



**STATE OF NEW JERSEY  
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT**

**NOTICE OF GRANT OPPORTUNITY  
Fiscal Year 2024**

**SUMMER YOUTH WORK EXPERIENCE PROGRAM (SYWEP)**

**Announcement Date: January 9, 2024**

**Information Session: January 24, 2024**

**Application Due Date: February 16, 2024**

**Robert Asaro-Angelo  
Commissioner**

**SUMMER YOUTH WORK EXPERIENCE PROGRAM (SYWEP)  
Notice of Grant Opportunity – FY 2024**

**TABLE OF CONTENTS**

Section A:	Name of Grant Program	Page 2
Section B:	Purpose of the Grant	Page 2
Section C:	Available Funding	Page 2
Section D:	Eligible Applicants	Page 2
Section E:	Targeted Population	Page 3
Section F:	Program Services	Page 3
Section G:	Program Outcomes and Reporting	Page 4
Section H:	Procedures for Eligible Entities to Apply	Page 4
Section I:	Technical Assistance and Application Submission	Page 6
Section J:	Award Process	Page 7

Attachments:

[Applicant Title Page](#)  
[Standard Assurances and Certifications and General Provisions](#)  
[Budget Detail Form](#)

Take Notice that, in compliance with N.J.S.A. 52:14-34.4 et seq., the Department of Labor and Workforce Development (hereinafter “the Department” or “NJDOL”) regularly publishes on its website all notices of fund availability pertaining to federal or state grant funds, which may be awarded by the Department. The notices of fund availability may be found on the Department’s website under the heading “Research & Information” and the subheading “Grant Opportunities” - <https://www.nj.gov/labor/research-info/grants.shtml>.

**A. NAME OF GRANT PROGRAM**

Summer Youth Work Experience Program (SYWEP)

**B. PURPOSE OF THE GRANT**

The NJDOL Office of Youth Programs understands the potential of meaningful summer work experience programs to combat poverty, youth unemployment, and youth crime rates by introducing youth to career pathway opportunities. Therefore, the 2024 Summer Youth Work Experience Program (SYWEP) is being funded to provide in-school and out-of-school youth, ages 16-24, with valuable summer work experiences in order to help them successfully transition to the world of work.

**C. AVAILABLE FUNDING**

The SYWEP funding will be made available through Workforce Innovation and Opportunity Act (WIOA) Set-Aside and WorkFirst New Jersey (WFNJ) funding streams. The total amount of funding available for this program in Fiscal Year 2024 (FY 2024) is \$5,959,800.

The grant is expected to begin on April 1, 2024. All funds must be fully expended by October 31, 2024.

Applications must not exceed a maximum cost per participant of \$3,960. Further detail regarding allowable costs can be found in Section H.5.

Final awards are contingent upon State allocation of funds. The applicant’s budget must be well considered, necessary for the implementation of the program, and within the funding parameters. Final amounts will be determined at the time of pre-contract revisions. Ineligible, inappropriate or undocumented costs will be removed from the funding request.

SYWEP programs may be considered for a continuance of up to an additional year, contingent upon successful performance of the program/grantees and upon the availability of funds.

**D. ELIGIBLE APPLICANTS**

This targeted, competitive opportunity is open to all local Workforce Development Boards and Municipalities in New Jersey. All applications must establish a lead agency. The lead agency serves as the applicant agency of record, the legally recognized fiscal agent for the grant project, and the single point of contact for NJDOL. The lead agency will be expected

to coordinate all aspects of the grant, i.e., outreach and recruitment; program services; project and spending plan; grant project monitoring and reporting; and fiscal management.

#### **E. TARGETED POPULATIONS**

Applications must target in-school and out-of-school youth ages 16-24.

