SOUTHERN 14 WORKFORCE INVESTMENT BOARD, INC.

DEAN ROGAN SR, CHAIRMAN **PAM BARBEE, EXECUTIVE DIRECTOR**

MEMO

Workforce
Investment
Area #26

TO: Youth and Oversight Committee
FROM: Pamela Barbee
DATE: 8.26.26

The Youth and Oversight Committees will meet:

Time: Aug 26, 2026 10:00 AM Central Time (US and Canada)
Join Zoom Meeting
https://us02web.zoom.us/j/84843910265

Meeting chat link
https://us02web.zoom.us/launch/jc/84843910265

Meeting ID: 848 4391 0265
Passcode: 200371

One tap mobile
+13126266799,,84843910265#,,,,*200371# US (Chicago)
+13092053325,,84843910265#,,,,*200371# US

The purpose of this meeting is the following:

1. Review the PY26 Youth, Adult, and DW RFP

WADI				
Adult & Dislocated Worker	PY26		PY25	
Funds Requested	426,809		515,471	(88,662)
Direct Expenses	221,999	52.0%	262,893	
Non-Direct Expenses	204,860	48.0%	252,578	
Participants to be served	88		83	
Cost Per Participant	4,850		6,210	

SDC				
Adult & Dislocated Worker	PY26		PY25	
Funds Requested	409,848		451,724	
Direct Expenses	249,121	60.8%	230,380	51.0%
Non-Direct Expenses	160,727	39.2%	221,344	49.0%
Participants to be served	87		158	
Cost Per Participant	4,711		2,859	

AREA				
Adult & Dislocated Worker				
Funds Requested	836,657		967,195	(130,538)
Direct Expenses	471,120	56.3%	493,273	
Non-Direct Expenses	365,587	43.7%	473,922	
Participants to be served	175		241	
Cost Per Participant	4,781		4,013	

Evaluation Summary for PY26 Youth Services

We received two proposals – Wabash Area Development, Inc., with a proposal to serve the northern counties of Edwards, Gallatin, Hamilton, Saline, Wabash, Wayne, and White, as well as a proposal from Shawnee Development Council to serve the southern counties of Alexander, Harden, Johnson, Massac, Pope, Pulaski, and Union. Both were received before the deadline and contained all required elements.

All agencies responding are incumbent providers and, therefore, allowed to utilize an alternative request method outlined in Section 1, J – Options (page 5). This option allows the responder to submit a less than full response to the RFP, and negotiations are based on prior year performance, number of clients served, cost per client, and amount of allocations available. The option further explains that agencies must respond with a complete RFP every three years. Both incumbent agencies submitted the complete RFP for PY24.

Respondent #1 – Shawnee Development Council

The available allocation for the southern seven counties is $160,791, which is a decrease of $24,197 from the prior year's available allocation for Shawnee Development. The proposal presents a direct expenditure rate of 52%.

Proposal plans to serve 26 participants, at a cost per participant of $6,184 as compared to last year's proposal at a cost of $2,467 per participant.

The overall proposal score is 99%, with explanation of deductions as follows:

- *Ability to Meet Performance Goals (9 of 10 points)*

Respondent #2 – Wabash Area Development, Inc.

The available allocation for the northern seven counties is $190,145, which is a decrease of $15,947 from the prior year's available allocation for Wabash Area Development. The proposal presents a direct expenditure rate of 52%.

Proposal plans to serve 31 participants, at a cost per participant of $6,134 as compared to last year's proposal at a cost of $6,245 per participant.

The overall proposal score is 95%, with explanation of deductions as follows:

- *Prior Experience - Adequacy of Fiscal and Programmatic Controls (15 of 20) – The evaluation tool asks,* "Did offeror include the most recent peer review if applicable?" *The evaluators marked the tool N/A, but since the document was not present, this does not apply to the service provider, so points were awarded.*

Comparing the two proposals submitted for PY26 to the two proposals awarded for PY25

The available allocation for our area was $350,936, which is an overall decrease of $40,144 from the PY25 funding levels.

The State does not have a minimum direct expenditure rate for youth funds, but both proposals have a direct training rate of 52% budgeted. The State has a mandate minimum of 20% of youth funding to be expended on work-based learning. The proposals allocate $73,685 (21%) to these activities, compared to $80,626 (21%) in last year's proposals.

Combined proposals plan to serve 57 participants, at a cost per participant of $6,157 as compared to last year's proposal at a cost of $3,621 per participant.

Final year-end performance information from the IWDS Plan vs Actual Report for PY 25 shows the area had planned to service 62 and actually provided service to 72 individuals, with 26 of those participants enrolled in work-based training.

WADI	PY26		PY25		
Funds Requested	190,145		206,092		(15,947)
Participants to be Served	31		33		
Cost Per Participant	6,134		6,245		
Direct Expenditures	98,885	52.0%	103,046	50.0%	
Non-Direct Expenditures	91,260	48.0%	103,046	50.0%	
Paid or Unpaid Work Experience	39,925	21.0%	43,280	21.0%	
SDC	PY26		PY25		
Funds Requested	160,791		184,988		(24,197)
Participants to be Served	26		75		
Cost Per Participant	6,184		2,467		
Direct Expenditures	83,624	52.0%	92,493	50.0%	
Non-Direct Expenditures	77,167	48.0%	92,495	50.0%	
Paid or Unpaid Work Experience	33,760	21.0%	37,346	20.2%	
AREA					
Funds Requested	**350,936**		**391,080**		**(40,144)**
Participants to be Served	**57**		**108**		
Cost Per Participant	**6,157**		**3,621**		
Direct Expenditures	**182,509**	**52.0%**	**195,539**	**50.0%**	
Non-Direct Expenditures	**168,427**	**48.0%**	**195,541**	**50.0%**	
Paid or Unpaid Work Experience	**73,685**	**21.0%**	**80,626**	**20.6%**	

WIOA Plan vs Actual Summary

Report Date: 07/21/2026
Report Time: 3:06:20PM
Report Num: CISGP004

LWA: 26-Southern 14 Workforce Investment Board Inc **From: 07/01/2025** **To: 06/30/2026**
Title: 1 (1A, 1Y, 1D, 1DC) **Program Year: 2025** **Quarter: 4** **Grant Number: 25681026**

	Plan	Actual	% of Plan
4. Work Based Training	2	10	500.00%
On-the-Job Training	1	10	1,000.00%
Customized Training	0	0	0.00%
Transitional Jobs	1	0	0.00%
5. Supportive Services	12	18	150.00%
Youth Registrants			
Qtr 1	36	44	122.22%
Qtr 4	62	72	116.13%
1. Prior Year Registrants	24	27	112.50%
2. Academic Learning Services	39	44	112.82%
Occupational Training - ITAs	37	44	118.92%
Occupational Training - Non-ITAs	1	0	0.00%
Remedial/Prevocational Training	1	0	0.00%
Other	0	0	0.00%
3. Work Related Services	25	26	104.00%
Work Experience/Internships	25	26	104.00%
On-the-Job Training	0	0	0.00%
Pre-Apprenticeship/Apprenticeship	0	0	0.00%
Other	0	0	0.00%
4. Supportive Services	29	35	120.69%

Selection Criteria: **Grant Number:** 25681026 **Title:** 1 (1A, 1Y, 1D, 1DC) **Program Year:** 2025 **Quarter:** 4
LWA: 26-Southern 14 Workforce Investment Board Inc

WIOA Plan vs Actual Summary

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Title: 1 (1A, 1Y, 1D, 1DC) **Program Year: 2025** **Quarter: 4** **Grant Number: 25681026**

	Plan	Actual	% of Plan
Adult Registrants			
Qtr 1	103	119	115.53%
Qtr 4	169	180	106.51%
1. Prior Year Registrants	72	68	94.44%
2. Individual Career Services	118	169	143.22%
Work Experience/Internships	12	30	250.00%
3. Training Services	105	109	103.81%
Occupational Training - ITAs	105	109	103.81%
Occupational Training - Non-ITAs	1	0	0.00%
Remedial/Prevocational Training	1	0	0.00%
4. Work Based Training	1	0	0.00%
On-the-Job Training	1	0	0.00%
Customized Training	0	0	0.00%
Transitional Jobs	0	0	0.00%
5. Supportive Services	78	99	126.92%
Dislocated Worker Registrants			
Qtr 1	6	6	100.00%
Qtr 4	22	53	240.91%
1. Prior Year Registrants	6	3	50.00%
2. Individual Career Services	22	53	240.91%
Work Experience/Internships	3	8	266.67%
3. Training Services	17	19	111.76%
Occupational Training - ITAs	15	19	126.67%
Occupational Training - Non-ITAs	1	0	0.00%
Remedial/Prevocational Training	1	0	0.00%

Evaluation Instrument
Youth Service Providers
PY 26- July 1, 2026 through June 30, 2028

Agency Responding: Wabash Area Development

	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		15
4	Ability to Meet Performance Goals	0-10		10
5	Budget and Cumulative Registrants	0-20		20
	Total Score	0-100		95

	Proposal		In School Youth		Out of School Youth	
Funds Requested	190,145		47,121	25%	143,024	75%
Participants to be Served	31		4		27	
Cost Per Participant	6,134		11,780		5,297	
New Participant	23	74%	3	75%	20	74%
Prior Participants	8	26%	1	25%	7	26%
Direct Expenditures	98,885	52%	24,511	52%	74,374	52%
Non-Direct Expenditures	91,260	48%	22,610	48%	68,650	48%
Paid or Unpaid Work Experience	39,925	21%	9,895	21%	30,030	21%

	PY26		PY25		
Funds Requested	190,145		206,092		(15,947)
Participants to be Served	31		33		
Cost Per Participant	6,134		6,245		
Direct Expenditures	98,885	52.0%	103,046	50.0%	
Non-Direct Expenditures	91,260	48.0%	103,046	50.0%	
Paid or Unpaid Work Experience	39,925	21.0%	43,280	21.0%	

YOUTH PROPOSAL EVALAUTION TOOL

Proposal Organization Name: WADI

1 Executive Summary

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: *(maximum 2 points each)*	Yes	No	N/A	Point Value
The geographic area to be served?				
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?				
OR as an alternative to full submission, did applicant: *(maximum 10 points each)*	Yes	No	N/A	Point Value
Was applicant a current Adult and Dislocated Worker provider?	X			10
TOTAL POINTS				10

2 Program Design

Does the program design and technical qualification portion of the proposal discuss and provide provision for:	Yes	No	N/A	Point Value
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)				

		Yes	No	N/A	Point Value
8	Adult mentoring				
9	Follow-up services				
10	Comprehensive guidance and counseling and referrals				
	Total points for Program Elements (F)				
G	Incentives - decribes any incentive planned for participants *(maximum of 2 points)*				
H	Special Program Activities - discusses any special program activities planned for youth, including eligibility requiremnets for those activities and objectives to be accoumplished through these services. *(maximum of 2 points)*				
I	Coordination and Linkage Plans - describes coordination between agencies, orginazations ect. That will successfully provide services to the youth in area. *(maximum of 2 points)*				
	Did offeror follow instructions for this section? *(maximum of 2 points)*				
OR as an alternative to full submission:		Yes	No	N/A	Point Value
	Was applicant a current youth services provider? *(maximum of 4 points)*	X			4
	Did applicant's area of service and activities remain the same? *(maximum of 4 points)*	X			4
	Assessment - Has the applicant demonistrated 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)	X			2
	Individual Service Strategy - has the applicant demonistraited 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)*	X			2
	Key Design Components - Has the applicant demonstratied 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)*	X			2
	Program Elements - Has the applicant provided each of the following federally required program elements including the services subcontracted? *(2 poins each element for a maximum of 20 points)*				
1	Tutoring, study skills training and instruction leading to secondary school completion, including dropout prevention strategies.	X			2
2	Alternative school offerings	X			2
3	Summer employment opportunities directly linked to academic and occupational learning	X			2
4	Paid and unpaid work experience, including internships and job shadowing	X			2
5	Occupational skills training	X			2
6	Leadership services	X			2
7	Supportive services (including agencies policies to be used for supportive services)	X			2
8	Adult mentoring	X			2
9	Follow-up services	X			2
10	Comprehensive guidance and counseling and referrals	X			2
	Total points for Program Elements (F)				20
	Incentives - Has the applicant provided any incentive for participants *(maximum of 2 points)*	X			2
	Special Program Activities - Has applicant provided any special program activities for youth. *(maximum of 2 points)*	X			2

Coordination and Linkage Plans - Does agency coordinate between other agencies, orginazations ect. That will successfully provide services to the youth in area. *(maximum of 2 points)*	X			2
TOTAL POINTS				40

3 Prior Experience and Adequacy of Fiscal and Programatic Controls	Yes	No	N/A	Point Value
A Prior Experience - Proposal describes pror 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 resent 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:	Yes	No	N/A	Point Value
Has the offeror satisfactorialy provided youth services in the past twelve months? *(maximum of 10 points)*	X			10
Has offeror demonistraited adequate fiscal and program management capabilities? *(maximum of 5 points)*	X			5
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)	X			0
TOTAL POINTS				15

4 Ability to Meet Performance Goals	Yes	No	N/A	Point Value
Did the offeror state the ability to meet or exceed the performacne goals listed for youth in the performance measures? *(maximum of 5 points)*	X			5
Did the offeror provide supporting data to demonistrait the ability to meet or exceed the performacne goals listed for youth in the performance measures? *(maximum of 5 points)*	X			5
TOTAL POINTS				10

5 Budget and Cumulative Registrants	Yes	No	N/A	Point Value
Did the offeror include a completed Attachment A, Program Cumulative Registrant form with proposal? *(maximum of 5 points)*	X			5
Did the offeror include a completred attachment B, Program Budget form with the proposal *(maximum of 5 points)*	X			5
Did the offeror's budget adhear to the In School percentage (25%) of funds and the Out of School (75%) percentage of funds? *(maximum of 5 points)*	X			5
Did the offeror's budget provide a miminum of 20% of the budget allocated to paid work experience? *(minimum of 5 points)*	X			5
TOTAL POINTS				20

WADI community Action Partnership
Helping People. Changing Lives.

