

**Evaluation Instrument**  
**Adult and Dislocated Worker Service Providers**  
**PY 25 ( July 1, 2025 through June 30, 2026)**

Respondent	Shawnee Development	
Factors	Point Range	Actual Points
1 Cover Page	0	-
2 Executive Sumamry	0	-
3 Demonstrated Ability	0-30	24
4 Proposed Services	0-15	15
5 Program Components	0-20	20
6 Partnerships	0-5	5
7 Fiscal Plans	0-10	10
8 Budget	0-20	18
Overall Proposal Score	0-100	92
Adult		
Funds Requested	289,741	
Participants to be served	139	
Cost Per Participant	2,084	
New Participants	36	25.9%
Prior Participants	103	74.1%
Direct Expenses	147,768	51.0%
Non-Direct Expenses	141,973	49.0%
Dislocated Worker		
Funds Requested	161,983	
Participants to be served	19	
Cost Per Participant	8,525	
New Participants	6	31.6%
Prior Participants	13	68.4%
Direct Expenses	82,612	51.0%
Non-Direct Expenses	79,371	49.0%
Adult & Dislocated Worker		
Funds Requested	451,724	Prior Years Request 434,366 17,358
Direct Expenses	230,380	51.0%
Non-Direct Expenses	221,344	49.0%
Participants to be served	158	
Cost Per Participant	2,859	
New Participants	42	
Prior Participants	116	

**PY18 Adult and Dislocated Worker Proposal Evaluation Tool**

Proposal Organization Name: WADI

**1 Cover Page**

The cover page should list Organization Name, Project Title

**2 Executive Summary Instructions**

The Executive Summary should be no more than two single-spaced typed pages. This portion of the proposal should be a brief synopsis of the proposed program including area to be served, funds requested, proposed services, organizational structure and coordination efforts.

Is there a brief synopsis of the proposed program including:

The geographic area to be served?

The fund requested?

Proposed services to be delivered?

Organization structure of the agency and coordination efforts?

Is the summary no more than two single-spaced typed pages?

**Did the offeror follow the instructions for this section?**

Yes	No	N/A
X		
X		
X		
X		
X		
X		

**3 Demonstrated Ability (30 Points Maximum)**

This portion should provide a clear description of the organization including history, program and services, populations served and major funding sources. Explain the organizations' experience providing high quality service to adult and dislocated Workers and the organizations capacity to service the proposed number of participants.

Does the Demonstrated Ability portion of the proposal discuss and provide provisions for:  
(maximum 6 points each)

Does the description of the organization include history, program and services, populations served and major funding sources?

Did applicant explain their organizations' experience providing high quality service to Adult and Dislocated Workers?

Did applicant explain the organizations capacity to service the proposed number of participants?

Did applicant present specific qualitative outcomes of similar previous activities or programs?

Did applicant describe their plan to ensure performance measures are properly managed and regularly monitored?

OR as an alternative to full submission, did applicant: (maximum 6 points each)

Was applicant a current Adult and Dislocated Worker provider?

Did applicant's area of service and activities remain the same?

Did applicant present specific qualitative outcomes of previous WIOA Programs?

Did applicant present specific qualitative outcomes of previous years activities?

Did applicant explain new programmatic elements or innovations plans to increase performance and quality of service for this program year?

Yes	No	N/A	Point Value
Yes	No	N/A	Point Value
X			6
X			6
X			6
X			6
	X		
TOTAL POINTS			24

**4 Proposed Services (15 Points Maximum)**

Did applicant provide a description of the organizations experience working with at-risk populations including adult, dislocated workers, veterans, ex-offenders,

Did applicant present a detailed strategy that will ensure the provision of service to WIOA eligible adult and dislocated workers? Refer to Policy 15-WIOA-4.2 and 15-WIOA-4.3, Eligibility of WIA Title 1 Services.

Did applicant describe a staffing plan, including positions area of responsibility and selection criteria for hiring that is adequate, appropriate, and likely to successfully support the program?

Yes	No	N/A	Point Value

OR as an alternative to full submission, did applicant:

Has applicant shown experience working with at-risk populations including adult, dislocated workers, veterans, ex-offenders, individuals with disabilities and individuals with significant barriers to employment?

Has applicant shown ability to ensure the provision of service to WIOA eligible adult and dislocated workers? Refer to Policy 15-WIOA-4.2 and 15-WIOA-4.3, Eligibility of WIA Title 1 Services.

Has applicant had a staffing plan, including positions area of responsibility and selection criteria for hiring that is adequate, appropriate, and likely to successfully support the program?

TOTAL POINTS

Yes	No	N/A	Point Value
X			5
X			5
X			5
TOTAL POINTS			15

## 5 Program Components (20 Points Maximum)

Did applicant present a detailed strategy for recruiting and enrolling WIOA eligible Adults and Dislocated Workers?

Did applicant present detailed strategies for training participants across the industry sectors identified by the Governor's Economic Development Plan? Did applicant consider any related supportive services (transportation, childcare, etc.) and describe how these will be provided through this project or leveraged through other community resources?

Did applicant present a clear narrative describing how a participant would progress through the project and describe an effective method to ensure Adults and Dislocated Workers remain engaged and committed to accomplishing the goals and objectives outlined in their IEP?

OR as an alternative to full submission, did applicant:

Has applicant shown ability to provide a detailed strategy for recruiting and enrolling WIOA eligible Adults and Dislocated Workers?

Has applicant shown ability to present detailed strategies for training participants across the industry sectors identified by the Governor's Economic Development Plan? Did applicant consider any related supportive services (transportation, childcare, etc.) and describe how these will be provided through this project or leveraged through other community resources?

Has applicant shown ability to present a clear narrative describing how a participant would progress through the project and describe an effective method to ensure Adults and Dislocated Workers remain engaged and committed to accomplishing the goals and objectives outlined in their IEP?

TOTAL POINTS

Yes	No	N/A	Point Value
X			6
X			7
X			7
TOTAL POINTS			20

## 6 Partnerships (5 points Maximum)

Did Applicant describe a minimum of four partners or potential partners, appropriate to carry out the program as it is described? Did Applicant describe the roles, responsibilities and commitments of each partner, appropriately fulfilling all functions in a manner that is likely to ensure successful outcomes. Is a letter of support or MOU attached in the appendix for each partner listed in this section? (5 points maximum)

OR as an alternative to full submission, did applicant:

Was applicant a current Adult and Dislocated Worker provider and has signed the current year's MOU

TOTAL POINTS

Yes	No	N/A	Point Value
X			5
TOTAL POINTS			5

## 7 Fiscal Plan (10 points maximum)

Yes	No	N/A	Point Value
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Did applicant describe the elements of the organizations internal fiscal system and fiscal controls that demonstrate the ability to manage Federal funds? (4 points maximum)

Did applicant describe the experience that fiscal staff employed by the organization have in administering Federal funds? (3 points maximum)

Did applicant describe the organizations process for self-monitoring of financial compliance and budgetary performance that will ensure effective fiscal quality control? (3 points maximum)

OR as an alternative to full submission, did applicant:

Has applicant consistently shown the elements of the organizations internal fiscal system and fiscal controls that demonstrate the ability to manage Federal funds? (4 points maximum)

Has applicant's fiscal staff employed by the organization had experience in administering Federal funds? (3 points maximum)

Does applicant have a process for self-monitoring of financial compliance and budgetary performance that will ensure effective fiscal quality control? (3 points maximum)

Yes	No	N/A	Point Value
X			4
X			3
X			3
TOTAL POINTS			10

## 8 Budget - Please see So. 14 website for Budget Template (20 points maximum)

Per the Budget Summary Page are the majority of funds budgeted for direct participant services costs? Maximum of 4 points awarded as follows:

4 points - 60.1% or more of the funds allocate to direct participants services -3 points - 55.1%-60.0% allocated to direct participants services - 2 points - 50.1%-55.0% allocated to direct participant services – 1 point - 50.0% allocated to direct participants services – 0 points - 49.9% or less allocated to direct participant services.

Do occupational skills training and related supportive services total at least 40% of So 14 LWIB request portion of the budget per the Budget Summary Page? (2 points if yes, 0 points if no)

Do all training activities equal at least 40% of So14 LWIB requested portion of the budget per the budget per the Budget Summary Page? (2 points if yes, 0 points if no)

Are case management resources sufficient for the project per the Budget Summary page. (2 points if yes, 0 points if no)

Are matched resources equal at least 5% of the total project per the Budget Summary page. (2 points if yes, 0 points if no)

Are overhead and supports costs are minimized to allow for more direct participant services? (2 points maximum)

Are participant costs, direct staff and overhead costs are clear and correctly categorized with appropriate narrative descriptions? (3 points maximum)

Does the applicants proposed budget support the stated objectives and activities in the project narrative? (3 points maximum)

Yes	No	N/A	Point Value
X			
			2
X			2
X			2
X			2
X			2
X			3
X			3
TOTAL POINTS			18

## 9 Required Appendix

Attachment A – Affirmation and Certification (see Appendix Attachment A)

Attachment B - Resumes and/or Job Descriptions of Key Personnel - Please include resumes and/or job descriptions for key personnel funded by this project, either in whole or in-part.

Attachment C - Letter of Collaboration and Documentation of Partners and/or Subcontractors (not required for alternative submissions of current providers)

Attachment D - Organizational Reference - (not required for alternative submission of current providers)

X		
X		
		X
		X

Request for Proposal  
To Provide WIOA  
Adult & Dislocated Worker Services

Submitted by:

Shawnee Development Council, Inc.



Program Year 2025  
July 1, 2025 through June 30, 2026

Contract Period  
July 1, 2025 through June 30, 2027

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## **Executive Summary of Proposed Work**

Shawnee Development Council, Inc. (hereafter referred to as SDC) proposes to provide Adult and Dislocated Worker services in Alexander, Hardin, Johnson, Massac, Pope, Pulaski and Union Counties for Program Year 2024, which runs from July 1, 2025 to June 30, 2026. This program will be made available to eligible WIOA participants as outlined under the Workforce Innovation and Opportunity Act and as pursuant to applicable local policies.