#### **F. PROGRAM SERVICES**

The goal of the SYWEP is to provide youth and young adults with valuable work experiences and help them to successfully transition to the world of work. Grantees must implement and agree to the following:

- The participant work experience period must be a consecutive period which will conclude no later than Friday, October 11, 2024.
- The work experience must be between 160 and 200 hours total.
- Stipends paid through SYWEP are intended to support and incentivize participation in the work experience activity. In order to adequately off-set expenses and support the participant's capacity to attend a work experience, the stipend payment must be paid, at minimum, at an equivalent value of at least \$16 per hour of participation. The total of stipends paid to an individual participant cannot exceed \$3,200. Each participant must be afforded the opportunity to earn the full \$3,200 stipend.
- Grantees must conduct a program orientation for ALL participants prior to placement in the work experience, where policies pertaining to the work experience such as time and attendance policies, call-off policies, dress code policy, code of conduct, discipline/termination, pay schedule etc. are reviewed.
- Grantees must provide workforce readiness training to ALL participants, which includes topics such as: soft skills training, financial literacy, resume building, entrepreneurship skills, diversity training, and prevention of workplace harassment training.
- Grantees should connect participants, based on identified needs, to short-term supportive services intended to support their participation in the SYWEP. Supportive services may include:
  - Transportation services
  - Child care
  - Disability accommodations
  - Needs-based work supports
- Grantees must maintain files for all participants, including: signed acceptance of program policies provided at orientation, intake form, program eligibility documentation, work experience placement documentation, validated participation timesheets, working papers

(if under 18 years of age), exit evaluation form, and records of any supportive services received.

- Grantees must ensure worksites for youth adhere to current workforce safety guidelines and applicable federal/state wage and labor laws.
- Grantees must maintain files for worksite sponsors, including worksite agreements, security clearances, and final worksite sponsor satisfaction survey. Worksites accepting participants under the age of 18 must ensure that the supervisor and anyone having on-going direct contact with any minor throughout the work experience has proper up-to-date clearance and has passed a background check.
- Grantees must partner with their Local Workforce Development Boards to ensure that the participant data is being reported in the America's One-Stop Operating System (AOSOS) database.

## **G. PROGRAM OUTCOMES AND REPORTING**

Grantees must submit a monthly activity report to [YouthPrograms@dol.nj.gov](mailto:YouthPrograms@dol.nj.gov) by the 15th of each month. Grantees will also be required to ensure that the data be entered and tracked in AOSOS. The process for reporting the completed data will be provided to the grantee upon awarding of funds.

Grantees must submit a monthly fiscal report to [YouthPrograms@dol.nj.gov](mailto:YouthPrograms@dol.nj.gov) by the 15th of each month. Grantees will be paid on a monthly reimbursement method, after the financial report has been submitted to and approved by NJDOL. The final monthly fiscal report will be due no later than 45 days after the contract end date. This will be the final closeout report for reimbursement of expenses.

## **H. PROCEDURES FOR ELIGIBLE ENTITIES TO APPLY FOR GRANT FUNDS**

Applications must clearly demonstrate the applicant's ability and plan to provide the requested services. All attachments mentioned within this document are provided as live links on page one (1). To ensure consistency and fairness in the evaluation process, each applicant must submit an application packet which must be organized as follows:

### **1. Applicant Title Page (Attached)**

Complete all summary information. The Chief Executive Officer or authorized signatory must sign and date the title page.

#### **a. Standard Assurances and Certifications and General Provisions (Attached)**

NJDOL's Standard Assurances and Certifications and General Provisions must be reviewed and acknowledged via check box within the signed Applicant Title Page. A signed NJDOL Standard Assurances and Certifications and General Provisions document will be required upon contracting.

**2. Statement of Need**

Demonstrate the local area(s) need for this grant opportunity and provide supporting data and documentation substantiating that need.

**3. Organizational Commitment and Capacity**

Applicants should describe the extent of their organizational commitment to the program. The applicant should include their experience(s) providing services similar to the program services described within this NGO.

