

**Evaluation Instrument
Youth Service Providers
PY 25- July 1, 2025 through June 30, 2026**

Agency Responding

Shawnee Development Council

	Factors	Point Range		Points Awarded
1	Executive Summary	0-10		10
2	Program Design	0-40		40
3	Prior Experience - Adequacy of Fiscal and Programmatic Controls	0-20		20
4	Ability to Meet Performance Goals	0-10		10
5	Budget and Cumulative Registrants	0-20		20
	Total Score	0-100		100

	Proposal		In School Youth		Out of School Youth	
Funds Requested	184,988		33,789	18%	151,199	82%
Participants to be Served	75		18		57	
Cost Per Participant	2,467		1,877		2,653	
New Participant	39	52%	9	50%	30	53%
Prior Participants	36	48%	9	50%	27	47%
Direct Expenditures	92,493	50%	16,894	50%	75,599	50%
Non-Direct Expenditures	92,495	50%	16,895	50%	75,600	50%
Paid or Unpaid Work Experience	37,346	20%	7,096	21%	30,250	20%

Proposal Organization Name

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.

Did the offeror follow the instructions for this section?

Was the applicant a current Youth provider?

TOTAL POINTS

Yes	No	N/A	Point Value
Yes	No	N/A	Point Value
X			10
			10

Does the program design and technical qualification portion of the proposal discuss and provide provision for:

A Scope of Proposal - geographic area to be served through the proposal - What counties are proposed to be served? (*maximum of 2 points*)

B Youth Outreach and Referral Process - steps used to identify eligible youth and the referral system to be used to achieve objectives? (*maximum of 2 points*)

C Assessment - process for completion of assessment of academic levels, skills levels, aptitudes and service needs of eligible participants, as well as identifying testing materials to be used? (maximum of 2 points)

D Individual Service Strategy - the process to be used in the preparation of the individual service strategy and who will be involved in the process? (maximum of 2 points)

E Key Design Components - describes the key design components including preparation for postsecondary education opportunities, linkage between occupational and academic learning, preparation for unsubsidized employment, and effective connections to intermediary organizations with links to job market and employers? (*maximum of 2 points*)

F Program Elements - describes how each of the following federally required program elements will be provided, including who will be providing the services and procurement processes used if these services are to be subcontracted? (2 points each element for a maximum of 20 points)

1 Tutoring, study skills training and instruction leading to secondary school completion, including dropout prevention strategies.

2 Alternative school offerings

3 Summer employment opportunities directly linked to academic and occupational learning

4 Paid and unpaid work experience, including internships and job shadowing

5 Occupational skills training

6 Leadership services

7 Supportive services (including agencies policies to be used for supportive services)

[illegible]

8 Adult mentoring

9 Follow-up services

10 Comprehensive guidance and counseling and referrals

Total points for Program Elements (F)

G Incentives - describes any incentive planned for participants (*maximum of 2 points*)

Special Program Activities - discusses any special program activities planned for youth, including eligibility requirements for those activities and objectives to be accomplished through these services. (*maximum of 2 points*)

H

Coordination and Linkage Plans - describes coordination between agencies, organizations ect. That will successfully provide services to the youth in area. (*maximum of 2 points*)

I

Did offeror follow instructions for this section? (*maximum of 2 points*)

OR as an alternative to full submission:

Was applicant a current youth services provider? (*maximum of 4 points*)

Did applicant's area of service and activities remain the same? (*maximum of 4 points*)

Assessment - Has the applicant demonstrated the ability to provide a process for completion of assessment of academic levels, skills levels, aptitudes and service needs of eligible participants, as well as identifying testing materials to be used? (*maximum of 2 points*)

Individual Service Strategy - has the applicant demonstrated the process to be used in the preparation of the individual service strategy and who will be involved in the process? (*maximum of 2 points*)

Key Design Components - Has the applicant demonstrated the ability to provide preparation for postsecondary education opportunities, linkage between occupational and academic learning, preparation for unsubsidized employment, and effective connections to intermediary organizations with links to job market and employers? (*maximum of 2 points*)

Program Elements - Has the applicant provided each of the following federally required program elements including the services subcontracted? (*2 points each element for a maximum of 20 points*)

