

# YOUTH INCLUSION INITIATIVE

January 30, 2025

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Commissioner, Community  
Investment & Economic  
Revitalization

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Manager



# Welcome & Housekeeping



Today's presentation is being recorded and will be posted on YII webpage



Submit questions/comments through the chat feature

*Please give your name & affiliation*

# Agenda

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Applicant Eligibility

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Funding

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Program Structure

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SAGE Application Requirements

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Questions and Answers

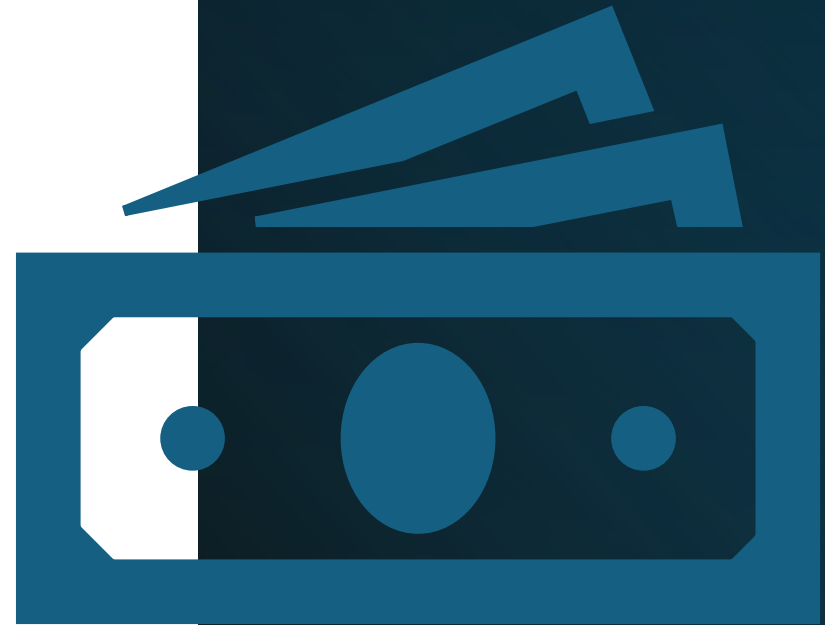
# Who is eligible to apply?



- Community Host Organizations must meet **all** of the below criteria and qualification:
  - CHO who understands the program structure and articulates that in their application
  - Any experience administrating similar programs
  - Experience in providing job training, academic enrichment, and/or workforce development
  - Detailed community project plan for Mondays
  - The organization and the youth they plan on recruiting must reside in eligible municipalities. Eligible municipalities must meet two of the three overburdened community criteria (percentage low income, minority, or limited English proficiency) and must be an urban aid municipality. Scan QR code for list of eligible municipalities.
- Individual youth and participants are **not** eligible to apply. It must be an organization, nonprofit, or university/school applying.

# Funding

- Up to \$100,000 funding is available to each Community Host Organization
  - Funding includes
    - Supervisor salary
    - Youth salary
    - Transportation for 20 days
    - Breakfasts and Lunches for youth for all 30 days
    - \$5,000 dollars allocated to Community Project supplies and costs
    - Other costs (ex: youth supplies)