SDC is requesting the following funds:

### **Adult Funding**

Alexander \$29,888	Hardin \$17,619	Johnson \$66,909	Massac \$55,554
Pope \$18,389	Pulaski \$28,897	Union \$71,484	TOTAL \$289,741

### **Dislocated Worker Funding**

Alexander \$18,843	Hardin \$11,813	Johnson \$33,507	Massac \$14,062
Pope \$7,841	Pulaski \$19,650	Union \$56,267	TOTAL \$161,983

Shawnee Development Council, Inc. proposes to provide a full array of services as outlined under the Workforce Innovation and Opportunity Act including, but not limited to: Occupational Classroom Training, Incumbent Worker training, and other Work-Based Learning and placement and On-the-Job Training services. SDC has successfully provided a variety of training services since 1966 in programs including the Neighborhood Youth Corps, Operation Mainstream, CETA, JTPA, WIA and others.

Priority of service with regards to Adult funding will be given to Low-Income participants and those eligible under the Veteran's Act Public Law 17-288, as well as participants who are determined to be deficient in adult basic skills. All Dislocated Worker participants must meet eligibility as outlined in the Act and State Policy. All eligible participants will be given a comprehensive assessment of reading and math skills as well as a Career Interest Inventory in an effort to match them with training opportunities that will lead to employment in a growth occupation. Providing participants with high-growth opportunities in growing, in-demand fields will facilitate the acquisition of self-sufficiency and long-term employment. Participants will meet employment plans and services to help them achieve their goals.

Shawnee Development Council, Inc. is a non-profit community action agency located in Karnak, Illinois. The agency, which was founded in 1965, reaches out to low-income individuals in their communities to address their needs comprehensively through a full range of coordinated programs designed to have a tangible, measurable impact on poverty in our service area. SDC serves the residents of Alexander, Hardin, Johnson, Massac, Pope, Pulaski and Union counties. The Agency has provided workforce program since 1966. The Agency has a tri-partite board of directors that meets monthly. Each county has 3 members on the board representing elected officials, low-income individuals and the private sector. Independent audits are conducted annually.

The WIOA department consists of 4 qualified individuals with experience in workforce programs ranging from a few months to several decades. This core staff is supported by a variety of qualified administrative, fiscal and human resources professionals. The staff works closely with a variety of required and core partners, including community college staff and local workforce partners, and maintains close relationships with employers and business leaders across the service area. SDC is an active partner in the One-Stop system and has been a signatory of the Memorandum of Understanding for the One-Stop Career Center since its inception. Shawnee Development Council, Inc. is committed to continued improvement, robust training and service delivery as it relates to performance measures. Career Planners work diligently to develop a relationship with our participants and address their needs and help them achieve their goals. Staff members regularly attend local Chamber of Commerce meetings and present program options to local employers. We have been actively engaged in our communities with employers as well as WIOA participants to help coordinate employment needs for both employers and job seekers.



## **Program Design/Required Elements**

### **A. Programmatic Elements**

#### **1. Outreach and Recruitment**

SDC staff will work with local providers of services to identify and recruit residents who would benefit from WIOA services. Local providers will include but not be limited to: community service providers, local educational facilities, Department of Human Services, and other programs. We will also recruit and conduct outreach at area job fairs, transition events, and through local and social media. We will be active in providing Rapid Response services to local employers in an effort to serve those who are being dislocated from employment and coordinate efforts with the Illinois Department of Employment Security, Department of Commerce and Economic Opportunity, Southern 14 WIB and other agencies involved.

#### **2. Eligibility**

SDC will follow all eligibility criteria as set forth in the WIOA legislation as applicable for Adults and Dislocated Workers. We will make determinations of eligibility based on priority of service guidelines, with preference given toward Veteran's and Qualified Spouses, as well as Low-Income adults or those to be deficient in basic adult skills as determined by an authorized assessment.

#### **3. Individual Employment Plan**

All eligible Adult and Dislocated Worker participants will be given a Test of Adult Basic Education (TABE) to determine their Educational Functioning Level (EFL) in the areas of mathematics and reading. Participants will complete a career interest inventory to identify their occupational interests and aptitudes. Results of these assessments will be discussed with applicants and will be used in the development of an Individual Employment Plan. This plan will outline clear employment objectives, with a focus on at least one of the industry sectors identified in the Governor's Economic Development Plan.

#### **4. Services**

SDC will make available to all participants a full array of services as outlined in WIOA Section 134 (c)(2)(A)(B)(C). These services will include outreach, eligibility, determination, a reading and math assessment as well as a career interest inventory, case management, training (which may include classroom training, on-the-job training, and other work-based learning programs), job search and

placement assistance, referrals to and coordination with other providers and partners, and supportive services and follow-up as outlined in the Act.

#### 5. One-Stop Career Center

The Agency will remain a partner in the one-stop system and has been a signatory of the Memorandum of Understanding since its inception. SDC has 4 outreach offices and 1 administrative office located within the 7-county area that provides CSBG services and makes referrals to partners of the MOU. Adult and Dislocated Worker services are directed to the WIOA department within SDC for assistance and information.

#### 6. Timely Data Entry

SDC will provide timely data entry into the IWDS tracking system within five (5) business days of eligibility determination and all participant data within eight (8) business days from the date of the service.

#### 7. Occupational Skills Training

SDC will provide services from only approved training providers. A list of training providers is available to all staff and is provided to applicants. A minimum of 50% of training dollars will be available for occupational training services and related supportive services for authorized training. SDC has routinely exceeded this amount in training services.

#### 8. On-The-Job Training (OJT)/Work-Based Learning

Shawnee Development Council, Inc. works with employers and provides information about on-the-job training and other work-based learning opportunities. Staff attends local Chamber of Commerce meetings and works closely with local employers and IDES partners to identify staffing needs. Employers enter into contracts with SDC to provide work-based learning opportunities for individuals and to facilitate the acquisition of full-time, sustainable employment for the individuals at the end of their contracts.

#### 9. Enrollment and Expenditure Schedule

SDC agrees to adhere to an implementation schedule of enrollments and expenditures to ensure enrollment, spending goals and expectations are achieved.

## B. Budgetary Elements

### 1. Budget and Budget Narrative

Attached to this proposal is a proposed budget for PY25 funding. SDC agrees that a minimum of 40% of funding will be used to provide training, and related supportive service costs. SDC has a history of expending in excess of 50% of funding for participant services and this budget is projected at 51%. The Agency employs 2 full-time Career Planners, 1 Work Experience Coordinator/Career Planner for customers enrolled in non-classroom training to provide services to participants, and a Program Manager. The Program Manager is responsible for assuring that the program objectives, goals and performance standards are being met. This is accomplished through a variety of means including: supervision of staff, meeting with customers "as needed", attending meetings, rapid responses and consulting with the WIB staff to ensure maximum training needs are met and that operations of the WIOA program are at performance levels. The ratio of Career Planner to participant is within the suggested guidelines.

### 2. Budget Period and Amount

The budget presented is equal to the total funding applicable to the Southern counties served. The budget identifies all proposed costs for the contract funding period July 1, 2025 through June 30, 2027.

### 3. Budget Requirements

- a. Training costs reflects 51% in training costs.
- b. Occupational skills training and related supportive services are outlined on Attachment E-Budget.
- c. Case Management – addressed in narrative (B.1.)

### 4. Allocated Costs

Attached is the 2025 Deminimis Plan that outlines and describes the methodology that is used to prorate common or shared operating costs among multiple grants administered by SDC.

### 5. Indirect Costs

Shawnee Development Council, Inc. uses a Deminimis plan. We do not have indirect costs.

# Attachment E - WIOA PROGRAM FUNDING BUDGET

Program Year:	2025	25-681026
Responding Agency	Shawnee Development Council, Inc.	
Contact Person:	Vicki Bowman	

	Adult	Dislocated Workers	Total
Original Allocations	214,741	236,983	451,724
Program Fund Transfer	75,000	(75,000)	0
<b>Total Program Funding</b>	<b>289,741</b>	<b>161,983</b>	<b>451,724</b>

WIOA BUDGETED COSTS	Adult	Dislocated Workers	Total
Non Direct Training	141,973	79,371	221,344
Personnel (Salary & Wages)	0	0	0
Fringe Benefits			0
Other Program Costs	141,973	79,371	221,344
Direct Training Cost	141,973	50,612	192,585
Occupational Skills Training ITAs	85,415	33,216	118,631
Occupational Skills Training Other	1,000	1,000	2,000
Remedial / Pre-Vocational Training	1,000	1,000	2,000
WIOA Pay for Performance Contracts			0
Supportive Services	27,503	15,396	42,899
Work Based Training	32,850	32,000	64,850
On-the-Job Training	15,000	13,500	28,500
Customized Training	0	0	0
Work Experience / Internships	17,850	11,000	28,850
Transitional Jobs	0	7,500	7,500
Incumbent Worker	0	0	0
Indirect			0
Total	289,741	161,983	451,724
	0	0	0
% Non-Direct Training	0.489999689	0.489995864	0.489998318
% Work Based Training	0.11337712	0.197551595	0.143561113

# ADULT & DISLOCATED WORKER PROGRAM CUMULATIVE REGISTRANTS

## Attachment F

Workforce Area #26

Organization Name Shawnee Development Council, Inc.

Date Submitted 07/31/25

	Adult	Dislocated Worker	Total
Prior Year Participants - Those individuals enroled in program prior to July 1, 2025 and are still receiving services.	103	13	116
New Participants - Those individuals enroled in program after to July 1, 2025.	36	6	42
Total Participants - Prior and New	139	19	158
Individual Career Services	12	1	13
Work Experience / Internships	12	1	13
Training Services	105	7	112
Individual Training Accounts (ITA)	105	5	110
Non ITA Training	0	1	1
Remedial / Pre-Vocational Training	0	1	1
Work Based Training	2	3	5
On-The-Job Training	2	2	4
Customized Training	0	0	0
Transitional Jobs	0	1	1
Supportive Service	78	5	83

## Attachment A

### AFFIRMATION & CERTIFICATION

I affirm that the information within this proposal is true and accurate to the best of my knowledge. I acknowledge that I have read and understood the specifications and requirements of the Request for Proposal (RFP), and that my organization is prepared to deliver the proposed activities as described herein. Further, I certify that I am duly authorized to submit this proposal on behalf of my organization. I also understand that by signing any contract initiated as a result this proposal, my organization is responsible for meeting each deliverable objective set forth in this RFP and/or established federal, state and local Workforce Investment Act directives. I fully affirm and understand that failure to deliver on the objectives set forth in this RFP and my organization's proposal may result in my organization's contract being terminated.

