STATE OF NEW JERSEY
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

NOTICE OF GRANT OPPORTUNITY
FISCAL YEAR 2027

SUMMER YOUTH WORK EXPERIENCE PROGRAM (SYWEP)

Announcement Date: November 5, 2026

Prospective Partner Information Session: November 23, 2026

Applicant Technical Assistance Workshop: December 8, 2026

Application Due Date: December 21, 2026

Kevin Jarvis
Acting Commissioner

SUMMER YOUTH WORK EXPERIENCE PROGRAM (SYWEP)
Notice of Grant Opportunity – FY 2027

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Standard Assurances and Certifications and General Provisions
OYP Stipends Guidance
Cost Guidelines
Letter of Intent / TA Workshop Registration Form
SYWEP Stipend Procedures Summary 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 2027 Summer Youth Work Experience Program (SYWEP) is being funded to provide in-school and out-of-school youth, ages 14-24, with valuable summer work experiences at Worksite Sponsors throughout their local areas to help them successfully transition to the world of work.

C. AVAILABLE FUNDING

The SYWEP funding will be made available through WorkFirst New Jersey (WFNJ), Workforce Development Partnership Fund (WDPF) and Workforce Investment Opportunity Act (WIOA) State set-aside funding streams. The total anticipated amount of funding available for this program in Fiscal Year 2027 (FY 2027) is **$9,000,000**. The grant is expected to begin on April 1, 2027. All funds must be fully expended by October 31, 2027.

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 I.9.

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.

Failure to meet performance goals and expend funds may impact current, continuation, and future grant funding opportunities. NJDOL reserves the right to rescind any unspent funds and use this solicitation and competition to extend contracts of successful applicants, contingent upon available funding.

D. ELIGIBLE APPLICANTS

This targeted, competitive opportunity is open to all local Workforce Development Boards (WDBs), Municipalities in New Jersey, and any agencies who have received previous SYWEP awards from NJDOL.

Entities that are not eligible to apply and wish to partner as a Worksite Sponsor or Participant Referral Agency can reach out to eligible applicants in their area and complete the SYWEP Partner Interest Form linked here. Invitations to a virtual information session, to be held on November 23, 2026, will be sent to interested partners upon completion of the SYWEP Partner Interest Form.

The entity submitting the application is considered the 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; establishment and oversight of Worksite Sponsors; program services; project and spending plan; grant project monitoring and reporting; and fiscal management.

In addition, as a precondition to any award of grant funds under this NGO, the applicant must be in full compliance with all laws enforced by NJDOL. Specifically, the applicant must not have any outstanding liabilities to NJDOL, including but not limited to, for unpaid contributions to the unemployment compensation fund or the State disability benefits fund; to any individual on whose behalf the Department has issued a final order for the payment of wages or benefits; or for any penalties, fees or interest due to the Department pursuant to a final order issued under any of the statutes or rules that NJDOL enforces. Further, the applicant must not be on a debarment list, or any other list that prohibits them from public contracting, administered by NJDOL and the applicant must not be serving a suspension or revocation of their license, certificate, or registration issued by the NJDOL. Please be aware that under N.J.S.A. 34:15-34D and N.J.A.C. 12:9-1.3., NJDOL will be cross-checking applicants against NJDOL records for any of these issues as part of the evaluation process.

To avoid delay in the processing of applications, if applicants are aware of any outstanding liabilities they may owe NJDOL, or of any of the above issues that could impact their ability to do business with NJDOL, they are advised to reach out to NJDOL or the relevant Division thereof to resolve such issues promptly prior to submitting their application.

E. TARGETED POPULATIONS

Applications must target in-school and out-of-school youth ages 14-24 who reside in NJ, and priority enrollment must be given to those youth who are receiving benefits through Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Need Families (TANF).

F. PROGRAM SERVICES

The goal of 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:

- Recruit and enroll in-school and out-of-school youth ages 16-24 who reside in NJ, with priority enrollment given to youth receiving benefits through Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF). Recruitment efforts should include outreach to justice-involved youth and community-based violence prevention programs.

