

Summer Youth Employment Program Funding Opportunity Announcement

Summer youth employment and career exploration programs are a popular strategy in many communities to ensure that youth gain valuable work experience and have a safe, productive way to spend the summer months. It is also a way to expand opportunities to teens and young adults who otherwise might struggle to find employment.

The Tennessee Department of Labor and Workforce Development (TDLWD), Workforce Services Division, is supporting local efforts to increase youth employment and educational attainment through the **Summer Youth Employment Program (SYEP)**. The benefit of the SYEP is to offer a paid employment opportunity to youth paired with valuable first-hand work experience and educational learning.

The SYEP will be administered in two phases with a statewide goal of putting 3,750 youth to work by August 2024, with most of these youth participants working during the summer 2023. Information on the two phases of the SYEP are outlined below in this funding opportunity announcement.

Phase I Overview: Phase I – SYEP (Base Formula Funding) will be used for the creation and expansion of subsidized youth employment from **May 15, 2023**, to **August 31, 2023**. The intent of this funding is to place most of the youth served through the SYEP in work experiences during 2023.

Funding Opportunity:	Phase I – SYEP (Base Formula Funding)
Intended Audience:	Local Workforce Development Boards (LWDBs)
Total Funding Available:	\$3 million
Maximum Award:	To be determined
Deadline Date for Proposal Submission:	Monday, May 8, 2023 , 12:00 pm CDT
Method to submit proposal:	Proposal and supporting documentation must be submitted electronically to TN.Youth@tn.gov
Contact for Questions/Comments prior to Deadline Date:	Submit via email to: TN.Youth@tn.gov <i>*Note, after approval, documentation must be submitted into Smart Simple grants management system.</i>
Technical Assistance Opportunity:	Monday, May 1, 2023 Virtual, 10:30 am – 11:30 am CDT Register via email to: TN.Youth@tn.gov
Period of Performance:	May 15, 2023 - August 31, 2023

I. Participant Eligibility and Priority:

- A. Phase I – SYEP participants must, at minimum, meet the following federal Workforce Innovation and Opportunity Act (WIOA) eligibility requirements:



1. Be identified as out-of-school youth (OSY), ages 16-24 who meet the eligibility requirements for WIOA with limited or no work experience.
2. Be identified as in-school youth (ISY), ages 14-21 who meet the eligibility requirements for WIOA with limited or no work experience.

**Note – The WIOA State Plan waiver for in-school youth and out-of-school youth (50/50) is applicable to Phase I - SYEP funding.*

- B. In addition to the minimum eligibility requirements for Phase I – SYEP, LWDBs should prioritize services for individuals who are:
1. low-income, and/or currently in or have aged out of foster care
 - a. Low-income individual is defined as someone who:
 - i. Receives or in the past six (6) months has received—or is a member of a family that is receiving or in the past six (6) months has received:
 - a) assistance through the Supplemental Nutrition Assistance Program (SNAP); or,
 - b) the supplemental security income program established under Title XVI of the Social Security Act; or,
 - c) State or local income-based public assistance.
 - ii. Is in a family with total income that does not exceed the higher of:
 - a) The poverty line, or seventy percent (70%) of the lower living standard income level; or,
 - b) a homeless individual; or,
 - c) receives or is eligible to receive free or reduced-price lunch; or,
 - d) a foster child on behalf of whom state or local government payments are made; or,
 - e) an individual with a disability whose own income meets the low-income level for eligibility purposes; or,
 - f) youth who reside in a high-poverty area.
 - b. Foster care will be defined as:
 - i. An individual in or who has aged out of foster care or who has attained 16 years of age and left foster care of kinship guardianship or adoption, a child eligible for assistance under Social Security Act (42 USC 677) or in an out-of-home placement.

