positive work ethic, and improve awareness of the environment. The training must also focus on all aspects of safety including orientation on the safe use of appropriate tools and equipment necessary for the implementation of the project.

The MDOT will fund the *Urban Youth Corps Program* costs to include salaries and necessary materials, tools, and training. In effect, the MDOT will reimburse the participating agency for allowable expenditures upon receipt of the final invoice and necessary documentation. The participating organization must be able to underwrite operating costs until they have properly billed MDOT and received reimbursements for allowable expenditures. (Note: Selection preference will be given to those jurisdictions which will expand the program with local funds/services or private sector participation.)

Preference shall be given to projects which:

- will provide long-term benefits to the public;
- will instill into the participants a work ethic and a sense of public service;
- will be labor intensive;
- can be initiated promptly;
- will provide unique training opportunities to the participants; and
- will utilize local funds or private sector participation to expand the program.

It must be demonstrated that the *Transportation Enhancement-Urban Youth Corps* Program funds plus any local funds will result in a complete and fully funded project.

5. ENROLLMENT CRITERIA

Youths who are enrolled in this program must be from 16 to 25 years of age, inclusive, at the time the individual begins the term of service. Participating youths must also be citizens or nationals of the U.S. or lawful permanent resident aliens of the U.S. and must be enrolled in high school or college or have agreed to enroll for a high school diploma or its equivalent and/or college.

6. NONDISPLACEMENT

Participating agencies shall not displace an employee or a position or supplant the hiring of workers by using participants in an *Urban Youth Corps* Program, nor use *Urban Youth Corps* Program participants to prevent an employee from getting a promotion or from performing normally assumed duties.

7. BUDGET GUIDE

The program period may cover spring, summer, and fall months; youths may work up to 40 hours per week. The budget must identify estimated cost items for the project including the local cost share. The APPLICANT will be required to document all expenses incurred to complete the project throughout the implementation of the project. Eligible expenses that qualify for reimbursement under the Program guidelines include the following:

- Salaries for the Program participants including fringe benefits
- Administrative costs associated with the Program
- Materials for the Program participants, including basic uniforms, caps, steel toe shoes, and personal safety equipment such as orange vests and hard hats
- Materials associated with the project (landscaping materials, trees, shrubs, etc.)
- Equipment rental fees necessary for project construction
- Materials associated with life skills training, including the cost of basic classroom materials as well as fees associated with specific types of training
- Salary of a supervisor for the Program participants

The purchase of non-permanent items such as trimmers, weed eaters, chain saws, etc. are **not** eligible for reimbursement under the Program guidelines. In accordance with State and Federal law, these items are required to be inventoried, and therefore, are not eligible for federal funding participation. If city-owned equipment is used for the project, rental rates may be submitted as documentation on this type of expense. Please use the FHWA approved rental rates (if you have access to them), or the hourly rates given by the U.S. Army Corps of Engineers. The U.S. Army Corps of Engineers hourly rates can be found in their publication, *Construction Equipment Ownership and Operating Expense Schedule, Region III* (EP1110-1-8, Volume 3, July 2005). This publication can be found via the internet at the following web address: [http://www.usace.army.mil/inet/usace-docs/eng-pamphlets/ep1110-1-8\(vol3\)/entire.pdf](http://www.usace.army.mil/inet/usace-docs/eng-pamphlets/ep1110-1-8(vol3)/entire.pdf).

Rates for different types of equipment are located in Table 2-1 of Chapter 2 of the document. The type of equipment, hours used, and rate will be required as part of your documentation. Renting equipment is also an eligible expense.

8. METHOD OF PAYMENT

The APPLICANT will submit only a final invoice for payment, upon completion of the project, along with all necessary documentation to establish proper payment by the MDOT. From this final payment, the MDOT will deduct the APPLICANT's share of not less than 20% of the moneys originally granted to the APPLICANT under these provisions. For payment-in-kind which the APPLICANT wishes to apply to the APPLICANT's share, the APPLICANT must include all necessary documentation with this final invoice. The MDOT will reimburse the APPLICANT for 80% of all allowable expenditures not exceeding the maximum amount of federal funds awarded to the project and established in the Project General Agreement.