- 1 Tutoring, study skills training and instruction leading to secondary school completion, including dropout prevention strategies.
- 2 Alternative school offerings
- 3 Summer employment opportunities directly linked to academic and occupational learning
- 4 Paid and unpaid work experience, including internships and job shadowing
- 5 Occupational skills training
- 6 Leadership services
- 7 Supportive services (including agencies policies to be used for supportive services)
- 8 Adult mentoring
- 9 Follow-up services
- 10 Comprehensive guidance and counseling and referrals

Total points for Program Elements (F)

Incentives - Has the applicant provided any incentive for participants (*maximum of 2 points*)

Special Program Activities - Has applicant provided any special program activities for youth. (*maximum of 2 points*)

Coordination and Linkage Plans - Does agency coordinate between other agencies, organizations ect. That will successfully provide services to the youth in area. (*maximum of 2 points*)

		X	
		X	
		X	
			0
		X	
		X	
		X	
		X	
Yes	No	N/A	Point Value
X			4
X			4
X			2
X			2
X			2
X			2
X			2
X			2
X			2
X			2
X			2
X			2
			20
X			2
X			2
X			2

TOTAL POINTS

40

3 Prior Experience and Adequacy of Fiscal and Programmatic Controls

A Prior Experience - Proposal describes prior experience in operating similar programs including names and contact information with which the offeror has contracted. *(maximum of 6 points)*

Did prior contracts include performance standards as part of the program? *(maximum of 2 point)*

Did offeror provide supporting data covering the most recent two years of program experience? *(maximum of 2 point)*

B Organization, Size and Structure - did the offeror describe its organization, size and structure? *(maximum of 4 points)*

Did offeror include the most recent peer review if applicable? *(maximum of 2 points)*

Did offeror include assurances of adequate fiscal and program management capabilities? *(maximum of 2 points)*

Did offeror include the most recent "Management Letter" from their auditor? *(maximum of 2 points)*

OR as an alternative to full submission:

Has the offeror satisfactorily provided youth services in the past twelve months? *(maximum of 10 points)*

Has offeror demonstrated adequate fiscal and program management capabilities? *(maximum of 5 points)*

Has the offeror provided a copy of the most recent audit and "Management Letter" as outlined in current youth service contract? *(maximum of 5 points)*

TOTAL POINTS

20

4 Ability to Meet Performance Goals

Did the offeror state the ability to meet or exceed the performance goals listed for youth in the performance measures? *(maximum of 5 points)*

Did the offeror provide supporting data to demonstrate the ability to meet or exceed the performance goals listed for youth in the performance measures? *(maximum of 5 points)*

TOTAL POINTS

10

5 Budget and Cumulative Registrants

Did the offeror include a completed Attachment A, Program Cumulative Registrant form with proposal? *(maximum of 5 points)*

Did the offeror include a completed attachment B, Program Budget form with the proposal *(maximum of 5 points)*

Did the offeror's budget adhere to the In School percentage (25%) of funds and the Out of School (75%) percentage of funds? *(maximum of 5 points)*

Did the offeror's budget provide a minimum of 20% of the budget allocated to paid work experience? *(minimum of 5 points)*

TOTAL POINTS

20

Yes	No	N/A	Point Value
		X	
		X	
		X	
		X	
		X	
		X	
		X	
Yes	No	N/A	Point Value
X			10
X			5
		X	5
			20
Yes	No	N/A	Point Value
X			5
X			5
			10
Yes	No	N/A	Point Value
X			5
X			5
X			5
X			5
			20

Request for Proposal
To Provide WIOA
Youth 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 WIOA Youth Services in Alexander, Hardin, Johnson, Massac, Pope, Pulaski and Union Counties for Program Year 2025, which runs from July 1, 2025 through 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:

In School Youth

Alexander \$5,279	Hardin \$1,805	Johnson \$6,740	Massac \$6,864
Pope \$1,519	Pulaski \$3,431	Union \$8,151	TOTAL \$33,789

Out of School Youth

Alexander \$23,624	Hardin \$8,075	Johnson \$30,162	Massac \$30,715
Pope \$6,796	Pulaski \$15,351	Union \$36,476	TOTAL \$151,199

Funds will be utilized at a rate of 25% for in-school youth and 75% for out-of-school youth as outlined in the attached budget.

