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CITY OF DANBURY

OFFICE OF THE MAYOR
DANBURY, CONNECTICUT 06810

MARK D. BOUGHTON
MAYOR

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June 23, 2008

Honorable Members of the Common Council
City of Danbury, Connecticut

Dear Common Council Members:

The City of Danbury has a wonderful opportunity to continue the successful Summer Youth Employment program for six weeks beginning July 7, 2008. The Northwest Regional Workforce Investment Board is providing Danbury a grant of $140,845.00 to hire up to 111 children to participate in clean teams and internships in City of Danbury departments and non-profit agencies throughout our community.

Students participating in the program must be participants in the Free/Reduced Lunch Program or have a disability and will earn $7.65 per hour for 20 hours per week during the six week program. The students will participate in life skills training sessions provided by the UCONN Extension Center. Seven adult and student supervisors will monitor teams of students. The Office of the Mayor and Parks Maintenance personnel will monitor the program and supervise the clean teams.

Thank you for your consideration of this important youth enrichment project.

Sincerely,

Mark D. Boughton
Mayor

MDB/mm

RECYCLED

23-1

REVISED

State Youth Employment Program (SYEP)
Budget Page

Agency: City of Danbury
Contract Number:
SYEP Funds:

SYEP Expenses	Line Item Narrative	Total
1. Participant Wages		
a. Wages	111 Participants	$ 101,898.00
b. FICA (7.65%)		$ 7,795.20
c. Worker's Comp		$ 1,637.30
** Public Liabilty Insurance		$ 474.54
d. Incentives/Stipends	Perfect Attendance Prizes @ Lake Compounce Trip	$ 450.00
Sub-Total		**$ 112,255.04**
2. Program Costs		
a. Tuitions		$ -
b. Support Services		$ -
c. Other (specify below):		
(3) Education Days – Supplies	Copies, folders, classroom materials	$ 600.00
UCONN Extension Center	"Healthy Lifestyles" Intern Program (attached)	$ 6,293.00
Lake Compounce Field Trip	111 youth & 12 adult tickets @ $36.50	$ 4,489.50
Field Trip Transportation	3 buses @ $570/ea.	$ 1,710.00
Sub-Total		**$ 13,092.50**
3. Administrative Costs		
a. Wages	6 Supervisors @ $16/hr – 1 Sr. Supvsr. @ $20/hr	$ 14,124.00
b. FICA (7.65%)		$ 1,080.49
c. CT Unemployment Ins		$ --
d. Worker's Comp		$ 226.94
** Public Liabilty Insurance		$ 65.78
e. Fringe Benefits		$ --
f. Supplies		
g. Other (specify below):		
		$
Sub-Total		**$ 15,497.21**
GRAND TOTAL		**$ 140,844.75**

PLEASE NOTE: Additional rows may be added to this spreadsheet in order to provide details however the SYEP Expense Categories should not be altered

UCONN SYEP "Healthy Lifestyles" Intern Program
PROGRAM BUDGET

BUDGET ITEM	IN-KIND	REQUESTED
Program Director (UConn 4-H Educator)	$6,776	
Program coordinator/ teacher		$4,375
Program coordinator/teacher fringes		$438
Office supplies	$ 250	
Office equipment	$ 250	
Office for program coordinator/ program teacher	$ 400	
Program supplies		$780
Transportation	$600	$600
Curriculum	$ 300	
STEP-UP! t-shirts		$100
Miscellaneous	$100	
TOTAL	**$8,676**	**$6,293**

BUDGET NARRATIVE

BUDGET ITEM	EXPLANATION
Program Director	Supervises and supports program coordinator. Plans and develops curriculum.
Program coordinator/teacher	Wage for coordinator/teacher of program working 25 hours/week for7 weeks at $25/hour. This position will coordinate all aspects of program: teaching and supervising teens; document accountability; recruiting and managing teaching at day camp sites, recruiting day camp sites; managing weekly visits today camps
Program coordinator/teacher fringes	Fringe for coordinator/teacher's wage - 10%
Office supplies	Folders, notebooks, paper, pens for program supplies for 6 teens
Office equipment	Use of phone, computer, printer and copy machine for 7 weeks
Office for program coordinator/teacher	7 weeks of office usage for program coordinator/teacher
Program supplies	Materials and supplies needed by 6 teens to conduct activities in Healthy Lifestyles- nutrition/fitness, environmental stewardship, and healthy choices to approximately 130 day campers. $1/daycamper/week
Transportation	Cost of transportation to day camps- 2 days per week .
Curriculum	Education material in Healthy Lifestyles- nutrition/fitness, environmental stewardship, and healthy choices
t-shirts	14 t-shirts needed for teens (2 shirts) and staff for easy identification as they teach at day camps
Miscellaneous	10 rolls film and development 12 award certificates and frames for teens who complete program 18 thank you gifts for 18 volunteer presenters

RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

_____ A. D., 200_

RESOLVED by the Common Council of the City of Danbury:

WHEREAS, the Northwest Regional Workforce Investment Board has proposed grant funding in the amount of $140,845.00 in order to allow the creation of a Summer Youth Employment Program in Danbury; and

WHEREAS, this funding will enable the City to employ up to 135 low income youths to participate in "clean teams" throughout the community; and

WHEREAS, the program will be monitored by City departments, including Parks Maintenance and Director of Recreation, as well as the Office of the Mayor.

NOW, THEREFORE, BE IT RESOLVED THAT Mayor Mark D. Boughton be and hereby is authorized to make application for and receive a grant from the Northwest Regional Workforce Investment Board in an amount up to $140,845.00 for the purposes of establishing a Summer Youth Employment Program, and to take all necessary actions in order to accomplish the purposes thereof.