DOCUMENT VET SHEET
for
Karen McConnaughay
Chairman, Kane County Board

Name of Document: CEO Acknowledgement & Designation Form

Submitted by: Sheila McCraven

Date Submitted: 3/5/09

Examined by: Sheila McCraven
(Print name)

(Signature)

Date: 3/5/09
(Date)

Comments: Required Form in order for Kane County to receive any CEO Funds; must be resubmitted whenever there is change in County Board Chairman

Chairman signed: Yes No

(Date)

Document returned to:

Rev. 8/05
McCraven, Sheila

From: Dhom, Lora [Lora.Dhom@illinois.gov]
Sent: Tuesday, March 03, 2009 3:32 PM
To: Dhom, Lora; Kathy Day; Sharon Walker; dmoritz@bistateonline.org; LWA14; lyoung@workforcenetwork.com; Bashir Ali; McCraven, Sheila; Anne K. Schneider; Mik Arnett; Vicki Lubrant; Lively, Kathy
Cc: Baker, Michael
Subject: RE: Authorized Signatory Forms - Important Additional Info

Please keep in mind that it just can't list the title of the individual it has to list the name. Accounting won't accept that anymore. In addition, as individuals leave (CEOs through election or Executive Directors) local areas must update and submit a new form.

Remember, the Bureau will not be able to process any grants to you until we have received the updated form.

From: Dhom, Lora
Sent: Friday, February 27, 2009 4:17 PM
To: Kathy Day; Sharon Walker; Donna Moritz (dmoritz@bistateonline.org); 'LWA14'; Lucinda Young (lyoung@workforcenetwork.com); Bashir Ali; Sheila McCraven; 'Anne K. Schneider'; Mik Arnett; 'Vicki Lubrant'; Lively, Kathy
Cc: Baker, Michael
Subject: FW: Authorized Signatory Forms - Important Additional Info
Importance: High

Please see Beverly's note below about WIA grants. You must submit an updated CEO Acknowledgement and Designation form. The form may be submitted to me. The Bureau will not be able to process any grants to you until we have received the updated form.

If you have any questions, please feel free to contact either Beverly Miller or myself.

Thank you.

Lora S. Dhom, Planner
Planning and Policy Development Office
Bureau of Workforce Development
Department of Commerce and Economic Opportunity
620 East Adams, 5th Floor
Springfield, IL 62701
Telephone: (217) 558-2429
Fax: (217) 558-2444

From: Miller, Beverly
Sent: Friday, February 27, 2009 3:28 PM
To: Baker, Michael; Boggs, Susan; Cummings, Sheila; Dhom, Lora; Eicken, Gary; Leslie, William; Logan, Lisa; Pellegrini, Deb; Ray, John; Ruppel, Kristi; Sinwell, William; Snyder, Gerry; Stone, Tammy
Subject: FW: Authorized Signatory Forms - Important Additional Info

3/4/2009
Importance: High

This email is for those of us that take grants to Accounting, but I have included everyone else so you will be aware of the procedure in case you are asked to obtain signature documentation.

**LWA Grantees**
Accounting has informed me that we will not need to use the new signature forms sent out by Phil and can continue to use the CEO Acknowledgement forms dictated by bureau policy for signature authority for LWA grantees only, but must do the following:

When authorized designees are entered into eGrants (per the egrants entry listing), the signature authority form located at H:\JTDA Statewide Activities and Planning\Grant Forms\Grant Packaging\Signature Authority Documentation needs to be uploaded into eGrants regardless of who signs the grant agreement.

Then on the NoGA, in the authorized designee section by each name, make the following notation: "Authorized Signature Form in eGrants", sign your initials, and date it.

The forms also need to have the current CEO signature(s). So the Planning Unit will be obtaining new forms for LWAs 4, 5, 13, 14, 15, 19 (in process), 20, 21 and 25. I have removed the current forms from the folder on H, so they can't be used, and will upload the new ones as they are received.

