

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

| Respondent | Wabash Area 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 | 310,473 | | |
| Participants to be served | 71 | | |
| Cost Per Participant | 4,373 | | |
| New Participants | 32 | 45.1% | |
| Prior Participants | 39 | 54.9% | |
| Direct Expenses | 158,341 | 51.0% | |
| Non-Direct Expenses | 152,132 | 49.0% | |
| Dislocated Worker | | | |
| Funds Requested | 204,998 | 181,498 | ** \$23,500 will be used for |
| Participants to be served | 12 | | WGH Apprenticeship |
| Cost Per Participant | 17,083 | 15,125 | Revised Cost Per |
| New Participants | 10 | 83.3% | |
| Prior Participants | 2 | 16.7% | |
| Direct Expenses | 104,552 | 51.0% | |
| Non-Direct Expenses | 100,446 | 49.0% | |
| Adult & Dislocated Worker | | | Prior Years Request |
| Funds Requested | 515,471 | | 463,762 51,709 |
| Direct Expenses | 262,893 | 51.0% | |
| Non-Direct Expenses | 252,578 | 49.0% | |
| Participants to be served | 83 | 491,971 | |
| Cost Per Participant | 6,210 | 5,927 | ** Revised Cost Per |
| New Participants | 42 | | |
| Prior Participants | 41 | | |

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 |
|-----|----|-----|-------------|
| | | | |
| | | | |
| | | | |

| Yes | No | N/A | Point Value |
|-----|----|-----|-------------|
| X | | | 5 |
| X | | | 5 |
| X | | | 5 |
| | | | 15 |

| Yes | No | N/A | Point Value |
|-----|----|-----|-------------|
| | | | |
| | | | |
| | | | |

| Yes | No | N/A | Point Value |
|-----|----|-----|-------------|
| X | | | 6 |
| X | | | 7 |
| X | | | 7 |
| | | | 20 |

| Yes | No | N/A | Point Value |
|-----|----|-----|-------------|
| | | | |

| Yes | No | N/A | Point Value |
|-----|----|-----|-------------|
| X | | | 5 |
| | | | 5 |

| Yes | No | N/A | Point Value |
|-----|----|-----|-------------|
|-----|----|-----|-------------|

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 | | | 4 |
| | | | 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 |



PY 2025
ADULT AND DISLOCATED WORKER SERVICES
RESPONSE FOR PROPOSAL

LENA HICKS, CCAP
EXECUTIVE DIRECTOR
110 LATHAM STREET
ENFIELD, IL 62835
(618) 963-2387

TABLE OF CONTENTS

| | Page |
|---|------|
| Executive Summary | 2 |
| Program Elements | |
| 1. Outreach/Recruitment | 3 |
| 2. Eligibility | 3 |
| 3. Individual Employment Plan | 3 |
| 4. Career/Training Services | 4 |
| 5. One Stop | 5 |
| 6. Timely Data Entry | 5 |
| 7. Occupational Skills Training | 5 |
| 8. On-The-Job Training | 5 |
| 9. Enrollment and Expenditure Schedule | 6 |
| 10. Priority of Services to Veterans & Eligible Spouses | 6 |
| 11. Partnerships | 6 |
| 12. Fiscal Plan | 6 |
| Budgetary Elements | |
| 1. Budget and Budget Narrative | 7 |
| 2. Budget Period and Amount | 7 |
| 3. Budget Requirements | 7 |
| 4. Allocated Costs | 7 |
| 5. Indirect Costs | 8 |
| Attachments | |
| A. Affirmation and Certification | |
| B. Job descriptions and Resumes | |
| C. N/A | |
| D. N/A | |
| E. Funding Budget | |
| F. Cumulative Registrants | |

Wabash Area Development, Inc.
Request to Provide Adult and Dislocated Worker Services in LWA #26
Program Year July 1, 2025 through June 30, 2026
Contract Period July 1, 2025 through June 30 2027

Executive Summary

In this proposal, the area to be served includes the counties of Edwards, Gallatin, Hamilton, Saline, Wabash, Wayne and White.

This program design will include collaboration between Southeastern Illinois College, Illinois Eastern Community Colleges, Rend Lake College, and Wabash Area Development Inc. to provide the full range of services to eligible adults and dislocated workers.

Outreach will be provided by having information about the WIOA programs available in Wabash Area Development Inc. County offices, WADI Facebook page, local community colleges, various social services agencies and by utilizing the local media. Adults and dislocated workers are referred through the area local community colleges.

Wabash Area Development Inc. has trained and experienced career planners that will complete a comprehensive objective assessment of academic and skill levels and the service needs of each participant and develop an Individual Employment Plan (IEP) that is a joint effort between the career planner and participants. This IEP will outline the goals and objectives to be met and the actions that will be taken to help the participants meet these goals. Determination of initial activities and services will be based on the completed IEP. These activities and services are fluid and will change with completion of goals and objectives as the participant advances through the program.

The services/activities that will be provided through this program include: (1. Outreach and Recruitment, (2. Eligibility determination, (3. Development of Individual Employment Plans, (4. All assessment, training and support services that are required. All services contained in Section 134(c)(2) and Section 134(c)(3) of the Act.