- Establish work experience assignments with Worksite Sponsors. The work experience must be a structured learning experience in a real workplace **between 160 and 200 hours** total, not to exceed 40 hours per week.

- Ensure worksites for youth adhere to current workforce safety guidelines and applicable federal/state wage and labor laws.

- The participant work experience period must be a consecutive period which will conclude no later than Friday, October 15, 2027.

- 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. Each participant must be afforded the opportunity to earn the **full $3,400** stipend. Stipends must adhere to the OYP Stipends Guidance, attached in the table of contents of this NGO.

- Grantees must establish and implement their own local area stipend policies and procedures governing stipend payments at the local level, which must:
    - Describe the mechanisms, amounts, and frequencies for distributing stipends to participants, ensuring timely and equitable disbursement.
    - Detail procedures for verifying receipt of stipends by participants, including documentation or acknowledgment processes.
    - Ensure implementation of a system for monitoring stipend disbursement which tracks stipend payments made to each participant.

- 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
    - Childcare
    - Disability accommodations
    - Needs-based work supports
    - Achievement-based incentives
        - Incentives are NOT to be part of the SYWEP stipends.
        - Note: If grantees utilize gift cards as incentives, that cost can only be reimbursed by the SYWEP grant once the gift card is issued to a participant. The purchasing of gift cards in advance and/or in bulk is not a reimbursable cost until issued to and received by the individual SYWEP participant.

- 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 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.
    - Note: Worksite agreements must include language regarding liability in the event of injury on the worksite.

- Grantees must partner with their Local Workforce Development Boards (WDB) to ensure the following deliverables:
    - Participant data must be reported in the America's One-Stop Operating System (AOSOS) database.

    - All participants aged 18 and up must be screened in coordination with the Local WDB to determine their eligibility to receive WIOA Title I Adult services. The grantee's role is to establish a screening process with their Local WDB and to assist participants in obtaining eligibility documentation as needed. NJDOL encourages Local WDBs to co-enroll participants who are determined eligible for WIOA Title I Adult services. Non-WDB grantees establish information sharing agreements and process with their Local WDB.

G. COMMUNITY PARTNERSHIP AND ENGAGEMENT

To grow participation in the SYWEP initiative, grantees and the NJDOL will seek to deepen connections with local community-based violence intervention programs to engage more young people in support, training and job opportunities. NJDOL and SYWEP grantees commit to the following:

- Grantees are expected to engage community-based organizations (CBOs), nonprofit organizations, educational institutions, employers, public agencies, faith-based organizations, and other community stakeholders, as appropriate, to support participant outreach, recruitment, referral, engagement, and work experience placement activities.
- Grantees are encouraged to leverage community partnerships to expand access to the SYWEP, particularly among youth and young adults who may face barriers to employment or who may be less likely to access traditional workforce services.
- Grantees are strongly encouraged to engage organizations that serve youth at heightened risk of violence or other adverse outcomes to expand access to meaningful work experience opportunities, supportive services, and workforce development resources.
- Grantees should establish community partners that may serve as participant referral agencies, worksite sponsors, supportive service providers, or in other capacities that support participant success and the achievement of program goals.
- NJDOL will conduct information sessions and other outreach activities to provide prospective community partners with an overview of the SYWEP, partnership opportunities, and applicable program requirements. NJDOL may also facilitate connections between interested community partners and grantees to support partnership development.
- Grantees are encouraged to conduct outreach activities to inform prospective community partners about the SYWEP and promote participant referral, worksite sponsorship, and other partnership opportunities.
- Grantees are responsible for establishing appropriate roles, expectations, and communication processes with community partners and for ensuring that partnership activities are carried out in a manner consistent with applicable SYWEP requirements, policies, and program standards.
- Grantees must maintain documentation demonstrating outreach and partnership efforts and how such collaborations contributed to participant recruitment, referral, engagement, supportive service access, and/or work experience opportunities.
- NJDOL will review partnership activities to assess community engagement, identify effective practices, support meaningful collaboration, and inform future program development and funding strategies."