9. APPLICATION AND ATTACHMENTS

The APPLICANT should complete the enclosed Application Form and Attachments to enable the MDOT to determine the feasibility and justification for the project, as well as Attachments A through G as required. Each APPLICANT must execute the Memorandum of Understanding (MOU) indicating their willingness to participate in the *Urban Youth Corps* Program and the terms and conditions, to ensure Federal and State Rules and regulations will be followed. Include the MOU with the application.

After the APPLICANT has been notified their project has been selected, the MDOT will transmit a *General Agreement* to the APPLICANT and it should be executed and returned to the Mississippi Department of Transportation.

URBAN YOUTH CORPS PROJECT APPLICATION

Date: _____

Applicant: _____

Contact Person: _____
(Technical/Administrative, i.e. Engineer, Public Works Director, etc.)

Address: _____

Telephone Number: _____

Email Address: _____

Project Description: _____

Projected Project Costs:	FEDERAL*	OTHER	TOTAL
	\$	\$	\$

*Maximum Federal Share = 80% of Total Cost

Approvals

Applicant: _____ Title: _____
(Mayor, Pres. Board, or Agency Head)

Approved Eligible: _____ Date: _____
(MDOT)

ATTACHMENT A: DESCRIPTION OF PROPOSED PROJECT:

On this page, *BRIEFLY* describe the project for which funding is requested. Include details on how the 10% life skills training requirement for the participants will be implemented into the project. This requirement must include more than general safety training for the job. (See attached list of possible training ideas)

IDEAS FOR IMPLEMENTING LIFE SKILLS TRAINING FOR THE URBAN YOUTH CORPS PROGRAM

- ❖ Use one day of the week as your life skills training day. Bring the participants into a classroom type setting.
- ❖ Involve any resources you might have in your area to help in administering the life skills training. For example, if you have a college or university in your area, utilize a classroom and instructor to teach a CPR/First Aid course. Ask a local bank to provide information and instruction on banking and finances.
- ❖ The nearest MDOT District or Project Office should be contacted for a tour of their facilities.
- ❖ Areas of training might include the following:
 - Communication/Leadership Development
 - Proper Resume Writing
 - Job Interviewing Tips
 - Money Management
 - Choosing a College or Career
 - Positive Work Ethic and Social Interaction
 - Employer/Employee Expectations
 - Active Listening
 - Values and Choices
 - Peer Pressure
 - Conflict Resolution
 - Anger Management
- ❖ Involve city departments by allowing the participants to see how each department functions:
 - Public Works Department/Traffic Engineering
 - Parks & Recreation Department*
 - Police Department *
 - Fire Department*
 - City Council (Allow the participants to sit in on a city council meeting.)
- * **Participants should not be employed in these Departments.**
- ❖ Improve awareness of the environment by informing participants on the following topics:
 - Tree planting and maintenance
 - Recycling
 - Fire prevention

Always provide safety training for the job the participants are

Attachment B: MAPS, PLANS, AND PHOTOGRAPHS:

If applicable, include any maps and photographs of the project site(s) as well as any plans that may be used to construct the project.

Attachment C: EVIDENCE OF ELIGIBILITY BY PROJECT ACTIVITY:

Refer to **ELIGIBILITY REQUIREMENTS** and **BRIEFLY** address Eligibility Criteria if appropriate. (Discuss the eligibility requirements listed under the Application Checklist on page 4 of this document.)

Attachment D: BUDGET AND IMPLEMENTATION SCHEDULE:

Provide an estimate of cost items, including project schedule below (sample budget attached). The estimate should include all project costs, identifying all items that will be reimbursed by MDOT and those contributing to the local match. The local match requirement is 20%.

SAMPLE BUDGET

		<u>MDOT</u>	<u>CITY</u>
Salary Project Supervisor	10 weeks x \$__ 40 hrs. @ \$__ /hr.	\$	
Project Coordinator	10 weeks		\$
15 Participants	@\$__ /hr., 30 hrs./wk. = \$__ x \$__ = \$__ x 9 = \$__		_____
Administrative		_____	_____
Training Workshops		_____	_____
Workshop Supplies: notebooks, pens, pencils, markers, paper, certificates		_____	_____
Transportation		_____	_____
Uniforms (Supervisor and Participants)		_____	_____
Local Meetings and Meals		_____	_____
Shrubs (3 gallon)	\$__ x 60	_____	_____
Perennials (quart size)	\$__ x 70	_____	_____
Bedding Plants (annuals)	\$__ /flat x 70	_____	_____
Mulch (10 scoops, delivered)	\$__ x 6	_____	_____
Peat Moss (bale)	\$__ x 25	_____	_____
Fertilizer (18 pound bag)	\$__ x 2	_____	_____
Lime (40 pound bag)	\$__ x 20	_____	_____
Chemicals (Weed Killer, Bug Spray)		_____	_____
Total		_____	_____

Attachment E: BENEFITS

List benefits and objectives of the project (one page or less).