Wabash Area Development, Inc. as a Community Action Agency, has been providing services to the local communities for 60 years. The agency serves Edwards, Gallatin, Hamilton, Saline, Wabash, Wayne and White counties with over 100 employees involved in a large variety of anti-poverty activities. The agency has extensive experience in the operation of various state and federal anti-poverty programs and currently operates eight (8) such programs.

The amount of funding being requested for this proposal is \$310,473 in Adult funds and \$204,998 in Dislocated Worker funds, which is the allotted allocation for the seven counties to be served for a total of \$515,471.

PROGRAM DESIGN

A. Programmatic Elements

1. Outreach/Recruitment

Outreach is provided by having information about the WIOA programs available in Wabash Area Development, Inc. County offices, local community colleges, various social services agencies and by utilizing the local media. Adults and Dislocated Workers are initially referred to Wabash Area Development Inc. through the area Social Service Agencies, local employers and community colleges. Those referrals that meet the program criteria are then contacted, and the application process is started.

2. Eligibility

Wabash Area Development Inc. has trained and experienced career planners that will determine eligibility for the adult and dislocated worker activities/services. Eligibility is based on factors such as income, age, military service, test scores, etc.

3. Individual Employment Plan

The Individual Employment Plan will be developed through a joint effort between the career planner and participants using a comprehensive objective assessment of academic and skill levels and the service needs of each participant. This assessment will be developed by using discussions involving the participant and the following testing materials: (1. Career Scope computerized assessment system, (2. Reading & Math will be tested using TABE materials that comply with State & Federal Regulations. The IEP will outline the goals and objectives to be met and the actions that will be taken to help the participant meet these goals.

Determination of initial activities and services will be based on the completed IEP. These activities and services are fluid and will change with completion of goals and objectives as the participant advances through the program and strives to reach their full potential. The IEP will also include a clear employment objective, with a focus on at least one of the industry sectors identified in the Governor's Economic Development Plan.

4. Career/Training Services

Career Services that shall be available to eligible adults and dislocated workers at a minimum shall include: eligibility, outreach/intake/orientation to One-Stop services, comprehensive assessment of skills/support service needs, job search/placement assistance, recruitment on behalf of employers, referrals to other programs and services, workforce and labor market information which include job vacancies/job skills/skill requirements for job advancement, performance information/program costs on eligible providers, local performance accountability measures, information on supportive services availability, information of filing for unemployment compensation, assistance with financial aid for training not funded under this Act, group counseling, individual counseling, career planning, short-term prevocational services, internships/work experience, workforce preparation, financial literacy, out-of-area job search, English Language acquisition, follow-up services for not less than 12 months. Career planners maintain relationships with area employers to help bridge the gap between leaving the program and gaining unsubsidized employment. Training Services that may be available to eligible adults and dislocated workers shall include: occupational skills training, on-the-job training, incumbent worker training, cooperative education programs, training programs operated by the private sector, skill upgrading and

retraining, entrepreneurial training, transitional jobs, job readiness training, adult education and literacy activities, customized training.

5. One-Stop

Wabash Area Development, Inc. is a partner in the LWIA#26 One-Stop Career Center located in Carmi, IL. All services at the One-Stop center are available to all eligible participants.

6. Timely Data Entry

Wabash Area Development Inc. will enroll participants into the data tracking system (IWDS) within five (5) business days after the determination of eligibility and will enter all participant data within eight (8) business days from the date of the service.

7. Occupational Skills Training

Wabash Area Development, Inc. will provide services from approved training providers to eligible participants. A list of the approved training providers will be available at the Wabash Area Development, Inc. County office location and is also available at the Illinois Workforce Development System (IWDS) <https://iwds.dceo.illinois.gov/iwds/iwdshome.html>.

8. On-The-Job Training (OJT)

Wabash Area Development, Inc. will provide OJT services when the need for training has been identified in the Individual Employment Plan (IEP). OJT's will only be with an employer that will commit to full-time permanent employment for the participants at the end of the OJT contract term.

9. Enrollment and Expenditure Schedule

Wabash Area Development, Inc. will adhere to an implementation schedule (developed and negotiated during contract negotiations) of enrollments and expenditures to ensure that enrollments and spending goals are achieved

10. Priority of Service to Veterans and Eligible Spouses

Wabash Area Development, Inc. will adhere to an implementation Veteran's Priority of Services in accordance with the Veteran's Priority Provisions of "Job for Veteran's Act" Public Law 107-288.

11. Partnerships

Wabash Area Development, Inc. is already a partner in the current MOU for LWIA 26 Worknet Systems and has been a partner since the inception of WIA program requiring MOU's. Wabash Area Development, Inc. also partners with One-Stop, IECC schools, Rend Lake College, and Southeastern Illinois College.