PY 2026
YOUTH REQUEST FOR PROPOSAL

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

TABLE OF CONTENTS

Wabash Area Development, Inc.
Request to Provide Youth Services in LWA #26
Program Year July 1, 2026 through June 30, 2027
Contract Period July 1, 2026 through June 30, 2028

<u>Executive Summary</u>

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 the Regional Office of Education #20, Southeastern Illinois College, Rend Lake College, Illinois Eastern Community Colleges and Wabash Area Development Inc. to provide the full range of activities to all eligible youth.

Outreach will be 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 local and social media. Youth are referred through the area high schools and local community colleges.

Wabash Area Development 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 Service Strategy (ISS) that is a joint effort between the Career Planner, participants, parents/guardians and school personnel. This ISS will outline the goals and objectives to be met and the actions that will be taken to help the student meet these goals. Determination of initial activities will be based on the completed ISS. 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. Tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies, (2. Alternative Secondary School Services/Drop Out Services, (3. Paid and unpaid work experience which includes Summer Employment Opportunities, Pre-Apprenticeship Programs, Internship/Job Shadowing and On-The-Job Training Opportunities, (4. Occupational skills training, (5. Education on Workforce Preparation Activities, (6. Leadership Development, (7. Support services, (8. Adult mentoring, (9. Follow-up services, (10. Comprehensive guidance/counseling, (11. Financial Literacy Education, (12. Entrepreneurial Skills Training, (13. Services that provide Labor Market and Employment Information, (14. Activities that prepare youth for Post-Secondary Education and Training.

Wabash Area Development, as a Community Action Agency, has been providing services to the local communities for 60 years. The agency has 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 $190,145 which is the allotted allocation for the 7 counties to be served.

A. Scope of Proposal

The scope of this program design will be offered in the counties of Edwards, Gallatin, Hamilton, Saline, Wabash, Wayne and White and will be a collaborative effort between the Regional Office of Education #20, Southeastern Illinois College, Rend Lake College, Illinois Eastern Community Colleges and Wabash Area Development Inc. designed to provide the full range of activities to all eligible youth.

B. Youth Outreach and Referral Process

Outreach is provided by having information about the WIOA programs available in Wabash Area Development, Inc. County offices, area high schools, local community colleges, various social services agencies and by utilizing local and social media. In-School Youth are initially referred to Wabash Area Development Inc. through the area high schools and community colleges. Those referrals that meet the program criteria are then contacted and the application process is started. Out of School Youth that are recent high school graduates are referred through the high schools and others are referred through the local community colleges and other social services agencies.

C. Assessment

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. This assessment will be developed by using discussions involving the participant, parents/guardians and appropriate school officials and the following testing materials: (1. Interest Profiler Assessment, (2. Reading & Math will be tested using TABE materials that comply with State & Federal Regulations.

D. Universal Career Plan

The Universal Career Plan will be developed through a joint effort between the case managers, participants, parents/guardians and school personnel. The UCP will outline the goals and objectives to be met and the actions that will be taken to help the student meet these goals. Determination of initial activities will be based on the completed UCP. 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, becoming a productive member of society.

E. Key Design Components

Key design components include career planners and tutors working with youth on a one-to-one basis to help them complete secondary education and prepare for post secondary education or if already in post secondary education, will help them complete that level of education. They will help them explore the elements of different occupational and academic opportunities in which they show an interest and use work experience and job shadowing as tools to help youth gain needed work skills and prepare them for employment. Career planners maintain relationships with area employers to help bridge the gap between leaving the program and gaining unsubsidized employment.

F. Program Elements

The following are the fourteen elements required for the Youth Program of the Workforce Innovation and Opportunties Act and our design and intent for each activity:

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

   Tutoring programs will be established at each high school and community college (if funding allows) that is participating in the WIOA program. The tutor will provide many services including working with students on basic skills, study skills, employability skills and be a mentor to the student. The tutor will provide a place for students to feel comfortable discussing problems they may be having in their life or education. The provider of these services may be determined through an RFP process. (Attachment G)

2. **Alternative Secondary School Offerings/Drop-Out Services**

   There are three types of alternative education programs in the ROE #20 area. (1. Truants Alternative Optional Education Program (TAOEP). This program serves students who are referred by their home district that show educational delays, truancy problems, and/or in need of more one-to-one educational instruction. (2. Regional Safe Schools Alternative Program. This program works with students who are eligible for suspension or expulsion from school, which makes them at risk to dropout. (3. Truancy Support Services Program. This program uses Truancy Interventionists that go into homes and work with the family to solve the truancy problem (4. Special education schools.

3. **Paid and unpaid work experience which may include Summer Employment Opportunities, Pre-Apprenticeship programs, Internships and Job Shadowing and On-the-Job Training Opportunities.**

   These activities allow the student to have work-based learning experiences. Once the student has explored their career possibilities and made a choice, they will be placed in an occupation related to that career choice. Students enrolled in employment during the school year will continue with the same worksite that is linked to their adult career goal. Students in the program that were not employed during the school year will be assigned a worksite that best matches their career goals. The summer experience will give each student a more realistic view of the world of work since they will be provided more hours of experience. These activities will be provided through the combined efforts of Wabash Area Development, Inc., the employer, the community and the contractor that may be selected through an RFP. They will be monitored by Wabash Area Development, Inc. staff and our contractor(s).

4. Occupational Skills Training.

Students will be referred to vocational education courses in high school as well as college. They will work with tutors, guidance counselors, Wabash Area Development Inc. staff, contractor, and community colleges to explore their vocational choices with priority consideration for training programs that lead to recognized postsecondary credentials that align with in-demand industry sectors or occupations. Work experience and job shadowing will promote post secondary education after learning employers' needs and expectations of their workers. Students will be assisted in the process of enrolling in post secondary education.

5. Education on Workforce Preparation Activities

Wabash Area Development Inc. personnel, counselors, instructors, tutors and subcontractor staff will all, at different levels, be involved with education on Workforce preparation and it will be a part of the Work Experience and Occupation Skills Training in a specific occupation or occupational cluster.

6. Leadership Development Opportunities.

Leadership opportunities and character development will be available to the students through various activities throughout the year. In the past, our contractor has had an independent person come in and lead a focus group with the student. This has been helpful because the students feel they can express their opinions without any pressure. Our Work Experience participants have also done volunteer work at community colleges and fund raising events.

7. Supportive Services.

When appropriate, Wabash Area Development, Inc. will provide supportive services or referrals to appropriate agencies while the student participates in the program. These services may include automotive repairs, transportation, childcare, uniforms or other appropriate work attire and any other support services that are needed for the student to continue to participate in the program.

8. Adult Mentoring.

In the scope of the program, those who encounter the students will be a mentor to that student acting as role models and providing career and personal guidance. These persons may include tutors, worksite supervisors, counselors, subcontractor staff and WADI Career Planners.

9. Follow-up Services.

Wabash Area Development Inc. personnel, and our contractor(s), will provide follow-up services to the students for a minimum of 12 months after they exit from the program.

10. Comprehensive Guidance, counseling.

Wabash Area Development Inc. personnel, counselors, tutors and subcontractor staff will all, at different levels, be involved with the guidance and counseling of each participant. Where appropriate, participants may be referred to a more specialized counselor that can help with his/her needs.

11. Financial Literacy Education

Wabash Area Development Inc. personnel, counselors, instructors, tutors and subcontractor staff will all, at different levels, be involved with the financial literacy of each participant. Where appropriate, participants may be referred to a more specialized counselor that can help with his/her needs. The Employment 101 Assessment also has a financial literacy element.

12. 13. 14. Entrepreneurial Skills Training/Providing Labor Market and Employment Information/Preparing Youth for Post-Secondary Education and Training

Wabash Area Development, Inc. personnel will provide the services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling and career exploration services.

G. Incentives

Students will be given personal recognition each time they have completed or exceeded one of their goals and monetary incentive in accordance with the youth incentive policy. There will also be various activities throughout the year such as banquets and leadership retreats (if funding allows) so the students will know that there are people who want them to succeed and will help in any way possible to reach their goals.

H. Special Program Activities

Each year there are plans to have activities such as career workshops that will expose the students to leadership training, character education, workplace skill building and team building which will help them meet their goals in life. Basic objectives would be helping area youth become better students, employees, and citizens. Last year we implemented the Fairfield Memorial Hospital Pre Apprenticeship.

I. Coordination and Linkage Plans

The above listed services/activities for youth will be provided in a collaborative effort between Wabash Area Development, Inc. and a yet to be named activities provider (or providers) and through coordination and linkages between Wabash Area Development Inc., local secondary schools and community colleges. If the activities (as defined by WIOA) are to be RFP'd, it will be done according to appropriate guidelines for selection of providers based on the reasonableness of the proposing organization to actually deliver activities and number of points they receive. Awarding of this contract will be at the discretion of Wabash Area Development, Inc. within the parameters of the Workforce Innovation and Opportunity Act.

OFFEROR'S TECHNICAL QUALIFICATION

A. Prior Experience

Wabash Area Development, Inc. operated the Jobs Training Partnership Act (JTPA) for the duration of its existence from July 1, 1983 to June 30, 2000 and the Workforce Investment Act (WIA) for its duration from July 1, 2000 to June 30, 2015. The JTPA program was contracted through the Private Industry Council, now known as the Southern 14 Workforce Investment Board. The WIA program was also contracted though this same agency.

Meeting established performance standards was a part of the JTPA Program and the WIA Program. Supporting data for Performance Measures is provided covering the most recent two years of program experience.

B. Organization, Size and Structure

Wabash Area Development, Inc., as a Community Action Agency, has been providing services to the local communities for 61 years. The agency serves the counties of Edwards, Gallatin, Hamilton, Saline, Wabash, Wayne, White, with over 90 employees involved in a large variety of anti-poverty programs. Wabash Area Development, Inc. has extensive experience in the operation of various state and federal anti-poverty programs and currently operates eight (8) such programs. The agency's annual audits show no findings in management or fiscal procedures. Wabash Area Development, Inc. complies with state and federal regulations on all fiscal and programmatic issues

C. <u>Ability to meet Program and Performance Goals</u>

Wabash Area Development, Inc.'s proposal will cover the counties of Edwards, Gallatin, Hamilton, Saline, Wabash, Wayne and White in LWIA #26 and agrees to provide program services to individuals that meet the eligibility requirements. This agency has a long history of meeting and/or exceeding performance goals.

ASSURANCES
'Attachment A'

Organization/Agency Information:

Name: Wabash Area Development, Inc.

Address: 110 Latham Street, Enfield, IL 62835

Email: lhicks@wadi-inc.com

Federal Tax I.D. # 37-0890111

Phone: 618-963-2387 Fax: 618-963-2525

Contact Person: Ryan Trueblood

Area (s) to be served: (Please check all counties that apply)

☐	Alexander	☐	Johnson	☐	Union
X	Edwards	☐	Massac	X	Wabash
X	Gallatin	☐	Pope	X	Wayne
X	Hamilton	☐	Pulaski	X	White
☐	Hardin	X	Saline		

On behalf of the Offeror:

A. The individual signing certifies that he/she is authorized to contract on behalf of the Offeror.
B. The individual signing certifies that the Offeror is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Offeror.
C. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
D. The individual signing certifies that there has been no attempt by the Offeror to discourage any potential Offeror from submitting a proposal.
E. The individual signing certifies that he/she has read and understands all of the information in this Request for Proposal.
F. The individual signing certifies that the Offeror, and any individuals to be assigned to the program, has not been debarred or suspended from doing work with any federal, state or local government.
G. The Offeror shall agree to make all programmatic and fiscal records related to the operation of this contract available to staff of the Southern 14 Workforce Investment Board, Inc. and state and federal auditors and monitors for the purposes of monitoring and oversight.
H. The Offeror agrees to keep all client information generated through the operation of this program in strict confidence. Other than the reports submitted to the Southern 14 Workforce Investment Board, the Offeror agrees not to publish, reproduce, or otherwise divulge such information in whole or in part, in any manner or form or authorize or permit others to do so without the express written consent of the Southern 14 Workforce Investment Board, Inc. The Offeror shall take such reasonable measures as are necessary to restrict access to all information to those employees on the Offeror's staff and linking agencies who must have the information on a "need-to-know" basis. The Offeror agrees to immediately notify, in writing, the Southern 14 Workforce Investment Board's authorized representative in the event the Offeror determines or has reason to suspect a breach of this requirement.
I. Respondents to this RFP who also hold a position on the Southern 14 Workforce Investment Board shall be bound by the Conflict of Interest prohibitions contained in the By-Laws of that organization.

