

FY24 SYWEP Technical Assistance Workshop Questions and Clarifications

- **Q1: Is there a budget template with the NGO?**
 - Yes, the Budget Detail Form is a live link which can be found below the Table of Contents of the NGO.
- **Q2: Please explain the maximum cost per of \$3,960?**
 - Applications may not exceed a cost per of \$3,960 per participant. This means that the total of the grant funds in your application divided by the number you apply to serve must not be greater than \$3,960.
 - For example: If I am applying to serve 100 youth in my application, my total budget (Schedule A: Youth Stipends + Schedule B: Direct Program Services + Schedule C: Administrative Costs) must not exceed \$396,000.
- **Q3: Is the 10% administrative cost included in the \$3,960 cost per participant?**
 - Yes, the \$3,960 cost per participant includes all schedules of the budget and all costs funded by the grant.
- **Q4: Does the new program flexibility mean that the work readiness training does not have to be 35 hours?**
 - There is no longer an hourly requirement for the workforce readiness training. Grantees are required to ensure that the workforce readiness training is provided to ALL participants and must include the required components outlined in the NGO. The anticipated design and delivery of the training should be detailed in the Program Narrative of the application.
- **Q5: What are the criteria for eligibility?**
 - The only eligibility requirement is that the youth are between the ages of 16 and 24.
- **Q6: Are undocumented youth eligible to participate?**
 - Yes, this grant does not require proof of citizenship to satisfy eligibility.
- **Q7: Is selective service documentation required to determine eligibility?**
 - No.
- **Q8: Under Supportive Services, what does “Needs-based work supports” include?**
 - This would include supports necessary for the youth to participate their assigned work experience. The example provided was: If a youth is participating in a work experience that requires he/she/they wear steel toed shoes; the grantee may use budget funds from Schedule B: Direct Program Services to pay for the shoes.
- **Q9: Can bus cards be issued for Transportation Services?**
 - Yes, this is allowable using budget funds from Schedule B: Direct Program Services.
- **Q10: On page 2 of the NGO says "SYWEP programs may be considered for a continuance of up to an additional year, contingent upon successful performance...." What does that mean?**
 - This is standard NJDOL language to allow for, under extenuating circumstances, the department to grant a second award to the current grantees without the requirement for the grant to be open and competitive.

- **Q11: Can municipalities partner and submit one application?**
 - We recommend that each municipality apply separately. That being said, if separate municipalities wish to work together and share resources, we would support that concept and would like to see that in the application.
- **Q12: Are the WDBs responsible for the AOSOS data entry for municipalities awarded in their county/service area?**
 - Yes. The expectation is that local municipalities who receive grant funds, develop a partnership/agreement with their WDB to ensure that the participant data is entered into AOSOS.
- **Q13: If we are towards the end of the program and youth have not used all of their hours and will not use them but it is too far along to add new youth, can we add hours to existing youth? If so, they would exceed the 3,200 maximum. Is that ok?**
 - No. Youth may not receive stipends of more than the \$3,200 total from grant funds.
- **Q14: To follow up on participation of undocumented youth under the age of 18, what supporting documentation is needed for the Minor Working Paper process? Ex: SS Card that notes "For Employment Only"?**
 - Undocumented youth under the age of 18 who are required to complete the minor working paper process should Contact the MWP Unit @ (609) 659-9047 / myworkingpapers@dol.nj.gov for assistance with the process.
- **Q15: Since stipend usage is required, how should we handle taxes?**
 - There should be no taxes withheld from the stipends. Grantees should refer to the OYP Work Experience Stipend Guidance for further details. The OYP Work Experience Stipend Guidance document was emailed along with this document.
- **Q16: If a participant drops, for example, after week 3, after earning \$800, how will we be able to offer the full \$3,200 to a replacement person?**
 - Grantees would have to wait until there is \$3,200 remaining to offer an additional slot to a new youth. This may mean that grantees would have to wait until multiple enrolled youth terminate their participation early without earning their full stipend.
- **Q17: Is there a per hour max for stipend payment?**
 - The required stipend payment is \$3,200 total. Grantees may design their work experience to be between 160-200 hours which will be the basis for their determination of the hourly equivalent of their participation stipend.
- **Q18: How many ISY vs OSY can participate?**
 - There are no requirements or restrictions as to which youth population you serve. You may choose all In-School Youth (ISY) or all Out-of-School Youth (OSY), or any combination of both.