12. Fiscal Plan

a. Organizations internal fiscal system and fiscal controls

Wabash Area Development, Inc. uses Orion for our fiscal software. See attachment J for a matrix of segregation of fiscal duties.

b. Fiscal staff experience

The Fiscal staff of Wabash Area Development Inc. has been with the agency for a total of 53 years of combined experience. CFO-1 year, Bookkeeper-42 years, Bookkeeper-6 years. and

Bookkeeper-2 years. The majority of WADI's funding is federal with the above employees playing a part in administering the funds per funding source guidelines.

c. **Self-monitoring**

Vendor vouchers are reviewed by program directors, CFO and Executive Director. Monthly bank reconciliations are completed and reviewed. Program expenditure reports are reviewed by program directors, CFO and bookkeepers. Agency wide budget presented to the WADI Board of Directors in July of each year.

B. Budgetary Elements

1. Budget and Budget Narrative

Contained within attachment

2. Budget Period and Amount

Contained within attachment

3. Budget Requirements

Contained within attachment

4. Allocated Costs

Wabash Area Development, Inc, utilizes an agency wide cost allocation to allocate expenses not directly attributable to a specific program. The plan contains four pools: space, telephone, fiscal, and administration. Expenses charged to the plan include: depreciation, utilities, maintenance, and supplies for the agency for the agency offices; base charges for telephone/IT lines; accounting and related supplies; administration which include the executive officer, fiscal officer, the critical records/risk management coordinator, bonding insurance, legal fees, etc. Costs for each pool are determined monthly by a program's use of actual space, telephone/IT dollars spent in the program and full-time equivalent employees.

Each program is charged equitably depending on the circumstances for any given month.

Space Schedule-Contractual cost of the janitor is allocated with depreciation, insurance, utilities and related supplies on a cost per square foot basis.

Telephone/IT Schedule-Telephone and IT costs are allocated based on the number of devices used in each program.

Fiscal Schedule- Wages and fringe of the accounting department are allocated on the basis of dollars spent in each program. Base telephone/IT costs, space, travel and consumables are allocated on the same basis. The fiscal officer is charged 60% of the fiscal schedule and 40% to the administration schedule and the bookkeepers are charged 100% to the fiscal schedule.

Administration Schedule- Wages and fringe of the executive director fiscal officer and the critical records/risk management coordinator are allocated by full time equivalent positions.

Bonding insurance, travel, consumables, space and other expenditures necessary to the administration of the agency are allocated on the same basis.

5. Indirect Costs

Our indirect costs are charged out by four different categories:

Space-Based on a cost per square foot basis, Rooms are measured, and the programs are charged accordingly. Contractual costs of the janitor are allocated with the depreciation, insurance, utilities, and related supplies.

Telephone/IT Schedule-Based on the number of devices used in each Program.

Fiscal Schedule-Broken out by actual monthly expenditures. Wages and fringe of the accounting department are allocated on the basis of dollars spent in each program. Base telephone/IT costs, travel and consumables are allocated on the same basis. The CFO is charged 60% to the fiscal schedule and the bookkeepers are charges 100% of the fiscal schedule.

Administration Schedule- Allocated by full-time equivalent positions. The executive director, CFO and critical records/risk management coordinator are allocated on the same basis. The executive director is charged 100%, The CFO is charged 40% and the CRRM coordinator is charged 12 to the administration schedule. Bonding insurance, travel, consumables and other expenditures necessary to the administration of the agency are allocated on the same basis.

Appendix – 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.

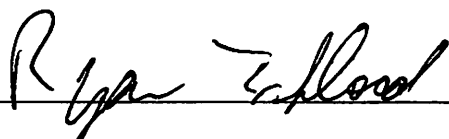
If there is a conflict of interest please disclose:

(Please Print)

Name of Organization: Wabash Area Development, Inc.

Name of Contact: Ryan Trueblood

Title of Contact: WIOA Director

Authorized Signature:  Date: 7/9/25

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.

Wabash Area Development, Inc.
Job Description

Job Title: WIOA Director
Department: Administrative
Reports to: Executive Director
Grade Level: Grade X
Prepared by: Critical Records/Risk Management Coordinator
Prepared date: 7/12/21
Approved by: Executive Director
Approved date: 7/12/21

Summary: The WIOA Director is an Administrative representative for Wabash Area Development, Inc. They are responsible for the management of the WIOA program and the supervision of staff. They are responsible for disseminating agency information to their staff. They are also responsible for ensuring that the Executive Director stays informed of all the changes in their programs that may affect the operation of Wabash Area Development, Inc.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

The routine oversight and management of the WIOA program. This includes planning, grant writing, budget control and supervision of staff.

Responsible for adhering to all current and future agency policies, procedures and program operations.

Responsible for immediately notifying the Executive Director, in writing of problems or abuses of any agency policies, procedures or program operation.

Facilitate public relations by maintaining a positive working relationship with the State monitors and auditors for the programs.

Establish and maintain adequate recordkeeping, reporting and filing and client eligibility systems adequate to meet internal and external reporting processes in a timely and accurate manner of all reports required by the Central Office and State Agencies. Monitor the fiscal status of program through monthly budget review in conjunction with fiscal department.

Recruit, interview and select staff following agency procedures and provide for orientation of new personnel. Coordinate development of staff training.

