



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

March 8, 2016

City of Wilmington
500 Wilmington Avenue
Wilmington, Delaware 19801

Dear Nicole Adams:

Congratulations on your award for the 2016 Summer Youth Employment Program. Projects should be designed for a maximum of 210 hours between June 20, 2016 and August 26, 2016. In order to write the contract, the following document must be returned to me by March 11, 2016.

1. Electronic Copy of the State Summer Youth Employment Program agency Proposal Appendix B Number's 1-13 in its entirety (blank is attached). **Please Note: Include the Workman's Comp and UI percentage number on the Budget.**

Please recalculate the Gross Wages, based off of the Number of Youth Requested, Hourly Rate, Hours per Week, and Total Weeks. Gross Wages, FICA, Workman's Compensation, and Unemployment Insurance Tax are then added to compute the Total Requested Amount – this is based off the Total Contract Award Amount.

In the table below are my calculations based off of the Contract Award Amount, in which I have attached an excel spreadsheet with built in formulas. Feel free to adjust number of youth, hours, and weeks – as long as the Total Request does not exceed the Total Award Amount.

Total Youth	Hourly Rate	Hours Per Week	Total Weeks	Gross Wages	FICA 7.65%	Workman's Comp	UI Tax	Total Request
290	\$8.25	25	5	\$299,063	22,878	\$43	N/A	\$321,984

Total Award Amount: \$321,984.00

Please send the requested Appendix B including the revised budget to Joel.Riley@state.de.us no later than March 11, 2016. No expenditures will be authorized without a fully executed contract.

Please contact me at 302-761-8075 with any additional questions you may have.

Sincerely,

Joel Riley



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

March 8, 2016

First State Community Action Agency
308 N. Railroad Avenue
Georgetown, DE 19947

Dear Bernice Edwards:

Congratulations on your award for the 2016 Summer Youth Employment Program. Projects should be designed for a maximum of 210 hours between June 20, 2016 and August 26, 2016. In order to write the contract, the following document must be returned to me by March 11, 2016.

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Total Youth	Hourly Rate	Hours Per Week	Total Weeks	Gross Wages	FICA 7.65%	Workman's Comp	UI Tax	Total Request
45	\$8.25	30	7	\$77,963	5,964	\$3,621	0.00	\$87,548

Total Award Amount: \$87,548.00

Please send the requested Appendix B including the revised budget to Joel.Riley@state.de.us no later than March 11, 2016. No expenditures will be authorized without a fully executed contract.

Please contact me at 302-761-8075 with any additional questions you may have.

Sincerely,

Joel Riley



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March 8, 2016

New Castle County Department of Community Services
77 Reads Way, Gilliam Building
New Castle, DE 19720

Dear Jane Rattenni:

Congratulations on your award for the 2016 Summer Youth Employment Program. Projects should be designed for a maximum of 210 hours between June 20, 2016 and August 26, 2016. In order to write the contract, the following document must be returned to me by March 11, 2016.

1. Electronic Copy of the State Summer Youth Employment Program agency Proposal Appendix B Number's 1-13 in its entirety (blank is attached). **Please Note: Include the Workman's Comp and UI percentage number on the Budget.**

Please recalculate the Gross Wages, based off of the Number of Youth Requested, Hourly Rate, Hours per Week, and Total Weeks. Gross Wages, FICA, Workman's Compensation, and Unemployment Insurance Tax are then added to compute the Total Requested Amount – this is based off the Total Contract Award Amount.

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Total Youth	Hourly Rate	Hours Per Week	Total Weeks	Gross Wages	FICA 7.65%	Workman's Comp	UI Tax	Total Request
51	\$8.25	21	10	\$88,358	6,759	\$1,131	1,016	\$97,264

Total Award Amount: \$97,264.00

Please send the requested Appendix B including the revised budget to Joel.Riley@state.de.us no later than March 11, 2016. No expenditures will be authorized without a fully executed contract.

Please contact me at 302-761-8075 with any additional questions you may have.

Sincerely,

Joel Riley



STATE OF DELAWARE
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4425 NORTH MARKET STREET
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WILMINGTON, DE 19809-0828

March 8, 2016

New Castle County Department of Community Services
77 Reads Way, Gilliam Building
New Castle, DE 19720

Dear Jane Rattenni:

Congratulations on your award for the 2016 Summer Youth Employment Program. Projects should be designed for a maximum of 210 hours between June 20, 2016 and August 26, 2016. In order to write the contract, the following document must be returned to me by March 11, 2016.

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Total Youth	Hourly Rate	Hours Per Week	Total Weeks	Gross Wages	FICA 7.65%	Workman's Comp	UI Tax	Total Request
10	\$8.25	21	10	\$17,325	1,325	\$222	199	\$19071

Total Award Amount: \$19071.00

Please send the requested Appendix B including the revised budget to Joel.Riley@state.de.us no later than March 11, 2016. No expenditures will be authorized without a fully executed contract.

Please contact me at 302-761-8075 with any additional questions you may have.

Sincerely,

Joel Riley



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WILMINGTON, DE 19809-0828

March 8, 2016

New Castle County Vocational School District/ Delcastle Technical High School
1417 Newport Road
Wilmington, DE 19804

Dear Susan Wells:

Congratulations on your award for the 2016 Summer Youth Employment Program. Projects should be designed for a maximum of 210 hours between June 20, 2016 and August 26, 2016. In order to write the contract, the following document must be returned to me by March 11, 2016.

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Please recalculate the Gross Wages, based off of the Number of Youth Requested, Hourly Rate, Hours per Week, and Total Weeks. Gross Wages, FICA, Workman's Compensation, and Unemployment Insurance Tax are then added to compute the Total Requested Amount – this is based off the Total Contract Award Amount.

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Total Youth	Hourly Rate	Hours Per Week	Total Weeks	Gross Wages	FICA 7.65%	Workman's Comp	UI Tax	Total Request
14	\$8.25	26	4	\$12,012	919	\$183	18	\$13,132

Total Award Amount: \$13,132.00

Please send the requested Appendix B including the revised budget to Joel.Riley@state.de.us no later than March 11, 2016. No expenditures will be authorized without a fully executed contract.

Please contact me at 302-761-8075 with any additional questions you may have.

Sincerely,

Joel Riley



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March 8, 2016

Psychotherapeutic Community Services Association
870 High Street, Suite 2
Chestertown, MD 21620

Dear Grace Wasielewski:

Congratulations on your award for the 2016 Summer Youth Employment Program. Projects should be designed for a maximum of 210 hours between June 20, 2016 and August 26, 2016. In order to write the contract, the following document must be returned to me by March 11, 2016.

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In the table below are my calculations based off of the Contract Award Amount, in which I have attached an excel spreadsheet with built in formulas. Feel free to adjust number of youth, hours, and weeks – as long as the Total Request does not exceed the Total Award Amount.

Total Youth	Hourly Rate	Hours Per Week	Total Weeks	Gross Wages	FICA 7.65%	Workman's Comp	UI Tax	Total Request
43	\$8.25	30	7	\$74,498	5,699	\$3725	N/A	\$86,901

Total Award Amount: \$86,901.00

Please send the requested Appendix B including the revised budget to Joel.Riley@state.de.us no later than March 11, 2016. No expenditures will be authorized without a fully executed contract.

Please contact me at 302-761-8075 with any additional questions you may have.

Sincerely,

Joel Riley