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**Rules of  
Department of Economic  
Development  
Division 195—Division of Job  
Development and Training  
Chapter 4—General Rules, Missouri Youth  
Service and Conservation Corps Programs**

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## Title 4—DEPARTMENT OF ECONOMIC DEVELOPMENT

### Division 195—Division of Job Development and Training Chapter 4—General Rules, Missouri Youth Service and Conservation Corps Programs

#### 4 CSR 195-4.010 The Missouri Youth Service and Conservation Corps

*PURPOSE: The Division of Job Development and Training, Department of Economic Development has the responsibility to administer the three programs that combined comprise the Missouri youth service and conservation corps, and to approve and disapprove applications for these programs. This rule establishes guidelines for administration of these programs.*

*Editor's Note: The secretary of state has determined that the publication of this rule in its entirety would be unduly cumbersome or expensive. The entire text of the material referenced has been filed with the secretary of state. This material may be found at the Office of the Secretary of State or at the headquarters of the agency and is available to any interested person at a cost established by state law.*

(1) The Missouri youth service and conservation corps is comprised of program activities, individually or combined, of the community services and conservation program for young adults, the youth summer employment and remediation program and the young adult service and the conservation volunteer program, pursuant to all requirements stipulated in sections 620.552—620.574, RSMo.

(A) The community services and conservation program for young adults provides educational, training and work experience opportunities to Missouri youth; offers opportunities for career exploration; and contributes to the general welfare of the state and its localities.

1. Based upon the availability of approved projects and adequate funds, the program shall be operational on a year-round basis.

2. All eligible young adults aged sixteen through twenty-five (16—25) shall be qualified to participate in the program.

3. Preference for program participation shall be given to persons that are at the time of application either high school dropouts or have been determined to be at risk of dropping out of school.

A. Preference shall not be interpreted to infer mandatory enrollment.

B. An applicant shall be considered at risk of dropping out of school if at the time of program application—

(I) The applicant has not received a high school diploma or General Education Development (GED) certificate and is enrolled full-time in an elementary, secondary or post-secondary-level vocational, technical or academic school, or is between school terms and intends to return to school; and

(II) The applicant meets the current definition of at risk of dropping out of school as established and made available upon request by the Division of Job Development Training (JDT).

4. No person shall be enrolled as a program participant for a period of time that exceeds twelve (12) calendar months.

5. Participants shall be employed with wages according to a work plan developed by the project sponsor and approved by JDT. The work plan shall include the scheduled time which will be assigned to fulfilling the project's objective(s), and also time intended for classroom activities.

A. Participants that are high school dropouts, or determined to be at risk of dropping out of school shall work toward the completion of their GED, or the successful completion of high school.

B. The project's work schedule shall include a description of all planned classroom activities, inclusive of, but not limited to GED and remedial curricula.

6. During the participant's scheduled final three (3) weeks of program enrollment, eight (8) hours per week may be granted to search for permanent employment, with reimbursement possible.

(B) The youth summer employment and remediation program providing needed paid work experience combined with employability skills training and, as necessary, educational remediation activities.

1. Based upon the availability of approved projects and adequate funds, the program shall be operational each year from the first day of June through the first Monday in September.

A. Alternate dates of program operation may be approved by the JDT provided that the time frames are within those late spring and summer months in which school is not in session where participants employed at an individual program project would normally attend public high school.

(I) In the event the group of participants that shall be employed at an individual program project would normally attend more than one (1) public high school, the project may begin after the earliest date that any of the affected schools is scheduled for classes not to be in session and must end prior to the latest

date for class resumption as set by any of the affected schools.

(II) Alternate dates must follow local public school schedules for classes not to be in session regardless of the participant's status as an actively enrolled high school student.

(III) High school schedules for summer session classes may be disregarded when considering alternative dates for program operation.

B. Alternate dates of program operation may be approved by JDT, provided those dates and operation are proposed for coordinated program delivery with the summer youth program funded by Title II-B of the federal Job Training Partnership Act, P.L. 97-300.

2. All eligible young adults aged sixteen through twenty-five (16—25) shall be qualified to participate in the program.

3. Preference for program participation shall be given to persons that at the time of application are either high school dropouts or have been determined to be at risk of dropping out of school.

A. Preference shall not be interpreted to infer mandatory enrollment.

B. The applicant meets the current definition of at risk of dropping out of school as established and made available upon request by JDT.