# Program Structure



\*Program Structure Subject To Change

|                    | CHOs Group 1 and 2   | CHOs Group 3 and 4    | CHOs Group 5 and 6    | CHOs Group 7 and 8    | CHOs Group     |
|--------------------|--|-----------------------|-----------------------|-----------------------|----------------|
| Monday July 7      | CHOs Orientation Day - Fill out forms and youth socializing activity (CHOs managed) - Must be joint activity with pair |                       |                       |                       |                |
| Tuesday July 8     | DEP Headquarters Orientation Day   |                       |                       |                       |                |
| Wednesday July 9   | F&W  | WRM                   | Parks                 | AEMS                  | HPO+           |
| Thursday July 10   | F&W  | WRM                   | Parks                 | AEMS                  | SR + C         |
| Friday July 11     | F&W  | WRM                   | Parks                 | GIS+EJ+Climate Change | WLM            |
| Monday July 14     | Previous week reflection and Community Project Day   |                       |                       |                       |                |
| Tuesday July 15    | HPO+GA   | F&W                   | WRM                   | Parks                 | AEM            |
| Wednesday July 16  | SR + CIER  | F&W                   | WRM                   | Parks                 | AEM            |
| Thursday July 17   | WLM  | F&W                   | WRM                   | Parks                 | GIS+EJ+Climate |
| Friday July 18     | Professional Development Day   |                       |                       |                       |                |
| Monday July 21     | Community Project Day  |                       |                       |                       |                |
| Tuesday July 22    | AEMS   | HPO+GA                | F&W                   | WRM                   | Park           |
| Wednesday July 23  | AEMS   | SR + CIER             | F&W                   | WRM                   | Park           |
| Thursday July 24   | GIS+EJ+Climate Change  | WLM                   | F&W                   | WRM                   | Park           |
| Friday July 25     | Professional Development Day   |                       |                       |                       |                |
| Monday July 28     | Community Project Day  |                       |                       |                       |                |
| Tuesday July 29    | Parks  | AEMS                  | HPO+GA                | F&W                   | WRM            |
| Wednesday July 30  | Parks  | AEMS                  | SR + CIER             | F&W                   | WRM            |
| Thursday July 31   | Parks  | GIS+EJ+Climate Change | WLM                   | F&W                   | WRM            |
| Friday August 1    | Professional Development Day   |                       |                       |                       |                |
| Monday August 4    | Community Project Day  |                       |                       |                       |                |
| Tuesday August 5   | WRM  | Parks                 | AEMS                  | HPO+GA                | F&W            |
| Wednesday August 6 | WRM  | Parks                 | AEMS                  | SR + CIER             | F&W            |
| Thursday August 7  | WRM  | Parks                 | GIS+EJ+Climate Change | WLM                   | F&W            |
| Friday August 8    | Professional Development Day   |                       |                       |                       |                |
| Monday August 11   | Community Project Day  |                       |                       |                       |                |
| Tuesday August 12  | DEP Headquarters - HR Activities and Final Project Rehearsal Day   |                       |                       |                       |                |
| Wednesday Aug 13   | DEP Headquarters Guest Speakers Day AM + HR Activities   |                       |                       |                       |                |
| Thursday August 14 | CHO Location - Time to reflect on the program  |                       |                       |                       |                |
| Friday August 15   | YII Final Day  |                       |                       |                       |                |




# How to fill out SAGE Grant Application?



# Search for the Grant

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SHOW HELP

 **Welcome Test**  
Authorized Official  
[Change My Picture](#)

**Instructions:**  
Select the **SHOW HELP** button above for detailed instructions on the following.

- > Applying for an Opportunity
- > Using System Messages
- > Understanding your Tasks
- > Managing your awarded grant

Hello Test, please choose an option below.

 **View Available Opportunities**  
You have **395** opportunities available.  
Select the **View Opportunities** button below to see what is available to your organization.  
[VIEW OPPORTUNITIES](#) ←



# Application Search

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To apply for an item listed below, select the **Apply Now** button below each description.





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### APPLICATION SNAPSHOT

Name of Community Host Organization:

CHO Site Supervisor:


Fiscal Officer Name:

Authorized Signatory:

Total Program Cost:

List of all Communities to be included in Outreach Area:

# Mandatory Forms



**NJDEP SAGE**  
New Jersey Department of Environmental Protection  
System for Administering Grants Electronically

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|        | <a href="#">Program Proposal</a>                        |      |
|        | <a href="#">Budget Details</a>                          |      |
|        | <a href="#">Code of Conduct</a>                         |      |
|        | <a href="#">Grant Certification</a>                     |      |

APPL

Name of  
CHO S  
Fiscal  
Author

Total P

List of

# Community Host Organization Information Form

## Organization Information

|                        |                      |            |   |
|------------------------|----------------------|------------|---|
| Name                   | <input type="text"/> |            |   |
| Short Name             | <input type="text"/> |            |   |
| Vendor ID Number       | <input type="text"/> |            |   |
| UEI Number             | <input type="text"/> |            |   |
| DUNS Number            | <input type="text"/> |            |   |
| Type of Governing Body | <input type="text"/> |            |   |
| Address                | <input type="text"/> |            |   |
| City                   | <input type="text"/> | * State    | <input type="text" value="New Jersey"/> |
| County                 | <input type="text"/> | * ZIP Code | <input type="text"/>                    |
| Phone                  | <input type="text"/> | * Fax      | <input type="text"/>                    |
| Email                  | <input type="text"/> |            |   |
| Website                | <input type="text"/> |            |   |