Attend WADI and Workforce Investment Board meetings and provide program updates

Perform annual evaluations of personnel under their direct supervision.

Maintain confidentiality regarding clients, staff and/or all agency matters.

Maintenance of a current inventory of all WIOA equipment. Inventory should be updated as needed and reconciled annually by December 31st. All changes and the annual reconciliation should be immediately submitted to the fiscal office for audit purposes.

Performs other duties as assigned by supervisor or his/her designated representative.

Supervisory Responsibilities: Indirect supervision of program staff.

Competencies – To perform the job successfully, an individual should display the following competencies:

Analytical – Collects and researches data; Uses intuition and experience to complement data.

Design – Demonstrates attention to detail.

Problem Solving – Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Uses reason even when dealing with emotional topics.

Technical Skills – Pursues training and development opportunities; Strives to continuously build knowledge and skills.

Customer Service – Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Interpersonal skills – Maintains confidentiality; Remains open to the ideas of others and tries new things; Listens to others without interrupting; Keeps emotions under control; Respects others time and space.

Oral communication – Demonstrates group presentation skills; Participates in meetings; Listens and gets clarification.

Written Communication – Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork – Balances team and individual responsibilities; Contributes to building a positive team spirit; Exhibits objectiveness and openness to other's view.

Leadership – Inspires and motivates others to perform well; Gives appropriate recognition to others.

Ethics – Treats people with respect; Keeps commitments; Inspires trust of others; Works with integrity and ethically; Upholds organizational values.

Quality – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security – Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Attendance/Punctuality – Is consistently at work and on time; Arrives at meetings and appointments on time; Ensures work responsibilities are covered when absent.

Dependability – Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Organizational Support – Follows policies and procedures; Completes administrative tasks correctly and on time; Supports the organization's goals and values.

Planning/Organizing – Prioritizes and plans work activities; Uses time efficiently.

Cost Consciousness – Works within approved budget; Develops and implements cost saving measures.

Quantity – Completes work in a timely manner; Always willing to help others when feasible.

Adaptability – Adapts to changes in the work environment; Able to deal with frequent change, delays, or unexpected events.

Professionalism – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for their own

actions; Follows through on commitments; Understands the dynamics of the operation of a successful business.

Project Management – Develops component work plans.

Vendor Services – Manages difficult or emotional vendor situations; Responds promptly to vendor needs; Solicits vendor feedback to improve service; Responds to request for service and assistance; Meets commitments.

Delegation – Delegates work assignments; Matches the responsibility to the person; Provides recognition for results.

Managing People – Includes staff in planning, decision-making, facilitating and process improvement; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Continually works to improve supervisory skills.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Associate Degree (Bachelor Degree preferred) in Human Services, Management or other degree directly relevant to the position or equivalent experience in a similar position. Experience must be directly related to responsibilities of position. Prefer working computer knowledge, clerical and public relations skills. Needs an understanding of the concept of team management. May be required to complete Family and Community Development training within one year of employment.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to effectively present information and respond to questions from groups or managers, clients, customers, and the general public. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to deal with involving several concrete variables in standardized situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to apply common sense understanding to carry out instructions furnished in written oral, diagram form.

Computer Skills: To perform this job successfully, an individual should have knowledge of Database software; Internet software; Inventory software; spreadsheets; and Word processing software.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk; and hear. The employee is frequently required to stand; walk; reach with

hands/arms and climb or balance. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 lbs and occasionally lift and/or move up to 50 lbs.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Staff Signature

Date

Supervisor's Signature

Date

Wabash Area Development, Inc.
Job Description

Job Title: CSBG/WIOA Specialist
Department: Administrative
Reports to: CSBG/WIOA Director
Grade Level: VIII
Prepared by: Critical Records/Risk Management/ Marketing Director
Prepared date: 6/8/2020
Approved by: Executive Director
Approved date: 6/8/2020

Summary: The CSBG/WIOA Specialist will assist with managing the day-to-day activities of the CSBG/WIOA programs. This position provides individualized training and program services to customers. The Specialist will assist in determining customers' potential for participation in the CSBG and/or WIOA program, compiling necessary documents to complete program process. This will include interacting with the customers, institutions of higher learning, community partners & funding agencies.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Assisting with the routine oversight and management of the WIOA and CSBG programs.

Adhere to all current and future agency policies, procedures and program operations.

Responsible for immediately notifying the CSBG/WIOA Director, in writing of problems or abuses of any agency policies, procedures or program operation.

Facilitate public relations by maintaining a positive working relationship with the State monitors and auditors for the programs.

Assist with establishing and maintaining adequate recordkeeping, reporting and filing and client eligibility systems adequate to meet internal and external reporting processes in a timely and accurate manner of all reports required by the Central Office and State Agencies. Assist with monitoring the fiscal status of program through monthly budget review in conjunction with fiscal department.

Maintain confidentiality regarding clients, staff and/or all agency matters.

Assist with maintenance of a current inventory of all agency equipment. Inventory should be updated as needed and reconciled annually by December 31st. All changes and the annual reconciliation should be immediately submitted to the fiscal office for audit purposes.