3/4/2009
WIA POLICY LETTER NO. 99-5

TO: Chief Elected Officials
Local Workforce Investment Board Chairpersons
WIA Fiscal Agents and Subrecipients
One-Stop Operators
WIA State and Local Partner Agencies

SUBJECT: Chief Elected Official Responsibilities and Delegation of Authority under the Workforce Investment Act of 1998

DATE: June 9, 2000

I. PURPOSE:

To provide chief elected officials (CEOs) with instructions related to the designation of grant recipients, delegation of signature authority, as well as acknowledgment of financial responsibility under Title I of the Workforce Investment Act of 1998 (WIA).

II. ISSUANCES AFFECTED:

A. References:

Workforce Investment Act of 1998, Public Law 105-220
Workforce Investment Act Interim Final Rules, 20 CFR Part 652; Part 660 et al
PY’99 WIA Technical Assistance and Information Letter No. 99-1
PY’99 WIA Technical Assistance and Information Letter No. 99-1, Addendum 1

B. Rescissions:

None
III. SUBJECT INDEX:

Chief Elected Official Responsibilities

IV. BACKGROUND:

Grant Recipient

The Workforce Investment Act specifies in Section 117(d)(3)(B) that the local chief elected official within each workforce investment area serve as the grant recipient for funds under WIA. The entity functioning in the capacity of grant recipient enters into a grant relationship with the department for all WIA Title I funds (i.e., youth, adult, and dislocated workers). The grant recipient disburses funds at the direction of the Local Workforce Investment Board (LWIB), as long as that direction does not violate a provision of the WIA.

In local workforce areas having a single chief elected official, that CEO may serve as the grant recipient or designate another entity to serve as the grant subrecipient. In areas having multiple chief elected officials, the CEOs may form a consortium which serves as the grant recipient, designate (through a CEO agreement) one of the individual CEOs as the grant recipient, or may designate (through a CEO agreement) that another entity serve as the grant subrecipient.

The CEO is financially responsible for the WIA funds, whether the CEO serves as the grant recipient or another entity is designated to serve in that capacity. By law, local CEOs are financially liable for any WIA funds improperly expended in the local area. This means that the political jurisdiction of the CEO is liable for any misuse of WIA grant funds allocated to the local area. In the case of multiple CEOs, all CEOs are jointly and severally liable for any improperly expended funds. The state will hold each CEO liable for the total amount of any improperly expended funds. However, CEOs may use the CEO agreement to define how liability will be shared locally. Such local agreements do not absolve CEOs of their primary liability to the state. Information on Chief Elected Officials' Agreements is contained in WIA Technical Assistance and Information Letter No. 99-1, dated July 28, 1999.

The above referenced Technical Assistance and Information Letter states that, when an alternate entity is designated as the grant subrecipient by the CEO(s), a separate agreement between the CEO(s) and the department is required. This agreement will make explicit the local grant recipient arrangement and acknowledge the CEO(s) individual or collective (in the case of multiple CEOs) financial liability for WIA funds. The CEO, or all CEOs in multiple CEO areas, is required to sign this agreement with the department. Under this arrangement, funds would flow to the entity selected by the CEO(s) to function as the grant
subrecipient. As stated above, the grant provisions would be jointly and severally binding on all local CEOs in multiple CEO areas.

This policy letter provides the mechanism whereby this agreement is to be established. The attached CEO Acknowledgment and Designation Form is to be used for this purpose.

**Signature Authority**

The chief elected official is the party with authority to sign agreements with the department under the WIA. The chief elected official may share this authority by designating another person(s) to have signature authority. Although chief elected officials delegating signature authority have been asked to provide letters so indicating, they must indicate this delegation on the attached form as an agreement with the department to that effect. In areas comprised of multiple CEOs, each CEO is required to sign the attached form.

**V. POLICY:**

In order to establish an agreement between chief elected officials and the department regarding the local grant subrecipient under WIA, delegation of signature authority, as well as the acknowledgment of financial responsibility, chief elected officials are required to submit the attached CEO Acknowledgment and Designation Form. In areas comprised of multiple CEOs, each of the CEOs is required to sign this form, which will be included as an addendum to the local five year strategic plan.