# Project Proposal Form

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## PROGRAM PROPOSAL

### Instructions:

- Required fields are marked with an \*.
- Click the **SAVE** button at any time to save your progress
- To proceed to the next page you may click the **NEXT** button
- For detailed instructions, please refer to the [Request For Proposal \(RFP\)](#) document

### \*Outreach Area

*It is required the CHO location and Youth Participation outreach areas target one of New Jersey's overburdened communities that meets at least two of the three overburdened community criteria: 1) percentage low income, 2) minority and 3) limited English proficiency. In addition, the location must be an Urban Aid Municipality ([click here for a list](#))*

List all Urban Aid Municipalities from the above list to be included in the outreach area:

### \*Qualifications/Experience

*The CHO should include information relevant to their qualifications and ability to perform the work required under this Grant. Any experience administering similar programs should be highlighted. The CHO should have experience in providing job training, academic enrichment, and/or workforce development initiatives. The CHOs should describe in detail the community project they plan on completing with the youth. The cohorts can be tailored to youth at any educational level from high school to college students.*

# Project Proposal Form

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## \*Approach

The CHO should indicate how they intend to meet the requirements of the Grant; Outreach, Recruitment, Dedicated supervisory support services, Professional job training, and post-program employment opportunities for the youth. The CHO's understanding of the Grant intended objectives, specifically the nature of the required work and the level of effort necessary to successfully complete the contract. Please note a majority of the draft curriculum is provided in the grant document, and suggestions can include additional programming and events, but the actual curriculum will be determined by conversations between the DEP Program Coordinator and the CHO Site Coordinator. The CHO plan should also include dedicated supervisor commitment and reliable transportation.

A large rectangular text area for writing the approach, with a small icon in the bottom right corner.

0 of 2000

## \*Youth Recruitment Plan

NJ residents between the ages of 16-20 with a desire to learn about the protection and conservation of New Jersey's air, land, and water. (youth must be 16 by first day of the program) The participants will be compensated via a stipend to participate in the 6-week program. CHOs are encouraged to recruit youth from recommendations of local schoolteachers who know what youth might be a good fit for the program. The youth should be curious and willing to learn new things and comfortable being photographed during the program. While there is not a maximum number of youths that can participate in the program, CHO's should be aware of the maximum budget per region and ensure their application reflects a reasonable management and administration strategy for their proposed number of youth participants. Each CHO will have varying limitations on the number of youths they can effectively manage. While the recommended group size is 10 youth, the permissible range is between 8 and 12 youth per CHO. Any youth who has already participated in the YII program in the previous years will not be allowed to participate again. Media consent is mandatory for all youth to participate in this program. The youth and their parent (if they are minor) must be informed of this during the hiring process as photos or videos of the youth are taken throughout the entire program and are shared via social media and other potential media exposure and website use. The youth final presentations will also be live streamed for DEP employees to watch. Additionally, CHOs are recommended to hold Orientation Day prior to July 7 where they review CHO employee handbook in addition to DEP Code of Conducts requirements (section H YII Grant 2025) so the youth are aware of the expectations they will need to meet to participate in this program.

A large rectangular text area for writing the youth recruitment plan, with a small icon in the bottom right corner.

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# Project Proposal Form

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## **\*Supervisor Recruitment Plan or Background**

*This person will be the central point of contact at the CHO for the YII project during the 6-week summer program period. The supervisor will be the site supervisor during DEP program days and will work directly with the DEP Program Coordinator. It is expected that the person selected for this role will be in place for 8 weeks. They will have to attend mandatory in-person training for one day in June 2025 and are responsible to maintain good communication with the DEP Program Coordinator throughout the program and for regularly scheduled check in calls. This person should be a dedicated person who is able and willing to provide positive mentorship, supervision, and encouragement throughout the program. This person should be organized to provide a proper structure the youth need for this program to be fully successful. CHOs should carefully select supervisors who will serve as positive leaders for the youth. It is essential to have contingency plans for addressing any issues with supervisor behavior or interactions with DEP. DEP reserves the right to request the removal of a supervisor who is not aligned with the program's goals.*

