



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

**NOTICE OF GRANT OPPORTUNITY  
Fiscal Year 2025**

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

**Announcement Date: November 20, 2024**

**Information Session: December 5, 2024**

**Application Due Date: December 20, 2024**

**Robert Asaro-Angelo  
Commissioner**

**SUMMER YOUTH WORK EXPERIENCE PROGRAM (SYWEP)  
Notice of Grant Opportunity – FY 2025**

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Attachments:

[Standard Assurances and Certifications and General Provisions](#)

[OYP Work Experience Stipend Policy](#)

[Letter of Intent / TA Workshop Registration 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 2025 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 2025 (FY 2025) is **\$6,871,338**.

The grant is expected to begin on April 1, 2025. All funds must be fully expended by October 31, 2025.

Applications **must not exceed a maximum cost per participant of \$4,160**. The cost-per participant is calculated as the total grant funds requested (including administrative costs) divided by the proposed number of participants to be enrolled. Further detail regarding allowable costs can be found in Section H.8.

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, Municipalities in New Jersey, and any agencies who have received previous SYWEP awards from NJDOL. 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 who reside in NJ.

#### **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 17, 2025.
- The work experience must be **between 160 and 200 hours** total.
- Stipends paid through SYWEP are intended to support and incentivize the participant's capacity to attend the work experience activity. The total of stipends paid to an individual participant cannot exceed **\$3,400** and must be paid directly to the participant. Stipends **must not** be paid out as wage reimbursements to worksite sponsors. Each participant must be afforded the opportunity to earn the **full \$3,400** 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 (age and residency), work experience placement documentation, validated participation timesheets, working papers (if under 18 years of age), 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**

Each SYWEP grantee must meet the following performance objectives:

- Enroll contracted number of participants.
- Ensure at least 85% of the total stipend allocation (Schedule D) is expended.

Grantees must submit a monthly activity report via SAGE 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 via SAGE 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, and will be the final closeout report for reimbursement of expenses.

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

NJDOL accepts, reviews, approves and manages all SYWEP grants electronically using the System for Administering Grants Electronically (SAGE). Applicants must first submit a letter of intent to apply. The letter of intent should be completed and submitted via the form linked [here](#) by **12:00 p.m. on Wednesday, December 4, 2024**.

To receive access to SAGE, applicants must register at: <https://njdol.intelligrants.com>. It is imperative that registration be submitted at the time the letter of intent is completed. You will receive an e-mail message confirming that your account has been validated. NJDOL will then provide access to the application. After receiving the confirmation, eligible entities will have access to complete and submit their grant application online. Technical requirements for SAGE can be viewed at <https://njdol.intelligrants.com>.

Applicants must agree to the terms and conditions as outlined in the Standard Assurances and Certifications and General Provisions in order to begin completing the application.

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 consist of the following components:

| Required                              | Application Component in SAGE   |
|---------------------------------------|---|
| ✓                                     | Applicant Information   |
| ✓                                     | Project Location  |
| ✓                                     | Previous Funding  |
| ✓                                     | Performance Deliverables Page   |
| ✓<br>(upload to Required Attachments) | Statement of Need   |
| ✓<br>(upload to Required Attachments) | Organizational Commitment and Capacity  |
| ✓<br>(upload to Required Attachments) | Program Narrative   |
| ✓                                     | Budget Forms (Schedules A-D) <ul style="list-style-type: none"> <li>• Schedule A Justification Page(s)</li> </ul>   |
| ✓                                     | Cost Summary  |
|                                       | Miscellaneous Attachments to be Uploaded <ul style="list-style-type: none"> <li>• Board Resolutions to Apply (if applicable)</li> <li>• Lease/Rental Agreement (if applicable)</li> </ul> |

*If any of the above required components are not completed, submitted, or signed and dated, your proposal may be considered incomplete and, therefore, may not be reviewed by the selection committee.*

The forms described below must be accessed and completed submitted through the “Forms” menu in SAGE:

**1. Applicant Information**

Applicants must complete all the required information for the Project Director, CEO Contact (Authorized Official), and Type of Organization. You must also ensure the Applicant Organization, County, FEIN, and SAM/UEI fields are accurately populated.

**2. Project Location**

Applicants must select the counties and municipalities the proposed SYWEP program will serve and enter the address of the main facility where SYWEP will be implemented.

**3. Previous Funding**

Applicants previously funded by NJDOL within the last three years must complete the required information.

**4. Performance Deliverables**

Applicants must enter their proposed enrollment numbers on this page in SAGE, which will automatically calculate the expected performance metrics in accordance with Section G of this NGO.

**5. Statement of Need (Uploaded to Required Attachments)**

A need is defined as the difference between the current status and the outcomes and/or standard(s) that the applicant would like to achieve. Demonstrate the need for a project, in relation to the NGO, and provide documentation that substantiates the need. Documentation must include demographics, description of target population(s), student data, personnel data and research.