Dated this 21st day of July 2026

Lena M. Hicks (signature)
(Authorized Signature)

Lena M. Hicks Executive Director
(Printed Name and Position)

WIOA PROGRAM FUNDING

Workforce Area #:		Program Year: 26	Grant Number: 26-681026
Grant Recipient:	WADI		Mod. No:
Contact Person:			Date Submitted:

		Adult	Dislocated Workers	Youth	Total
Original Allocations		215,274	211,535	190,146	616,95
In School Youth	25%			47,121	
Out of School Youth	75%			143,024	
Supplemental Allocations					
Reallocated Funds					
Rescissions					
De-Obligation					
Total Allocations		215,274	211,535	380,291	807,1(
Administration					
Programs					
Program Fund Transfer		75,000	(75,000)		
Total Program Funding		**290,274**	**136,535**	**190,146**	**616,95**
		Total Funds Available			

WIOA BUDGETED COSTS

		1st Quarter			4th Quarter
Administration - Personnel					
Administration - Fringe Benefits					
Administration - Other Administration					
Administration - Indirect					
Total Administration		0			
Youth In-School - Non-Direct Training Cost	48%	7,416			22,61
Youth In-School - Personnel					
Youth In-School - Fringe Benefits					
Youth In-School - Other Program Costs		7,416			22,61
Youth In-School - Direct Training Cost		5,503			14,6(
Occupational Skills Training Other		5,000			10,0(

Remedial / Pre-Vocational Training					2,50
WIOA Pay for Performance Contracts					
Supportive Services		503			2,10
Youth In-School - Work Based Training		3,500			9,89
Work Experience / Internships	*21%*	3,500			9,89
On-the-Job Training	*0%*				
Youth In-School - Indirect					
Total Youth In-School		16,419			47,12

Youth Out of School - Non Direct Training Cost	48%	15,401			68,65
Youth Out of School - Personnel					
Youth Out of School - Fringe Benefits					
Youth Out of School - Other Program Costs		15,401			68,65
Youth Out of School - Direct Training Cost		15,288			44,33
Occupational Skills Training ITAs		9,500			25,00
Occupational Skills Training Other					2,50
Remedial / Pre-Vocational Training					1,50
WIOA Pay for Performance Contracts					
Supportive Services		5,788			15,33
Youth Out of School - Work Based Training		6,700			30,03
Work Experience / Internships	*21%*	6,700			30,03
On-the-Job Training	*0%*				
Youth Out of School - Indirect					
Total Youth Out of School		37,389			143,02

Adult - Non Direct Training Cost	48%	23,221			139,33
Adult - Personnel					
Adult - Fringe Benefits					
Adult - Other Program Costs		23,221			139,33
Adult - Direct Training Cost		16,500			92,89
Occupational Skills Training ITAs		9,500			65,00
Occupational Skills Training Other					4,50
Remedial / Pre-Vocational Training					1,50
WIOA Pay for Performance Contracts					
Supportive Services		7,000			21,89
Adult - Work Based Training		0			58,05
On-the-Job Training					17,85
Customized Training					

Work Experience / Internships					35,70
Transitional Jobs					4,50
Incumbent Worker					
Adult - Indirect					
Total Adult		39,721			290,27
Adult - 1st Quarter Limits		40,483			

Dislocated Worker - Non Direct Training Cost	48%	16,384			65,53
Dislocated Worker - Personnel					
Dislocated Worker - Fringe Benefits					
Dislocated Worker - Other Program Costs		16,384			65,53
Dislocated Worker - Direct Training Cost		16,874			30,49
Occupational Skills Training ITAs		6,000			12,00
Occupational Skills Training Other		4,500			4,50
Remedial / Pre-Vocational Training					2,50
WIOA Pay for Performance Contracts					
Supportive Services		6,374			11,49
Dislocated Worker - Work Based Training		12,000			40,50
On-the-Job Training		12,000			24,00
Customized Training					
Work Experience / Internships					12,00
Transitional Jobs					4,50
Incumbent Worker					
Dislocated Worker - Indirect					
Total Dislocated Worker		45,258			136,53
Dislocated Worker - 1st Quarter Limits		47,338			

Budgeted Costs Total		138,787			616,95

		% of Budget	53.22%			
		WADI	1st Quarter	4th Quarter		
		Adult Registrants	21	78		
1		Prior Years Registrants		4	1	
2		Individual Career Services		78	2	
	a	Work Experience/Internship		11		a
3		Training Services		48	3	
	a	Individual Training Accounts (ITA)		48		a
	b	Non-ITA (Other)		0		b
	c	Remedial/Pre-Vocational		0		c
4		Workbased Training		0	4	
	a	On-The-Job (OJT)		0		a
	b	Customized		0		b
	c	Transitional		0		c
5		Supportive Service		43	5	

		% of Budget	46.89%			
		WADI	1st Quarter	4th Quarter		
		Dislocated Worker Registrants	8	10		
1		Prior Years Registrants		7	1	
2		Individual Career Services		10	2	
	a	Work Experience/Internship		0		a
3		Training Services		6	3	
	a	Individual Training Accounts (ITA)		6		a
	b	Non-ITA (Other)		0		b
	c	Remedial/Pre-Vocational		0		c
4		Workbased Training		0	4	
	a	On-The-Job (OJT)		0		a
	b	Customized		0		b
	c	Transitional		0		c
5		Supportive Service		5	5	

		% of Budget	54.19%			
		WADI	1st Quarter	4th Quarter		
		Youth Registrants	7	31		
1		Prior Years Registrants		4	1	
2		Academic Learning Services		18	2	
	a	Individual Training Accounts (ITA)		18		a
	b	Non-ITA (Other)		0		b
	c	Remedial/Pre-Vocational		0		c
3		Workbased Training		12	3	
	a	Work Experience/Internship		12		a
	b	On-The-Job (OJT)		0		b
	c	Pre-Apprenticeship/Apprenticaship		0		c
	d	Other		0		d
4		Supportive Service		14	4	

Evaluation Instrument

Youth Service Providers

PY 26- July 1, 2026 through June 30, 2028

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		9
5	Budget and Cumulative Registrants	0-20		20
	Total Score	0-100		99

	Proposal		In School Youth		Out of School Youth	
Funds Requested	160,791		39,869	25%	120,922	75%
Participants to be Served	26		9		17	
Cost Per Participant	6,184		4,430		7,113	
New Participant	22	85%	7	78%	15	88%
Prior Participants	4	15%	2	22%	2	12%
Direct Expenditures	83,624	52%	20,744	52%	62,880	52%
Non-Direct Expenditures	77,167	48%	19,125	48%	58,042	48%
Paid or Unpaid Work Experience	33,760	21%	8,366	21%	25,394	21%

	PY26		PY25		
Funds Requested	160,791.00		184,988.00		(24,197.00)
Participants to be Served	26.00		75.00		
Cost Per Participant	6,184.27		2,466.51		
Direct Expenditures	83,624.00	52.0%	92,493.00	50.0%	
Non-Direct Expenditures	77,167.00	48.0%	92,495.00	50.0%	
Paid or Unpaid Work Experience	33,760.00	21.0%	37,346.00	20.2%	

YOUTH PROPOSAL EVALAUTION TOOL

Proposal Organization Name: SDC

1 **Executive Summary**

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: *(maximum 2 points each)*	Yes	No	N/A	Point Value
The geographic area to be served?				
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?				
OR as an alternative to full submission, did applicant: *(maximum 10 points each)*	Yes	No	N/A	Point Value
Was applicant a current Adult and Dislocated Worker provider?	X			10
TOTAL POINTS				10

2 **Program Design**

Does the program design and technical qualification portion of the proposal discuss and provide provision for:	Yes	No	N/A	Point Value
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)				

		Yes	No	N/A	Point Value
	8 Adult mentoring				
	9 Follow-up services				
	10 Comprehensive guidance and counseling and referrals				
	Total points for Program Elements (F)				0
G	Incentives - decribes any incentive planned for participants *(maximum of 2 points)*				
H	Special Program Activities - discusses any special program activities planned for youth, including eligibility requiremnets for those activities and objectives to be accoumplished through these services. *(maximum of 2 points)*				
I	Coordination and Linkage Plans - describes coordination between agencies, orginazations ect. That will successfully provide services to the youth in area. *(maximum of 2 points)*				
	Did offeror follow instructions for this section? *(maximum of 2 points)*				
OR as an alternative to full submission:		Yes	No	N/A	Point Value
	Was applicant a current youth services provider? *(maximum of 4 points)*	X			4
	Did applicant's area of service and activities remain the same? *(maximum of 4 points)*	X			4
	Assessment - Has the applicant demonistrated 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)	X			2
	Individual Service Strategy - has the applicant demonistraited 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)*	X			2
	Key Design Components - Has the applicant demonstratied 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)*	X			2
	Program Elements - Has the applicant provided each of the following federally required program elements including the services subcontracted? *(2 poins each element for a maximum of 20 points)*				
	1 Tutoring, study skills training and instruction leading to secondary school completion, including dropout prevention strategies.	X			2
	2 Alternative school offerings	X			2
	3 Summer employment opportunities directly linked to academic and occupational learning	X			2
	4 Paid and unpaid work experience, including internships and job shadowing	X			2
	5 Occupational skills training	X			2
	6 Leadership services	X			2
	7 Supportive services (including agencies policies to be used for supportive services)	X			2
	8 Adult mentoring	X			2
	9 Follow-up services	X			2
	10 Comprehensive guidance and counseling and referrals	X			2
	Total points for Program Elements (F)				20
	Incentives - Has the applicant provided any incentive for participants *(maximum of 2 points)*	X			2
	Special Program Activities - Has applicant provided any special program activities for youth. *(maximum of 2 points)*	X			2

	Yes	No	N/A	Point Value
Coordination and Linkage Plans - Does agency coordinate between other agencies, orginazations ect. That will successfully provide services to the youth in area. *(maximum of 2 points)*	X			2
TOTAL POINTS				40

3 Prior Experience and Adequacy of Fiscal and Programatic Controls	Yes	No	N/A	Point Value
A Prior Experience - Proposal describes pror 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 resent 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:	Yes	No	N/A	Point Value
Has the offeror satisfactorialy provided youth services in the past twelve months? *(maximum of 10 points)*	X			10
Has offeror demonistraited adequate fiscal and program management capabilities? *(maximum of 5 points)*	X			5
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)	X			5
TOTAL POINTS				20

4 Ability to Meet Performance Goals	Yes	No	N/A	Point Value
Did the offeror state the ability to meet or exceed the performacne goals listed for youth in the performance measures? *(maximum of 5 points)*	X			4
Did the offeror provide supporting data to demonistrait the ability to meet or exceed the performacne goals listed for youth in the performance measures? *(maximum of 5 points)*	X			5
TOTAL POINTS				9

5 Budget and Cumulative Registrants	Yes	No	N/A	Point Value
Did the offeror include a completed Attachment A, Program Cumulative Registrant form with proposal? *(maximum of 5 points)*	X			5
Did the offeror include a completred attachment B, Program Budget form with the proposal *(maximum of 5 points)*	X			5
Did the offeror's budget adhear to the In School percentage (25%) of funds and the Out of School (75%) percentage of funds? *(maximum of 5 points)*	X			5
Did the offeror's budget provide a miminum of 20% of the budget allocated to paid work experience? *(minimum of 5 points)*	X			5
TOTAL POINTS				20

Request for Proposal
To Provide WIOA
Youth Services

Submitted by:

Shawnee Development Council, Inc.

Program Year 2026
July 1, 2026 through June 30, 2027

Contract Period
July 1, 2026 through June 30, 2028

Table of Contents
Youth RFP Response

Contents

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 2026, which runs from July 1, 2026 through June 30, 2027. 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 $6,028	Hardin $2,112	Johnson $7,682	Massac $8,201
Pope $1,939	Pulaski $3,310	Union $10,567	TOTAL $39,839

Out of School Youth

Alexander $18,296	Hardin $6,410	Johnson $23,318	Massac $24,893
Pope $5,885	Pulaski $10,047	Union $32,073	TOTAL $120,922

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 3 qualified individuals with experience in workforce programs ranging from a few months to several years. 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 Assistant and 4 County Outreach Coordinators. In addition, 7 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 07/27/26

		Youth In School	Youth Out of School	Total
Prior Year Participants - Those individuals enroled in program prior to July 1, 2026 and are still receiving services.		2	2	4
New Participants - Those individuals enroled in program after July 1, 2026.		7	15	22
Total Participants - Prior and New		9	17	26
Academic Learning ServicesServices		5	10	15
	Individual Training Accounts (ITA)	5	10	15
	Non ITA Training			
	Remedial / Pre-Vocational Training			
	Other			
Work Based Training		5	5	10
	Work Experience / Internships	5	5	10
	On-The-Job Training			
	Pre-Apprenticeship / Apprenticeship			
	Other			
Supportive Service		4	8	12

WIOA PROGRAM FUNDING

Workforce Area #:		Program Year: 26	Grant Number: 26-681026
Grant Recipient:	SDC		Mod. No: 0
Contact Person:	Angela Palmer		Date Submitted: 7/27/2026

		Adult	Dislocated Workers	Youth	Total
Original Allocations		180,191	229,657	160,761	570,609
In School Youth	25%			39,839	
Out of School Youth	75%			120,922	
Supplemental Allocations					
Reallocated Funds					
Rescissions					
De-Obligation					
Total Allocations		180,191	229,657	160,761	570,609
Administration					
Programs					
Program Fund Transfer		75,000	(75,000)		
Total Program Funding		255,191	154,657	160,761	570,609
		Total Funds Available			