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## **\*Community Project**

*\$5,000 of the grant award will be reserved for CHOs to choose and work with youth on community-based projects related to physically improving the environment. In your proposal, the project scope must be thoroughly detailed. This includes specifying the implementation site, whether it be your own property or through partnerships with schools, municipalities, or local parks departments. Clearly outline the particulars of any partnerships you have established. Additionally, ensure that the project is conducted in a municipality where the majority of the youth reside. Some examples of the projects are rain gardens, storm water drain painting, community gardens, community clean-up, etc. planting in the community, etc. These projects will be the full responsibility of CHOs and the youth; however, the DEP can offer environmental guidance.*

### **Project Description Goal:**

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**Address of Project:**



# Project Proposal Form

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Address of Project:

Provide List of Supplies and Estimated Costs:

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Project Plan:

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**Community Days Plan** - *For each Monday, indicate what you expect to do and what needs to be completed to stay on track:*

Community Day 1:

Community Day 2:

# Project Proposal Form

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**Community Days Plan** - For each Monday, indicate what you expect to do and what needs to be completed to stay on track:

**Community Day 1:**

**Community Day 2:**

**Community Day 3:**

**Community Day 4:**

**Community Day 5:**

# Budget Proposal Form

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**BUDGET DETAILS**

Instructions:

- Required fields are marked with an \*.
- If a section header has a \*, then all fields within that section are required to be completed.
- To update the page calculations, click the **SAVE** button.
- To proceed to the next page you may click the **NEXT** button.
- Youth Participants must be between 8 and 12.

| Salaries/Wages       | Number of Participants | Weeks*                         | Hourly Rate          | Total Cost |
|----------------------|------------------------|--------------------------------|----------------------|------------|
| *CHO Site Supervisor | <input type="text"/>   | <input type="text" value="8"/> | <input type="text"/> |            |
| *Youth Participants  | <input type="text"/>   | <input type="text" value="6"/> | <input type="text"/> |            |

| Drivers              | Total Hours          | Hourly Rate          |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |




Total Services/Wages:

| Travel Allowance     | Miles/Day            | Total Days           | # of Vehicles                  | Total Travel Allowance: |
|----------------------|----------------------|----------------------|--------------------------------|-------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text" value="0"/> |                         |

# Budget Proposal Form

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Total Services/Wages:

|  |                                      |                                    |   |                                     |
|--|--------------------------------------|------------------------------------|---|-------------------------------------|
| Travel Allowance    | Miles/Day<br><input type="text"/>    | Total Days<br><input type="text"/> | # of Vehicles<br><input type="text" value="0"/> | Total Travel Allowance:             |
| Food Allowance    | Cost/Meal                            | Total Meals                        |   | Total Food Allowance:               |
| - Breakfast  | <input type="text" value="\$10.00"/> | <input type="text"/>               |   |                                     |
| - Lunch  | <input type="text" value="\$15.00"/> | <input type="text"/>               |   |                                     |
| Other Costs  |                                      |                                    |   |                                     |
| Description:   | <input type="text"/>                 |                                    |   | <input type="text"/>                |
|  |                                      |                                    |   | Total Other Costs:                  |
|  |                                      |                                    |   | Program Sub-Total:                  |
| Organization Overhead/Indirect Costs <br>(not to exceed 10% of Program Sub-Total which does not include \$5,000 for Community Project) |                                      |                                    |   | <input type="text" value="\$0"/>    |
| Community Project  |                                      |                                    |   | Total Community Project: \$5,000.00 |
| TOTAL PROGRAM COST   |                                      |                                    |   | \$0                                 |

\*Weeks are assumed to be 40 hours

# Code of Conduct Form

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## CODE OF CONDUCT

### Instructions:

- Read the Code of Conduct.
- Click the **SAVE** button to add your electronic signature to the bottom of the form.
- Your signature acknowledges acceptance of all terms of the Code of Conduct for all individuals participating in the YII for the CHO.