Performs other duties as assigned by supervisor or his/her designated representative.

Supervisory Responsibilities: This job has no supervisory responsibilities.

Competencies – To perform the job successfully, an individual should display the following competencies:

Analytical – Collects and researches data; Uses intuition and experience to complement data.

Design – Demonstrates attention to detail.

Problem Solving – Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Uses reason even when dealing with emotional topics.

Technical Skills – Pursues training and development opportunities; Strives to continuously build knowledge and skills.

Customer Service – Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Interpersonal skills – Maintains confidentiality; Remains open to the ideas of others and tries new things; Listens to others without interrupting; Keeps emotions under control; Respects others time and space.

Oral communication – Demonstrates group presentation skills; Participates in meetings; Listens and gets clarification.

Written Communication – Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork – Balances team and individual responsibilities; contributes to building a positive team spirit; Exhibits objectiveness and openness to other's view.

Leadership – Inspires and motivates others to perform well; Gives appropriate recognition to others.

Ethics – Treats people with respect; Keeps commitments; Inspires trust of others; Works with integrity and ethically; Upholds organizational values.

Quality – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security – Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Attendance/Punctuality – Is consistently at work and on time; Arrives at meetings and appointments on time; Ensures work responsibilities are covered when absent.

Dependability – Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Organizational Support – Follows policies and procedures; Completes administrative tasks correctly and on time; Supports the organization's goals and values.

Planning/Organizing – Prioritizes and plans work activities; Uses time efficiently.

Cost Consciousness – Works within approved budget; Develops and implements cost saving measures.

Quantity – Completes work in a timely manner; Always willing to help others when feasible.

Adaptability – Adapts to changes in the work environment; Able to deal with frequent change, delays, or unexpected events.

Professionalism – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for their own actions; Follows through on commitments; Understands the dynamics of the operation of a successful business.

Project Management – Develops component work plans.

Vendor Services – Manages difficult or emotional vendor situations; Responds promptly to vendor needs; Solicits vendor feedback to improve service; Responds to request for service and assistance; Meets commitments.

Delegation – Delegates work assignments; Matches the responsibility to the person; Provides recognition for results.

Managing People – Includes staff in planning, decision-making, facilitating and process improvement; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Continually works to improve supervisory skills.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Associates or Bachelor Degree preferred, two (2) years experience, computer experience. Must be able to attain (within one year of hire) any technical training and/or certifications required by funding sources or agency. They must be able to function in team environment and have or be able to attain technical training and/or certificates required by funding sources. The applicant must have the ability to work with the public, funding sources, and various organizations... Must be organized, self starter, creative problem solver, efficient in task management, and have excellent communication skills both verbally and in writing. We prefer them to have knowledge of the CSBG and WIOA, or related program desired. The applicant should possess a mastery of spreadsheet software i.e., Excel, the ability to establish and maintain effective working relationships with coworkers, clients, and funders, and must possess a valid driver's license and insurance.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to effectively present information and respond to questions from groups or managers, clients, customers, and the general public. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to deal with involving several concrete variables in standardized situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to apply common sense understanding to carry out instructions furnished in written oral, diagram form.

Computer Skills: To perform this job successfully, an individual should have knowledge of Database software; Internet software; Inventory software; spreadsheets; and Word processing software.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk; and hear. The employee is frequently required to stand; walk, reach with hands/arms and climb or balance. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 lbs and occasionally lift and/or move up to 50 lbs.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Staff Signature

Date

Supervisor's Signature

Date

Wabash Area Development, Inc.
Job Description

Job Title: Career Planner
Department: Outreach
Reports to: WIOA Director
Grade Level: Grade VI
Prepared by: Critical Records/Risk Management Coordinator
Prepared date: 12/19/22
Approved by: Executive Director
Approved date: 1/19/2023

Summary: The Career Planner is a county level representative for Wabash Area Development, Inc. They are responsible for meeting and/or exceeding the WIOA program requirements. They are responsible for providing employment counseling/guidance to all persons, parties and entities both public and private as assigned. Ensure that the WIOA Director stays informed of all local conditions, internal or external that in any way may affect the program or the operation of Wabash Area Development, Inc.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

The recruitment, interviewing and assessment of applicants. Provide coaching, counseling, support and follow-up to participants to assist with successful completion of the programs.

Secure required information and documentation from applicant. Secure additional documentation from other community sources when needed.

Provide appeals information to all applicants.

Timely and accurate submission of all required program paperwork/reports to the program director.

Refer applicants to other community program/agencies when appropriate.

Contact local businesses to secure job sites for on the job training/work experience contracts.

Responsible for immediately notifying Supervisor, in writing of problems or abuses of any agency policies, procedures or program operation.

Facilitate public relations by maintaining a positive working relationship with the target population and all other related groups and organizations within the community.

Establish and maintain adequate recordkeeping, reporting and filing a client eligibility systems adequate to meet internal and external reporting processes in a timely and accurate manner of all reports required to the Central Office, effective service delivery, program monitoring and evaluation.