### CONFLICT OF INTEREST

I also affirm that that no individuals involved in writing, preparing, researching, and/or submitting any part of this proposal are members of Southern 14 Workforce Investment Board of Directors, Programs Committee, Budget & Finance Committee, Executive Committee, Local Elected Officials Committee, consultants, and/or staff currently employed or employed within the last twenty-four (24) months. I fully certify that the organization listed below has no such conflict of interest as stated here and in the RFP.

If there is a conflict of interest please disclose:

Denna Williams, Executive Director, represents the Community Services Block Grant program on the Southern 14 Workforce Investment Board

(Please Print)

Name of Organization: Shawnee Development Council, Inc.

Name of Contact: Denna Williams

Title of Contact: Executive Director

Authorized Signature: Denna Williams

Date: 07/31/25

Shawnee Development Council, Inc.  
WIOA Programmatic Elements and Innovations

As the local, Community Action Agency, Shawnee Development Council, Inc. is responsible for providing services to low-income, disadvantaged individuals and families, while assisting them to accomplish their goals of self-sufficiency. A holistic approach of case management, maximizing grant dollars and coaching are key components in the success of the individual.

The Workforce Innovation Opportunity Act (WIOA) is designed to complement this approach. Participants are paired with a Career Planner who guides them through the process, documents their success and obligates funds.

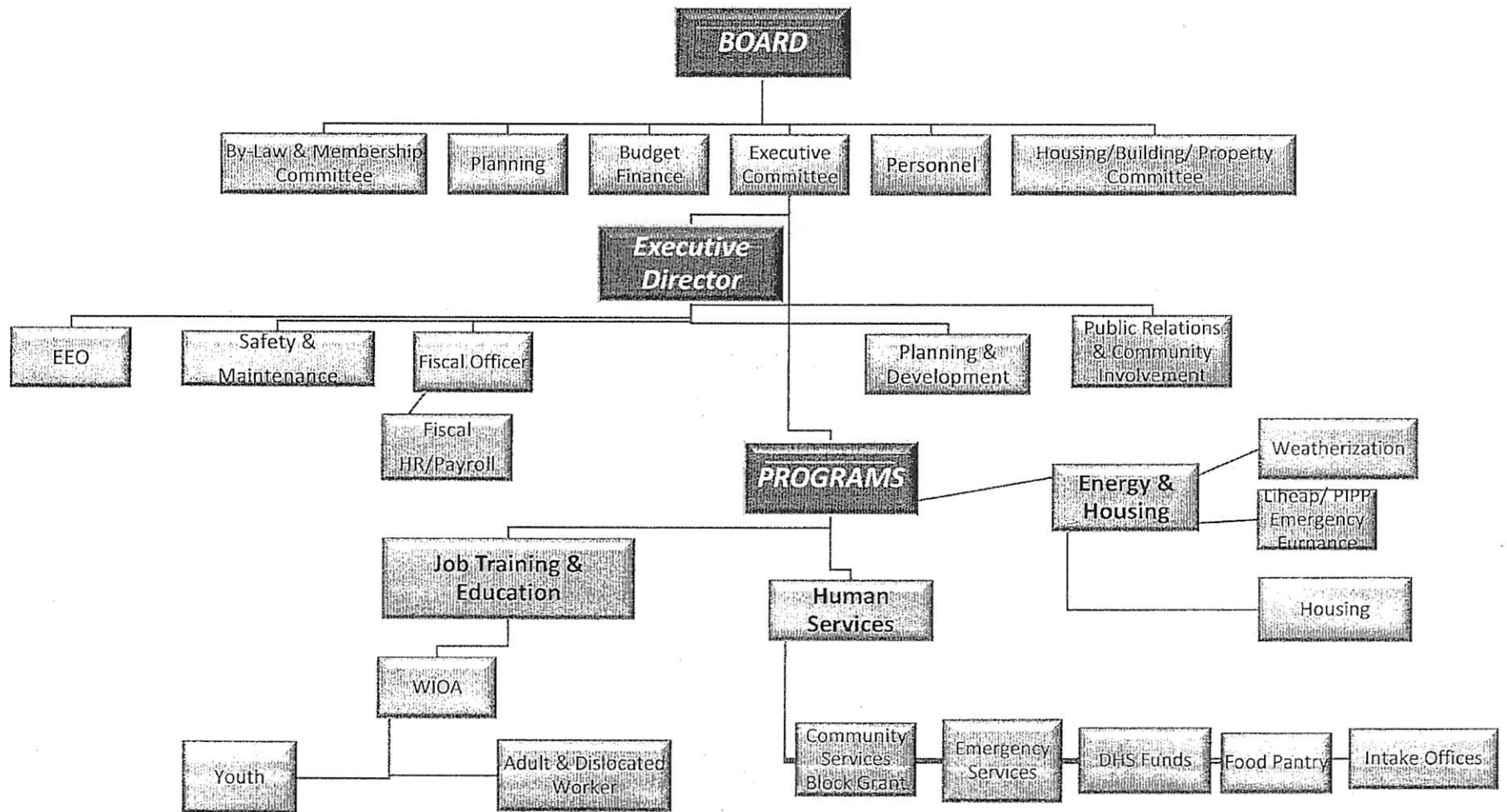
Innovative strategies include:

1. During the enrollees training period, the Work Experience Coordinator visits worksites once or twice a month. These visits provide enrollees and supervisors a chance to discuss program progress, complete required assessments, and strengthen the foundation for successful outcomes and collaborative partnerships.
2. In an effort to build out a strong initiative for continued education and training of agency staff, SDC provides in-house training sessions that increase program awareness, eligibility requirements and reinforce the mission and services of the agency.
3. The Illinois Association of Community Action Agencies has developed an online learning portal. WIOA staff (and all other SDC staff) are required to maintain login capability for required and optional training required by the State and federal funding sources. Examples of this training is Fraud, Waste and Abuse, Prevention of Sexual Harassment and Cyber Security.
4. To ensure the integrity and accuracy of submitted mileage and attendance charts/forms, all entries are subject to review. This includes verification of the signatures provided to confirm authenticity and prevent potential fraud.
5. Program Manager has taken an active role as it relates to regional WIOA meetings with LWIA 25. Partnerships are being built that enhance opportunities for the enrollees.

Outreach strategies include working with academic counselors at the local community colleges and high schools. Agency staff attend and are members of the local chamber of commerce in multiple counties. Interagency meetings and area planning meetings are attended and information is shared. Information is available for participants and employers on the website. Social media posts are also used as a means of outreach. In addition, the agency is connected directly to [www.helpillinoisfamilies.com](http://www.helpillinoisfamilies.com) site that was established by the State of Illinois. This is a self-service application that connects you directly to services in your individual county. It was developed by the Office of Community Assistance through Department of Commerce and Economic Opportunity.

# SHAWNEE DEVELOPMENT COUNCIL, INC.

## ORGANIZATIONAL CHART





**January 1, 2025 THROUGH DECEMBER 31, 2025**  
**SHAWNEE DEVELOPMENT COUNCIL, INC 2025**  
**10% De Minimis COST**

*The budget for the central service costs to be allocated is presented in this plan.*

*The Shawnee Development Council is a not-for-profit corporation, which as its primary function administers Federal, State, and local contracts and grants.*

*Many costs are incurred with the approval of the twenty-one members Board of Directors. Its core staff, under the direction of the Executive Director, has the responsibility for procurement, management, and overall administrative responsibilities of these varied programs.*

*Grantee Agency costs, necessary to the efficient conduct of administered programs, are not different from those listed in each project budget, but the procedure for documenting and paying for them is somewhat different.*

*Board staff, a reliable fiscal department, shared housing of operations, shared use of personnel are only a few of the costs detailed herein which are necessary to the effective and efficient administration of the responsibilities of the Shawnee Development Council governing system.*

***In summary these are:***

<b>EXECUTIVE RESPONSIBILITIES</b>	106550.00
<b>FISCAL MANAGEMENT</b>	36100.00
<b>RECEPTION/TELEPHONE/MAIL</b>	35000.00
<b>SPACE</b>	17400.00
<b>COUNTY OUTREACH SERVICES</b>	14850.00
<b>TOTAL</b>	209900.00

*The 10% De Minimis cost for January 1, 2025 through December 31, 2025 is based on the following factors.*

**ADMINISTRATION:** *Direct charge of Executive Directors time in each program will result in the percentage to be charged to each program.*

**FISCAL:** *Total program grant/contract dollars uniformly allocated throughout the year against total transactions for each grant.*

**RECEPTION/TELEPHONE/MAIL:** *Telephones in the total agency, calculated against the share of the total evidenced by each separate program's assigned telephones, has produced the estimated percentage to be supported by each program during the budget period. This does not include telephones for administration, fiscal or receptionist.*

**SPACE:** *Square footage occupied in the total administrative building, calculated against the share of the total evidenced by each separate program's assigned occupancy. This does not include administrative, fiscal, reception or any common area; i.e., hallways, storage, restrooms or entryways in the area calculations.*

**COUNTY OUTREACH:** *Total contacts through direct and indirect intake, follow-up services, information and referral as they relate to each separate program; provide the assigned cost to each program.*

*For the purpose of this 10% De Minimis Cost plan all budget figures are based on previous year estimates. Billing will be based on actual figures.*

**SHAWNEE DEVELOPMENT COUNCIL, INC.**  
**10% De Minimis COST 2025**

*2025 budgets for central service costs to be allocated are presented in this plan.*

**EXECUTIVE ADMINISTRATION:    \$106550.00**

*These costs include the following:*

- \*Assumes Legal responsibility and liability.
- \*Assumes equal opportunities to all staff and clients
- \*Adherences to the Fair Labor Practices and Hatch Acts.
- \*Provides good and adequate internal control guarantees to all funds administered.
- \*Provides sponsorship for programs which serve the by-law purposes and constitutional intent of SDC.
- \*Provides and maintains up-dated Personnel Policies and Employee Benefits.
- \*Provide, maintain and monitor Lease Agreement, Insurance, Bids, and procurement.
- \*Enforce Board Policy and funding source guidelines.
- \*Assumes Affirmative Action
- \*Assumes programmatic responsibilities.
- \*Provides the pursuit of all new areas of funding applicable to SDC and its purpose.
- \*Provides all contract negotiations and oversight.
- \*Negotiate the settlement of all audits and disputes
- \*Provides oversight of all program operations and budget expenditures.
- \*Coordinates all programs to meet the needs of the low-income persons as efficiently as possible.
- \*Answer and accept all public, private, and political concerns.
- \*Accept responsibility for all Public Relations and Public Image.
- \*Maintain political neutrality.