WIOA BUDGETED COSTS

		1st Quarter			4th Quarter
Administration - Personnel					
Administration - Fringe Benefits					
Administration - Other Administration					
Administration - Indirect					
Total Administration		0			0
Youth In-School - Non-Direct Training Cost	48%	6,269			19,125
Youth In-School - Personnel					
Youth In-School - Fringe Benefits					
Youth In-School - Other Program Costs		6,269			19,125
Youth In-School - Direct Training Cost		6,049			12,349
Occupational Skills Training Other		4,750			8,500
Remedial / Pre-Vocational Training					1,500
WIOA Pay for Performance Contracts					
Supportive Services		1,299			2,349
Youth In-School - Work Based Training		2,743			8,366
Work Experience / Internships	*21%*	2,743			8,366
On-the-Job Training	*0%*				
Youth In-School - Indirect					
Total Youth In-School		15,061			39,840
Youth Out of School - Non Direct Training Cost	48%	13,021			58,042
Youth Out of School - Personnel					
Youth Out of School - Fringe Benefits					
Youth Out of School - Other Program Costs		13,021			58,042
Youth Out of School - Direct Training Cost		12,160			37,486
Occupational Skills Training ITAs		9,000			23,000
Occupational Skills Training Other					1,500
Remedial / Pre-Vocational Training					1,500

WIOA Pay for Performance Contracts					0
Supportive Services		3,160			11,486
Youth Out of School - Work Based Training		5,697			25,394
Work Experience / Internships	*21%*	5,697			25,394
On-the-Job Training	*0%*				
Youth Out of School - Indirect					
Total Youth Out of School		30,878			120,922
Adult - Non Direct Training Cost	34%	21,623			86,492
Adult - Personnel					
Adult - Fringe Benefits					
Adult - Other Program Costs		21,623			86,492
Adult - Direct Training Cost		13,200			119,161
Occupational Skills Training ITAs		10,000			70,000
Occupational Skills Training Other					2,500
Remedial / Pre-Vocational Training					1,500
WIOA Pay for Performance Contracts					0
Supportive Services		3,200			45,161
Adult - Work Based Training		0			49,538
On-the-Job Training					9,000
Customized Training					
Work Experience / Internships					36,038
Transitional Jobs					4,500
Incumbent Worker					
Adult - Indirect					
Total Adult		34,823			255,191
Adult - 1st Quarter Limits		35,591			
Dislocated Worker - Non Direct Training Cost	48%	18,558			74,235
Dislocated Worker - Personnel					
Dislocated Worker - Fringe Benefits					
Dislocated Worker - Other Program Costs		18,558			74,235
Dislocated Worker - Direct Training Cost		25,483			47,922
Occupational Skills Training ITAs		15,000			30,000
Occupational Skills Training Other					2,500
Remedial / Pre-Vocational Training					1,500
WIOA Pay for Performance Contracts					0
Supportive Services		10,483			13,922
Dislocated Worker - Work Based Training		7,500			32,500
On-the-Job Training					13,000
Customized Training					
Work Experience / Internships		7,500			15,000
Transitional Jobs					4,500
Incumbent Worker					
Dislocated Worker - Indirect					0
Total Dislocated Worker		51,541			154,657
Dislocated Worker - 1st Quarter Limits		53,621			
Budgeted Costs Total		132,303			570,610

Attachment A

AFFIRMATION & CERTIFICATION

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

CONFLICT OF INTEREST

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

If there is a conflict of interest please disclose:
Denna Williams, Executive Director, represents the Community Services Block Grant program on the Southern 14 Workforce Investment Board

(Please Print)

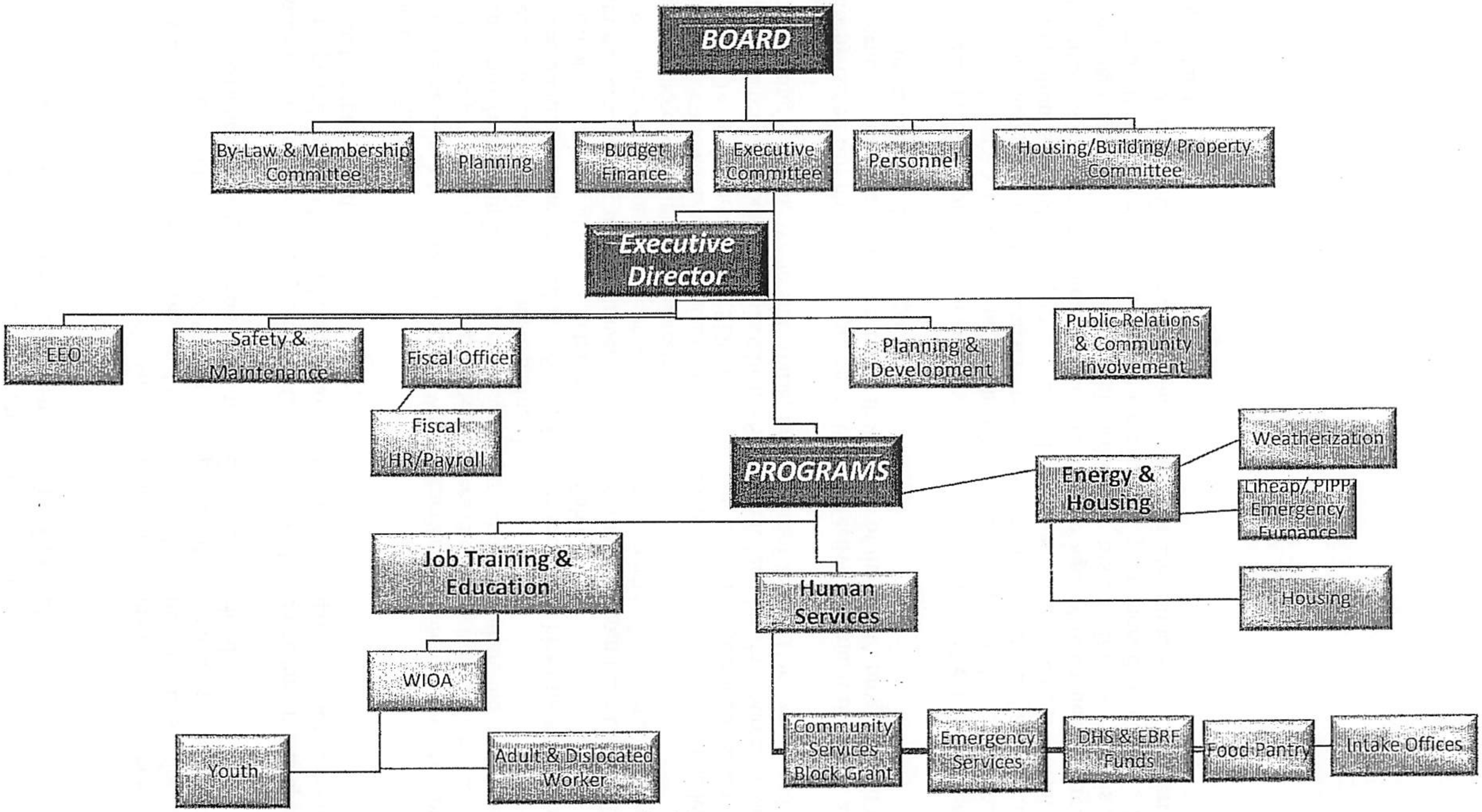
Name of Organization: Shawnee Development Council, Inc.

Name of Contact: Denna Williams

Title of Contact: Executive Director

Authorized Signature: Denna Williams   Date: 07/27/26

SHAWNEE DEVELOPMENT COUNCIL, INC.
ORGANIZATIONAL CHART



July 2025

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. Required training for the updated IWDS 2.0. Current and newly hired staff have obtained and will obtain online and in-person training as available.
3. Youth participants pick up their travel reimbursement checks from their Career Planner. This system insures a notable, face-to-face contact and opportunity for career planning and continued success through communication.
4. 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.
5. Company issued cell phones have proven to be an effective communication tool and are now agency issued equipment essential to the success of the WIOA program as it relates to communicating with the participants.

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.

SHAWNEE DEVELOPMENT COUNCIL, INC. 2026
COST ALLOCATION PLAN
JANUARY 1, 2026 THROUGH DECEMBER 31, 2026

Purpose/Introduction

SDC is a non-profit. SDC administers a variety of programs funded by Federal, State and Local agencies. The purpose of this cost allocation plan is to summarize In writing, the methods and procedures that SDC will use to allocate costs to Various programs, grants, contracts and agreements. The following plan identifies costs associated with programs sponsored by SDC. The plan describes the programs for which cost data is needed, the methodology for identifying program-specific costs, and the procedures used to accumulate and document cost data. The cost allocation plan will be used in the budgeting process.

Only costs that are allowable, in accordance with the cost principles, will be allocated to benefiting programs by SDC.

Definitions

Direct Costs are those that can be identified specifically with a particular grant, contract, project or other cost objective and therefore are charged to that grant, contract, project, or activity. The accounting system records these costs as they are incurred within the series of account assigned for that purpose.

Administrative Shared Costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular grant, contract, project, or activity.

General Approach

The general approach of SDC is allocating costs to particular grants and contracts is as follows:

All allowable direct costs are charged directly to programs, grants, and activity based on authorization requests, budgets and usage.

Allowable direct costs that can be identified to more than one program are prorated individually as direct costs using a base most appropriate to the particular cost being prorated.

All other allowable general and administrative costs (costs that benefit all programs and cannot be identified to a specific program) are allocated to programs, grants, etc. using a base that results in equitable distribution. Equitable distribution is determined by time, square footage, number of telephones, number of transactions, and number of client contacts.

Methods of Cost Allocation

1. Allocation based on Executive Director's time spent each month by programs, grants, etc.
2. Allocation based on number of transactions in the accounting system by program, grant, etc.
3. Allocations based on space each program, grant, etc. occupies
4. Allocations based on the number of telephones for each program, grant, etc.
5. Allocations based on the number of contacts with customers by each program, grant etc.

Shared Administrative Cost Personnel

Listed below are the position, function and method for division of salaries and fringe benefits for the people who comprise the Cost Allocation shared cost salaries in the pools used for cost allocation.

Position	**FUNCTION**	**METHODS**
Executive Director	General Management	Actual time spent
Fiscal Officer	Accounting	# of transactions
Payroll/HR	Payroll and Personnel Management	# of transactions
Admin. Assistant	General Management	Actual time spent Of Ex. Director
Janitor	Cleaning	Space used by programs, Grants, etc.

ADMINISTRATION COST POOL

Direct charge of Executive Director's time in each program will result in the percentage to be charged to each program for the administrative costs. These cost include:

Wages & Fringe Benefits for Ex. Director and Admin Assistant
Legal cost for SDC
Board Expenses
Travel for Ex. Director and Admin Assistance
Supplies for Ex. Director and Admin Assistance
Insurance for SDC
Computer Maintenance for Ex. Director and Admin Assistant
Ex. Director cell phone
Meeting Registrations for Ex. Director and Admin Assistant
Audit for SDC
Dues/Subscriptions for SDC

FISCAL COST POOL

The expenses in the fiscal pool will be charged to each program, grant, etc. based on the number of transactions that each program, grant, etc. used according to the accounting software.
These cost include:

Wages and Fringe Benefits for Fiscal Officer & Payroll/HR
Computer Maintence
Computer Software Maintenance Contract for accounting software
Travel for Fiscal Officer & Payroll/HR
Office Supplies for the Fiscal Officer & Payroll/HR

OUTREACH COST POOL

The expenses in the outreach cost pool will be charged to each program, grant, etc based on the number of contacts through direct and indirect intake, follow-up services, information and referral as they relate to each program, grant, etc.
For the purpose of this cost allocation plan all budget figures are based on previous years estimates. Billing will be based on actual figures.
These costs include:

Office Rent
Office Utilities
Office Phone & Internet
Copy Machines & Suppllies
Office Supplies
Travel
Computer Maintenance
Trash Pick UP

RECEPTION/TELEPHONE/MAIL COST POOL

The expenses in this pool are based on the number of telephones in the total administrative office calculated against the share of the total telephones by each program, grant, etc. This gives the percent of total telephones for each program, grant, etc. This does not include the administrative, fiscal, or receptionist. These cost include:

Postage
Copier
Telephone & Internet
Office Supplies

SPACE COST POOL

Square footage occupied in the total administrative building, calculated against the share of the total space occupied by each program, grant, etc. This does not include administrative, fiscal, reception or any common areas, i.e. hallways, restrooms, storage, kitchen, board room, or entryways in the area calculations. These cost include:

Janitor Wages and Fringe Benefits
Supplies
Lawn Services and Snow Removal
Trash Pick Up
Pest Control
Administrative Building Utilities

2026 COST ALLOCATION BUDGET

ADMINISTRATION

Wages	$89,435.00
Fringe Benefits	$14,122.00
Legal Costs	$ 2,500.00
Board Expense	$ 7,000.00
Travel	$ 3,000.00
Office Supplies	$ 1,500.00
Insurance	$30,000.00
Computer Maint.	$ 1,500.00
Ex. Dir. Cell Phone	$ 600.00
Meeting Registration	$ 1,500.00
Audit	$56,000.00
Dues/Subscriptions	$ 500.00
TOTAL	$207,657.00

FISCAL

Wages	$81,900.00
Fringe Benefits	$13,224.00
Computer Maint.	$ 1,500.00
Computer Software	$ 7,500.00
Travel	$ 1,000.00
Supplies	$ 2,500.00
TOTAL	$107,624.00

OUTREACH

Office Rent	$ 5,400.00
Utilities	$ 5,000.00
Telephone & Internet	$ 6,000.00
Copy Machines	$ 2,500.00
Supplies	$ 500.00
Travel	$ 500.00
Computer Maint.	$ 500.00
Trash Pick Up	$ 600.00
TOTAL	$21,000.00

RECEPTION/TELEPHONE/MAIL

Postage	$ 6,000.00
Copier	$ 4,000.00
Telephone & Internet	$17,000.00
Supplies	$ 3,500.00
TOTAL	$30,500.00

SPACE

Wages	$ 3,900.00
Fringe Benefits	$ 736.00
Supplies	$ 500.00
Lawn Service & Snow	$ 2,500.00
Trash Pick Up	$ 1,300.00
Pest Control	$ 500.00
Utilities	$10,000.00
TOTAL	$19,436.00

keb

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

P 618.993.8724
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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, 2024, and have issued our report thereon dated September 9, 2025. 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 May 12, 2025, 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)
- Proper classification of net assets with donor restrictions.