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, Work-Based Learning and other career services. SDC has successfully provided a variety of training services since 1966 in program including the Neighborhood Youth Corps, Operation Mainstream, CETA, JTPA, WIA and others. 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 with trained, qualified Career Planners who will work with them to create individualized 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 is 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 programs 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 staff consists of 4 qualified individuals with experience in workforce programs ranging from a few months to several decades. This core staff is supported by 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 since its inception. Shawnee Development Council, Inc. is committed to continued improvement, robust training and service delivery as it relates to performance measures. Our case management staff works 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

A. Scope of Proposal

Shawnee Development Council, Inc. proposes to provide youth services in the southern seven counties of Alexander, Hardin, Johnson, Massac, Pope, Pulaski and Union in LWIA 26.

B. Youth Outreach and Referral Process

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, transitional events and through local and social media. Services will be provided to both in-school and out-of-school youth. Outreach efforts will include regular visits and connections with area high schools, alternative and adult educational programs, community colleges and other agencies which deal with local youth populations.

C. Assessment

All eligible participants will be given a Test of Adult Basic Education (TABE) to determine their Educational Functioning Level (EFL) in the area of mathematics and reading. Participants will complete a career interest inventory to identify their occupational interests and aptitudes.

D. Individual Service Strategy

Results of these assessments will be discussed with applicants and will be used in the development of an Individual Service Strategy. This plan will outline career goals and focus on the industry sectors identified to be high-growth and sufficiently high-earning occupations to encourage sustainable employment and self-sufficiency.

E. Key Design Components

The key design components will include assisting the youth in choosing a career they are interested in and is preferably a high growth occupation. SDC has working connections to the local colleges/universities in our area including Shawnee Community College, Southeastern Illinois College, Southern Illinois University and John A. Logan College. SDC career planners use the O'Net Codes of Occupational Titles and the Enhanced Occupational Outlook Codes online system to determine labor market information to help the youth to consider items such as annual earnings, job growth, number employed and annual job openings for any occupation.

F. Program Elements

1. SDC will be able to pay tutors in relevant subjects the youth need. We can use high school teachers, college instructors or even college students that have proven abilities in such subject.
2. SDC can refer any youth that are in need of an alternative school, GED classes, or drop out services as needed.
3. Paid and volunteer work experiences will be offered to youth in the form of work experience throughout the year or for a period during the summer, pre-apprenticeships, internships, job shadowing or on-the-job training to enhance their academic and occupational education opportunities.
4. SDC will offer any occupational skills training that could lead to a recognized postsecondary credential with in-demand industry sectors or occupations in the local area.
5. SDC will inform any youth of educational opportunities offered concurrently with workforce preparation and training for a specific occupation or occupational cluster.
6. SDC will keep abreast of community and leadership development opportunities within our local area for the youth.

7. Supportive services such as travel, fees, payment for credentials, or work-based uniforms and shoes and safety equipment for work experience enrollees will be offered to youth that are enrolled in such activities, as funding is available.
8. SDC will use adult mentoring, when possible, for a subsequent period of time, for a total of not less than 12 months.
9. SDC will complete follow-up services for not less than 12 months after the completion of participation.
10. SDC will assist with guidance and counseling to youth which will include making referrals as appropriate to local and regional providers/partners such as: mental health, human services and transportation providers.
11. SDC will seek out any financial literacy education for youth whenever necessary.
12. SDC will offer any entrepreneurial skills training when possible.
13. SDC will seek to use services for the youth that provide labor market information about in-demand industry sectors, career awareness, career counseling and career services.
14. Career Planners will assist in activities to help youth prepare for and transition to postsecondary education and training. Activities include scholarship referrals, job fairs, referrals to jobs or colleges.

G. Incentives

SDC may offer incentives with proof for items like completing a degree/certificate, follow-up information or goals obtained when funding allows.

H. Special Program Activities

SDC will promote and plan WIOA eligible youth activities that relate to decision making, leadership, community service, employment related, etc. Our basic objectives would be to assist them in becoming better students, employees and citizens. Examples include assisting

at career fairs at colleges and high schools and participation in youth directed events in the communities served.

I. Coordination and Linkage Plans

SDC WIOA meets with community members such as chambers of commerce, planning committees, colleges and other organizations that help provide services to youth in order to enhance the knowledge and services the WIOA program provides.

