



STATE OF DELAWARE  
DEPARTMENT OF LABOR  
DIVISION OF EMPLOYMENT & TRAINING  
4425 NORTH MARKET STREET  
POST OFFICE BOX 9828  
WILMINGTON, DE 19809-0828

April 19, 2012

Anton  
P.O. Box 30956  
Wilmington, DE 19805

Neva Anton:

Congratulations on your award for the Blue Collar Adult funding to serve individuals during program year 2012. In order to write the contract, the following documents must be returned by May 11, 2012

1. Revised Target Question #4 (revised to reflect any necessary adjustments due to funding level)-blank is attached.
2. Standard Milestone Page (revised to reflect any necessary adjustments due to funding level)-blank is attached
3. Budget Summary (Including the Employee Listing, Budget Back Up Page, and Direct Benefits Page)-blank is attached. This will not be incorporated within the contract, but we retain for analysis.
4. Training Order-blank is attached
5. Statement of Completion - this is a brief statement indicating what a client will achieve after completion of the program

When completing the budget, please base the total off of the following figures:

Training Area	Enrollments	Total Award Amount
<b>Customer Service Hospitality Training</b>	<b>20</b>	<b>\$26,950.00</b>

Please send the requested items to [Colleen.cunningham@state.de.us](mailto:Colleen.cunningham@state.de.us) no later than Friday, May 11, 2012. No expenditures will be authorized without a fully executed contract.

Please contact me at 302-761-8122 with any additional questions you may have.

Sincerely,

Colleen Cunningham