<b>Board</b>	<b>UNIFIED AUDIT/CONSULTATION</b>	<b>\$54,000.00</b>
<b>Expense:</b>	<b>LEGAL</b>	<b>2,500.00</b>
	<b>INSURANCE/BONDING</b>	<b>35,000.00</b>
	<b>DUES/SUBSCRIPTIONS</b>	<b>200.00</b>
	<b>BOARD EXPENSE/TRAVEL</b>	<b>7,000.00</b>
	<b>OTHER</b>	<b>100.00</b>
	<b>BOARD SUBTOTAL</b>	<b>\$98,800.00</b>

<b>Staff</b>	<b>OUT OF AREA/LOCAL TRAVEL</b>	<b>500.00</b>
<b>Expense:</b>	<b>OTHER</b>	<b>1500.00</b>
	<b>EXECUTIVE DIRECTOR CELL PHONE</b>	<b>600.00</b>
	<b>AGENCY VEHICLE GAS/MAINTENCE</b>	<b>400.00</b>
	<b>MEETING REGISTRATIONS</b>	<b>2000.00</b>
	<b>ADVERTISING</b>	<b>200.00</b>
	<b>COMPUTER MAINTENCE</b>	<b>1500.00</b>
	<b>OFFICE SUPPLIES</b>	<b>1000.00</b>
	<b>POSTAGE</b>	<b>50.00</b>
	<b>STAFF SUBTOTAL</b>	<b>7750.00</b>
	<b>TOTAL ADMINISTRATION</b>	<b>106550.00</b>

**SHAWNEE DEVELOPMENT COUNCIL, INC.**  
**10% De Minimis COST 2025**

**FISCAL MANAGEMENT:           \$38,650.00**

*In addition to the Executive Administration function are the responsibilities of providing fiscal accountability in a sound and cost efficient manner to all funding sources and to the Grantee Board as the responsible party for all expenditures.*

*Fiscal Management Services include:*

- \*Complete auditable bookkeeping services.*
- \*Payroll, including payroll taxes and all deductions*
- \*Safeguard all employee/personnel information*
- \*Manage and protect cash.*
- \*Guard against disallowed costs possibilities, through advice to program directors.*
- \*Voucher for all funds.*
- \*Receive and disburse all funds.*
- \*Manage all employee fringe benefits, insurance, sick leave, vacation, deferred compensation, workman compensation.*
- \*Maintain adequate fiscal manual, which provides internal control.*
- \*Provide financial information as required and requested from an automated accounting system*
- \*Provide budgetary, financial information, oversight and management of funds.*
- \*Prepares all financial data/reports for Funding Sources, Executive Board, Executive Director, Program Monitors, and Auditors.*
- \*Provide timely financial data for program management.*
- \*Monitor purchasing system.*

**FISCAL:**

CONTRACT MAINTENANCE COMP. SOFTWARE	7,700.00
TRAVEL	200.00
EQUIPMENT/SERVICE/SUPPLIES	1,000.00
MISCELLANEOUS	2,000.00
OFFICE SUPPLIES	3,000.00
COMPUTER MAINTENANCE	750.00
WAGES & FRINGE PART TIME CLERK	22,000.00
OUT OF AREA TRAVEL	1,500.00
ADVERTISING	500.00
 TOTAL FISCAL MANAGEMENT	 38,650.00

**SHAWNEE DEVELOPMENT COUNCIL, INC.**

**10% De Minimis COST 2025**

**TELEPHONE/RECEPTION/MAIL:        \$35,000.00**

*Telephone/Reception/Mail Pickup and Delivery*

*The following services are included:*

- \*Maintain incoming and outgoing mail records and bill accordingly
- \*Order, receive, sort, and deliver supplies.
- \*Base telephone rates, maintenance and service charges.
- \*Telephone answering and message services.
- \*Oversee copying and reprinting.
- \*Logging of cash receipts (all programs) by mail and personal delivery.
- \*Provide oversight of agency FAX services incoming/outgoing and logging the same.
- \*Receptionist and Information.
- \*Receive, sort, and distribute mail.
- \*Part Time receptionist

**Telephone/Reception/  
Mail:**

OFFICE SUPPLIES	5,000.00
POSTAGE	6,000.00
COPIER	4,700.00
TELEPHONE	17,000.00
MISCELLANEOUS	300.00
COMPUTER MAINT.	2,000.00

**TOTAL TELEPHONE/RECEPTION/MAIL        \$35,000.00**

**SHAWNEE DEVELOPMENT COUNCIL, INC.**  
**10% De Minimis COST 2025**

**SPACE:           \$17,400.00**

**(SHARED) SPACE SCHEDULED COSTS**

*The following services are included.*

- \*Maintenance of heating, plumbing, cooling and water systems.
- \*Janitorial services.
- \*Utility expenses
- \*Year-round maintenance of facilities and parking lots.
- \*Necessary repairs.
- \*Security services.
- \*Winter snow removal.
- \*Summer maintenance of acreage of local office, requiring lawn mowing.

*Cost is apportioned on the total space occupied by each program against the total program occupied space.*

**Karnak  
Building:**

<b>LAWN SERVICES/SNOW REMOVAL/ETC</b>	<b>2,500.00</b>
<b>TRASH PICKUP/PEST CONTROL</b>	<b>1,400.00</b>
<b>BUILDING OCCUPANCY COSTS</b>	<b>1,000.00</b>
<b>MATERIALS/SUPPLIES/REPAIRS</b>	<b>500.00</b>
<b>OTHER</b>	<b>500.00</b>
<b>OFFICE SUPPLIES</b>	<b>1,500.00</b>
<b>UTILITIES</b>	<b>10,000.00</b>
<b>TOTAL SPACE COSTS</b>	<b>\$17,400.00</b>



**SHAWNEE DEVELOPMENT COUNCIL, INC.**  
**10% De Minimis COST 2025**

**COUNTY OUTREACH:            \$14,850.00**

*In the seven county outreach offices the following services are provided:*

- \*Information and referral of services for client needs.
- \*Direct and Indirect intake application services for agency sponsored programs.
- \*Contact office for local county employees and clients.
- \*Liaison for Low Income appointments to Executive Board
- \*Follow-up services for applicable agency and locally sponsored Programs.
- \*Operation of food pantries.
- \*Local public relations office for each county.

*The services listed above are provided for the following programs:*

**COMMUNITY SERVICES BLOCK GRANT, FAMILY & COMMUNITY DEVELOPMENT, CIRCUIT BREAKER, FOOD STAMPS, HUD, EMERGENCY FOOD&SHELTER, UNITED WAY, SALVATION ARMY, HOMELESS, LIHEAP, WORKFORCE INNOVATION AND OPPORTUNITY ACT UNEMPLOYMENT, WORK NET CENTER, WEATHERIZATION, EMERGENCY SOLUTIONS GRANT, FAMILY COUNSELING, MENTAL HEALTH SERVICE, FOOD PANTRIES, CLOTHING, WOMEN'S SHELTER, RENTAL HOUSING SUPPORT PROGRAM**

<b>County Outreach:</b>	<b>TRAVEL</b>	<b>100.00</b>
	<b>BUILDING OCCUPANCY/TELEPHONE COSTS</b>	<b>12,000.00</b>
	<b>OTHER</b>	<b>500.00</b>
	<b>COMPUTER MAINTENANCE</b>	<b>500.00</b>
	<b>Trash Removal/PEST CONTROL</b>	<b>750.00</b>
	<b>COPIER</b>	<b>1,000.00</b>
	<b>TOTAL COUNTY OUTREACH COSTS</b>	<b>\$14,850.00</b>



Kerber, Eck & Braeckel LLP  
3401 Office Park Drive  
Marion, IL 62959

P 618.993.8724  
F 618.993.1903

Board of Directors  
Shawnee Development Council, Inc.  
Karnak, Illinois

We have audited the financial statements of Shawnee Development Council, Inc., as of and for the year ended December 31, 2023, and have issued our report thereon dated August XX, 2024. Professional standards require that we advise you of the following matters relating to our audit.

#### **Our Responsibility in Relation to the Financial Statement Audit**

As communicated in our engagement letter dated January 25, 2024, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of its respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of the system of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of Shawnee Development Council, Inc., solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

#### **Planned Scope and Timing of the Audit**

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

#### **Compliance with All Ethics Requirements Regarding Independence**

The engagement team, others in our firm, as appropriate, our firm, and our network firms have complied with all relevant ethical requirements regarding independence.

## **Significant Risks Identified**

We have identified the following significant risks:

- Management Override of Controls (this is required to be considered a risk by the U.S. Generally Accepted Auditing Standards)
- Improper Revenue Recognition due to fraud (this is required to be considered a risk by the U.S. Generally Accepted Auditing Standards)

## **Qualitative Aspects of the Entity's Significant Accounting Practices**

### *Significant Accounting Policies*

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by Shawnee Development Council, Inc., is included in Note A to the financial statements. Effective January 1, 2023, the Organization adopted Accounting Standards Update No. 2016-13, *Financial Instruments- Credit Losses (Topic 326)*, as amended. There have been no other changes in significant accounting policies or their application during 2023. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

### *Significant Accounting Estimates and Related Disclosures*

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimate affecting the financial statements is the useful life of capital assets.