**Note - For additional guidance, see WIOA Low-Income Guidelines Policy.*

II. Program Design and Requirements:

- A. The following program design elements should be considered when applying for this funding:
1. Allowable costs for Phase I – SYEP:
 - a. Work Experience
 - i. Wages/stipends paid for participation in work experience



- ii. All required federal and state taxes, workers compensation, benefits, and other employment withholdings
 - iii. Funding awarded for work experience during Phase I – SYEP will be calculated based upon the identified number of youth to be served in the application/proposal and the following program design assumptions:
 - a) A maximum of eight (8) weeks part-time employment for all participants.
 - b) A maximum of 25 hours worked per week.
 - c) A maximum of \$16.00 an hour for wages.
 - iv. An individual participant shall not receive more than the maximum benefit of \$3,200 for work experience, inclusive of all wages and withholdings.
 - a) Participants who participate in Phase I – SYEP may not participate in Phase II – SYEP work experience activities to receive additional compensation above the maximum benefit.
 - v. Payment to the participant may be made by the awarded LWDB which may require additional documentation to be maintained.
 - b. Administrative costs
 - i. A maximum of ten percent (10%) of the total award may be spent on costs to administer Phase I – SYEP.
2. Unallowable costs for Phase I – SYEP:
 - a. Activities not expressly identified in this funding opportunity announcement or approved in advance and in writing by TDLWD would be considered unallowable and subject to repayment to TDLWD.
- B. Program Requirements**
- 1. LWDBs must partner with and include letters of support in the application from the following entities for Phase I:
 - a. Minimum of three (3) required WIOA partners (20 CFR 463.400)
 - b. a local education agency
 - c. Minimum of three (3) community partners to include faith-based organizations and employers.
 - 2. LWDBs must identify a goal with the number of individual youth participants which they plan to serve during Phase I – SYEP.
 - 3. LWDBs must maintain all federal Workforce Innovation and Opportunity Act (WIOA) eligibility and performance reporting requirements for Phase I – SYEP participants in the TDLWD case management system (Jobs4TN/VOS).



4. LWDBs must have a variety of work experience opportunities available to participating youth which align to in-demand industry sectors in the local area. Regional alignment is encouraged.
5. SYEP participants must be provided an Objective Assessment which includes work readiness and documented Individual Service Strategies (ISS) which connects the service needs of each youth to the service(s) provided
6. LWDBs must make reasonable efforts to align youth career interests/goals outlined in the OAS and ISS to work experience opportunities provided through the SYEP. Should a work experience opportunity not align to outlined goals, documentation must be present in participant case notes that identify the alternative work experience opportunity.
7. Phase I – SYEP must include a component of educational training. This activity may occur concurrently or sequentially with the work experience. It may also occur outside or inside the worksite. LWDBs have the option to decide who and how the educational component is provided.
8. LWDBs must identify and make available the following services to participants:
 - a. Financial literacy learning; and,
 - b. Labor market and employment information in the local area; and,
 - c. Supportive services, as appropriate to participant; and,
 - d. Leadership development opportunities.

C. Other Program Considerations

1. Local Boards may make available the following activities during Phase I – SYEP which help youth transition to postsecondary education and training, including:
 - a. workforce preparation activities and training for a specific occupation or occupational cluster; and,
 - b. entrepreneurial skills training; and,
 - c. other career exploration activities; and,
 - d. mentoring, as appropriate to participant.

III. Period of Performance

- A. Phase I – SYEP begins May 15, 2023 and ends August 31, 2023.
1. Notice of Award (NOA) will be released no later than May 15, 2023.
 2. Employment activities shall begin no earlier than May 15, 2023
 3. 100% of the award must be expended by August 31, 2023

IV. Other information

A. Application Submission

1. LWDBs must submit an application/proposal, identifying the number of participants to be served during Phase I – SYEP and a completed budget based on the program design assumptions identified in this announcement.

2. LWDBs must provide a narrative detailing how Phase I will be implemented, including:
 - a. the methods to be used to engage low income and foster care youth, and employers to place participants for work experience; and,
 - b. secondary, post-secondary education partners, and other entities to support the education component.
3. LWDBs must include the required letters of support identified in this announcement.
4. Proposals and all supporting documentation for Phase I – SYEP must be submitted electronically to TN.Youth@tn.gov, no later than 12:00 p.m. CDT on **May 8, 2023**.

Phase II Overview: Phase II – SYEP (Competitive Funding) will be used for the creation and expansion of subsidized youth employment and/or innovative career exploration activities from **July 1, 2023**, to **August 31, 2024**. The intent of this funding is to place most of the youth served through the SYEP in work experiences during 2023.

