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**CITY OF DANBURY**  
**155 DEER HILL AVENUE**  
**DANBURY, CONNECTICUT 06810**

David W. St. Hilaire  
Director of Finance

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**M E M O R A N D U M**

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**DATE:** 4/21/16  
**TO:** HON. MARK D. BOUGHTON VIA THE CITY COUNCIL  
**FROM:** DAVID W. ST. HILAIRE, DIRECTOR OF FINANCE *DWH*  
**RE:** RESOLUTION- NRWIB- YOUTH EMPLOYMENT FUNDING

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Attached for your review is a resolution that will allow the City of Danbury to apply for and accept funding from the Northwest Regional Workforce Investment Board (NRWIB). This funding is available through them from the Department of Labor and is passed through to agencies coordinating employment for area youth.

The Mayor's Office desires to continue to work this year with Danbury Youth Services to facilitate this program. A funding request in an amount not to exceed \$87,000 will be submitted to NRWIB to fund a youth employment program from 7/1/16-6/30/17.

The City Council is respectfully requested to consider this resolution at its next meeting.

Attach.

DST/sk



# RESOLUTION

3-1

CITY OF DANBURY, STATE OF CONNECTICUT

\_\_\_\_\_ A.D. 2016

**RESOLVED** BY THE CITY COUNCIL OF THE CITY OF DANBURY

**WHEREAS**, the Northwest Regional Workforce Investment Board has notified the City of Danbury of a funding opportunity through the State of Connecticut Department of Labor for a Youth Employment Program; and

**WHEREAS**, this funding is available to cover programs from July 1, 2016 through June 30, 2017 in an amount not to exceed \$87,000; and

**WHEREAS**, these funds will be 'passed-through' to Danbury Youth Services to oversee and administer employment programs for the participants.

**NOW, THEREFORE, BE IT RESOLVED THAT** Mark D. Boughton, Mayor of the City of Danbury, is hereby authorized to apply for and accept said funding and to sign any contracts or documents in connection therewith to effectuate the purposes of said grant.

Northwest  
Regional  
Workforce  
Investment  
Board

RECEIVED 3-2  
MAR 28 2016  
FINANCE DEPT.

RECEIVED  
MAR 17 2016  
MAYOR'S OFFICE

March 15, 2016

The Northwest Regional Workforce Investment Board announces the availability of funds under the Workforce Innovative and Opportunities Act (WIOA) for **year round (12 months) out of school youth employment programs** for Program Year 2016 - 2017 (July 1, 2016 through June 30, 2017).

Funds are available to operate youth employment programs for summer and year round services through an open, competitive bidding process for qualified bidders. **Funds are subject to Notice of Funds Availability.**

Interested bidders may obtain an (RFP) package by downloading the proposal package off the NRWIB web site at [www.nrwib.org](http://www.nrwib.org).

**Mandatory Bidder's Conference**

**Important- Any Bidder wishing to submit a proposal for the out of school funds MUST attend the Bidder's Conference**

Completed proposals will be due to the Northwest Regional Workforce Investment Board by **Thursday, April 21, 2016 at 4:00 PM**. Any late proposals will not be considered for funding.

Submitters must follow the stated provisions in the request for proposal package in order for their bid to be considered for funding. **A bidder's conference will be held on Tuesday, April 5, 2016 from 12:30 - 1:30 PM at the Northwest Regional Workforce Investment Board, 249 Thomaston Avenue, Waterbury, CT 06702 Room 118** to respond to technical questions as they relate to the contents of the proposed package.

**NORTHWEST REGIONAL WORKFORCE INVESTMENT BOARD**  
**State Youth Employment Program PY 16-17**  
**Cover Page**

<b>Organization Name:</b>	City of Danbury/Danbury Youth Services, Inc.
<b>Mailing Address:</b>	91 West Street, Danbury, Ct. 06810
<b>Contact Person:</b>	Julie Schmitter
<b>Contact Person's Title:</b>	Executive Director
<b>Telephone:</b>	203-748-2936
<b>Fax Number:</b>	203-797-8568
<b>E-Mail Address:</b>	jschmitter@danburyyouthservices.org

**SIGNATURES:**

Authorized Signatory: \_\_\_\_\_  
Printed Name of Signatory: \_\_\_\_\_  
Title of Signatory: \_\_\_\_\_  
Date Signed: \_\_\_\_\_

3-4

**CYEP YOUTH PROGRAM  
Summer Program 2016  
BUDGET: Danbury Youth Services**

Agency: Danbury Youth Services  
 Contract Number:  
 Funds: \$

CYEP Expenses	Line Item Narrative	NRWIB
<b>1. Participant Wages</b>		20 hours
a. Wages	52 youth x 6 weeks x 20 hours x 9.60	59,904.00
b. Fringes Rate		
CT Unemployment		
FICA/Medicare	7.65%	4,582.66
Workers Comp	5.15%	3,085.06
c. Worker's Comp		
d. Incentives/Stipends		
<b>Sub-Total</b>		<b>67,571.72</b>
<b>2. Program Costs</b>		
a. Tuitions		
b. Support Services		
c. Other (specify below):		
Materials and Supplies	supplies	-
<b>Sub-Total</b>		
<b>3. Administrative Costs</b>		
a. Wages	Executive Director 40.71 x 2 hours x 8 weeks	651.36
	Operations Director (Fiscal Officer) <i>Diane Doling</i> 32.45 x 6 hours x 8 weeks	1,557.60
	Program Coordinator <i>Joseph Dobbins</i> 34.00 x 30 hours x 8 weeks	8,160.00
	one (1) Site Supervisors <i>Maureen Simalchik</i> 20.00 x 22 hours x 6 weeks	2,640.00
b. FICA	7.65%	995.19
c. CT Unemployment Ins.	1.90%	884.61
d. Worker's Comp	.322% Clerical	-
d. Worker's Comp	5.15% Program	669.96
e. Fringe Benefits		
f. Supplies	paper, pencils, folders, and labels	100.00
g. Other (specify below): Mileage	50@0.51/miles 8 weeks	204.00
Administrative	Facility costs (Mortgage, Utilities, Ins, telephone, etc)	560.26
Payroll	New Employee \$4.50 each x 52	234.00
	Payroll Cost per pay period 2.65 x 4 x 52	551.20
	W-2 cost \$6.30 x 52	327.60
Annual audit		1,000.00
<b>Sub-Total</b>		<b>18,535.78</b>
<b>GRAND TOTAL</b>		<b>86,107.00</b>