MDOT

MISSISSIPPI DEPARTMENT OF TRANSPORTATION

Transportation Enhancement

Urban Youth Corps Program

2013

Program Information and Application

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The Mississippi Transportation Commission announces the solicitation of project applications for the 2013 Transportation Enhancement - Urban Youth Corps Program.

Application Deadline: March 30 , 2013

MDOT 2013 Transportation Enhancement URBAN YOUTH CORPS PROGRAM

1. INTRODUCTION

The Mississippi Transportation Commission (MTC) invites any City Government with a 2010 census population of 10,000 or greater to apply for funding of a *Transportation Enhancement-Urban Youth Corps Program* project. This program has been implemented 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. The program utilizes Federal Transportation Enhancement funds to contribute 80% of the total project cost, up to a maximum amount of $35,000 in Federal funds for each approved project. Each approved project applicant must provide local matching funds and/or payment-in-kind of at least 20% of the total project cost.

All applications will be reviewed by a committee selected by the Executive Director of the Mississippi Department of Transportation (MDOT). This committee will recommend projects, according to eligibility, to the MTC for funding approval.

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.

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

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2. URBAN YOUTH CORPS PROJECT ELIGIBILTY REQUIREMENTS

The *Transportation Enhancement-Urban Youth Corps Program* 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 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 *Transportation Enhancement-Urban Youth Corps Program* utilizes Federal Transportation Enhancement Program funds, and therefore, eligible project activities must follow guidelines similar to the Transportation Enhancement Program.

The **eligible activities** for *Transportation Enhancement-Urban Youth Corps Program* projects include:

- Providing facilities for pedestrians and bicycles.
- Landscaping and scenic beautification projects within highway rights-of-way or in proximity to transportation facilities; the scope of work for this activity may include planning and organizing specific work items (for example, the selection of plant types and locations of plantings).
- Preservation or rehabilitation of historic markers, buildings, structures, or facilities having significance to transportation.
- Preservation of abandoned railway corridors.
- Maintaining and/or revitalizing existing landscaped sites during the program period.
- Implementation of a summer/part-time work program wherein the youths work for the municipality on non-specific, **transportation-related** projects.

All eligible *Transportation Enhancement-Urban Youth Corps Program* projects **must** have a direct relationship to the intermodal transportation system.

All eligible 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://sp.mdot.ms.gov/Office%20of%20Highways/Planning/Maps/Functional%20Class%20Maps/Forms/AllItems.aspx

All eligible projects will provide long-term benefits to the public, instill a sense of public service and work ethic into the participants, are labor intensive, be initiated promptly, provide unique training opportunities, and result in a complete and fully funding project.

All eligible projects must include Life Skill training. The *Transportation Enhancement-Urban Youth Corps Program* 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.

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

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3. ENROLLMENT CRITERIA

Youths who are enrolled in this program must be from 16 to 25 years of age 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.

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4. 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.

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5. BUDGET GUIDE

The program period may cover spring, summer, and fall months and must be designated in the application; youths may work up to 40 hours per week. The budget must identify estimated cost items for the project including the local cost share.

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.nww.usace.army.mil/Portals/28/docs/costengineering/EP-Archives/2001/Region3.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.

SAMPLE BUDGET

		MDOT	**CITY**
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		_____	_____

6. METHOD OF PAYMENT

The MDOT will reimburse the approved applicant for allowable expenditures incurred throughout the designated time period of the approved project upon receipt of the final invoice and necessary documentation. Therefore the approved applicant will be required to document all expenses incurred during the project period. The approved 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. The applicant must also provide documentation of any in-kind match. The MDOT will reimburse the approved 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.

7. APPLICATION AND ATTACHMENTS

The applicant should complete the enclosed Application Form, Attachments A through E, and the Application Checklist to enable the MDOT to determine the feasibility and justification for the project. Each applicant must pass a board order indicating their willingness to participate in the *Transportation Enhancement-Urban Youth Corps Program* and the terms and conditions, to ensure Federal and State Rules and regulations will be followed. Include a copy of the board order with appropriate government official signatures with the application.

Submit **one original** and **4 copies** of the application package (Application Form, All Attachments, and Application Checklist) to the State LPA Engineer:

Mr. Jeffrey C. Altman, P.E.
State LPA Engineer
Mississippi Department of Transportation
Attention: LPA Division
Post Office Box 1850
Jackson, Mississippi 39215-1850

After the applicant has been notified that their project has been selected and approved by the Mississippi Transportation Commission, the MDOT will transmit an ***Memorandum Of Understanding*** **(MOU)** to the applicant and it should be executed and returned to the Mississippi Department of Transportation before beginning the project or incurring any expenses for the project.

URBAN YOUTH CORPS PROJECT
APPLICATION FORM

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:

Briefly describe the project for which funding is requested. Describe the benefits and the objectives of the project. Describe how the project meets the eligibility requirements. Eligibility can be determined using the information provided in Section 3.*Urban Youth Corps Project* and Section 4. *Enrollment Criteria.*

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: ENVIRONMENTAL REVIEW:

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

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%.

ATTACHMENT E: DESCRIPTION OF LIFE SKILLS:

Include details on how the 10% life skills training requirement for the participants will be implemented into the project. Include class dates, times, and topics. This requirement must include more than general safety training for the job, although general safety training should always be provided to participants.

8. APPLICATION CHECKLIST

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

____ **Eligible Applicant-**Is the applicant 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 described in Section 3 of this document.

____ **Project includes schedules and plans for Life Skills Training for a minimum of 10% of the participants' time.**

____ **Complete Application Form**.

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

____ **Pass a Board Order:** Pass a board order stating 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 if project is approved for funding.

_____**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**: *Environmental Review* (adequately consider environmental consequences and compliance); brief summary -- one page, or less.

_____**ATTACHMENT D**: *Budget and Implementation Schedule;* a sample budget is included.

_____**ATTACHMENT E**: *Description of Life Skills*