Attachment F: ENVIRONMENTAL REVIEW:

BRIEFLY describe the natural environmental setting of the project area and describe any anticipated areas of impact.

Attachment G: MEMORANDUM OF UNDERSTANDING:

NOTE: The APPLICANT shall not modify this Memorandum of Understanding. Unless executed as written the application will not be accepted.

MEMORANDUM OF UNDERSTANDING

The government entity of, _____, Mississippi, (hereinafter referred to as the APPLICANT) for the purpose of committing to the agreed conditions under which the APPLICANT may utilize special Federal Surface Transportation Program *Transportation Enhancement-Urban Youth Corps* Program Funds provided by the *Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)* and subsequent acts hereby agrees to the following:

WHEREAS, it is understood that conditions presented herein are general in nature with details and specific requirements contained in the MDOT Standard Operating Procedures and the Federal Highway Administration (herein after referred to as the FHWA) Federal Aid Program Guide; and

WHEREAS, the APPLICANT proposes to conduct an *Urban Youth Corps* Program utilizing the *Transportation Enhancement-Urban Youth Corps* Program funds provided by the *SAFETEA-LU* and subsequent acts as allocated to the MDOT; and

WHEREAS, the MDOT has allocated a specific amount of *Transportation Enhancement-Urban Youth Corps* Program funds to be used throughout the State of Mississippi; and

WHEREAS, the allocated *Transportation Enhancement-Urban Youth Corps* Program funds may be used for funding approved projects.

NOW THEREFORE, the APPLICANT agrees that for the attached project application the APPLICANT will:

- **ARTICLE I:** After notification that the project has been approved by the Transportation Commission, execute the General Agreement.
- **ARTICLE II:** The participant shall:
 - be responsible for the planning, coordinating, and implementation of the Urban Youth Corps Program;
 - be responsible for implementing the transportation enhancement projects;
 - be responsible for recruitment, hiring, training, supervision, and payroll for the youths;
 - describe the transportation to be used to transport the youths to and from the work site;
 - describe the youths' life skills training program and the percentage of work time the life skills training will require (a minimum of 10%);
 - describe how the organization will coordinate the *Urban Youth Corps* project with MDOT's District Resident/Maintenance Engineers (through the MDOT district's District Engineer) if the project includes work on highway rights-of-way;
 - submit an itemized budget for the project; and
 - submit a Final Project Report on the accomplishments, with recommendations for future improvement in the implementation of the program.
- **ARTICLE III:** Obtain all required permits.
- **ARTICLE IV:** Submit the final project package:

- **ARTICLE V:** Be required to acknowledge the Mississippi Department of Transportation and the Federal Highway Administration for their participation in the project in any news releases or other promotional material for the project. The project sponsor should also notify the External Affairs Division of MDOT of any ceremonies related to the opening of the facility. A plaque or sign identifying the FHWA and MDOT as providing funding for the project will be required.
- **ARTICLE VI:** Assume all responsibility for and save the MDOT harmless from any suits, action or claims of any character, brought for any injuries or damages received or sustained by any person, persons or property, growing out of any action or omission to act in the conduct of this work.
- **ARTICLE VII:** Submit a single invoice for payment, upon completion of the project. All documentation necessary for MDOT's processing for proper payment shall be included, including documentation for payment-in-kind used for any portion of the APPLICANT's share of the PROJECT cost.

IN WITNESS WHEREOF, the parties have affixed their signatures on the ____day of_____, 20__, Minute Book____, Page ____ thereof.

APPLICATION OF, _____(City) LOCATED IN THE COUNTY OF_____, State of Mississippi,

TITLE:_____

(Typed Name: Mayor)

ATTEST _____
CLERK (Signature)