4. Participants shall be employed with wages according to a work plan developed by the project sponsor and approved by JDT. The work plan shall include the scheduled time which will be assigned to fulfilling the project's objective(s), and also time intended for classroom activities.

A. Participants that are high school dropouts, or determined to be at risk of the dropping out of school shall work toward completion of their GED, or the successful completion of high school.

B. The project's work schedule will include a description of all planned classroom activities, inclusive of, but not limited to GED and remedial curricula.

(C) The conservation volunteer program shall consist of unpaid work that provides employability skills training and work experience.

1. Based upon the availability of approved projects and adequate funds, the program shall be operational on a year-round basis.

2. All eligible young adults aged sixteen to twenty-five (16—25) shall be qualified to participate in the program.

3. Preference for program participation shall be given to persons who are at the time of application either high school dropouts or have been determined to be at risk of dropping out of high school.

A. Preference shall not be interpreted to infer mandatory enrollment.



B. An applicant shall be considered at risk of dropping out of school if, at the time of program application, the requirements specified in subparagraphs (1)(B)3.B. are met.

4. Participants who are high school dropouts, or determined to be at risk of dropping out of school, shall work toward the completion of GEDs or the successful completion of high school.

5. Participants who are actively enrolled in high school shall not work more than eighteen (18) hours per week while school is in session.

6. Participants who are actively enrolled in post-secondary classes shall be scheduled for work in a manner that shall allow for attendance of classes and class-related activities.

7. Though program participants shall not be paid a wage, supportive services shall be allowable as deemed appropriate by JDT.

(2) All wages paid to Missouri youth service and conservation corps program participants shall be equal to or greater than the minimum wage as established by federal or state law.

(3) All work performed by Missouri youth service and conservation corps program participants shall be in accordance with all applicable federal and state child labor laws.

(4) Eligibility criteria for participation in Missouri youth service and conservation corps program activities shall be limited to the following:

(A) All participants shall be Missouri residents;

(B) No person shall be eligible for participation in Missouri youth service and conservation corps program activities if, within twenty-four (24) months prior to application, the person has been convicted of a felony;

(C) No person shall be gainfully employed at the time of application for Missouri youth service and conservation corps program activities;

(D) Age groups as specified for each program; and

(E) Any applicable requirements placed on participant eligibility by project funding sources.

(5) Educational remediation classes shall be made available to those participants who are high school graduates or have obtained a GED, but are interested in remedial instruction.

(6) Any participant who has a high school diploma or a GED, but wishes to participate in educational remediation classes must be scheduled for that activity in a manner that

shall not interfere with work hours as mandated in sections 620.560 and 620.562, RSMo.

(7) JDT shall review all acceptable applications from eligible project sponsors and shall approve or disapprove proposed projects for the Missouri youth service and conservation corps.

(A) JDT shall issue program applications to solicit program project proposals.

1. Project application for any Missouri youth service and conservation corps program shall be proposed on forms provided by JDT.

2. JDT shall release application forms at its discretion and only to eligible project sponsors as defined in section 620.556, RSMo.

3. JDT shall not accept any application that has not been reviewed previously by the private industry council (PIC) of the affected service delivery area (SDA).

A. The PIC and SDA are established pursuant to the Job Training Partnership Act.

B. PIC review shall be designated by signatures of the PIC chairperson and the chief elected official of the SDA.

C. Applications proposing projects that shall include program components in more than one (1) SDA, shall require review by all affected PICs.

D. Written comments submitted to JDT from the PIC(s) relating to the application shall be considered during the evaluation process.

4. If the proposed project affects an existing collective bargaining agreement(s), JDT will not accept the application without documentation that the appropriate local collective bargaining agent(s) has been given the opportunity to review the application and comment on the proposed project.

A. The affected local bargaining agent(s) shall be provided a minimum of fifteen (15) working days to provide comments to the project sponsor.

B. Copies of correspondence to the affected local bargaining agent(s) requesting comments on the proposed project, and all resulting correspondence from the local bargaining agent received by the project sponsor must be attached to the application when submitted to JDT.

5. The application must include a project description, including how the project shall satisfy objectives of the Missouri youth service and conservation corps.