## CODE OF CONDUCT

Participants in the YII are expected to adhere to the following Code of Conduct set by DEP. As part of our commitment to fostering an inclusive, productive, respectful, and safe environment, we have established a Code of Conduct that all participants are expected to adhere to throughout the duration of the program. This Code of Conduct outlines the standards of behavior we expect, if any youth, supervisor, or driver fails to comply with the Code, DEP may request the CHO to terminate the participant or supervisors' employment



# Code of Conduct Form (Youth)

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## YOUTH CODE OF CONDUCT

- **Substance Use:** Participants must refrain from vaping, using marijuana or other drugs, or smoking while actively participating in the program. This policy applies to all areas, including state parks, bathrooms, partner locations, and during transportation.
- **Cell Phone Usage:** Excessive cell phone use is not permitted during speaker presentations and activities. While taking photos is allowed, disrespectful usage—such as web browsing, personal calls, excessive texting, or excessive social media use—is unacceptable. CHOs should inform participants during the hiring process that phones may be collected during activities and returned at lunchtime if usage is not controlled.
- **Punctuality:** Being on time is crucial for ensuring that field visits and other scheduled activities run smoothly. Since this is a paid position, punctuality is essential.
- **Attendance:** Frequent absences or failure to show up for scheduled shifts can lead to termination.
- **Respectful Environment and Language:** A respectful environment must be maintained throughout the program. This includes showing respect to peers, CHO supervisors, DEP staff, and guest speakers. Derogatory behavior, foul language, or insults directed towards any protected class of citizens will not be tolerated.
- **Communication:** Regular and effective communication with the CHO supervisor is required. Failure to communicate properly, resulting in disruptions to the program, may be grounds for termination.
- **Engagement:** Participants are expected to be actively engaged, ask questions, listen, and participate in all activities during DEP field visits. The success of the program depends on participants' interest in the material, active listening, willingness to participate, and openness to new experiences.



# Code of Conduct Form (Supervisors/Drivers)

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## SUPERVISOR CODE OF CONDUCT

- Maintaining a respectful environment is crucial throughout the program. This respect extends to interactions among the youth, DEP staff, guest speakers, and when collaborating with other CHOs, their youth, and their drivers. Derogatory behavior is not acceptable.
- Supervisors must ensure that all youth are accounted for during field visits and do not linger in hallways, bathrooms, or outside buildings.
- They should also model the behavior expected from the youth, including minimizing phone use, being respectful and punctual, staying present, actively listening, asking questions, willing to try new things, avoid excessive phone usage, and avoiding foul language.

## DRIVER CODE OF CONDUCT

- CHO's are responsible for arranging transportation for Youth Participants. The CHO should ensure that their drivers adhere to the following guidelines:
  - **Idling:** Drivers must be instructed not to idle illegally on any state or federal property. Per NJDEP regulations vehicles are not allowed to idle for more than three minutes if they are not in motion, as a general rule.
  - **Conduct:** Drivers must maintain a respectful demeanor and avoid causing disturbances at NJDEP-hosted locations. Additionally, they should ensure they do not distract youth participants.
  - **Timeliness:** Punctuality is crucial to ensure that youth are able to participate in NJDEP days and arrive to locations on time. CHOs should have a contingency plan in place for transportation in case the driver is unavailable due to illness or an emergency.

*As the Authorized Signatory for **Test Org 2**, I, , holding the title of hereby certify that I, or any successors who hold the same title, have read and agree to all terms contained in the above Code of Conduct on behalf of **Test Org 2**.*

*I further acknowledge that violations of this Code of Conduct will be determined solely by the NJDEP and may result in the termination of any grant award.*

Name:

Title:

Date:

# Grant Certification Form



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## GRANT CERTIFICATION

### Instructions:

- Review the Grant Certification
- Click the **SAVE** button to add your electronic signature to the bottom of the form
- If changes are made to application forms after saving this page, please revisit this page and resave for accuracy

### Grant Certification

As the Authorized Signatory for **Test Org 2**, I, , holding the title of hereby certify that I, or any successors who hold the same title, am authorized to submit and sign this application on behalf of **Test Org 2** in order to apply for funding under the terms of this Grant Program. I further certify that all the information contained in this application and any accompanying documents are true and correct to the best of my knowledge.

**Name:**

**Title:**

**Date:**

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# Questions and Answers

- Submit questions/comments through the chat feature
  - *Please give your name & affiliation*



# Reminder

Applications are  
due in SAGE  
February 20, 2025  
at 5 p.m.

**Application**



**More YII Information**







Thank you!