Offeror's Technical Qualifications

A. Prior Experience

SDC has been the provider of workforce programs and provided a variety of training services since 1966 in programs including the Neighborhood Youth Corps, Operation Mainstream, CETA, JTPA, WIA and Workforce Innovation Opportunity Act. Funding has been provided through a grant from Southern 14 WIB, Inc. from the Department of Commerce and Economic Opportunity. The Agency has also provided work experience through the Senior Community Services Employment Program from the Illinois Department on Aging and Community Services Block Grant from the Office of Community Assistance - Department of Commerce and Economic Opportunity. Meeting established performance standards were a part of each of these grants.

B. Organization, Size, and Structure

Shawnee Development Council, Inc. is governed by a 21-member tri-partite board of directors. An Executive Director has day-to-day authority to manage the agency. Other Administrative staff include a Fiscal Officer, HR/Payroll/EEO Officer, Administrative Clerk and 4 County Outreach Coordinators. In addition, 10 other individuals are employed at SDC and work in other grant funded programs such as Community Services Block Grant, Illinois Home Weatherization Assistance Program, and the Low Income Home Energy Assistance Program. A copy of the Organizational Chart is included that reflects the

programs and departments of the agency. The most recent management letter from the audit firm is attached.

C. Ability to meet Program and Performance Goals

Shawnee Development Council, Inc.'s proposal is for the southern seven counties of Alexander, Hardin, Johnson, Massac, Pope, Pulaski and Union in LWIA 26. SDC agrees to provide program services to individuals that meet the eligibility requirements. SDC is committed to provide services, conduct outreach, work with our partners agencies and document the system to achieve performance goals. Comprehensive training is considered employee development and is encouraged and mandated by SDC. The Year-to-Date Manager's Report is attached as proof of ability to meet performance goals.

YOUTH PROGRAM CUMULATIVE REGISTRANTS

Attachment C

Workforce Area #26

Organization Name Shawnee Development Council, Inc.

Date Submitted 07/31/25

	Youth In School	Youth Out of School	Total
Prior Year Participants - Those individuals enroled in program prior to July 1, 2025 and are still receiving services.	9	27	36
New Participants - Those individuals enroled in program after to July 1, 2025.	9	30	39
Total Participants - Prior and New	18	57	75
Academic Learning Services	5	14	19
Individual Training Accounts (ITA)	5	13	18
Non ITA Training	0	0	0
Remedial / Pre-Vocational Training	0	1	1
Other	0	0	0
Work Based Training	1	5	6
Work Experience / Internships	1	5	6
On-The-Job Training	0	0	0
Pre-Apprenticeship / Apprenticeship	0	0	0
Other	0	0	0
Supportive Service	3	10	13

Attachment B - WIOA PROGRAM FUNDING BUDGET

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

	Youth In School	Youth Out of School	Total
Original Allocations	33,789	151,199	184,988
Program Fund Transfer			0
Total Program Funding	33,789	151,199	184,988

WIOA BUDGETED COSTS	Youth In School	Youth Out of School	Total
Non Direct Training	16,895	75,600	92,495
Personnel (Salary & Wages)	0	0	0
Fringe Benefits			0
Other Program Costs	16,895	75,600	92,495
Direct Training Cost	9,798	45,349	55,147
<i>Occupational Skills Training Other</i>	6,298	24,349	30,647
<i>Remedial / Pre-Vocational Training</i>	1,000	1,000	2,000
<i>WIOA Pay for Performance Contracts</i>			0
<i>Supportive Services</i>	2,500	20,000	22,500
Work Based Training	7,096	30,250	37,346
<i>Work Experience / Internships</i>	7,096	30,250	37,346
<i>On-the-Job Training</i>	0	0	0
Youth In-School - Indirect			0
Total	33,789	151,199	184,988
	0	0	0
% Non-Direct Training	#DIV/0!	#DIV/0!	#DIV/0!
% Work Based Training	0.210009175	0.200067461	0.201883365
20% Minimum Requirement	6757.8	30239.8	36997.6
Over(Under) Minimum Requirement	-338	-10	-348

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 of 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 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.