A. The Missouri youth service and conservation corps objectives include, but are not limited to:

(I) The rehabilitation of substandard housing;

(II) The repair, restoration and maintenance of public facilities and amenities;

(III) Assistance with the organization and delivery of educational and health services;

(IV) Assistance for the elderly home-bound;

(V) Delivery of food to the hungry and elderly;

(VI) Restoration or development of park facilities;

(VII) Trail construction and maintenance;

(VIII) Litter control;

(IX) Land and soil conservation;

(X) Road repair;

(XI) Land reclamation;

(XII) Reforestation; and

(XIII) 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.

B. The project description shall specify—

(I) Whether or not the objectives of the proposed project are stated within any municipal, county, regional or state agency plan;

(II) The number of program participants to be assigned to each project, including:

(a) The nature and duration of participant employment or volunteer work;

(b) The combinations or sequences of education or vocational training to be provided; and

(c) The ratio, per work crew of crew leaders or supervisors to the crew of participants;

(III) A description of all funds to be applied to the project. The description of funds shall include:

(a) A statement of the amount and purpose of funding requested from JDT and the manner and timetable for fund disbursement;

(b) An overall project budget that specifies the percentage each funding source represents in relation to the total project budget;

(c) A detailed line item budget separating cost categories of administration, participant supportive services and training/participant work-related costs.

I. The line item budgets shall include all funding sources intended for use in the project.

II. Acceptable cost categories definitions are stipulated in JDT's *Financial Manual*.

C. The project description shall include a narrative illustrating the potential project sponsor's use of technical assistance and financial support of all affected agencies or

parties to ensure the coordination and the success of the project.

D. Any use of funds referenced in the project description, outside of those from the project sponsor and those sought from JDT, shall require a letter of financial commitment from the affected agency(ies) or party(ies) as an attachment to the application.

(B) Any application that fails to completely address all required items for the Missouri youth service and conservation corps program of petition shall be deemed as not acceptable for review by JDT.

(C) Any application received by JDT fewer than sixty (60) calendar days prior to the proposed project start date may be deemed as not acceptable for review by JDT.

(D) The budget of each application submitted to JDT shall be subject to provisions of 620.566 and 620.568 RSMo, or shall be deemed as unacceptable for review by JDT. These restrictions require that—

1. No more than ten percent (10%) of the total project shall be allocated or expended for administrative costs; and

2. No less than twenty-five percent (25%) of the total project budget is to be provided by the project sponsor.

(E) Any application submitted to JDT by a unit of local government including school districts, private not-for-profit corporation or organization, or a community-based organization shall be accompanied by a copy of the project sponsor's most recent audit.

(8) JDT shall evaluate applications for the community services and conservation program for young adults and the youth summer employment and remediation program based upon the project's design to meet the objectives of the Missouri youth service and conservation corps, and other factors including, but not limited to:

(A) Budget factors including the accuracy of budget calculations, budget detail provided, reasonableness and allowability of costs, and firm commitment of financial support from the project sponsor and other affected agencies or parties;

(B) Project design factors including the variety and quality of work projects, the quality of supportive services available to participants and the comprehensiveness of the project; and

(C) Training and education components including the degree, that any necessary educational instruction, work skills, job retention skills, job search techniques and work ethics are to be provided to program participants.

(9) JDT shall evaluate applications for the conservation volunteer program based upon the project's design to meet the objectives of the Missouri youth service and conservation corps, and other factors including, but limited to:

(A) Budget factors, including the accuracy of budget calculations, the budget detail provided, reasonableness and allowability of costs, and firm commitment of financial support from the project sponsor and other affected agencies or parties;

(B) Experience of the applying project sponsor including past performance with youth, volunteer and related programs;

(C) Project design factors including the:

1. Degree of youth input into development;

2. Degree that career related information pertaining to volunteer projects is planned for participants;

3. Number of youth to be served;

4. Benefits to the affected community(ies);

5. Variety and quality of work projects;

6. Quality of supportive services available to participants; and

7. Comprehensiveness of the project; and

(D) Training and education components including the degree that any necessary educational instruction, work skills, job retention skills, job search techniques and work ethics are to be provided to program participants.

(10) JDT shall distribute copies of project applications received to all affected state agencies and shall allow fifteen (15) working days for these agencies to offer comments relating to project feasibility, including the identification of other available funds.

(A) The determination of which state agencies are affected by a particular potential Missouri Youth Service and Conservation Corps project shall be made by a comparison of the mission statements of state agencies with the project objective(s) as stated in the application, or by other available means.

B. Any state agency submitting an application for review and approval shall not be contacted for comment on that potential project.