Management's estimate of the useful life of capital assets is based on the historical asset life information for capital assets and industry standards, in order to determine the value and period of time over which individual capital assets are to be depreciated. We evaluated the key factors and assumptions used to develop the useful life of capital assets and determined that it is reasonable in relation to the basic financial statements taken as a whole.

### *Financial Statement Disclosures*

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting Shawnee Development Council, Inc.'s financial statements relate to revenue recognition.

### **Significant Difficulties Encountered during the Audit**

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

### **Uncorrected and Corrected Misstatements**

For purposes of this communication, professional standards also require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. The attached schedule summarizes material misstatements that we identified as a result of our audit procedures. These material misstatements were brought to the attention of, and corrected by, management.

### **Disagreements with Management**

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to Shawnee Development Council Inc.'s financial statements or the auditor's report. No such disagreements arose during the course of the audit.

### **Circumstances that Affect the Form and Content of the Auditor's Report**

For purposes of this letter, professional standards require that we communicate any circumstances that affect the form and content of our auditor's report. There were no circumstances that affected the form or content of our auditor's report.

### **Representations Requested from Management**

We have requested certain written representations from management, which are included in the attached letter dated August 21, 2024.

### **Management's Consultations with Other Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

### **Other Significant Matters, Findings, or Issues**

In the normal course of our professional association with Shawnee Development Council, Inc., we generally discuss a variety of matters, including the application of accounting principles and auditing standards, significant events or transactions that occurred during the year, operating conditions affecting the entity, and operating plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as Shawnee Development Council, Inc.'s auditors.

This report is intended solely for the information and use of the Board of Directors, and management of Shawnee Development Council, Inc., and is not intended to be and should not be used by anyone other than these specified parties.

*Kerber, Eck + Braeckel, LLP*

Marion, Illinois

August 21, 2024



# Cairo Women's Shelter, Inc.

P.O. Box 911, Cairo, IL 62914  
(618) 734-HELP • Fax (618) 734-4367

**Member - Illinois Coalition Against Domestic Violence**

**RESIDENTIAL SHELTER**  
Domestic Violence Counseling  
Court Advocacy  
Children's Program  
24-Hour Hotline

## LINKAGE AGREEMENT

The following agreement is designed to affect an exchange of services and a working relationship between Shawnee Development Council, Inc. and the Cairo Women's Shelter and its Metropolis Shelter: Guardian Family Services Center (GFSC).

The purpose of the agreement is to promote increased cooperation between the above-named programs and to provide improved services for persons in need of assistance from either or both of these resources.

### RESPONSIBILITIES:

1. **Referrals:**
  - A. Will accept all appropriate referrals and provide appropriate service available through the agency.
  - B. Will maintain effective communication between the two agencies.
2. **Follow-ups:**
  - A. Will conduct follow-ups on all referrals received.
3. **Feedback:**
  - A. Will provide feedback to the referring agency within the constraints of confidentiality.

### TERMINATION OF POLICY

This agreement will be effective on the date below and will remain in effect for two (2) years. It may be terminated or modified by either party within thirty (30) days with written notice of intent.

Both agencies agree to meet for joint planning sessions as obstacles or gaps in service delivery are documented. Services provided under this agreement will be jointly evaluated at least once every two years to see that goals and objectives stated within the contract have been met.

**Effective Date: August 6, 2024**

Shawnee Development Council, Inc.

Agency

08/20/24

Date

Cairo Women's Shelter, Inc.

August 6, 2024

Denna Williams

Signature

Ivanda Roberry

Signature

## Linkage Agreement

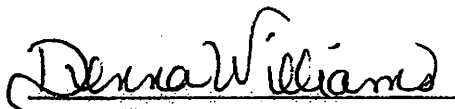
Shawnee Development Council, Inc. incorporated under the "General Not-for-Profit Act" of the State of Illinois and designated as a Community Action Agency for the counties of Alexander, Hardin, Johnson, Massac, Pope, Pulaski and Union and recognized by the State of Illinois Community Services Block Grant Program, administers work programs to assist in identifying the needs of low income and disadvantaged citizens in an effort to generate available local, private, state and federal resources toward enabling low-income families and individuals to attain the skills to become self-sufficient.

Whereas It is the interest of Shawnee Development Council, Inc. to promote the development and strengthening of groups and organizations which represent the interests of the poor, elderly and disabled on the local level and carry out a range of programs and developmental activities responsive to their needs,

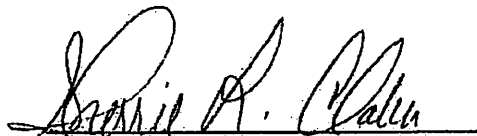
Shawnee Development Council, Inc. and Family Counseling Center have entered into this working agreement to provide the following services:

1. To provide and accept referrals for services to eligible clients;
2. Provision of supportive services to individuals meeting program criteria;
3. Coordination of assistance to clients in an effort to avoid duplication of services;
4. Assistance in providing necessary client information, with the appropriate release of information from client.

This agreement will remain in force until revoked by either party with 30 days written notice.



Denna Williams  
Executive Director  
Shawnee Development Council, Inc.  
P.O. Box 298  
Karnak, IL 62956  
[sdccinc@shawneedevelopment.org](mailto:sdccinc@shawneedevelopment.org)



Authorized Signature

~~Executive Director~~  
~~Family Counseling Center, Inc.~~ now  
~~PO Box 759~~ Arrowleaf  
~~Colton, IL 62938~~  
~~Sherrie@fcinonline.org~~

## Linkage Agreement

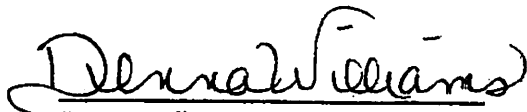
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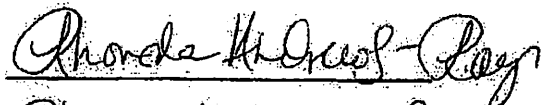
Shawnee Development Council, Inc. and Union County Counseling have entered into this working agreement to provide the following services:

1. To provide and accept referrals for services to eligible clients;
2. Provision of supportive services to individuals meeting program criteria;
3. Coordination of assistance to clients in an effort to avoid duplication of services;
4. Assistance in providing necessary client information, with the appropriate release of information from client.

This agreement will remain in force until revoked by either party with 30 days written notice.



Denna Williams  
Executive Director  
Shawnee Development Council, Inc.  
P.O. Box 298  
Karnak, IL 62956  
[sdcinc@shawneedevelopment.org](mailto:sdcinc@shawneedevelopment.org)



Rhonda Andrews-Ray  
Executive Director  
Southern Senior Health Dept  
37 Rustic Campus Drive  
Illin, IL 62992



## **Linkage Agreement**

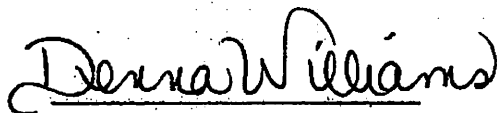
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Whereas it is the interests of Shawnee Development Council, Inc. to promote the development and strengthening of groups and organizations which represent the interests of the poor, elderly and disable on the local level and carry out a range of programs and developmental activities responsive to their needs.

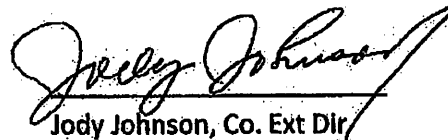
Shawnee Development Council, Inc. and University of Illinois Extension have entered into this working agreement to provide the following services:

1. To provide and accept referrals for services to eligible clients;
2. Provision of supportive services to individuals meeting program criteria;
3. Coordination of assistance to clients in an effort to avoid duplication of services;
4. Assistance in providing necessary client information, with the appropriate release of information from client.

This agreement will remain in force until revoked by either party with 30 days written notice.



Denna Williams  
Executive Director  
Shawnee Development Council, Inc.  
P.O. Box 298  
Karnak IL 62956  
sdc@shawneedevelopment.org



Jody Johnson, Co. Ext Dir  
University of Illinois Ext.  
PO Box 158  
208 East Main Street  
Vienna, IL 62995

## Linkage Agreement

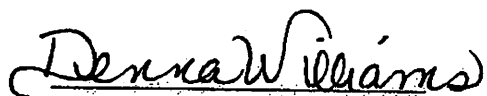
Shawnee Development Council, Inc. incorporated under the "General Not-for Profit Act" of the State of Illinois and designated as a Community Action Agency for the counties of Alexander, Hardin, Johnson, Massac, Pope, Pulaski and Union and recognized by the State of Illinois Community Service Block Grant Program, administers work programs to assist in identifying the needs of low income and disadvantaged citizens in an effort to generate available local, private, state and federal resources toward enabling low-income families and individuals to attain the skills to become self-sufficient.

Whereas it is the interests of Shawnee Development Council, Inc. to promote the development and strengthening of groups and organizations which represent the interests of the poor, elderly and disable on the local level and carry out a range of programs and developmental activities responsive to their needs.

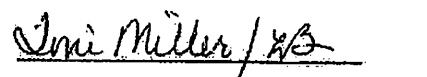
Shawnee Development Council, Inc. and Massac County Mental Health have entered into this working agreement to provide the following services:

1. To provide and accept referrals for services to eligible clients;
2. Provision of supportive services to individuals meeting program criteria;
3. Coordination of assistance to clients in an effort to avoid duplication of services;
4. Assistance in providing necessary client information, with the appropriate release of information from client.

This agreement will remain in force until revoked by either party with 30 days written notice.