Funding Opportunity:	Phase II – SYEP (Competitive State Funding)
Total Funding Available:	\$15 million
Maximum Award:	To be determined
Intended Audience:	Local Development Boards and Chief Elected Officials, nonprofit-, community-, and educational-organizations serving youth
Deadline Date for Proposal Submission:	Monday, May 8, 2023 , 12:00 pm CDT
Method to submit proposal:	Proposal and supporting documentation must be submitted electronically to TN.Youth@tn.gov
Contact for Questions/Comments prior to Deadline Date:	Submit via email to: TN.Youth@tn.gov <i>*Note, after approval, documentation must be submitted into Smart Simple grants management system.</i>
Technical Assistance Opportunity:	Monday, May 1, 2023 Virtual, 10:30 am – 11:30 am CDT Register via email to: TN.Youth@tn.gov
Period of Performance:	July 1, 2023 - August 31, 2024

I. Participant Eligibility and Priority:

- A. Phase II – SYEP participants must, at minimum:
 1. Be between the ages 14-24, with limited or no work experience.
- B. In addition to the minimum eligibility requirements for Phase II – SYEP, awarded entities should prioritize services for individuals who are:
 1. low-income, and/or currently in or have aged out of foster care



- a. Low-income individual is defined as someone who:
 - i. receives or in the past six (6) months has received—or is a member of a family that is receiving or in the past six (6) months has received:
 - a) assistance through the Supplemental Nutrition Assistance Program (SNAP); or,
 - b) the supplemental security income program established under Title XVI of the Social Security Act; or,
 - c) State or local income-based public assistance
 - ii. is in a family with total income that does not exceed the higher of:
 - a) The poverty line, or seventy percent (70%) of the lower living standard income level; or,
 - b) a homeless individual; or,
 - c) receives or is eligible to receive free or reduced-price lunch; or,
 - d) a foster child on behalf of whom state or local government payments are made; or,
 - e) an individual with a disability whose own income meets the low-income level for eligibility purposes; or,
 - f) youth who reside in a high-poverty area.

**Note - For additional guidance, see WIOA Low-Income Guidelines Policy.*

- b. Foster care will be defined as:
 - i. an individual in or who has aged out of foster care or who has attained 16 years of age and left foster care of kinship guardianship or adoption, a child eligible for assistance under Social Security Act (42 USC 677) or in an out-of-home placement.

II. Program Design and Requirements:

A. The following program design elements should be considered when applying for this funding:

1. Allowable costs for Phase II – SYEP:

- a. Work Experience
 - i. Wages/stipends paid for participation in work experience
 - ii. All required federal and state taxes, workers compensation, benefits, and other employment withholdings
 - iii. Funding awarded for work experience during Phase II – SYEP will be calculated based upon the identified number of youth to be served in the application and the following program design assumptions:
 - a) A maximum of eight (8) weeks part-time employment for all participants.
 - b) A maximum of 25 hours worked per week.



4. Awarded entities must register all Phase II – SYEP participants in the TDLWD Jobs4TN system.
5. Awarded entities must have a variety of work experience opportunities available to participants which align to in-demand industry sectors in the local area. Regional alignment is encouraged.

III. Period of Performance

- B. Phase II – SYEP begins July 1, 2023 and ends August 31, 2024.
 1. Notice of Award (NOA) will be released no later than May 15, 2023.
 2. Employment activities shall begin no earlier than July 1, 2023
 3. 100% of the award must be expended by August 31, 2024
 - a. Awarded entities not meeting 80% obligation rate as of May 15, 2024, are subject to recapture and reallocation of unobligated or remaining award balance.

IV. Other information

- B. Application Submission
 1. Entities must submit an application/proposal, identifying the number of participants to be served during Phase II – SYEP and a completed budget based on the program design assumptions identified in this announcement.
 2. Applications must provide a narrative detailing how Phase II – SYEP will be implemented, including:
 - a. the methods to be used to engage low income and foster care youth, and employers to place participants for work experience; and,
 - b. any additional career exploration or other innovative youth activities to be considered after the identified goal youth to be served through work experience are served.
 3. Applications must include the required letters of support identified in this announcement.
 4. Proposals and all supporting documentation for Phase II – SYEP must be submitted electronically to TN.Youth@tn.gov, no later than 12:00 p.m. CDT on **May 8, 2023**.

Approved for Release:

Steve Playl, Jr.

Assistant Commissioner, Division of Workforce Services