Maintain confidentiality regarding clients, staff and/or all agency matters.

Performs other duties as assigned by supervisor or his/her designated representative.

Supervisory Responsibilities: This job has no supervisory responsibilities.

Competencies – To perform the job successfully, an individual should display the following competencies:

Analytical – Collects and researches data; uses intuition and experience to complement data.

Design – Demonstrates attention to detail.

Problem Solving – Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Uses reason even when dealing with emotional topics.

Technical Skills – Pursues training and development opportunities; Strives to continuously build knowledge and skills.

Customer Service – Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Interpersonal skills – Maintains confidentiality; Remains open to the ideas of others and tries new things; Listens to others without interrupting; Keeps emotions under control; Respects others time and space.

Oral communication – Demonstrates group presentation skills; Participates in meetings; Listens and gets clarification.

Written Communication – Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork – Balances team and individual responsibilities; Contributes to building a positive team spirit; Exhibits objectiveness and openness to other's view.

Leadership – Inspires and motivates others to perform well; Gives appropriate recognition to others.

Ethics – Treats people with respect; Keeps commitments; Inspires trust of others; Works with integrity and ethically; Upholds organizational values.

Quality – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security – Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Attendance/Punctuality – Is consistently at work and on time; Arrives at meetings and appointments on time; Ensures work responsibilities are covered when absent.

Dependability – Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Organizational Support – Follows policies and procedures; Completes administrative tasks correctly and on time; Supports the organization's goals and values.

Planning/Organizing – Prioritizes and plans work activities; Uses time efficiently.

Cost Consciousness – Works within approved budget; Develops and implements cost saving measures.

Quantity – Completes work in a timely manner; Always willing to help others when feasible.

Adaptability – Adapts to changes in the work environment; Able to deal with frequent change, delays, or unexpected events.

Professionalism – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for their own actions; Follows through on commitments; Understands the dynamics of the operation of a successful business.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Associate Degree in Human Services, Management or other degree directly relevant to the position or equivalent experience in a similar position. Experience must be directly related to responsibilities of position. Prefer working computer knowledge, clerical and public relations skills. Needs an understanding of the concept of team management. May be required to complete Family and Community Development training within one year of employment.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to effectively present information and respond to questions from groups or managers, clients, customers, and the general public. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to deal with involving several concrete variables in standardized situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to apply common sense understanding to carry out instructions furnished in written oral, diagram form.

Computer Skills: To perform this job successfully, an individual should have knowledge of Database software; Internet software; Inventory software; spreadsheets; and Word processing software.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk; and hear. The employee is frequently required to stand; walk, reach with hands/arms and climb or balance. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 lbs and occasionally lift and/or move up to 50 lbs.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Staff Signature

Date

Supervisor's Signature

Date

Attachment E - WIOA PROGRAM FUNDING BUDGET

| | | |
|-------------------|----------------|-----------|
| Program Year: | 25 | 25-681026 |
| Responding Agency | WADI | |
| Contact Person: | Ryan Trueblood | |

| | Adult | Dislocated Workers | Total |
|------------------------------|----------------|-------------------------------|----------------|
| Original Allocations | 235,473 | 279,998 | 515,471 |
| Program Fund Transfer | 75,000 | (75,000) | 0 |
| Total Program Funding | 310,473 | 204,998 | 515,471 |

| WIOA BUDGETED COSTS | Adult | Dislocated Workers | Total |
|---|----------------|-------------------------------|----------------|
| Non Direct Training | 152,132 | 100,449 | 252,578 |
| Personnel (Salary & Wages) | 0 | 0 | 0 |
| Fringe Benefits | | | 0 |
| Other Program Costs | 152,132 | 100,446 | 252,578 |
| Direct Training Cost | 122,841 | 64,049 | 186,890 |
| <i>Occupational Skills Training ITAs</i> | 69,991 | 46,549 | 116,540 |
| <i>Occupational Skills Training Other</i> | 500 | 1,000 | 1,500 |
| <i>Remedial / Pre-Vocational Training</i> | 500 | 1,000 | 1,500 |
| <i>WIOA Pay for Performance Contracts</i> | 0 | 0 | 0 |
| <i>Supportive Services</i> | 51,850 | 15,500 | 67,350 |
| Work Based Training | 35,500 | 40,500 | 76,000 |
| <i>On-the-Job Training</i> | 15,000 | 15,500 | 30,500 |
| <i>Customized Training</i> | 0 | 0 | 0 |
| <i>Work Experience / Internships</i> | 20,500 | 25,000 | 45,500 |
| <i>Transitional Jobs</i> | 0 | 0 | 0 |
| <i>Incumbent Worker</i> | 0 | 0 | 0 |
| Indirect | | | 0 |
| Total | 310,473 | 204,995 | 515,468 |
| | 0 | 3 | 3 |
| | | | |
| % Non-Direct Training | 0.490000741 | 0.490007073 | 0.489997439 |
| % Work Based Training | 0.114341666 | 0.197565794 | 0.147438832 |