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. There have been no other changes in significant accounting policies or their application during 2024. 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 and related disclosures 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 estimation of expenses by functional classification reported on the grant program budgets submitted.

The Organization estimates costs when applying for grant programs , in which a budget is submitted with the application. The budget is formally approved by each respective granting agency. Allocation of expenses as reported by the Organization on the schedule of functional expense should be reasonable to the approved budgets. We evaluated the key factors and assumptions used to develop the budget costs and determined that the budgeted costs are reasonable in relation to the expense classifications reported on the schedule of functional expense.

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 auditors' report. No such disagreements arose during the course of the audit.

Circumstances that Affect the Form and Content of the Auditors' Report

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

Representations Requested from Management

We have requested certain written representations from management, which are included in the attached letter dated September 9, 2025.

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
September 9, 2025

E. Year-to-Date Manager's Report

Unavailable to print due to updated IWDS 2.0 system

F. Final Annual Outcomes Report

Unavailable to print due to updated IWDS 2.0 system

Evaluation Summary for **PY26** Adult & Dislocated Worker Services

We received two proposals - Wabash Area Development, Inc., with a proposal to serve the northern counties of Edwards, Gallatin, Hamilton, Saline, Wabash, Wayne, and White, as well as a proposal from Shawnee Development Council to serve the southern counties of Alexander, Harden, Johnson, Massac, Pope, Pulaski, and Union. Both were received before the deadline and contained all required elements.

All agencies responding are incumbent providers and, therefore, allowed to utilize an alternative request method outlined in Section 1, L - Options (page 7). This option allows the responder to submit a less than full response to the RFP, and negotiations are based on prior performances, number of clients served, cost per client, and amount of allocations available. The option further explains that agencies must respond with a complete RFP every three years. Both incumbent agencies submitted the complete RFP in PY24.

Respondent #1 -Shawnee Development Council

The available allocation for the southern seven counties is $409,848, a decrease of $40,876 from the prior year's available allocation for Shawnee Development. The proposal presents a direct expenditure rate of 60.8%, compared to last year's proposal of 51%.

Proposal plans to serve 87 participants at a cost per participant of $4,711 as compared to last year's proposal of 158 participants at a cost of $2,859 per participant. The overall proposal score is 94. A summary of deductions is as follows:

- Demonstrate Abilities (24 of 30) Proposal did not contain any explanation for new programmatic elements or innovation plans to increase performance and quality of service. The RFP does not specifically address this as a requirement, but it is listed as a criterion on the evaluation, included in the RFP.

Respondent #2 - Wabash Area Development, Inc.

The available allocation for the seven northern counties is $426,809, a decrease of $88,662 from the prior year's available allocation for Wabash Area Development. The proposal presents a direct expenditure rate of 52%, compared to last year's proposal of 51%.

Proposal plans to serve 88 participants at a cost per participant of $4,850 as compared to last year's proposal of 83 participants at a cost of $6,210 per participant. We should note that a portion of the dislocated funding will be used to fund the second year of an apprenticeship project with Wabash General Hospital as well as an apprenticeship project for Early Childhood Education with Headstart. Also, we have additional funding in a 1E grant that will support OJT activities and other Paid Work based trainings. All of these projects impact the actual number of participants that will be served in the period.

The overall proposal score is 93. A summary of deductions is as follows:

- Demonstrate Abilities (24 of 30) Proposal did not contain any explanation for new programmatic elements or innovation plans to increase performance and quality of service. The RFP does not specifically address this as a requirement, but it is listed as a criterion on the evaluation, included in the RFP.
- Budget (19 of 20) - 2 points awarded per chart in the budget summary criteria.

Comparing the two proposals submitted for PY26 to the proposals awarded for PY25

The available programmatic allocation for our area was $836,657, which is an overall decrease of $130,538 from PY25 funding.

The State requires a minimum of 50% direct expenditure rate; the combined direct training expenditure rate budgeted for PY26 is 56%, compared to PY25 budget rate of 51%

Combined proposals plan to serve 175 participants, at a cost per participant of $4,781 as compared to last year's proposal of 241 participants at a cost of 4,013 per participant.

Performance Information from the IWDS Plan vs Actual Report for PY25 reflects that the area served 180 adult and 53 dislocated worker participants, 233 total participants. We exceeded our 169-planned number in adults, or our 22-planned number in dislocated workers. All of those participants received supportive services, and 28 participants were enrolled in work-based or on-the-job training. The area did have several Incumbent Worker projects.

WIOA Plan vs Actual Summary

Report Date: 07/21/2026
Report Time: 3:06:20PM
Report Num: CISGP004

LWA: 26-Southern 14 Workforce Investment Board Inc **From: 07/01/2025** **To: 06/30/2026**

Title: 1 (1A, 1Y, 1D, 1DC) **Program Year: 2025** **Quarter: 4** **Grant Number: 25681026**

	Plan	Actual	% of Plan
Adult Registrants			
Qtr 1	103	119	115.53%
Qtr 4	169	180	106.51%
1. Prior Year Registrants	72	68	94.44%
2. Individual Career Services	118	169	143.22%
Work Experience/Internships	12	30	250.00%
3. Training Services	105	109	103.81%
Occupational Training - ITAs	105	109	103.81%
Occupational Training - Non-ITAs	1	0	0.00%
Remedial/Prevocational Training	1	0	0.00%
4. Work Based Training	1	0	0.00%
On-the-Job Training	1	0	0.00%
Customized Training	0	0	0.00%
Transitional Jobs	0	0	0.00%
5. Supportive Services	78	99	126.92%
Dislocated Worker Registrants			
Qtr 1	6	6	100.00%
Qtr 4	22	53	240.91%
1. Prior Year Registrants	6	3	50.00%
2. Individual Career Services	22	53	240.91%
Work Experience/Internships	3	8	266.67%
3. Training Services	17	19	111.76%
Occupational Training - ITAs	15	19	126.67%
Occupational Training - Non-ITAs	1	0	0.00%
Remedial/Prevocational Training	1	0	0.00%

WIOA Plan vs Actual Summary

Report Date: 07/21/2026
Report Time: 3:06:20PM
Report Num: CISGP004

LWA: 26-Southern 14 Workforce Investment Board Inc **From: 07/01/2025** **To: 06/30/2026**
Title: 1 (1A, 1Y, 1D, 1DC) **Program Year: 2025** **Quarter: 4** **Grant Number: 25681026**

	Plan	Actual	% of Plan
4. Work Based Training	2	10	500.00%
On-the-Job Training	1	10	1,000.00%
Customized Training	0	0	0.00%
Transitional Jobs	1	0	0.00%
5. Supportive Services	12	18	150.00%
Youth Registrants			
Qtr 1	36	44	122.22%
Qtr 4	62	72	116.13%
1. Prior Year Registrants	24	27	112.50%
2. Academic Learning Services	39	44	112.82%
Occupational Training - ITAs	37	44	118.92%
Occupational Training - Non-ITAs	1	0	0.00%
Remedial/Prevocational Training	1	0	0.00%
Other	0	0	0.00%
3. Work Related Services	25	26	104.00%
Work Experience/Internships	25	26	104.00%
On-the-Job Training	0	0	0.00%
Pre-Apprenticeship/Apprenticeship	0	0	0.00%
Other	0	0	0.00%
4. Supportive Services	29	35	120.69%

Selection Criteria: **Grant Number:** 25681026 **Title:** 1 (1A, 1Y, 1D, 1DC) **Program Year:** 2025 **Quarter:** 4
LWA: 26-Southern 14 Workforce Investment Board Inc

Evaluation Instrument
Adult and Dislocated Worker Service Providers
PY 26 (July 1, 2026 through June 30, 2028)

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	Partnershps	0-5	5		
7	Fiscal Plans	0-10	10		
8	Budget	0-20	19		
	Overall Proposal Score	0-100	93		
	Adult				
	Funds Requested	290,274			
	Participants to be served	78			
	Cost Per Participant	3,721			
	New Participants	74	94.9%		
	Prior Participants	4	5.1%		
	Direct Expenses	150,994	52.0%		
	Non-Direct Expenses	139,330	48.0%		
	Dislocated Worker				
	Funds Requested	136,535			
	Participants to be served	10			
	Cost Per Participant	13,654			
	New Participants	3	30.0%		
	Prior Participants	7	70.0%		
	Direct Expenses	71,005	52.0%		
	Non-Direct Expenses	65,530	48.0%		
	Adult & Dislocated Worker	PY26		PY25	
	Funds Requested	426,809		515,471	(88,662)
	Direct Expenses	221,999	52.0%	262,893	
	Non-Direct Expenses	204,860	48.0%	252,578	
	Participants to be served	88		83	
	Cost Per Participant	4,850		6,210	

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:	Yes	No	N/A
The geographic area to be served?	X		
The fund requested?	X		
Proposed services to be delivered?	X		
Organization structure of the agency and coordination efforts?	X		
Is the summary no more than two single-spaced typed pages?	X		
Did the offeror follow the instructions for this section?	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)*	Yes	No	N/A	Point Value
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 simular 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)*	Yes	No	N/A	Point Value
Was applicant a current Adult and Dislocated Worker provider?	X			6
Did applicant's area of service and activities remain the same?	X			6
Did applicant present specific qualitative outcomes of previous WIOA Programs?	X			6
Did applicant present specific qualitative outcomes of previous years activities?	X			6
Did applicant explain new programmatic elements or innovations plans to increase performance and quality of service for this program year?		X		
TOTAL POINTS				24

4 **Proposed Services** ***(15 Points Maximum)***	Yes	No	N/A	Point Value
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 sucessfully support the program?				

OR as an alternative to full submission, did applicant:

	Yes	No	N/A	Point Value
Has applicant shown experience working with at-risk populations including adult, dislocated workers, veterans, ex-offenders, individuals with disabilities and individuals with significant barriers to employment?	X			5
Has applicant shown ability to ensure the provision of service to WIOA eligible adult and dislocated workers? Refer to Policy 15-WIOA-4.2 and 15-WIOA-4.3, Eligibility of WIA Title 1 Services.	X			5
Has applicant had a staffing plan, including positions area of responsibility and selection criteria for hiring that is adequate, appropriate, and likely to sucessfully support the program?	X			5
TOTAL POINTS				15

5 **Program Components** ***(20 Points Maximum)***

	Yes	No	N/A	Point Value
Did applicant present a detailed strategy for recruiting and enrolling WIOA eligible Adults and Dislocated Workers?				
Did applicant present detailed strategies for training participants across the industry sectors identified by the Governor's Economic Development Plan? Did applicant consider any related supportive services (transportation, childcare, etc.) and describe how these will be provided through this project or leveraged through other community resources?				
Did applicant present a clear narrative describing how a participant would progress through the project and describe an effective method to ensure Adults and Dislocated Workers remain engaged and committeed to accomplishing the goals and objectives outlined in their IEP?				

OR as an alternative to full submission, did applicant:

	Yes	No	N/A	Point Value
Has applicant shown ability to provide a detailed strategy for recruiting and enrolling WIOA eligible Adults and Dislocated Workers?	X			7
Has applicant shown abilty to present detailed strategies for training participants across the industry sectors identified by the Governor's Economic Development Plan? Did applicant consider any related supportive services (transportation, childcare, etc.) and describe how these will be provided through this project or leveraged through other community resources?	X			7
Has applicant shown ability to present a clear narrative describing how a participant would progress through the project and describe an effective method to ensure Adults and Dislocated Workers remain engaged and committeed to accomplishing the goals and objectives outlined in their IEP?	X			6
TOTAL POINTS				20

6 **Partnerships** ***(5 points Maximum)***

	Yes	No	N/A	Point Value
Did Applicant describe a minimum of four partners or potential partners, appropriate to carry out the program as it is described? Did Applicant describe the roles, responsibilites and commitments of each partner, appropriately fulfilling all functions in a manner that is likely to ensure successful outcomes. Is a letter of support or MOU attached in the appendix for each partner listed in this section? *(5 points maximum)*				

OR as an alternative to full submission, did applicant:

	Yes	No	N/A	Point Value
Was applicant a current Adult and Dislocated Worker provider and has signed the current year's MOU	X			5
TOTAL POINTS				5

	Yes	No	N/A	Point Value
7 **Fiscal Plan** ***(10 points maximum)***				

	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 a 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:	Yes	No	N/A	Point Value
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)*	X			4
Has applicant's fiscal staff employed by the organization had experience in a administering Federal funds? *(3 points maximum)*	X			3
Does applicant have a process for self-monitoring of financial compliance and budgetary performance that will ensure effective fiscal quality control? *(3 points maximum)*	X			3
TOTAL POINTS				10

8 **Budget** - Please see So. 14 website for Budget Template *(20 points maximum)*	Yes	No	N/A	Point Value
Per the Budget Summary Page are the majority of funds budgeted for direct participant services costs? *Maximum of 4 points awasrded as follows:*	X			
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.				3
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)*	X			2
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)*	X			2
Are case management resources sufficient for the project per the Budget Summary page. *(2 points if yes, 0 points if no)*	X			2
Are matched resources equal at least 5% of the total project per the Budget Summary page. *(2 points if yes, 0 points if no)*			X	2
Are overhead and supports costs are minimized to allow for more direct participant services? *(2 points maximum)*	X			2
Are partipant costs, direct staff and overhead costs are clear and correctly categorized with appropriate narrative desriptions? *(3 points maximum)*	X			3
Does the applicants proposed budget support the stated objectives and activities in the project narrative? *(3 points maximum)*	X			3
TOTAL POINTS				19

9 **Required Appendix**

Attachment A – Affirmation and Certification (see Appendix Attachment A)	X		
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.			X
Attachment C - Letter of Collaboration and Documentation of Partners and/or Subcontractors *(not required for alternative submissions of current providers)*			X
Attachment D - Organizational Reference - *(not requiired for alternative submission of current providers)*			X

PY 2026
ADULT AND DISLOCATED WORKER SERVICES
RESPONSE FOR PROPOSAL

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

TABLE OF CONTENTS

Wabash Area Development, Inc.
Request to Provide Adult and Dislocated Worker Services in LWA #26
Program Year July 1, 2026 through June 30, 2027
Contract Period July 1, 2026 through June 30 2028

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 Section134(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 61 years. The agency serves Edwards, Gallatin, Hamilton, Saline, Wabash, Wayne and White counties with over 90 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 $290,274 in Adult funds and $136,535 in Dislocated Worker funds, which is the allotted allocation for the seven counties to be served for a total of $426,809.