Denna Williams  
Executive Director  
Shawnee Development Council, Inc.  
P.O. Box 298  
Karnak IL 62956  
sdc@shawneedevelopment.org



Authorized Signature  
Interim Executive Director  
Massac County Mental Health  
206 West 5th Street  
Metropolis IL 62960

## Memorandum of Understanding

This memorandum is a non-financial agreement between Jackson County Housing Authority (JCHA) and  
**Shawnee Development Council, Inc.**

09/14/23

Name of Agency:

Date:

To provide public housing residents with the following services:

JCHA agrees to provide:

- Advocate on behalf of clients
- Motivate clients to be as independent as possible
- Advise clients of local support networks
- Empower clients by providing information and options that support their objectives without bias
- Assist clients with accessing community-based services
- Monitor clients progress in utilizing services
- Maintain confidentiality of clients

Agency Shawnee Development Council, Inc., agrees to provide:

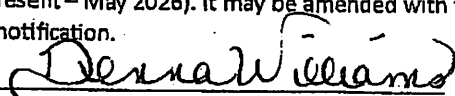
- |   |   |
|---|---|
| <input type="checkbox"/> Asset Building                       | <input type="checkbox"/> Banking Services                   |
| <input type="checkbox"/> Budgeting                            | <input type="checkbox"/> Career Development                 |
| <input type="checkbox"/> Child Care Services                  | <input type="checkbox"/> Coaching/Mentoring                 |
| <input type="checkbox"/> Computer Literacy                    | <input type="checkbox"/> Credit Building                    |
| <input type="checkbox"/> Direct Support Professional Services | <input type="checkbox"/> Educational Services               |
| <input checked="" type="checkbox"/> Energy/Utility Assistance | <input checked="" type="checkbox"/> Employment Services     |
| <input type="checkbox"/> Financial Literacy Services          | <input checked="" type="checkbox"/> Food Commodities/Pantry |
| <input type="checkbox"/> Home Delivered Meals                 | <input type="checkbox"/> Home Modifications                 |
| <input type="checkbox"/> Household Management                 | <input type="checkbox"/> In-home Care                       |
| <input checked="" type="checkbox"/> Job Readiness Skills      | <input type="checkbox"/> Legal Assistance                   |
| <input type="checkbox"/> Mental Health Services               | <input type="checkbox"/> Outreach                           |
| <input type="checkbox"/> Preventative Health Services         | <input checked="" type="checkbox"/> Resume Writing          |
| <input type="checkbox"/> Substance Abuse & Prevention         | <input type="checkbox"/> Transportation                     |

Please list any additional agency services that will be provided to JCHA clients:

Referral services since Shawnee Development Council, Inc. is a community action agency serving Alexander, Hardin, Johnson, Massac, Pope, Pulaski and Union counties.

This memorandum is considered effective immediately upon signature by both parties for the term of the ROSS grant (present – May 2026). It may be amended with the consent of both parties or rescinded by either party upon written notification.

Signature:



Printed Name: Denna Williams

Agency Address: PO Box 298

Agency Address: Karnak, IL 62956

Phone/Email: 618-634-2201

denna.w@shawneedevelopment.org

Signature: Teresa Carter

Printed Name: Teresa Carter

**Jackson County Housing Authority**

300 North 7<sup>th</sup> Street, PO Box 1209, Murphysboro, IL 62966

(618) 684-3183 - ROSS Coordinators

3/2025

**SHAWNEE DEVELOPMENT COUNCIL, INC.**  
**JOB DESCRIPTION**

**JOB TITLE:** WIOA Program Manager

**SUPERVISORY CONTROL:** Executive Director

**SALARY RANGE:** \$32,760.00-\$45,000.00

**Duties and Responsibilities:**

1. Supervise daily operations and staff activities in accordance with the Standard Operating Procedures of SDC.
2. Supervise and direct the work and efforts of the Career Planners.
3. Assign caseloads to Career Planners, monitor case files and other relevant documents.
4. Maintain knowledge of Workforce Innovation & Opportunity Act (WIOA) Title I; Trade Adjust Act (TAA) and successor programs; customized training programs and related federal, state, local policies and regulations.
5. Assist in the development of customized training monitoring tools and conduct monitoring as appropriate to ensure compliance with all regulations and assurances as defined in the monitoring tool. Recommend corrective action or improved practice based on monitoring.
6. Provide information about WIOA program, services to the public, employers and other members of the community.
7. Ensure staff competency on all relevant programmatic areas including intake, eligibility determination, enrollment, placement and invoice processing.
8. Deliver regular programmatic training to Career Planners to ensure effective service delivery.
9. Provide clients with career and educational information, current employment trends, growth occupation projections and job search assistance necessary to achieve their employment goal.
10. Assist in the development of work experience sites for adults, youth and make referrals.
11. Coordinate rapid response activities.
12. Provide oversight to client cases to attain employment goals.
13. Maintain electronic recording, reporting on registrations, enrollments, placements, retentions and other data relevant to customer services, performance usable for program compliance and quality review. Coordinate the generation and distribution of appropriate reports to the Executive Director, other management/fiscal staff, the local Workforce Investment Board (SO 14 WIB Inc.), state and federal agencies.
14. Ensure all internal, federal, state and local reporting is timely and accurate. Ensure the integrity of all federal and state reporting into the DCEO data collection system for federal and state

reporting. Train staff on guidelines for data collection to further assure the accuracy of records and compliance with federal, state and local requirements.

15. Responsible for the successful accomplishment of WIOA Title I management, including interviewing and development of IEP, counseling, referrals, enrollment, participant record maintenance, exit records, follow-up and standard reporting.
16. Perform other duties as assigned for the success of the mission of Shawnee Development Council, Inc.

#### Knowledge, Skills and Abilities

1. Ability to direct staff toward common goals and objectives with high ethics and professionalism. This direction includes being able to conduct staff assessment, job performance evaluation and disciplinary action as appropriate.
2. Ability to communicate effectively in oral and written form with internal and external partners.
3. Maintain current knowledge of all WIOA programs.
4. Ability to train and monitor Career Planners to ensure competency of program requirements.
5. Ability to analyze problems, identify alternative solutions and implement the appropriate solution.
6. Detailed knowledge of WIOA Title I and all relevant regulations, program and activities. Sufficient knowledge of other federal, state and local programs to ensure effective coordination with WIOA Title I.
7. Ability to identify customer needs and work effectively with customers and other agency staff toward meeting those needs.
8. Supervisory skills necessary to successfully operate an office. Motivate, supervise staff and maintain a professional work environment.
9. Ability to maintain the highest level of confidentiality.

#### Education and Experience

1. Associate degree in Social Work, Counseling Human Services, Public Administration or related field required from an accredited college or university.
2. Three years of supervisory experience in workforce development, social work, counseling, human services or related field.

# VICTOR DUCKWORTH

PO Box 71/109 E. Maple Street, Cobden, IL 62920 - 618.559.7040

Goldduck59@yahoo.com

I am seeking a position with an agency which will require me to utilize my skills, abilities, and years of experience in the social service and supervisory field to ensure the success of the agency and the participants.

## EXPERIENCE

### OCTOBER 2018 – PRESENT

#### **CAREER CONNECT JOB TRAINER/DEVELOPER, CENTERSTONE OF IL, CARBONDALE, IL**

I coordinated training and developed employment opportunities for 30+ reentry youth ages 18-24 through internships, apprenticeships, certifications, or educational institutions. I identified and maintained contact with employers to strengthen the client's career pathway toward stabilization. I collaborated with the Career Pathway Collaboration Leadership team to determine community workforce needs and advocated for the needs of the participants.

### AUGUST 2017 – SEPTEMBER 2018

#### **DOL COORDINATOR/JOB TRAINER-DEVELOPER, CENTERSTONE OF IL, MARION, IL**

I was promoted to this position due to the needs of the grant. It was the same position of the DOL Job Trainer/Developer with the added duties of a Coordinator. The additional duties included: daily supervising a team of seven, submitting time sheets, enforcing the grant initiatives, conducted team meetings, assisted with CPC quarterly meetings, completed monthly written supervisions, and resolved problems or crisis situations that would arise with the team or the participants.

### NOVEMBER 2015 – AUGUST 2017

#### **DOL JOB TRAINER/DEVELOPER, CENTERSTONE OF IL, MARION, IL**

I developed employment and identified training opportunities for over 170 reentry adults aged 18+ including internships, apprenticeships, certifications and on the job training. I developed marketing/educational presentations for employers and other community stakeholders concerning the benefits of hiring participants in the program. I collaborated with our Career Pathway Collaboration Leadership (CPC) team to determine community workforce needs. I provided support and workforce education guidance for our team of Case Managers, Employment Specialists, and Peer Mentor Coordinator as well as for the participants.

### MARCH 2003 – NOVEMBER 2015

#### **WIOA CASE MANAGER, SHAWNEE DEVELOPMENT COUNCIL, INC., KARNAK, IL**

With a case load of approximately 50 – 70 clients, I provided case management, educational advisement and employment counseling for low income youth 18-21 years old and adults for the Workforce Innovative Opportunity Act (WIOA). Per the requirements of the WIOA grant, I completed required documentation and assessment forms, wrote monthly case notes in a timely manner, and completed follow-up services for 1 year after the participant's active phase.

## **EDUCATION**

**EXTENSION COURSES TAKEN 1995-1998 \*COMPLETED 12 HOURS  
DEGREE SOUGHT-MASTER OF RELIGIOUS EDUCATION  
MIDWESTERN BAPTIST THEOLOGICAL SEMINARY, KANSAS CITY, MO**

**DEGREE OBTAINED MAY, 1981  
BACHELOR OF ARTS- RELIGION & PSYCHOLOGY  
SOUTHWEST BAPTIST UNIVERSITY, BOLIVAR, MO**

**DIPLOMA OBTAINED MAY, 1977  
HIGH SCHOOL DIPLOMA  
JOHN F. HODGE HIGH SCHOOL, ST. JAMES, MO**

**\*\* REFERENCES AND TRANSCRIPT AVAILABLE UPON REQUEST**

3/2025

SHAWNEE DEVELOPMENT COUNCIL, INC.  
JOB DESCRIPTION

JOB TITLE: WIOA CAREER PLANNER

SUPERVISORY CONTROL: WIOA PROGRAM MANAGER

SALARY RANGE: \$27,300.00-\$36,400.00

Workforce Innovation and Opportunity Act (WIOA) is a landmark legislation that is designed to strengthen and improve our nation's public workforce system and help get Americans, including those with significant barriers to employment, into high-quality jobs and careers and help employers hire and retain workers.