(C) State agencies receiving a formal request for project application review shall return comments to JDT within the prescribed time period of fifteen (15) working days.

1. State agency comments shall bear the signature of the agency director, or a designee with the authority to submit comment on behalf of the agency director.

2. Failure by any affected state agency to return written comments to JDT within the prescribed time period shall be considered as

concurrence with the project as described within the application.

(11) JDT shall maintain the authority to separate programs and funds to serve those persons to enhance the efficiency of administering any federal Job Training Partnership Act funds which are available to the Missouri youth service and conservation corps.

(12) JDT shall not approve the application for any project that—

(A) Replaces or supplants employees engaged in an authorized work stoppage;

(B) Replaces or supplants currently employed workers; or

(C) Impairs existing contracts for services provided by other workers.

(13) Unless specified otherwise in sections 630.552—630.574, RSMo or this rule, all administrative and program management requirements contained in JDT's *Financial Manual* shall apply to the project sponsor of any JDT-approved project of any Missouri youth service and conservation corps program.

(14) The project sponsor shall bear responsibility for—

(A) Monitoring of the project in accordance with standards set forth by JDT;

(B) Recording and tracking of participant demographic and program activity data in accordance with requirements set by JDT;

(C) Assuming responsibility for any tort claims related to their project;

(D) Maintaining Workers' Compensation and liability insurance covering all program-related operations in accordance with applicable federal and state laws;

(E) Performing a financial audit of the project that is in accordance with all applicable federal and state laws, and that will include provisions for—

1. Resolution of any management findings, and questioned and disallowed costs; and

2. A reasonable attempt to collect disallowable costs resulting from it.

(F) Notifying participants to or at the time of enrollment, that—

1. Employment in any Missouri youth service and conservation corps program shall be exempt from merit system requirements as established by the Missouri Office of Administration;

2. Employment in any Missouri youth service and conservation corps program shall not entitle the participant for eligibility for membership in any public employees' retirement system; and



3. Participant notification that dependent upon eligibility criteria services performed by any Missouri youth service and conservation corps program may not constitute employment within the meaning of the Missouri employment security law, Chapter 288, RSMo, if the program is operated as a work-relief or work-training program in accordance with section 288.034.9(5), RSMo.

(15) Contract agreements, or projects, or both, established pursuant to requirements stipulated in sections 620.552—620.574, RSMo, at the discretion of the JDT, will be provided project funds as follows:

(A) Directly from project sponsor(s), affected state agency(ies) or other entities providing funds directly to the project in accordance with instructions provided in this rule; and

(B) Directly by JDT from funds deposited by state agencies when state agencies are unable to provide direct payment to contracting project sponsors as in subsection (15)(A), other allowable sources or funds appropriated, by the general assembly into the Youth Service and Conservation Corps Fund established in section 620.574, RSMo, or both.

1. JDT will prepare warrant requests to the Division of Accounting from the Youth Service and Conservation Corps Fund for contract agreements or projects, or both, in accordance with procedures established by the Division of Accounting for the Financial Management and Control System (SAM).

2. Warrant requests prepared by JDT—

A. For contract agreements or projects, or both, at the discretion of JDT will be based on the following submittal by the contracting project sponsor to JDT for the contract agreement or project, or both, a monthly Cash Forecasting and Drawdown Request form (CFDR), if necessary for each funding category identified in the contract agreement, and prepared on a weekly basis in accordance with instructions contained in the JDT *Financial Manual*; or

B. Of a monthly Contract Progress Report(s) (invoice) form to request reimbursement of incurred expenses for the total contract or each individual project, or both, by funding source in accordance with instructions contained in the JDT's *Financial Manual*.

*Auth: section 620.566, RSMo (1994).\**  
*Original rule filed May 2, 1991, effective Sept. 30, 1991. Amended: Filed Nov. 16, 1992, effective June 7, 1993. Amended: Filed Feb. 10, 1995, effective July 30, 1995.*

*\*Original authority 1990, amended 1993.*



**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.

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



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)

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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):

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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):

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- 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.

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

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 MYSCC project is delivered in a manner consistent with the project and its components described in this application (attach additional pages if necessary):

Lined area for response to question 24.

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):

Lined area for response to question 25a.

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

Lined area for response to question 25b.

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.  
(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>



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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) _____ _____ _____	\$ _____



MYSCC Code No.  
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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 **		\$ _____