ADULT & DISLOCATED WORKER PROGRAM CUMULATIVE REGISTRANTS

Attachment F

Workforce Area #26

Organization Name _____ WADI _____ Date Submitted _____ 7/10/25

| | Adult | Dislocated Worker | Total |
|--|-------|-------------------|-------|
| Prior Year Participants - Those individuals enroled in program prior to July 1, 2024 and are still receiving services. | 39 | 2 | 41 |
| New Participants - Those individuals enroled in program after to July 1, 2024. | 32 | 10 | 42 |
| Total Participants - Prior and New | 71 | 12 | 83 |
| | | | |
| Individual Career Services | 6 | 12 | 18 |
| Work Experience / Internships | 6 | 2 | 8 |
| Training Services | 54 | 8 | 70 |
| Individual Training Accounts (ITA) | 54 | 8 | 66 |
| Non ITA Training | 1 | 1 | 2 |
| Remedial / Pre-Vocational Training | 1 | 1 | 2 |
| Work Based Training | 1 | 2 | 3 |
| On-The-Job Training | 1 | 1 | 2 |
| Customized Training | 0 | 0 | 0 |
| Transitional Jobs | 0 | 1 | 1 |
| Supportive Service | 40 | 7 | 47 |

Preliminary Outcomes
LWA: 26 - Southern 14 Workforce Investment Board Inc

Overall Outcome: FAIL

Provider: Wabash Area Development, Inc.

Program Year: 2024

through

Program Quarter: 4

| Performance Measurement | | | | | | | | | |
|-------------------------|--|---------------|--|----------------|--|-----------------|--|----------------|--|
| Negotiated Goal | | 90% Threshold | | Actual Outcome | | Negotiated Goal | | Threshold Goal | |
| % of | | | | | | | | % of | |
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Final Annual Outcomes

LWA: 26 - Southern 14 Workforce Investment Board Inc

Overall Outcome: FAIL

Program Year: 2023

through

Program Quarter: 4

Provider: Wabash Area Development, 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% | 80.0% | 123.08% | 136.75% | EXCEED |
| Youth Median Earnings Rate Q2 (YMER) : | \$3,900.00 | \$3,510.00 | \$7,733.11 | 198.28% | 220.32% | EXCEED |
| Youth Credential Attainment Rate (YCAR) : | 52.0% | 46.8% | 18.18% | 34.96% | 38.85% | FAIL |
| Youth Measurable Skills Gain (YMSG) : | 55.0% | 49.5% | 57.14% | 103.89% | 115.43% | EXCEED |
| Adult Employment Rate Q2 (AER2) : | 72.0% | 64.8% | 81.58% | 113.31% | 125.9% | EXCEED |
| Adult Employment Rate Q4 (AER4) : | 70.0% | 63.0% | 73.53% | 105.04% | 116.71% | EXCEED |
| Adult Median Earnings Rate Q2 (AMER) : | \$6,500.00 | \$5,850.00 | \$8,876.56 | 136.56% | 151.74% | EXCEED |
| Adult Credential Attainment Rate (ACAR) : | 66.0% | 59.4% | 81.82% | 123.97% | 137.74% | EXCEED |
| Adult Measurable Skills Gain (AMSG) : | 64.0% | 57.6% | 81.58% | 127.47% | 141.63% | EXCEED |
| DW Employment Rate Q2 (DER2) : | 71.0% | 63.9% | 62.5% | 88.03% | 97.81% | FAIL |
| DW Employment Rate Q4 (DER4) : | 72.0% | 64.8% | 66.67% | 92.6% | 102.89% | MEET |
| DW Median Earnings Rate Q2 (DMER) : | \$9,900.00 | \$8,910.00 | \$8,882.03 | 89.72% | 99.69% | FAIL |
| DW Credential Attainment Rate (DCAR) : | 70.0% | 63.0% | 40.0% | 57.14% | 63.49% | FAIL |
| DW Measurable Skills Gain (DMSG) : | 54.0% | 48.6% | 66.67% | 123.46% | 137.18% | EXCEED |

Final Annual Outcomes**LWA: 26 - Southern 14 Workforce Investment Board Inc****Overall Outcome: FAIL****Program Year: 2022****through****Program Quarter: 4****Provider: Wabash Area Development, 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% | 95.45% | 149.14% | 165.71% | EXCEED |
| Youth Employment Rate Q4 (YER4) : | 65.0% | 58.5% | 74.07% | 113.95% | 126.62% | EXCEED |
| Youth Median Earnings Rate Q2 (YMER) : | \$3,900.00 | \$3,510.00 | \$3,593.28 | 92.14% | 102.37% | MEET |
| Youth Credential Attainment Rate (YCAR) : | 52.0% | 46.8% | 39.13% | 75.25% | 83.61% | FAIL |
| Youth Measurable Skills Gain (YMSG) : | 55.0% | 49.5% | 87.5% | 159.09% | 176.77% | 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% | 81.63% | 116.61% | 129.57% | EXCEED |
| Adult Median Earnings Rate Q2 (AMER) : | \$6,500.00 | \$5,850.00 | \$7,440.34 | 114.47% | 127.19% | EXCEED |
| Adult Credential Attainment Rate (ACAR) : | 66.0% | 59.4% | 64.52% | 97.76% | 108.62% | MEET |
| Adult Measurable Skills Gain (AMSG) : | 64.0% | 57.6% | 79.31% | 123.92% | 137.69% | EXCEED |
| DW Employment Rate Q2 (DER2) : | 71.0% | 63.9% | 60.0% | 84.51% | 93.9% | FAIL |
| 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 | \$5,597.32 | 56.54% | 62.82% | FAIL |
| DW Credential Attainment Rate (DCAR) : | 70.0% | 63.0% | 75.0% | 107.14% | 119.05% | EXCEED |
| DW Measurable Skills Gain (DMSG) : | 54.0% | 48.6% | 85.71% | 158.72% | 176.36% | EXCEED |