**MINIMUM QUALIFICATIONS**

- High school diploma or equivalency, preference given to someone with a 2- or 4-year degree
- Experience in workforce development or a related human resource field or experience coordinating a comparable program preferred
- Proficiency in standard office software
- Valid driver's license and acceptable driving record
- Completion of all background checks

**JOB SUMMARY**

The WIOA Career Planner works as a part of an integrated team to provide comprehensive career planning services to youth and adults who would benefit from training in order to achieve their employment goals.

**Career Planner Component:**

- Obtain required documents from participants to complete applications and Individual Service Strategy's (ISS) or Individual Employment Plan's (IEP).
- Enter participant's assessments, maintain monthly contact and enter case notes into the IWDS (Illinois Workforce Development System).
- Monitor participant progress throughout the program and provide them with information to successfully complete training. This includes class schedules, grades, and any credentials they obtain.
- Perform follow-up activities with participants for up to one year after completing their training. This would include employment placement information.
- Check participants monthly travel and childcare vouchers for accuracy of completion when submitted.
- Attend training as necessary for the program operation.
- Other duties as assigned.



# CYNTHIA ARTHUR

510 North 6th Street, Vienna, Illinois 62995 | C: 618-638-2034 | clynn711983@yahoo.com

## Career Overview

Detail-focused employee with a solid understanding of the importance of accurate, complete, & professional job performance.

## Core Strengths

- Strong organizational skills
- Courteous demeanor
- Customer service experience
- Typing proficiency
- Telephone experience
- Ability to multi-task

## Accomplishments

Voted "Employee of the Year" by fellow employees at Shawnee Mass Transit District, December, 2013.

## Work Experience

**Dispatcher/Assistant Lead Dispatcher/Lead Dispatcher/Dispatch Supervisor** 05/2010 to 04/2015  
**Shawnee Mass Transit District** Vienna, Illinois

I started at Shawnee Mass Transit District in May of 2010 as a dispatcher. I was promoted in June of 2012 to the position of Assistant Lead Dispatcher. In June of 2013, I was asked to & accepted the Lead Dispatcher title & took on the role of Dispatch Supervisor in September of 2014. I supervised 6 dispatchers in day-to-day routines; did daily schedules for transportation of clients; worked with mechanics on keeping buses up-to-date on necessary services; helped when needed answering calls from clients needing transportation; answered calls from drivers over the radio; worked with others in dispatch on keeping all data accurate; was responsible for after-hours phone & making necessary changes to the schedules when drivers called off or because of inclement weather.

**Customer Care Specialist** 12/2008 to Current  
**Jackson Hewitt Tax Service** Vienna, Illinois

Delivered friendly service to established, as well as potential, customers in making appointments to get their taxes filed; checked status of customers' returns when asked; contacted storefronts with customer issues. Job is seasonal; only work during tax season.

**Housekeeping/Slot Attendant/Lead Slot Attendant/Assistant Slot Supervisor** 11/2000 to 09/2009  
**Harrah's Metropolis Casino** Metropolis, Illinois

I started my career with Harrah's in the housekeeping department where I worked with others in maintaining a clean atmosphere for the patrons. I transferred to the slot department in April, 2002 & became a Lead Slot Attendant in November, 2003. Our job was to make sure the patrons were attended to with anything from money stuck in a machine to writing up & paying off jackpots. In November, 2006, I was promoted to Assistant Slot Supervisor. I still had the same responsibilities as a slot attendant, but I also kept the data entered on jackpots accurate & up-to-date & helped the supervisors with various issues. One of my supervisors told me that before I started checking the records of the data we kept that the slot department averaged 80 mistakes in a given quarter, which was 3 months. The first quarter, and most of the following ones after I started checking over the paperwork, we had brought it down to 1 mistake and sometimes none!!

## Educational Background

**High School Diploma: General Studies** 1975  
**Vienna High School** Vienna, Illinois, USA

I took general studies in high school, along with short-hand & typing.

**Executive Secretarial Science**  
**Shawnee Community College** Ullin, Illinois, USA

I attended Shawnee Community College from the summer of 1976 through the fall of 1978 & earned 48 credit hours towards an executive secretarial science degree.

# **Sandy E. Jones**

**P.O. Box 114, 36 Reed Ln Mounds, IL 62964**

**618-521-8107**

**sandyj7788@gmail.com**

## **PERSONAL PROFILE**

Exceptional communication skills with an emphasis on productivity and organization. As an employee, my goals are to exhibit positivity, professionalism and a commitment to excellence.

## **EDUCATION**

Meridian High School, Mounds, Illinois  
Graduated: May 1995

Shawnee Community College, Ullin, Illinois 2017-2019  
Associates of Applied Science (AAS) in Administrative Assistant  
Graduated: May 2019

- Microsoft Office experience: Word, Excel, Access, Publisher, and PowerPoint
- Machine Transcription, 35 WPM
- Proofreading and Records Management
- Financial Record Keeping

## **INTERNSHIP**

Southern Seven Health Department (S7HD), Ullin, IL  
September 9, 2019 – December 12, 2019  
Job Duties: Data entry and filing.

## **EMPLOYMENT**

Shawnee Development Council, Inc.  
530 W Washigton St Karnak, IL  
Currently Employed from January 2020.

Crain Enterprises (SECO Manufacturing), Mound City, Illinois  
1996-2017

- Organized printing of identification verification on products.
- Assembled finished products for shipment.
- Data entry of finished products.

## **RECOGNITIONS**

College Recognitions:

- Outstanding Administrative Assistant Student Award 2018-2019
- Vice President's List 2018-2019
- Student Support Services 2018-2019

## **REFERENCES**

Ms. Phyllis Sander  
Instructor, SCC  
8364 Shawnee College Road  
Ullin, IL 62992  
(573) 579-7568

Ms. Linda Kirby  
HR Assistant (S7HD)  
37 Rustic Dr.  
Ullin, IL 62992  
(618) 634-2297

Ms. Ginny Severs  
Plant Manager, Crain  
990 Ridge Road  
Pulaski, IL 62976  
(618) 534-7241

3/2024

**SHAWNEE DEVELOPMENT COUNCIL, INC.  
JOB DESCRIPTION**

**JOB TITLE:** WIOA Work Experience Coordinator/Clerk

**SUPERVISORY CONTROL:** WIOA Program Manager

**SALARY RANGE:** \$27,300.00-\$30,940.00

Workforce Innovation and Opportunity Act (WIOA) is a landmark legislation that is designed to strengthen and improve our nation's public workforce system and help get Americans, including those with significant barriers to employment, into high-quality jobs and careers and help employers hire and retain workers.

\*Special Note: The WIOA Work Experience Coordinator/Career Planner has dual functions as listed below and is expected to have a caseload of either/or participants of 50 or more. In addition, this position will also require the employee to perform certain accounting/billing duties within the WIOA program.

**MINIMUM QUALIFICATIONS**

- High school diploma or equivalency, preference given to someone with a 2- or 4-year degree
- Experience in workforce development or a related human resource field or experience coordinating a comparable program preferred
- Proficiency in Microsoft Office Suite and other standard office software
- Valid driver's license and acceptable driving record
- Completion of all background checks

**JOB SUMMARY**

The WIOA Work Experience Coordinator/Career Planner works as a part of an integrated team to provide comprehensive career planning services to youth and adults who would benefit from work-based learning or training in order to achieve their employment goals.

**ESSENTIAL FUNCTIONS**

**Work Experience Component:**

- Be the first point of contact for work-experience related issues and provide services to work experience participants.
- Develop and manage comprehensive working relationships with all stakeholders including customers, governmental agencies, employment partners and service providers.
- Develop and facilitate workshops as needed.

- Provide guidance, career counseling and referrals for participants.
- Assist with duties as assigned including but not limited to gathering participant documents to complete WIOA applications, timesheet collection and verification, and maintaining and entering case notes on participants every 30 days.
- Other duties as assigned

Career Planner Component:

- Obtain required documents from participants to complete applications and Individual Service Strategy's (ISS) or Individual Employment Plan's (IEP).
- Enter participant's assessments, maintain monthly contact and enter case notes into the IWDS (Illinois Workforce Development System).
- Monitor participant progress throughout the program and provide them with information to successfully complete training. This includes their schedules, grades and any credentials they obtain.
- Perform follow-up activities with participants for up to one year after completing their training. This would include employment placement information.
- Check participants monthly travel and childcare vouchers for accuracy of completion when submitted.
- Attend training as necessary for the program operation.
- Other duties as assigned.

Other Duties Component:

- This position also requires this employee to perform certain accounting/billing functions within the WIOA program. These functions include programmatic duties such as enrolling new participants, preparation and payment of billable items, and timesheet collection and verification.

# SEANA HALE

Thebes, IL 62990

seanaandbillyhale2013@gmail.com

5739797563

#readytowork

Willing to relocate: Anywhere

Authorized to work in the US for any employer



## WORK EXPERIENCE

### Deli Manager/Cashier

Food Town Grocery Stores - Olive Branch, IL  
January 2013 to November 2018

I was in charge of keeping the deli area clean and rotated and all up to date to ensure freshness. I made salads, fried chicken, smoked meats and slaw, beans, chilli, soups and sides daily for our hot plate. As well as insuring to use all products to their fullest before expiring or losing revenue on the product. Which requires imagination and creativity to make sure the Deli's profit climbed daily.

### Cook/Cashier

Southeast Hospital - Cape Girardeau, MO  
March 2017 to September 2018

- I cooked the meals for the nurses doctors and staff. My job entailed being creative with recipe ideas and presentation and more importantly taste and quality control. I am a hardworking individual which is key to keep up with the high demand of delicious food for our healthcare employees and their families. It also required me to have a thought out process for the week and our menu as a whole. Every week something different and even better than the last. Working for the hospital made me have confidence in myself as well as my team. Hands down best job ever!