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 Universal Career 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. Interest Profiler Assessment, (2. Reading & Math will be tested using TABE materials that comply with State & Federal Regulations. The UCP 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 UCP. 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 UCP 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-2 years, Bookkeeper-7 years, Bookkeeper-1 year and

Bookkeeper-1 year. 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. <u>Indirect Costs</u>

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: Ryan Trueblood Date: 7/21/26

WIOA PROGRAM FUNDING

Workforce Area #:		Program Year: 26	Grant Number:	26-681026
Grant Recipient:	WADI		Mod. No:	
Contact Person:			Date Submitted:	

		Adult	Dislocated Workers	Youth	Total
Original Allocations		215,274	211,535	190,146	616,95
In School Youth	25%			47,121	
Out of School Youth	75%			143,024	
Supplemental Allocations					
Reallocated Funds					
Rescissions					
De-Obligation					
Total Allocations		215,274	211,535	380,291	807,10
Administration					
Programs					
Program Fund Transfer		75,000	(75,000)		
Total Program Funding		**290,274**	**136,535**	**190,146**	**616,95**
		Total Funds Available			

WIOA BUDGETED COSTS

		1st Quarter			4th Quarter
Administration - Personnel					
Administration - Fringe Benefits					
Administration - Other Administration					
Administration - Indirect					
Total Administration		0			
Youth In-School - Non-Direct Training Cost	48%	7,416			22,61
Youth In-School - Personnel					
Youth In-School - Fringe Benefits					
Youth In-School - Other Program Costs		7,416			22,61
Youth In-School - Direct Training Cost		5,503			14,60
Occupational Skills Training Other		5,000			10,00

Remedial / Pre-Vocational Training					2,50
WIOA Pay for Performance Contracts					
Supportive Services		503			2,10
Youth In-School - Work Based Training		3,500			9,89
Work Experience / Internships	*21%*	3,500			9,89
On-the-Job Training	*0%*				
Youth In-School - Indirect					
Total Youth In-School		16,419			47,12
Youth Out of School - Non Direct Training Cost	48%	15,401			68,65
Youth Out of School - Personnel					
Youth Out of School - Fringe Benefits					
Youth Out of School - Other Program Costs		15,401			68,65
Youth Out of School - Direct Training Cost		15,288			44,33
Occupational Skills Training ITAs		9,500			25,00
Occupational Skills Training Other					2,50
Remedial / Pre-Vocational Training					1,50
WIOA Pay for Performance Contracts					
Supportive Services		5,788			15,33
Youth Out of School - Work Based Training		6,700			30,03
Work Experience / Internships	*21%*	6,700			30,03
On-the-Job Training	*0%*				
Youth Out of School - Indirect					
Total Youth Out of School		37,389			143,02
Adult - Non Direct Training Cost	48%	23,221			139,33
Adult - Personnel					
Adult - Fringe Benefits					
Adult - Other Program Costs		23,221			139,33
Adult - Direct Training Cost		16,500			92,89
Occupational Skills Training ITAs		9,500			65,00
Occupational Skills Training Other					4,50
Remedial / Pre-Vocational Training					1,50
WIOA Pay for Performance Contracts					
Supportive Services		7,000			21,89
Adult - Work Based Training		0			58,05
On-the-Job Training					17,85
Customized Training					

Work Experience / Internships					35,70
Transitional Jobs					4,50
Incumbent Worker					
Adult - Indirect					
Total Adult		39,721			290,27
Adult - 1st Quarter Limits		40,483			
Dislocated Worker - Non Direct Training Cost	48%	16,384			65,53
Dislocated Worker - Personnel					
Dislocated Worker - Fringe Benefits					
Dislocated Worker - Other Program Costs		16,384			65,53
Dislocated Worker - Direct Training Cost		16,874			30,49
Occupational Skills Training ITAs		6,000			12,00
Occupational Skills Training Other		4,500			4,50
Remedial / Pre-Vocational Training					2,50
WIOA Pay for Performance Contracts					
Supportive Services		6,374			11,49
Dislocated Worker - Work Based Training		12,000			40,50
On-the-Job Training		12,000			24,00
Customized Training					
Work Experience / Internships					12,00
Transitional Jobs					4,50
Incumbent Worker					
Dislocated Worker - Indirect					
Total Dislocated Worker		45,258			136,53
Dislocated Worker - 1st Quarter Limits		47,338			
Budgeted Costs Total		138,787			616,95

		WADI	1st Quarter	4th Quarter		
		% of Budget	53.22%			
		Adult Registrants	21	78		
1		Prior Years Registrants		4	1	
2		Individual Career Services		78	2	
	a	Work Experience/Internship		11		a
3		Training Services		48	3	
	a	Individual Training Accounts (ITA)		48		a
	b	Non-ITA (Other)		0		b
	c	Remedial/Pre-Vocational		0		c
4		Workbased Training		0	4	
	a	On-The-Job (OJT)		0		a
	b	Customized		0		b
	c	Transitional		0		c
5		Supportive Service		43	5	

		WADI	1st Quarter	4th Quarter		
		% of Budget	46.89%			
		Dislocated Worker Registrants	8	10		
1		Prior Years Registrants		7	1	
2		Individual Career Services		10	2	
	a	Work Experience/Internship		0		a
3		Training Services		6	3	
	a	Individual Training Accounts (ITA)		6		a
	b	Non-ITA (Other)		0		b
	c	Remedial/Pre-Vocational		0		c
4		Workbased Training		0	4	
	a	On-The-Job (OJT)		0		a
	b	Customized		0		b
	c	Transitional		0		c
5		Supportive Service		5	5	

		WADI	1st Quarter	4th Quarter		
		% of Budget	54.19%			
		Youth Registrants	7	31		
1		Prior Years Registrants		4	1	
2		Academic Learning Services		18	2	
	a	Individual Training Accounts (ITA)		18		a
	b	Non-ITA (Other)		0		b
	c	Remedial/Pre-Vocational		0		c
3		Workbased Training		12	3	
	a	Work Experience/Internship		12		a
	b	On-The-Job (OJT)		0		b
	c	Pre-Apprenticeship/Apprenticaship		0		c
	d	Other		0		d
4		Supportive Service		14	4	

Evaluation Instrument
Adult and Dislocated Worker Service Providers
PY 26 (July 1, 2026 through June 30, 2028)

Respondent: Shawnee Development Council

	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	Partnershps	0-5	5
7	Fiscal Plans	0-10	10
8	Budget	0-20	20
	Overall Proposal Score	0-100	94

Adult		
Funds Requested	255,191	
Participants to be served	68	
Cost Per Participant	3,753	
New Participants	4	5.9%
Prior Participants	64	94.1%
Direct Expenses	168,699	66.1%
Non-Direct Expenses	86,492	33.9%

Dislocated Worker		
Funds Requested	154,657	
Participants to be served	19	
Cost Per Participant	8,140	
New Participants	8	42.1%
Prior Participants	11	57.9%
Direct Expenses	80,422	52.0%
Non-Direct Expenses	74,235	48.0%

Adult & Dislocated Worker	PY26		PY25	
Funds Requested	409,848		451,724	
Direct Expenses	249,121	60.8%	230,380	51.0%
Non-Direct Expenses	160,727	39.2%	221,344	49.0%
Participants to be served	87		158	
Cost Per Participant	4,711		2,859	

PY18 Adult and Dislocated Worker Proposal Evaluation Tool
Proposal Organization Name: SDC

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:	Yes	No	N/A
The geographic area to be served?	X		
The fund requested?	X		
Proposed services to be delivered?	X		
Organization structure of the agency and coordination efforts?	X		
Is the summary no more than two single-spaced typed pages?	X		
Did the offeror follow the instructions for this section?	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)*	Yes	No	N/A	Point Value
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 simular 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)*	Yes	No	N/A	Point Value
Was applicant a current Adult and Dislocated Worker provider?	X			6
Did applicant's area of service and activities remain the same?	X			6
Did applicant present specific qualitative outcomes of previous WIOA Programs?	X			6
Did applicant present specific qualitative outcomes of previous years activities?	X			6
Did applicant explain new programmatic elements or innovations plans to increase performance and quality of service for this program year?		X		
TOTAL POINTS				24

4 **Proposed Services** ***(15 Points Maximum)***	Yes	No	N/A	Point Value
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 sucessfully support the program?				

OR as an alternative to full submission, did applicant:

	Yes	No	N/A	Point Value
Has applicant shown experience working with at-risk populations including adult, dislocated workers, veterans, ex-offenders, individuals with disabilities and individuals with significant barriers to employment?	X			5
Has applicant shown ability to ensure the provision of service to WIOA eligible adult and dislocated workers? Refer to Policy 15-WIOA-4.2 and 15-WIOA-4.3, Eligibility of WIA Title 1 Services.	X			5
Has applicant had a staffing plan, including positions area of responsibility and selection criteria for hiring that is adequate, appropriate, and likely to sucessfully support the program?	X			5
TOTAL POINTS				15

5 **Program Components** ***(20 Points Maximum)***

	Yes	No	N/A	Point Value
Did applicant present a detailed strategy for recruiting and enrolling WIOA eligible Adults and Dislocated Workers?				
Did applicant present detailed strategies for training participants across the industry sectors identified by the Governor's Economic Development Plan? Did applicant consider any related supportive services (transportation, childcare, etc.) and describe how these will be provided through this project or leveraged through other community resources?				
Did applicant present a clear narrative describing how a participant would progress through the project and describe an effective method to ensure Adults and Dislocated Workers remain engaged and committeed to accomplishing the goals and objectives outlined in their IEP?				

OR as an alternative to full submission, did applicant:

	Yes	No	N/A	Point Value
Has applicant shown ability to provide a detailed strategy for recruiting and enrolling WIOA eligible Adults and Dislocated Workers?	X			7
Has applicant shown abilty to present detailed strategies for training participants across the industry sectors identified by the Governor's Economic Development Plan? Did applicant consider any related supportive services (transportation, childcare, etc.) and describe how these will be provided through this project or leveraged through other community resources?	X			7
Has applicant shown ability to present a clear narrative describing how a participant would progress through the project and describe an effective method to ensure Adults and Dislocated Workers remain engaged and committeed to accomplishing the goals and objectives outlined in their IEP?	X			6
TOTAL POINTS				20

6 **Partnerships** ***(5 points Maximum)***

	Yes	No	N/A	Point Value
Did Applicant describe a minimum of four partners or potential partners, appropriate to carry out the program as it is described? Did Applicant describe the roles, responsibilites and commitments of each partner, appropriately fulfilling all functions in a manner that is likely to ensure successful outcomes. Is a letter of support or MOU attached in the appendix for each partner listed in this section? *(5 points maximum)*				

OR as an alternative to full submission, did applicant:

	Yes	No	N/A	Point Value
Was applicant a current Adult and Dislocated Worker provider and has signed the current year's MOU	X			5
TOTAL POINTS				5

7 **Fiscal Plan** ***(10 points maximum)***

	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 a 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:	Yes	No	N/A	Point Value
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)*	X			4
Has applicant's fiscal staff employed by the organization had experience in a administering Federal funds? *(3 points maximum)*	X			3
Does applicant have a process for self-monitoring of financial compliance and budgetary performance that will ensure effective fiscal quality control? *(3 points maximum)*	X			3
TOTAL POINTS				10

	Yes	No	N/A	Point Value
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 awasrded as follows:*	X			
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.				4
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)*	X			2
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)*	X			2
Are case management resources sufficient for the project per the Budget Summary page. *(2 points if yes, 0 points if no)*	X			2
Are matched resources equal at least 5% of the total project per the Budget Summary page. *(2 points if yes, 0 points if no)*			X	2
Are overhead and supports costs are minimized to allow for more direct participant services? *(2 points maximum)*	X			2
Are partipant costs, direct staff and overhead costs are clear and correctly categorized with appropriate narrative desriptions? *(3 points maximum)*	X			3
Does the applicants proposed budget support the stated objectives and activities in the project narrative? *(3 points maximum)*	X			3
TOTAL POINTS				20

9 **Required Appendix**

Attachment A – Affirmation and Certification (see Appendix Attachment A)	X		
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.	X		
Attachment C - Letter of Collaboration and Documentation of Partners and/or Subcontractors *(not required for alternative submissions of current providers)*			X
Attachment D - Organizational Reference - *(not requiired for alternative submission of current providers)*			X

Request for Proposal
To Provide WIOA
Adult & Dislocated Worker Services

Submitted by:

Shawnee Development Council, Inc.