**VI. ACTION REQUIRED:**

The chief elected official(s) of each local workforce investment area is required to submit a CEO Acknowledgment and Designation Form as set forth in this policy letter. This form is due to the department on or before August 1, 2000.

Upon completion of the form, the original should be forwarded to:

- Mr. Jack Handy
  - Plan Review and Certification Unit
  - Department of Commerce and Community Affairs
  - 620 East Adams Street
  - Springfield, IL 62701

**VII. INQUIRIES:**
DCCA Planners

VIII. EFFECTIVE DATE:
Immediately

IX. EXPIRATION DATE:
Ongoing

Herbert D. Dennis, Manager
Job Training Division

HDD:jhb
Attachment
Seq. #597
CEO Acknowledgment and Designation Form

Workforce Investment Area # 5

**************************************************************
SECTION ONE - Designation of Grant Subrecipient
**************************************************************

* Single CEO Workforce Investment Area *

___ The Chief Elected Official will serve as grant recipient.

___ The Chief Elected Official designates the following entity as grant subrecipient:

_______________________________

_______________________________

_______________________________

* Multiple CEOs Workforce Investment Area *

___ The Chief Elected Officials, through a CEO Agreement, have formed a consortium which will serve as the grant recipient. The name and mailing address of the consortium is as follows:

_______________________________

_______________________________

_______________________________

___ One Chief Elected Official, designated through a CEO Agreement, will serve as the grant recipient. The designated CEO and his/her mailing address is listed below:

KAREN McCONNAUGHAY
COUNTY BOARD CHAIRMAN
719 S. BATAVIA AVENUE
GENEVA, IL 60134

___ The Chief Elected Officials, through a CEO Agreement, designate the following entity as grant subrecipient:

_______________________________

_______________________________
CEO Acknowledgment and Designation Form

SECTION TWO -- Designation of Signature Authority

Signature Authority

Under the Workforce Investment Act of 1998, the Chief Elected Official(s) in a local workforce area, and their designees, are the only individuals permitted to sign contract/grant documents. In the space below, please list the individual(s), other than the Chief Elected Official(s), who is (are) designated to have signature authority on behalf of the Chief Elected Official(s). (This may be indicated by name or by position. e.g., John Smith, Director of XYZ, Inc. or Director of XYZ, Inc..) (NOTE: The CEO may elect not to designate anyone else to have signature authority.)

SECTION THREE -- Acknowledgment of Financial Responsibility

By law, the Chief Elected Official in a local workforce area is financially responsible for the use of WIA funds. In a multiple CEO area where one CEO serves as the grant recipient, the other CEOs are not absolved from the misuse of WIA funds. Likewise, in areas where the CEO (in a single CEO area) or the CEOs (in a multiple CEO area) designate a grant subrecipient, the CEO/CEOs* remain financially liable for any misuse of WIA funds. All CEOs will be held jointly and severally responsible for the repayment of any misspent funds.

* This refers to the CEO’s political unit, not the CEO personally

SECTION FOUR -- Signatures

Each Chief Elected Official in the local workforce investment area must sign below to indicate his/her acknowledgment and understanding of the designations and responsibilities contained in this document.
<table>
<thead>
<tr>
<th>Chief Elected Official</th>
<th>Title</th>
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<td>Chair, Kane County Board</td>
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McCraven, Sheila