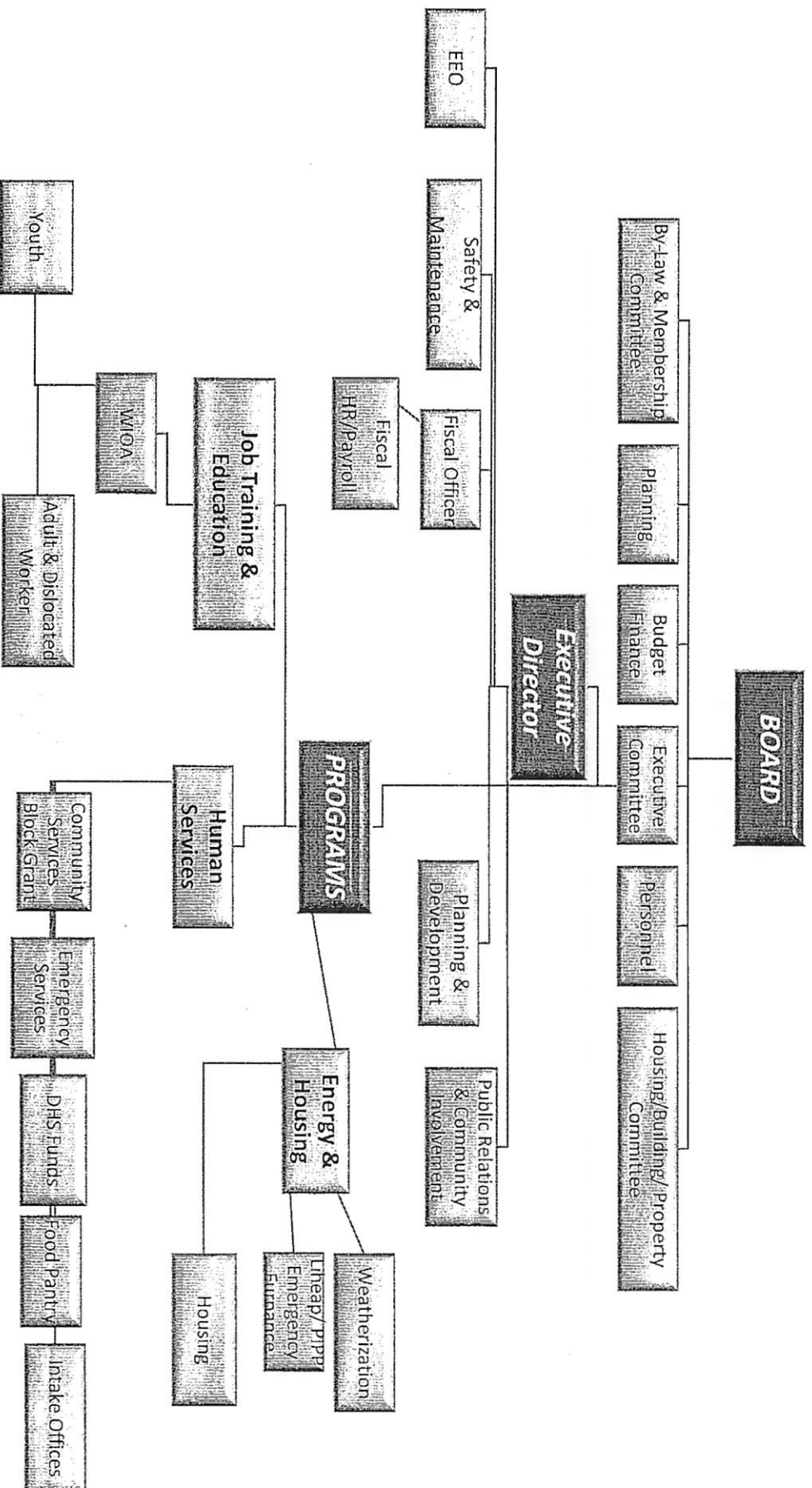
Name of Contact: Denna Williams

Title of Contact: Executive Director

Authorized Signature: Denna Williams

Date: 07/31/25

SHAWNEE DEVELOPMENT COUNCIL, INC. ORGANIZATIONAL CHART



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 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.

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:

EXECUTIVE RESPONSIBILITIES	106550.00
FISCAL MANAGEMENT	36100.00
RECEPTION/TELEPHONE/MAIL	35000.00
SPACE	17400.00
COUNTY OUTREACH SERVICES	14850.00
TOTAL	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.*

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

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

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:

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

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:**

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

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

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



Kerber, Eck & Braeckel LLP
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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

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%	146.48%	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	156.48%	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%	123.88%	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