Program Year 2026
July 1, 2026 through June 30, 2027

Contract Period
July 1, 2026 through June 30, 2028

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Adult and Dislocated Worker RFP Response

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I. Letters of Commitment

J. Job Descriptions & Resumes

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L. Final Annual Outcomes Report

Executive Summary of Proposed Work

Shawnee Development Council, Inc. (hereafter referred to as SDC) proposes to provide Adult and Dislocated Worker services in Alexander, Hardin, Johnson, Massac, Pope, Pulaski and Union Counties for Program Year 2024, which runs from July 1, 2026 to June 30, 2027. This program will be made available to eligible WIOA participants as outlined under the Workforce Innovation and Opportunity Act and as pursuant to applicable local policies.

SDC is requesting the following funds:

Adult Funding

Alexander $24,658	Hardin $15,480	Johnson $57,524	Massac $50,425
Pope $17,278	Pulaski $20,828	Union $68,998	TOTAL $255,191

Dislocated Worker Funding

Alexander $20,951	Hardin $15,105	Johnson $43,507	Massac $11,959
Pope $16,026	Pulaski $20,373	Union $26,736	TOTAL $154,657

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

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

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

The WIOA department consists of 3 qualified individuals with experience in workforce programs ranging from a few months to several decades. This core staff is supported by a variety of qualified administrative, fiscal and human resources professionals. The staff works closely with a variety of required and core partners, including community college staff and local workforce partners, and maintains close relationships with employers and business leaders across the service area. SDC is an active partner in the One-Stop system and has been a signatory of the Memorandum of Understanding for the One-Stop Career Center since its inception. Shawnee Development Council, Inc. is committed to continued improvement, robust training and service delivery as it relates to performance measures. Career Planners work diligently to develop a relationship with our participants and address their needs and help them achieve their goals. Staff members regularly attend local Chamber of Commerce meetings and present program options to local employers. We have been actively engaged in our communities with employers as well as WIOA participants to help coordinate employment needs for both employers and job seekers.

Program Design and Technical Qualifications

A. Programmatic Elements

1. Outreach and Recruitment

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

2. Eligibility

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

3. Individual Employment Plan

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

4. Services

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

5. One-Stop Career Center

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

6. Timely Data Entry

SDC will provide timely data entry into the IWDS 2.0 tracking system within five (5) business days of eligibility determination and all participant data within eight (8) business days from the date of the service.

7. Occupational Skills Training

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

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

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

9. Enrollment and Expenditure Schedule

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

B. Budgetary Elements

1. Budget and Budget Narrative

   Attached to this proposal is a proposed budget for PY26 funding. SDC agrees that a minimum of 40% of funding will be used to provide training, and related supportive service costs. This budget is projected at 50%. The Agency employs 1 full-time Career Planner, 1 Work Experience Coordinator/Career Planner for customers enrolled in non-classroom training to provide services to participants, and a Program Manager. The Program Manager is responsible for assuring that the program objectives, goals and performance standards are being met. This is accomplished through a variety of means including: supervision of staff, meeting with customers "as needed", attending meetings, rapid responses and consulting with the WIB staff to ensure maximum training needs are met and that operations of the WIOA program are at performance levels. The ratio of Career Planner to participant is within the suggested guidelines.

2. Budget Period and Amount

   The budget presented is equal to the total funding applicable to the Southern counties served. The budget identifies all proposed costs for the contract funding period July 1, 2026 through June 30, 2028.

3. Budget Requirements

   a. Training costs reflects 50% in training costs.
   b. Occupational skills training and related supportive services are outlined on Attachment E-Budget.
   c. Case Management – addressed in narrative (B.1.)

4. Allocated Costs

   Attached is the 2026 Cost Allocation Plan that outlines and describes the methodology that is used to prorate common or shared operating costs among multiple grants administered by SDC.

5. Indirect Costs

   Shawnee Development Council, Inc. uses a Cost Allocation Plan. We do not have indirect costs.

WIOA PROGRAM FUNDING

Workforce Area #:		Program Year: 26	Grant Number: 26-681026
Grant Recipient:	SDC		Mod. No: 0
Contact Person:	Angela Palmer		Date Submitted: 7/27/2026

		Adult	Dislocated Workers	Youth	Total
Original Allocations		180,191	229,657	160,761	570,609
In School Youth	25%			39,839	
Out of School Youth	75%			120,922	
Supplemental Allocations					
Reallocated Funds					
Rescissions					
De-Obligation					
Total Allocations		180,191	229,657	160,761	570,609
Administration					
Programs					
Program Fund Transfer		75,000	(75,000)		
Total Program Funding		255,191	154,657	160,761	570,609
		Total Funds Available			

WIOA BUDGETED COSTS

		1st Quarter			4th Quarter
Administration - Personnel					
Administration - Fringe Benefits					
Administration - Other Administration					
Administration - Indirect					
Total Administration		0			0
Youth In-School - Non-Direct Training Cost	48%	6,269			19,125
Youth In-School - Personnel					
Youth In-School - Fringe Benefits					
Youth In-School - Other Program Costs		6,269			19,125
Youth In-School - Direct Training Cost		6,049			12,349
Occupational Skills Training Other		4,750			8,500
Remedial / Pre-Vocational Training					1,500
WIOA Pay for Performance Contracts					
Supportive Services		1,299			2,349
Youth In-School - Work Based Training		2,743			8,366
Work Experience / Internships	*21%*	2,743			8,366
On-the-Job Training	*0%*				
Youth In-School - Indirect					
Total Youth In-School		15,061			39,840
Youth Out of School - Non Direct Training Cost	48%	13,021			58,042
Youth Out of School - Personnel					
Youth Out of School - Fringe Benefits					
Youth Out of School - Other Program Costs		13,021			58,042
Youth Out of School - Direct Training Cost		12,160			37,486
Occupational Skills Training ITAs		9,000			23,000
Occupational Skills Training Other					1,500
Remedial / Pre-Vocational Training					1,500

WIOA Pay for Performance Contracts					0
Supportive Services		3,160			11,486
Youth Out of School - Work Based Training		5,697			25,394
Work Experience / Internships	*21%*	5,697			25,394
On-the-Job Training	*0%*				
Youth Out of School - Indirect					
Total Youth Out of School		30,878			120,922
Adult - Non Direct Training Cost	34%	21,623			86,492
Adult - Personnel					
Adult - Fringe Benefits					
Adult - Other Program Costs		21,623			86,492
Adult - Direct Training Cost		13,200			119,161
Occupational Skills Training ITAs		10,000			70,000
Occupational Skills Training Other					2,500
Remedial / Pre-Vocational Training					1,500
WIOA Pay for Performance Contracts					0
Supportive Services		3,200			45,161
Adult - Work Based Training		0			49,538
On-the-Job Training					9,000
Customized Training					
Work Experience / Internships					36,038
Transitional Jobs					4,500
Incumbent Worker					
Adult - Indirect					
Total Adult		34,823			255,191
Adult - 1st Quarter Limits		35,591			
Dislocated Worker - Non Direct Training Cost	48%	18,558			74,235
Dislocated Worker - Personnel					
Dislocated Worker - Fringe Benefits					
Dislocated Worker - Other Program Costs		18,558			74,235
Dislocated Worker - Direct Training Cost		25,483			47,922
Occupational Skills Training ITAs		15,000			30,000
Occupational Skills Training Other					2,500
Remedial / Pre-Vocational Training					1,500
WIOA Pay for Performance Contracts					0
Supportive Services		10,483			13,922
Dislocated Worker - Work Based Training		7,500			32,500
On-the-Job Training					13,000
Customized Training					
Work Experience / Internships		7,500			15,000
Transitional Jobs					4,500
Incumbent Worker					
Dislocated Worker - Indirect					0
Total Dislocated Worker		51,541			154,657
Dislocated Worker - 1st Quarter Limits		53,621			
Budgeted Costs Total		132,303			570,610

ADULT & DISLOCATED WORKER PROGRAM CUMULATIVE REGISTRANTS

Attachment F

Workforce Area #26

Organization Name Shawnee Development Council, Inc. Date Submitted 07/27/26

		Adult	Dislocated Worker	Total
Prior Year Participants - Those individuals enroled in program prior to July 1, 2026 and are still receiving services.		64	11	75
New Participants - Those individuals enrolled in program after July 1, 2026.		4	8	12
Total Participants - Prior and New		68	19	87
Individual Career Services				
	Work Experience / Internships	10		10
Training Services				
	Individual Training Accounts (ITA)	42	7	49
	Non ITA Training			
	Remedial / Pre-Vocational Training			
Work Based Training				
	On-The-Job Training			
	Customized Training			
	Transitional Jobs			
Supportive Service		37	5	42

Attachment A

AFFIRMATION & CERTIFICATION

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

CONFLICT OF INTEREST

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

If there is a conflict of interest please disclose:
Denna Williams, Executive Director, represents the Community Services Block Grant program on the Southern 14 Workforce Investment Board

(Please Print)

Name of Organization: Shawnee Development Council, Inc.

Name of Contact: Denna Williams

Title of Contact: Executive Director

Authorized Signature: Denna Williams Date: 07/27/26

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.

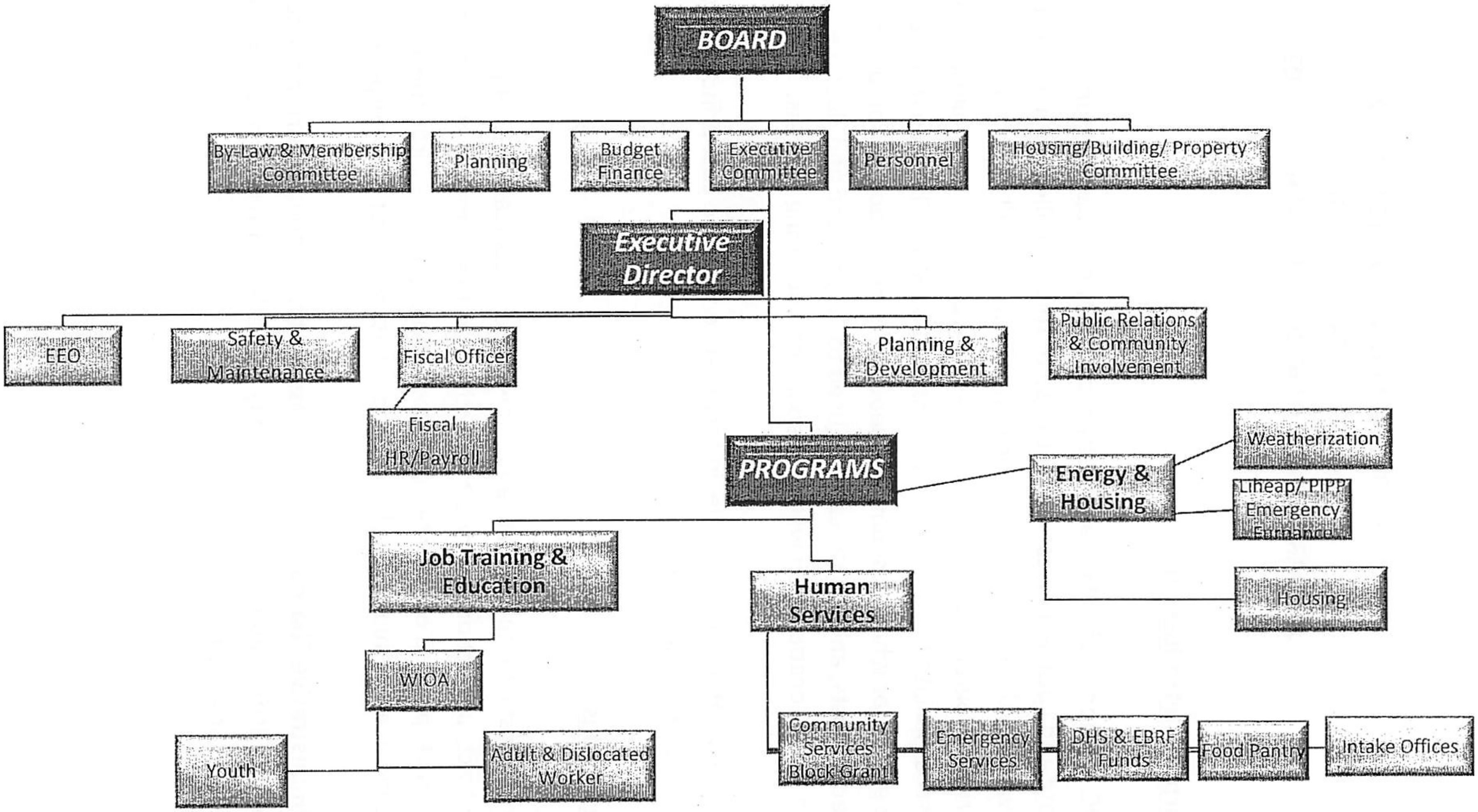
The Workforce Innovation Opportunity Act (WIOA) is designed to complement this approach. Participants are paired with a Career Planner who guides them through the process, documents their success and obligates funds.