From: Info @ Illinois workNet [info@illinoisworknet.com]
Sent: Wednesday, March 04, 2009 12:50 PM
To: vgordon@lakecountyil.gov; cwmarten@co.mchenry.il.us; dbucholz@theworkforceconnection.org; mbmarshall@dupageworkforceboard.com; gward@cookcountygov.com; jstasch@workforceboard.org; jgreenchicago@chicagoworkforceboard.com; pferrawillcountyillinois.com; kip_colgrove@experenceworks.org; sara_escatel@ivcc.edu; janet.t.graham@illinois.gov; james.knauf@illinois.gov; maragon@illinois.gov; joel_torbeck@ivcc.edu; dmoritz@bistateonline.org; cstewart@pjtp.org; lyoungetworkforcecnetwork.com; gcicciu@careeerlink16.com; christi.hall@illinois.gov; smartin@careeerlink16.com; david.reed@illinois.gov; terry.rice@illinois.gov; vcvb@soltec.net; rmccoy5889@aol.com; aschneider@worknet20.org; lchappee@mcetd.org; jmcshane@cwib.net; scott@igd.org; victor.harris@illinois.gov; holstein@rlc.edu; joan.jablonski-baxter@illinois.gov; kathily@mantracon.org; robertmees@ialc.edu; alan.summers@illinois.gov; jdmurphy@shawneelink.net; cstevens@lakecountyil.gov; jacourtn@co.mchenry.il.us; mwililiams@rokrivetraining.org; McCraven, Sheila; sclarl@worknetdupage.org; kscrawf@cookcountygov.com; pheinrich@eqlin.edu; asaulys@worknetncn.com; dhanson@cityofchicago.org; sflssner@willcountyillinois.com; mcooper@kcc.edu; smol@jjc.edu; Bmarston@workforcenetwork.com; alanders_55@yahoo.com; bhensgen@dacc.edu; Dstoecklin@mcetd.org; kbusur@cfseoc.org; mmicholson@ijd.org; kathily@mantracon.org; eldla@shawneelink.net; cec@wadi-inc.com; sdcinc@shawneevelopment.org; avans@lakecountyil.gov; DKMickle@co.mchenry.il.us; s.carmichael@rockvalleycollege.edu; g.lawson@rockvalleycollege.edu; sharel.wolber@highland.edu; DianeCooper@kceede.org; sdillon@firstinstitute.com; rcallagh@worknetdupage.com; bglover@cookcountygov.com; mfhaimeno@worknetncn.com; ghererra@cityofchicago.org; MLowe@willcountyillinois.com; Bmarston@workforcenetwork.com; Dwh@careerlink16.com; rekrande@yahoo.com; jjett@dacc.edu; mjoness@mcetd.org; Dstoecklin@mcetd.org; kbusur@cfseoc.org; rkralman@cfseoc.org; tlogue@cwib.net; dmoore@ijd.org; mmicholson@ijd.org; michellecerutti@mantracon.org; jamiegalli@mantracon.org; eldla@shawneelink.net; wia.director@wadi-inc.com; doris.m.wia@shawneevelopment.org; jmarcella@cityofchicago.org; mbalcsik@cityofchicago.org
Cc: rgarrett

Subject: NEW Illinois workNet Business Layoffs and Closing Web Pages Training

Dear Illinois workNet Partners:

Please join us for a 30-minute webinar to learn about Illinois workNet’s NEW Business Layoffs and Closings Interactive Map. This new web page is viewable only by LWIB/LWIA and state agency staff. The interactive map uses IWDS/DETS data to display layoffs and closings on an interactive Google Map, provides closings listings, and closings details in a user-friendly format.

Access to the map will be given in tandem with participation with the training webinars. LWIBs/LWIA who participate with this webinar will be provided immediate access to begin using this new tool.

Recommended participants: LWIB/LWIA Directors, local LWIB/LWIA Rapid Response Coordinators, and local Illinois workNet Coordinators

Webinar Schedule: Select a session on either of these two dates:

Monday, March 16th, at 10:00 a.m. and 2:00 p.m.
Thursday, March 19th, at 10:00 a.m. and 2:00 p.m.
**Registration:** To register, follow this link: http://training.illinoisworknet.com/ws/business-layoffs. Webinar login and call information will be automatically e-mailed to registered participants.

If you have any questions, please call us at (800) 252-4822, or e-mail us at info@illinoisworknet.com.

We look forward to meeting you at the webinar!

Sincerely,

Illinois workNet Team