



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

**NOTICE OF GRANT OPPORTUNITY
Fiscal Year 2023**

SUMMER YOUTH EMPLOYMENT PROGRAM (SYEP)

Announcement Date: January 3, 2023

Information Session: January 11, 2023

Application Due Date: February 3, 2023

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**SUMMER YOUTH EMPLOYMENT PROGRAM (SYEP)
Notice of Grant Opportunity – FY 2023**

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[Applicant Title Page](#)

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

[Budget Detail Form](#)

Take notice, in compliance with N.J.S.A. 52:14-34.4 et seq., the Department of Labor and Workforce Development (hereinafter “the NJDOL”) regularly publishes all notices of available funding for federal and state grants, awarded by the Department, on its website at <https://nj.gov/labor/>.

A. NAME OF GRANT PROGRAM

Summer Youth Employment Program (SYEP)

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 2023 Summer Youth Employment Program (SYEP) is being funded to provide in-school and out-of-school youth, ages 16-24, with valuable summer internships in order to help them successfully transition to the world of work.

C. AVAILABLE FUNDING

The SYEP 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 2023 (FY 2023) is \$3,900,000.

The grant is expected to begin on April 1, 2023. All funds must be fully expended by October 31, 2023.

Applications must not exceed a maximum program cost per participant of \$3,410. 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.

SYEP 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 SYEP is to provide youth and young adults with valuable internships and help them to successfully transition to the world of work. Grantees must support and implement the following:

Program Goals and Objectives

- To enlist public and private partners to connect young adults ages 16-24 to paid internships and work experiences in high growth industries and occupations that are in line with each local area's plan.
- To provide a total of 35 hours of workforce readiness training which includes topics such as: soft skills training, financial literacy, resume building, entrepreneurship skills, diversity training, and prevention of workplace harassment training.
- To provide exposure to different careers and an opportunity to (1) gain hands-on work experience; (2) earn a paycheck; (3) prepare for a future career; (4) interact with employers; (5) learn about community resources; and (6) receive supportive services.
- To provide a positive experience for both employer and employee.

Program Requirements

- Intern work experience period must be any consecutive 8-week period between Monday, May 1, 2023 and Friday, October 13, 2023.
- Interns must participate 25 hours per week, 200 hours over eight weeks, and earn a payment of \$15.00/hour. Weekly participation may include internship hours as well as workforce readiness hours.
- Interns must attend a program orientation prior to placement, where policies pertaining to short-term employment such as time and attendance policies, call-off policies, dress code policy, code of conduct, discipline/termination, pay schedule etc. are reviewed.
- Grantees must maintain files for all participants, including: signed acceptance of program policies provided at orientation, intake form, program eligibility documentation, internship placement documentation, validated participation timesheets, working papers (if under 18 years of age), and exit evaluation form.

- Grantee 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 employer satisfaction survey. Worksites accepting interns under the age of 18 must ensure that the supervisor and anyone having on-going direct contact with any minor throughout the internship 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

All grantees are expected to report on a number of outputs and outcomes including but not limited to:

- Total number and demographics of young adults served.
- How many interns were classified as in-school/out-of-school?
- For how many interns was SYEP 2023 their first job/work experience?
- Number of businesses/worksites that hosted SYEP interns.
- Were any SYEP interns hired permanently with their business/employer worksite post-SYEP, and were they FT or PT?

Grantees must submit a monthly activity report to 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 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.

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)**
NJDOOL's Standard Assurances and Certifications and General Provisions must be reviewed and acknowledged via check box within the signed Applicant Title Page. A signed NJDOOL 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 employer worksite sponsors.

Successful applications will include a participant flow with clear timeframes for each program component.

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 \$3,000 per participant.
- b. Schedule B – Workforce Readiness Instruction: funds for direct program costs associated with Workforce Readiness Instruction. Any personnel costs related to the provision of Workforce Readiness Instruction should be included here in Schedule B.
 - Supportive Services may not be funded through these grant dollars. Leveraging other funds for this purpose is encouraged.
- c. Schedule C – Administrative Costs: up to 10% of the total budget may be allocated for Administrative Costs, defined as costs determined to be necessary to administer the program and the AOSOS reporting requirements, 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"> Documentation and data substantiate the local area need. 	10
Organizational Commitment and Capacity: <ul style="list-style-type: none"> The applicant’s commitment to the project is well-documented and possesses the organizational capacity, including necessary resources and relevant experiences working with the target population, to support successful implementation of this program. 	10
Program Narrative: <ul style="list-style-type: none"> The processes for recruitment, intake, and selection/enrollment are clear and well planned. The program services are clearly addressed and are in accordance with section F of this NGO. Planned partners and their roles are clearly identified. The participant flow is clearly laid out and the sequencing of program components is easy to follow. 	70
Budget Detail and Budget Narrative: <ul style="list-style-type: none"> The project budget adheres to the described funding parameters and the proposed expenditures are reasonably necessary for effective program implementation. 	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 11, 2023 at 10:00 a.m.

Applicants planning to attend the information session must RSVP via email to 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 10, 2023.

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 3, 2023. Please submit the application via email with the subject line marked

“(Name of Organization) – Application for FY23 Summer Youth Employment Program” to 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.