*Note: The Statement of Need document should include page numbers and must not exceed 2 pages.*

**6. Organizational Commitment and Capacity (Uploaded to Required Attachments)**

Applicants should describe the extent of their organizational commitment to the program. The applicant should include their experience(s) and successes working with the targeted population and implementing services similar to the program services described within this NGO.

*Note: The Organizational Commitment and Capacity document should include page numbers and must not exceed 2 pages.*

**7. 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 of this NGO and to successfully meet or exceed the program goals and objectives. Narratives should be crafted to easily identify each component in section F within the

body of the document. Narratives should also include any planned partnerships including any service providers and worksite sponsors.

**Note:** *The Program Narrative document should include page numbers and must not exceed 10 pages.*

## **8. Budget Forms (Schedules A-D)**

Complete Budget Schedules A through D to identify and justify personnel costs, administrative non-personnel costs, direct student services costs, and participant stipend costs. Line items within Schedule A identified as administrative staff and all of Schedule B will count toward the **administrative cap, which must not exceed 10.00%** of the total grant funds requested.

- **Schedule A - Personnel Costs**

This budget schedule includes salaries and fringe benefits for personnel working on SYWEP. For personnel who are administrative staff only, the administrative checkbox to the left of the position title must be filled. Staff lines identified as administrative will count toward the administrative cap, which is not to exceed 10.00% of the total grant funds requested.

- **Justification Page** - Each page of Schedule A has a Justification Page attached. A justification for all personnel/positions listed on Schedule A must include a designation as an administrative role (if applicable), number of work hours per week to be spent on SYWEP, the position's programmatic roles and responsibilities, and each staff-person's relevant education and experience.

- **Schedule B – Non-Personnel Costs (Indirect/Administrative)**

This budget schedule includes cost categories that are NOT considered direct participant services or expenses. All costs included on Schedule B will count towards your administrative cap which is 10.00% of your total grant funds requested. Each line item entered must have their respective Justification of Cost field completed, which must include a clear description and programmatic use justification of the item(s), as well as a cost breakdown of the overall line.

Applicants should strive to select from the existing cost categories provided within the schedule's dropdown list. Line items that fall within the same cost category should be entered as one row when possible, and should identify the specific items and their cost breakdowns within the justification

- **Schedule C – Direct Services**

This budget schedule should include funds for direct program services costs that are considered to directly benefit program participants, which can include marketing, supportive services, workforce readiness instruction, and program personnel. Each line item entered must have their respective Justification of Cost



field completed, which must include a clear description and programmatic use justification of the item(s), as well as a cost breakdown of the overall line.

Applicants should strive to select from the existing cost categories provided within the schedule’s dropdown list. Line items that fall within the same cost category should be entered as one row when possible, and should identify the specific items and their cost breakdowns within the justification

- **Schedule D – Participant Stipends**

This budget schedule will calculate the total stipend allocation request based on the \$3,400 individual stipend amount multiplied by the enrollment number entered by the applicant in the Performance Deliverables page of the application.

**9. Cost Summary**

Once all budget schedule costs have been entered in their respective schedules, the information will carry to the Cost Summary page. The administrative cost percentage of the proposed budget will appear on this page, and must not exceed 10.00%.

**10. Required Attachments**

The below attachments must be uploaded:

- **Statement of Need** (referenced in section F.5.)
- **Organizational Commitment and Capacity** (referenced in section F.6.)
- **Program Narrative** (referenced in section F.7.)

**11. Miscellaneous Attachments**

The miscellaneous attachment page in SAGE is **optional**, and not required to be completed. In this section, you can upload any additional information or documents that will support your grant application, are required by your own organization, or special circumstance, such as:

- **Board Resolutions to Apply**
- **Lease/Rental Agreement**

If applicable, lease/rental agreements for the SYWEP site must include the total square feet being used by the SYWEP program and the cost per square foot.

**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:

| <b>Criteria</b>   | <b>Total Points (100)</b> |
|---|---------------------------|
| 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 virtual information session / technical assistance workshop on **Thursday, December 5, 2024 at 10:00 a.m.** via a Microsoft Teams conference call. Invites to the Microsoft Teams call will be sent to the emails provided in the applicant’s letter of intent. Attendance of this workshop is mandatory for applicants to be considered eligible to apply. Applicants planning to attend the workshop must submit the letter of intent form, linked and explained in section F, **by 12:00 p.m. Wednesday, December 4, 2024.** Applicants are expected to read the NGO in its entirety, including attachments, prior to attending the workshop.

Applications must be received by NJDOL via SAGE **by 12:00 p.m. Friday, December 20, 2024.** NJDOL may not accept any application received after the submittal deadline. Responsibility for timely submission is the sole responsibility of the applicant.

**J. AWARD PROCESS**

Applications will be evaluated on the basis of quality, comprehensiveness, completeness, accuracy, and adherence to the guidelines and requirements of this NGO and its attachments. 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.