## EDUCATION

### High school diploma

Shawnee High School - Wolf Lake, IL  
August 2003 to May 2009



## SKILLS

- Kitchen Experience
- Food Preparation
- Cooking
- Meal Preparation
- Kitchen Management Experience
- Caregiving
- Cleaning Experience
- Culinary Experience
- Food Handling
- Food Safety
- Laundry
- Supervising Experience
- Home Care
- Food Production
- Catering
- Restaurant Experience
- Shift Management
- Serving Experience
- Menu Planning



## CERTIFICATIONS AND LICENSES

**Food Handler**



## ASSESSMENTS

**Food Service Fit: Crew Member — Completed**

June 2020

Measures the traits that are important for successful food service crew members.

Full results: <https://share.indeedassessments.com/attempts/7ebdca23a943bb64895c0165255b0b9eed53dc074545cb7>

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

# Year-to-Date Manager's Report

LWA: 26 - Southern 14 Workforce Investment Board Inc

**Overall Outcome: FAIL**

**Program Year: 2024**

**through**

**Program Quarter: 4**

Performance Measurement	Negotiated Goal	90% Threshold	Actual Outcome	% of Negotiated Goal	% of Threshold Goal	Status
Youth Employment Rate Q2 (YER2) :	78.5%	70.65%	60.0%	76.43%	84.93%	FAIL
Youth Employment Rate Q4 (YER4) :	70.0%	63.0%	82.35%	117.64%	130.71%	EXCEED
Youth Median Earnings Rate Q2 (YMER) :	\$5,000.00	\$4,500.00	\$8,960.00	179.2%	199.11%	EXCEED
Youth Credential Attainment Rate (YCAR) :	59.0%	53.1%	73.91%	125.27%	139.19%	EXCEED
Youth Measurable Skills Gain (YMSG) :	74.0%	66.6%	66.67%	90.09%	100.11%	MEET
Adult Employment Rate Q2 (AER2) :	79.5%	71.55%	70.83%	89.09%	98.99%	FAIL
Adult Employment Rate Q4 (AER4) :	74.0%	66.6%	69.32%	93.68%	104.08%	MEET
Adult Median Earnings Rate Q2 (AMER) :	\$8,100.00	\$7,290.00	\$8,070.64	99.64%	110.71%	MEET
Adult Credential Attainment Rate (ACAR) :	78.0%	70.2%	77.78%	99.72%	110.8%	MEET
Adult Measurable Skills Gain (AMSG) :	76.0%	68.4%	78.33%	103.07%	114.52%	EXCEED
DW Employment Rate Q2 (DER2) :	85.0%	76.5%	84.21%	99.07%	110.08%	MEET
DW Employment Rate Q4 (DER4) :	70.0%	63.0%	80.0%	114.29%	126.98%	EXCEED
DW Median Earnings Rate Q2 (DMER) :	\$10,050.00	\$9,045.00	\$7,031.23	69.96%	77.74%	FAIL
DW Credential Attainment Rate (DCAR) :	71.5%	64.35%	75.0%	104.9%	116.55%	EXCEED
DW Measurable Skills Gain (DMSG) :	78.0%	70.2%	78.95%	101.22%	112.46%	EXCEED

**Preliminary Outcomes****LWA: 26 - Southern 14 Workforce Investment Board Inc****Overall Outcome: FAIL****Program Year: 2024****through****Program Quarter: 4****Provider: Shawnee Development Council, Inc.**

Performance Measurement	Negotiated Goal	90% Threshold	Actual Outcome	% of Negotiated Goal	% of Threshold Goal	Status
Youth Employment Rate Q2 (YER2) :	78.5%	70.65%	83.33%	106.15%	117.95%	EXCEED
Youth Employment Rate Q4 (YER4) :	70.0%	63.0%	90.91%	129.87%	144.3%	EXCEED
Youth Median Earnings Rate Q2 (YMER) :	\$5,000.00	\$4,500.00	\$9,549.54	190.99%	212.21%	EXCEED
Youth Credential Attainment Rate (YCAR) :	59.0%	53.1%	77.78%	131.83%	146.40%	EXCEED
Youth Measurable Skills Gain (YMSG) :	74.0%	66.6%	76.92%	103.95%	115.5%	EXCEED
Adult Employment Rate Q2 (AER2) :	79.5%	71.55%	72.6%	91.32%	101.47%	MEET
Adult Employment Rate Q4 (AER4) :	74.0%	66.6%	67.86%	91.7%	101.89%	MEET
Adult Median Earnings Rate Q2 (AMER) :	\$8,100.00	\$7,290.00	\$8,121.75	100.27%	111.41%	EXCEED
Adult Credential Attainment Rate (ACAR) :	78.0%	70.2%	81.4%	104.36%	115.95%	EXCEED
Adult Measurable Skills Gain (AMSG) :	76.0%	68.4%	75.26%	99.03%	110.03%	MEET
DW Employment Rate Q2 (DER2) :	85.0%	76.5%	87.5%	102.94%	114.38%	EXCEED
DW Employment Rate Q4 (DER4) :	70.0%	63.0%	84.21%	120.3%	133.67%	EXCEED
DW Median Earnings Rate Q2 (DMER) :	\$10,050.00	\$9,045.00	\$7,031.23	69.96%	77.74%	FAIL
DW Credential Attainment Rate (DCAR) :	71.5%	64.35%	72.22%	101.01%	112.23%	EXCEED
DW Measurable Skills Gain (DMSG) :	78.0%	70.2%	76.92%	98.62%	109.57%	MEET



## Final Annual Outcomes

LWA: 26 - Southern 14 Workforce Investment Board Inc

Overall Outcome: MEET

Program Year: 2023

through

Program Quarter: 4

Provider: Shawnee Development Council, Inc.

Performance Measurement	Negotiated Goal	90% Threshold	Actual Outcome	% of Negotiated Goal	% of Threshold Goal	Status
Youth Employment Rate Q2 (YER2) :	64.0%	57.6%	96.15%	150.23%	166.93%	EXCEED
Youth Employment Rate Q4 (YER4) :	65.0%	58.5%	75.86%	116.71%	129.68%	EXCEED
Youth Median Earnings Rate Q2 (YMER) :	\$3,900.00	\$3,510.00	\$7,151.16	183.36%	203.74%	EXCEED
Youth Credential Attainment Rate (YCAR) :	52.0%	46.8%	83.33%	160.25%	178.06%	EXCEED
Youth Measurable Skills Gain (YMSG) :	55.0%	49.5%	76.47%	139.04%	154.48%	EXCEED
Adult Employment Rate Q2 (AER2) :	72.0%	64.8%	75.0%	104.17%	115.74%	EXCEED
Adult Employment Rate Q4 (AER4) :	70.0%	63.0%	66.67%	95.24%	105.83%	MEET
Adult Median Earnings Rate Q2 (AMER) :	\$6,500.00	\$5,850.00	\$10,300.96	158.48%	176.08%	EXCEED
Adult Credential Attainment Rate (ACAR) :	66.0%	59.4%	83.33%	126.26%	140.29%	EXCEED
Adult Measurable Skills Gain (AMSG) :	64.0%	57.6%	72.94%	113.97%	126.63%	EXCEED
DW Employment Rate Q2 (DER2) :	71.0%	63.9%	100.0%	140.85%	156.49%	EXCEED
DW Employment Rate Q4 (DER4) :	72.0%	64.8%	69.23%	96.15%	106.84%	MEET
DW Median Earnings Rate Q2 (DMER) :	\$9,900.00	\$8,910.00	\$9,900.68	100.01%	111.12%	EXCEED
DW Credential Attainment Rate (DCAR) :	70.0%	63.0%	76.92%	109.89%	122.1%	EXCEED
DW Measurable Skills Gain (DMSG) :	54.0%	48.6%	72.22%	133.74%	148.6%	EXCEED

## Final Annual Outcomes

LWA: 26 - Southern 14 Workforce Investment Board Inc

Overall Outcome: MEET

Program Year: 2022

through

Program Quarter: 4

Provider: Shawnee Development Council, Inc.

Performance Measurement	Negotiated Goal	90% Threshold	Actual Outcome	% of Negotiated Goal	% of Threshold Goal	Status
Youth Employment Rate Q2 (YER2) :	64.0%	57.6%	66.67%	104.17%	115.75%	EXCEED
Youth Employment Rate Q4 (YER4) :	65.0%	58.5%	64.71%	99.55%	110.62%	MEET
Youth Median Earnings Rate Q2 (YMER) :	\$3,900.00	\$3,510.00	\$3,679.38	94.34%	104.83%	MEET
Youth Credential Attainment Rate (YCAR) :	52.0%	46.8%	61.9%	119.04%	132.26%	EXCEED
Youth Measurable Skills Gain (YMSG) :	55.0%	49.5%	91.3%	166.0%	184.44%	EXCEED
Adult Employment Rate Q2 (AER2) :	72.0%	64.8%	73.91%	102.65%	114.06%	EXCEED
Adult Employment Rate Q4 (AER4) :	70.0%	63.0%	67.57%	96.53%	107.25%	MEET
Adult Median Earnings Rate Q2 (AMER) :	\$6,500.00	\$5,850.00	\$7,247.26	111.5%	123.08%	EXCEED
Adult Credential Attainment Rate (ACAR) :	66.0%	59.4%	71.43%	108.23%	120.25%	EXCEED
Adult Measurable Skills Gain (AMSG) :	64.0%	57.6%	88.89%	138.89%	154.32%	EXCEED
DW Employment Rate Q2 (DER2) :	71.0%	63.9%	83.33%	117.37%	130.41%	EXCEED
DW Employment Rate Q4 (DER4) :	72.0%	64.8%	65.22%	90.58%	100.65%	MEET
DW Median Earnings Rate Q2 (DMER) :	\$9,900.00	\$8,910.00	\$11,792.27	119.11%	132.35%	EXCEED
DW Credential Attainment Rate (DCAR) :	70.0%	63.0%	80.0%	114.29%	126.98%	EXCEED
DW Measurable Skills Gain (DMSG) :	54.0%	48.6%	76.0%	140.74%	156.38%	EXCEED