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. Required training for the updated IWDS 2.0. Current and newly hired staff have obtained and will obtain online and in-person training as available.
3. Adult and Dislocated Worker participants pick up their travel reimbursement checks from their Career Planner. This system insures a notable, face-to-face contact and opportunity for career planning and continued success through communication.
4. 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.
5. Company issued cell phones have proven to be an effective communication tool and are now agency issued equipment essential to the success of the WIOA program as it relates to communicating with the participants.

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.

SHAWNEE DEVELOPMENT COUNCIL, INC.
ORGANIZATIONAL CHART



July 2025

SHAWNEE DEVELOPMENT COUNCIL, INC. 2026
COST ALLOCATION PLAN
JANUARY 1, 2026 THROUGH DECEMBER 31, 2026

Purpose/Introduction

SDC is a non-profit. SDC administers a variety of programs funded by Federal, State and Local agencies. The purpose of this cost allocation plan is to summarize In writing, the methods and procedures that SDC will use to allocate costs to Various programs, grants, contracts and agreements. The following plan identifies costs associated with programs sponsored by SDC. The plan describes the programs for which cost data is needed, the methodology for identifying program-specific costs, and the procedures used to accumulate and document cost data. The cost allocation plan will be used in the budgeting process.

Only costs that are allowable, in accordance with the cost principles, will be allocated to benefiting programs by SDC.

Definitions

Direct Costs are those that can be identified specifically with a particular grant, contract, project or other cost objective and therefore are charged to that grant, contract, project, or activity. The accounting system records these costs as they are incurred within the series of account assigned for that purpose.

Administrative Shared Costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular grant, contract, project, or activity.

General Approach

The general approach of SDC is allocating costs to particular grants and contracts is as follows:

All allowable direct costs are charged directly to programs, grants, and activity based on authorization requests, budgets and usage.

Allowable direct costs that can be identified to more than one program are prorated individually as direct costs using a base most appropriate to the particular cost being prorated.

All other allowable general and administrative costs (costs that benefit all programs and cannot be identified to a specific program) are allocated to programs, grants, etc. using a base that results in equitable distribution. Equitable distribution is determined by time, square footage, number of telephones, number of transactions, and number of client contacts.

Methods of Cost Allocation

1. Allocation based on Executive Director's time spent each month by programs, grants, etc.
2. Allocation based on number of transactions in the accounting system by program, grant, etc.
3. Allocations based on space each program, grant, etc. occupies
4. Allocations based on the number of telephones for each program, grant, etc.
5. Allocations based on the number of contacts with customers by each program, grant etc.

Shared Administrative Cost Personnel

Listed below are the position, function and method for division of salaries and fringe benefits for the people who comprise the Cost Allocation shared cost salaries in the pools used for cost allocation.

Position	FUNCTION	METHODS
Executive Director	General Management	Actual time spent
Fiscal Officer	Accounting	# of transactions
Payroll/HR	Payroll and Personnel Management	# of transactions
Admin. Assistant	General Management	Actual time spent Of Ex. Director
Janitor	Cleaning	Space used by programs, Grants, etc.

ADMINISTRATION COST POOL

Direct charge of Executive Director's time in each program will result in the percentage to be charged to each program for the administrative costs. These cost include:

Wages & Fringe Benefits for Ex. Director and Admin Assistant
Legal cost for SDC
Board Expenses
Travel for Ex. Director and Admin Assistance
Supplies for Ex. Director and Admin Assistance
Insurance for SDC
Computer Maintenance for Ex. Director and Admin Assistant
Ex. Director cell phone
Meeting Registrations for Ex. Director and Admin Assistant
Audit for SDC
Dues/Subscriptions for SDC

FISCAL COST POOL

The expenses in the fiscal pool will be charged to each program, grant, etc. based on the number of transactions that each program, grant, etc. used according to the accounting software.
These cost include:

- Wages and Fringe Benefits for Fiscal Officer & Payroll/HR
- Computer Maintence
- Computer Software Maintenance Contract for accounting software
- Travel for Fiscal Officer & Payroll/HR
- Office Supplies for the Fiscal Officer & Payroll/HR

OUTREACH COST POOL

The expenses in the outreach cost pool will be charged to each program, grant, etc based on the number of contacts through direct and indirect intake, follow-up services, information and referral as they relate to each program, grant, etc.
For the purpose of this cost allocation plan all budget figures are based on previous years estimates. Billing will be based on actual figures.
These costs include:

- Office Rent
- Office Utilities
- Office Phone & Internet
- Copy Machines & Suppllies
- Office Supplies
- Travel
- Computer Maintenance
- Trash Pick UP

RECEPTION/TELEPHONE/MAIL COST POOL

The expenses in this pool are based on the number of telephones in the total administrative office calculated against the share of the total telephones by each program, grant, etc. This gives the percent of total telephones for each program, grant, etc. This does not include the administrative, fiscal, or receptionist. These cost include:

- Postage
- Copier
- Telephone & Internet
- Office Supplies

SPACE COST POOL

Square footage occupied in the total administrative building, calculated against the share of the total space occupied by each program, grant, etc. This does not include administrative, fiscal, reception or any common areas, i.e. hallways, restrooms, storage, kitchen, board room, or entryways in the area calculations. These cost include:

- Janitor Wages and Fringe Benefits
- Supplies
- Lawn Services and Snow Removal
- Trash Pick Up
- Pest Control
- Administrative Building Utilities

2026 COST ALLOCATION BUDGET

ADMINISTRATION

Wages	$89,435.00
Fringe Benefits	$14,122.00
Legal Costs	$ 2,500.00
Board Expense	$ 7,000.00
Travel	$ 3,000.00
Office Supplies	$ 1,500.00
Insurance	$30,000.00
Computer Maint.	$ 1,500.00
Ex. Dir. Cell Phone	$ 600.00
Meeting Registration	$ 1,500.00
Audit	$56,000.00
Dues/Subscriptions	$ 500.00
TOTAL	$207,657.00

FISCAL

Wages	$81,900.00
Fringe Benefits	$13,224.00
Computer Maint.	$ 1,500.00
Computer Software	$ 7,500.00
Travel	$ 1,000.00
Supplies	$ 2,500.00
TOTAL	$107,624.00

OUTREACH

Office Rent	$ 5,400.00
Utilities	$ 5,000.00
Telephone & Internet	$ 6,000.00
Copy Machines	$ 2,500.00
Supplies	$ 500.00
Travel	$ 500.00
Computer Maint.	$ 500.00
Trash Pick Up	$ 600.00
TOTAL	$21,000.00

RECEPTION/TELEPHONE/MAIL

Postage	$ 6,000.00
Copier	$ 4,000.00
Telephone & Internet	$17,000.00
Supplies	$ 3,500.00
TOTAL	$30,500.00

SPACE

Wages	$ 3,900.00
Fringe Benefits	$ 736.00
Supplies	$ 500.00
Lawn Service & Snow	$ 2,500.00
Trash Pick Up	$ 1,300.00
Pest Control	$ 500.00
Utilities	$10,000.00
TOTAL	$19,436.00

keb

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

P 618.993.8724
F 618.993.1903

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

We have audited the financial statements of Shawnee Development Council, Inc., as of and for the year ended December 31, 2024, and have issued our report thereon dated September 9, 2025. 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 May 12, 2025, 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)
- Proper classification of net assets with donor restrictions.

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. There have been no other changes in significant accounting policies or their application during 2024. 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 and related disclosures 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 estimation of expenses by functional classification reported on the grant program budgets submitted.

The Organization estimates costs when applying for grant programs , in which a budget is submitted with the application. The budget is formally approved by each respective granting agency. Allocation of expenses as reported by the Organization on the schedule of functional expense should be reasonable to the approved budgets. We evaluated the key factors and assumptions used to develop the budget costs and determined that the budgeted costs are reasonable in relation to the expense classifications reported on the schedule of functional expense.

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 auditors' report. No such disagreements arose during the course of the audit.

Circumstances that Affect the Form and Content of the Auditors' Report

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

Representations Requested from Management

We have requested certain written representations from management, which are included in the attached letter dated September 9, 2025.

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
September 9, 2025

Linkage Agreement

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

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

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

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

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

Denna Williams

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

Jody Johnson

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

Linkage Agreement

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

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

Shawnee Development Council, Inc. and Southern Seven Health Department have entered into this working agreement to provide the following services:

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

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

Denna Williams
Executive Director
Shawnee Development Council, Inc.
PO Box 298
Karnak, IL 62956
sdcinc@shawneedevelopment.org

Jennifer Parks
Executive Director
Southern Seven Health Department
37 Rustic Campus Drive
Ullin, IL. 62992
jparks@s7hd.org

Linkage Agreement

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

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

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

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

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

Denna Williams

Denna Williams
Executive Director
Shawnee Development Council, Inc.
PO Box 298
Karnak, IL 62956
sdcinc@shawneedevelopment.org

Sherrie L. Crabb

Sherrie L. Crabb
Chief Executive Officer
Arrowleaf
300 Red Bud Lane, PO BOX 1328
Vienna, IL 62995-1792
sherrie.crabb@myarrowleaf.org

Linkage Agreement

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

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

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

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

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

Denna Williams

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

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

Memorandum of Understanding

This memorandum is a non-financial agreement between Jackson County Housing Authority (JCHA) and

Shawnee Development Council, Inc. 09/14/23

Name of Agency Date

To provide public housing residents with the following services:

JCHA agrees to provide:

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

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

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

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

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

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

Signature: Denna Williams

Printed Name: Denna Williams

Agency Address: PO Box 298

Agency Address: Karnak, IL 62956

Phone/Email: 618-634-2201
denna.w@shawneedevelopment.org

Signature: Teresa Carter

Printed Name: Teresa Carter

Jackson County Housing Authority

300 North 7th Street, PO Box 1209, Murphysboro, IL 62966

(618) 684- 3183 - ROSS Coordinators

Cairo Women's Shelter, Inc.

Guardian Family Services Center

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

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

Member - Illinois Coalition Against Domestic Violence

LINKAGE AGREEMENT

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

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

RESPONSIBILITIES:

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

TERMINATION OF POLICY

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

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

Effective Date: August 1, 2026

Shawnee Development Council, Inc.
Agency

Denna Williams
Signature Denna Williams, Executive Director

8/1/2026
Date

Fonda DeBerry
Signature

Cairo Women's Shelter, Inc.
August 1, 2026

7/2026

SHAWNEE DEVELOPMENT COUNCIL, INC.
JOB DESCRIPTION

JOB TITLE: WIOA Program Manager

SUPERVISORY CONTROL: Executive Director

SALARY RANGE: $32,760.00-$45,500.00

Duties and Responsibilities:

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

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

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

Knowledge, Skills and Abilities

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

Education and Experience

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

7/2026

SHAWNEE DEVELOPMENT COUNCIL, INC.
JOB DESCRIPTION

JOB TITLE: WIOA CAREER PLANNER

SUPERVISORY CONTROL: WIOA PROGRAM MANAGER

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

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

MINIMUM QUALIFICATIONS

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

JOB SUMMARY

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

Career Planner Component:

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

3/2026

SHAWNEE DEVELOPMENT COUNCIL, INC.
JOB DESCRIPTION

JOB TITLE: WIOA Work Experience Coordinator/Clerk

SUPERVISORY CONTROL: WIOA Program Manager

SALARY RANGE: $27,300.00-$34,580.00

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

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

MINIMUM QUALIFICATIONS

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

JOB SUMMARY

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

ESSENTIAL FUNCTIIONS

Work Experience Component:

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

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

<u>Career Planner Component:</u>

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

<u>Other Duties Component:</u>

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

Sandy E. Jones

P.O. Box 114, 36 Reed Ln Mounds, IL 62964
618-521-8107
sandyj7788@gmail.com

PERSONAL PROFILE

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

EDUCATION

Meridian High School, Mounds, Illinois
Graduated: May 1995

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

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

INTERNSHIP

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

EMPLOYMENT

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

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

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

RECOGNITIONS

College Recognitions:

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

REFERENCES

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

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

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

David Davis Jr

Ullin, Illinois | 618-771-0385 | daviddavis20991@gmail.com

Experience

Surveying & Documenting - Delmar Main Street Internship **2025**

- Surveyed and documented 400 plus parcels across the Delmar corridor that contain buildings and neighborhoods of several historic districts through the main street platform Booms tracker. Research involves looking at several primary sources like city directors, red & blue books, Sandborn maps, old newspapers, and historic photos.
- Conducted a second survey that consists of documenting May 2025 storm damage across the Delmar corridor from Union Blvd to Taylor Ave on google maps. The survey color codes the different sections of the Delmar corridor, while documenting several photos of different sides of the damage property.

Cashier & Service Desk- Rural King **2023-2026**

- Checking out items for customers on the register, while answering questions about items.
- . Assisting customers with online orders (Bopis), finding receipts for customers, probating old batteries, and answering phone calls on the service desk.

Historic Preservation Research & Exhibit Development **2024**

- Created a student exhibition proposal that interprets the history of John S. Cobb Highschool in Cape Girardeau.
- Worked as part of a team that created an exhibit that interprets, researches, and displays Harry Truman Presidency for the Cape Girardeau Heritage Museum.

Skills & abilities

Booms Tracker
Customer service & Complaint Handling
Archival research
Canva Presentation

Education

Southeast Missouri State University, BS Arts Dec. 2025
Major: History
Southeast Missouri State University, BS Science Dec. 2025
Major: Historic Preservation

K. Year-to-Date Manager's Report

Unavailable to print due to updated IWDS 2.0 system

L. Final Annual Outcomes Report

Unavailable to print due to updated IWDS 2.0 system