WIOA Plan vs Actual SummaryReport Date: 06/16/2025
Report Time: 2:19:02PM
Report Num: CISGP004

LWA: 26-Southern 14 Workforce Investment Board Inc

From: 07/01/2024

To: 06/30/2025

Title: 1 (1A, 1Y, 1D, 1DC)

Program Year: 2024

Quarter: 4

Grant Number: 24681026

| | <u>Plan</u> | <u>Actual</u> | <u>% of Plan</u> | |
|--------------------------------------|-------------|---------------|------------------|-----|
| Adult Registrants | | | | |
| Qtr 1 | 83 | 102 | 122.89% | 103 |
| Qtr 4 | 180 | 169 | 93.89% | |
| 1. Prior Year Registrants | 83 | 72 | 86.75% | |
| 2. Individual Career Services | 154 | 174 | 112.99% | |
| Work Experience/Internships | 29 | 12 | 41.38% | |
| 3. Training Services | 127 | 105 | 82.68% | |
| Occupational Training - ITAs | 123 | 105 | 85.37% | |
| Occupational Training - Non-ITAs | 2 | 0 | 0.00% | |
| Remedial/Prevocational Training | 2 | 0 | 0.00% | |
| 4. Work Based Training | 2 | 0 | 0.00% | |
| On-the-Job Training | 2 | 0 | 0.00% | |
| Customized Training | 0 | 0 | 0.00% | |
| Transitional Jobs | 2 | 0 | 0.00% | |
| 5. Supportive Services | 73 | 78 | 106.85% | |
| Dislocated Worker Registrants | | | | |
| Qtr 1 | 23 | 13 | 56.52% | 4 |
| Qtr 4 | 28 | 19 | 67.86% | |
| 1. Prior Year Registrants | 23 | 9 | 39.13% | |
| 2. Individual Career Services | 28 | 19 | 67.86% | |
| Work Experience/Internships | 8 | 1 | 12.50% | |
| 3. Training Services | 22 | 15 | 68.18% | |
| Occupational Training - ITAs | 18 | 15 | 83.33% | |
| Occupational Training - Non-ITAs | 2 | 0 | 0.00% | |
| Remedial/Prevocational Training | 2 | 0 | 0.00% | |

WIOA Plan vs Actual Summary

Report Date: 06/16/2025
Report Time: 2:19:02PM
Report Num: CISGP004

LWA: 26-Southern 14 Workforce Investment Board Inc
Title: 1 (1A, 1Y, 1D, 1DC) Program Year: 2024

From: 07/01/2024
Quarter: 4

To: 06/30/2025
Grant Number: 24681026

| | <u>Plan</u> | <u>Actual</u> | <u>% of Plan</u> |
|-----------------------------------|-------------|---------------|------------------|
| 4. Work Based Training | 4 | 0 | 0.00% |
| On-the-Job Training | 2 | 0 | 0.00% |
| Customized Training | 0 | 0 | 0.00% |
| Transitional Jobs | 0 | 0 | 0.00% |
| 5. Supportive Services | 10 | 12 | 120.00% |
| Youth Registrants | | | |
| Qtr 1 | 33 | 36 | 109.09% |
| Qtr 4 | 47 | 62 | 131.91% |
| 1. Prior Year Registrants | 33 | 24 | 72.73% |
| 2. Academic Learning Services | 34 | 37 | 108.82% |
| Occupational Training - ITAs | 26 | 37 | 142.31% |
| Occupational Training - Non-ITAs | 1 | 0 | 0.00% |
| Remedial/Prevocational Training | 1 | 0 | 0.00% |
| Other | 0 | 0 | 0.00% |
| 3. Work Related Services | 8 | 25 | 312.50% |
| Work Experience/Internships | 8 | 24 | 300.00% |
| On-the-Job Training | 0 | 1 | 0.00% |
| Pre-Apprenticeship/Apprenticeship | 0 | 0 | 0.00% |
| Other | 0 | 0 | 0.00% |
| 4. Supportive Services | 16 | 29 | 181.25% |

34

Selection Criteria: Grant Number: 24681026 Title: 1 (1A, 1Y, 1D, 1DC)
LWA: 26-Southern 14 Workforce Investment Board Inc

Program Year: 2024

Quarter: 4