H. 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 to NJDOL by the 15th of each month. Grantees will also be required to ensure that the data is 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 IGX by the 15th of each month. Grantees will be paid on a monthly reimbursement method, after the financial report and supporting documentation 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.

- Supporting Documentation must:
  1. Clearly identify what is represented and, where appropriate, which individual is associated with the expenditure (supportive services, etc.).
  2. Directly connect expenses to an approved line of your current budget.
  3. Show proof of cost and payment (not just an invoice or bill).

I. PROCEDURES FOR ELIGIBLE ENTITIES TO APPLY FOR GRANT FUNDS

NJDOL accepts, reviews, approves and manages all SYWEP grants electronically using the IGX system. 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 Monday, December 7, 2026**.

To receive access to IGX, 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 IGX 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 which must consist of the following components:

Required	Application Component in IGX
✓	Applicant Information
✓	Project Location
✓	Previous Funding
✓	Performance Deliverables Page
✓ (upload to Required Attachments)	Statement of Need
✓ (upload to Required Attachments)	Organizational Commitment and Capacity
✓ (upload to Required Attachments)	Program Narrative
✓ (upload to Misc Attachments)	SYWEP Stipend Procedures Summary Form
✓	Budget Forms (Schedules A-D) • Schedule A Justification Page(s)
✓	Cost Summary
	Miscellaneous Attachments to be Uploaded • SYWEP Stipend Procedures Summary Form (required) • Board Resolutions to Apply (if applicable) • Lease/Rental Agreement (if applicable)
✓	Vendor Information Page

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, completed, and submitted through the "Forms" menu in IGX:

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 IGX, 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 successfully implement each component of the Program Services section and the Community Partners and Engagement section (sections F. & G. of this NGO). Narratives should be crafted to easily identify each component in section F. & G. within the body of the document. Narratives should highlight all planned partnerships and specific strategies to reach youth at heightened risk of violence.

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

8. **SYWEP Stipend Procedures Summary Form**
   Must upload a completed SYWEP Stipend Procedures Summary Form which must align with the expectations defined in section F.

9. **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, and workforce readiness instruction. 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.

10. Cost Summary

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

11. Required Attachments

The below attachments must be uploaded:

- **Statement of Need**
- **Organizational Commitment and Capacity**
- **Program Narrative**
- **SYWEP Stipend Procedures Summary Form (Uploaded to Miscellaneous Attachments Page)**

12. Miscellaneous Attachments

The miscellaneous attachment page in IGX 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.

13. Vendor Information Page

Your organization's vendor number must be selected on this page. After selecting and saving the page, the address linked to your Vendor Number will be displayed. This is the address where payments will be sent if awarded.

Evaluation Criteria: All applications will be evaluated by a committee for selection based on 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: • Documentation and data substantiate the local area need.	10
Organizational Commitment and Capacity: • The applicant's commitment to the project is well-documented and possesses the capacity, including necessary resources and relevant experience working with the target population, to support successful implementation.	10

Program Narrative: • 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.	70
Budget Detail and Budget Narrative: • 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.*

J. TECHNICAL ASSISTANCE AND APPLICATION SUBMISSION

NJDOL will provide a virtual technical assistance workshop on **Tuesday, December 8, 2026 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 at 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 I, **by 12:00 p.m. Monday, December 7, 2026**. Applicants are expected to read the NGO in its entirety, including attachments, prior to attending the workshop.

Applications must be received by NJDOL via IGX **by 12:00 p.m. Monday, December 21, 2026**. NJDOL may not accept any application received after the submittal deadline. Responsibility for timely submission is the sole responsibility of the applicant.

All correspondence and needs for technical assistance related to the NGO must be sent to YouthPrograms@dol.nj.gov.

K. 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.