**4. Program Narrative**

Applicants must outline a comprehensive plan of recruitment, activities, services, and strategies to implement each component of the Program Services listed in section F and to successfully meet or exceed the program goals and objectives. Narratives should also include any planned partnerships including any service providers and worksite sponsors.

**5. Budget Detail and Narrative**

Applicants must submit the Budget Detail form (attached) and a separate budget narrative reflecting how program funds will be expended. All amounts reported on the budget detail must be fully supported by information provided in the budget narrative. Applicants must provide a demonstrated costs basis and provide justification for all aspects of the budget.

The budget must adhere to the following cost breakdown:

- a. Schedule A – Youth Stipends: must total \$3,200 per participant.
- b. Schedule B – Direct Program Costs: defined as costs needed to support program components that directly impact the participant. Schedule B should include funds for direct program services costs, which can include marketing, supportive services, workforce readiness instruction, and program personnel.
- c. Schedule C – Administrative Costs: a maximum of 10% of the total budget may be allocated for Administrative Costs, defined as costs determined to be necessary to administer the program, but do not directly impact the participant.

**Evaluation Criteria:** All applications will be evaluated by a committee for selection on the basis of quality, comprehensiveness, completeness, accuracy and appropriateness of response to the NGO, and will use the standard evaluation criteria listed below:

Criteria	Total Points (100)
Statement of Need: <ul style="list-style-type: none"> <li>• Documentation and data substantiate the local area need.</li> </ul>	10

<p>Organizational Commitment and Capacity:</p> <ul style="list-style-type: none"> <li>The applicant’s commitment to the project is well-documented and possesses the capacity, including necessary resources and relevant experiences working with the target population, to support successful implementation.</li> </ul>	10
<p>Program Narrative:</p> <ul style="list-style-type: none"> <li>The processes for recruitment, intake, and selection/enrollment are clear and well planned.</li> <li>The program services are clearly addressed and are in accordance with section F of this NGO.</li> <li>Planned partners and their roles are clearly identified.</li> </ul>	70
<p>Budget Detail and Budget Narrative:</p> <ul style="list-style-type: none"> <li>The project budget adheres to the described funding parameters and the proposed expenditures are reasonably necessary for effective program implementation.</li> </ul>	10

*\*If any of the required documents are not submitted, signed and dated, your application will be considered incomplete and, therefore, may not be reviewed by the selection committee.*

**I. TECHNICAL ASSISTANCE AND APPLICATION SUBMISSION**

NJDOL will provide a mandatory virtual information session on January 24, 2024 at 10:00 a.m. via TEAMS. Applicants planning to attend the information session must RSVP via email to [YouthPrograms@dol.nj.gov](mailto:YouthPrograms@dol.nj.gov) and include name of organization, names of attendees, and email address for each attendee. The deadline to RSVP is by 12:00 p.m. on January 23, 2024.

Only those who have properly submitted an RSVP will receive an email confirmation and link to attend, which will be sent the day before the webinar.

The completed, signed application must be submitted electronically no later than 12:00 p.m. on February 16, 2024. Please submit the application via email with the subject line marked “(Name of Organization) – Application for FY24 Summer Youth Work Experience Program” to [YouthPrograms@dol.nj.gov](mailto:YouthPrograms@dol.nj.gov). Application documents can be submitted as Word or PDF files, but the Budget Detail form must be submitted as an Excel file.

**J. AWARD PROCESS**

To be eligible for funding, the applicant must have satisfactorily completed the required elements of this NGO. All applications are subject to review, pre-contract revisions, and approval by the NJDOL Commissioner. Final amounts will be determined at the time of pre-contract revisions and are subject to the availability of funds.

NJDOL reserves the right to reject any and all applications when circumstances indicate that it is in its best interest to do so. NJDOL’s best interests in this context include, but are not

limited to, loss of funding; inability of the applicant to provide adequate services and indication of misrepresentation of information.