



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

May 02, 2014

City of Wilmington  
500 Wilmington Avenue  
Wilmington, Delaware 19801

Nicole Adams:

Congratulations on your award for the 2014 Summer Youth Program. Projects should be designed for a maximum of 210 hours between June 16, 2014 and August 22, 2014. In order to write the contract, the following document must be returned to me by May 09, 2014.

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%	Workmans Comp	UI Tax	Total Request
273	\$7.75	25	6	\$317,363	\$24,278	\$47.32	N/A	\$341,688

**Total Award Amount: \$342,100.00**

**Please send the requested Appendix B including the revised budget to [stephen.malone@state.de.us](mailto:stephen.malone@state.de.us) no later than May 09, 2014. No expenditures will be authorized without a fully executed contract.**

Please contact me at 302-761-8156 with any additional questions you may have.

Sincerely,

Stephen Malone



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

May 02, 2014

First State Community Action Agency (Kent)  
308 North Railroad Avenue  
Georgetown, Delaware 19947

Bernice Edwards:

Congratulations on your award for the 2014 Summer Youth Program. Projects should be designed for a maximum of 210 hours between June 16, 2014 and August 22, 2014. In order to write the contract, the following document must be returned to me by May 09, 2014.

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Total Youth	Hourly Rate	Hours Per Week	Total Weeks	Gross Wages	Fica 7.65%	Workmans Comp	UI Tax	Total Request
47	\$7.75	30	7	\$76,492.50	\$5,851.68	\$2,669.59	N/A	\$85,013.76

**Total Award Amount: \$85,900.00**

Please send the requested Appendix B including the revised budget to [stephen.malone@state.de.us](mailto:stephen.malone@state.de.us) no later than May 09, 2014. No expenditures will be authorized without a fully executed contract.

Please contact me at 302-761-8156 with any additional questions you may have.

Sincerely,

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4425 NORTH MARKET STREET  
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May 02, 2014

First State Community Action Agency (Sussex)  
308 North Railroad Avenue  
Georgetown, Delaware 19947

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**Total Award Amount: \$85,900.00**

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Stephen Malone



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4425 NORTH MARKET STREET  
POST OFFICE BOX 9828  
WILMINGTON, DE 19809-0828

May 02, 2014

New Castle County Government  
77 Reads Way  
New Castle, Delaware 19720

Jane Rattenni:

Congratulations on your award for the 2014 Summer Youth Program. Projects should be designed for a maximum of 210 hours between June 16, 2014 and August 22, 2014. In order to write the contract, the following document must be returned to me by May 09, 2014.

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Total Youth	Hourly Rate	Hours Per Week	Total Weeks	Gross Wages	Fica 7.65%	Workmans Comp	UI Tax	Total Request
62	\$7.75	30	7	\$100,905.00	\$7,719.23	\$1,246.98	\$1,130.14	\$111,001.35

**Total Award Amount: \$111,100.00**

Please send the requested Appendix B including the revised budget to [stephen.malone@state.de.us](mailto:stephen.malone@state.de.us) no later than May 09, 2014. No expenditures will be authorized without a fully executed contract.

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Sincerely,

Stephen Malone