


Instructions for completing Corporate 2012: the City Department should (a) complete only the highlighted portions below (any other changes require Law Department approval), (b) attach Exhibits A-C, and (c) send delegate agency a hard copy (NOT a Word version) of both the customized pages below (including Exhibits A-C) and the document containing Exhibits D - F

Form Corporate 2012: to be used only for Delegate Agency Grant Agreements funded wholly by Corporate funds and not involving construction or loans (Rev 11/11)

Additional Exhibits to this Agreement may be found at:

<http://www.cityofchicago.org/content/cityinfo/law/termsandconditions/Corporate2012.pdf>

	Delegate Agency Grant Agreement of the City of Chicago ("City")	Title of the Program
Contract (P.O.) Number:	Specification Number:	Vendor Number:
Name and address¹ of Delegate Agency ("You"):	City Department ("Department") and Address: Chicago, IL _____ Attn: Commissioner	Term of Agreement: Start Date/ Date of Agreement: End Date:
Compensation:		

insert sentence generally describing the Program

Fund Numbers and amounts:

Special Conditions: the above grant is subject to the Special Conditions or limitations as are set forth in the attached page(s)

Brief Description of Program (the "Program"):

Grant funds are to _____

SPECIAL CONDITIONS

You acknowledge and agree:

The City Council of the City, a municipal corporation and home rule unit of local government existing under the Constitution of the State of Illinois, has appropriated corporate funds to be

¹ Address must be a street address (Post Office boxes are not acceptable) from which you administer programs providing Services principally to low and moderate income residents of the City of Chicago.

used for the Program.

The City desires to enter into this Agreement with you to provide services under the Program. You represent that you have the institutional, managerial, professional and financial capability to provide services in connection with the Program to the full satisfaction of the City and that you are ready, willing and able to enter into this Agreement.

This Agreement will take effect as of the Start Date and continue through the End Date or until the Services are completed or until this Agreement is terminated, whichever occurs first (the "Term"). All Services must be performed within the Term and as more specifically required under this Agreement. "**Agreement**" means this Delegate Agency Grant Agreement, including all exhibits attached to it and incorporated in it by reference, and all amendments, modifications or revisions made in accordance with its terms.

Any payments under the first year of this Agreement will be made from Fund Numbers identified above and are subject to the annual appropriation and availability of funds. In subsequent years, the City may change the fund numbers at its sole discretion. The "**Compensation**" is the maximum compensation that you may be paid under this Agreement, without an amendment to this Agreement authorizing a higher amount. The Compensation is reflected in the "Budget" attached as Exhibit A and incorporated by reference.

If the City has funds available, and those funds are appropriated for the services/programs covered by this Agreement, then the City, in its sole discretion, may increase the amount of Compensation by written notification from the Commissioner of the Department or other legally designated official, as applicable ("**Commissioner**") to you and subject to the satisfactory submission of a revised Budget by you and approval by the City in a manner authorized by applicable law. You must submit a revised Budget to the Department, for approval by the Department and the City Comptroller (Attention: Special Accounting Division), reflecting such additional funds, the cumulative Compensation and the revised fund number. Once approved by the Department and the City Comptroller, the revised Budget will supersede the Budget, attached as Exhibit A. In the event that the City pays you the total amount of Compensation for the Services without providing written notification of an increase in the amount of Compensation, no further payments shall be made under this Agreement unless and until (a) the City has provided written notification of an increase in the amount of Compensation and (b) the City has approved a revised Budget submitted by you.

You must comply with all the Terms and Conditions of this Agreement including those found on Exhibit D. You agree to comply with the requirements set forth in the following exhibits which are attached to and made a part of this Agreement. All provisions listed in the Exhibits have the same force and effect as if they had been listed in the body of this Agreement.

- Exhibit A Budget
- Exhibit B Scope of Services and Time Limits for Performance
- Exhibit C Economic Disclosure Statement and Affidavit (Certificate of Filing)

The signature page to this Agreement follows Exhibit C.

Form Corporate 2012: to be used only for Delegate Agency Grant Agreements funded wholly by Corporate funds and not involving construction or loans (Rev 11/11)

Exhibit D Terms and Conditions
Exhibit E Insurance Requirements
Exhibit F HIPAA Requirements

Exhibits D through F may be found at:

<http://www.cityofchicago.org/content/cityinfo/law/termsandconditions/Corporate2012.pdf>

[remainder of page intentionally left blank]

Form Corporate 2012: to be used only for Delegate Agency Grant Agreements funded wholly by Corporate funds and not involving construction or loans (Rev 11/11)

EXHIBIT A

BUDGET

(Attached)

Attach the Budget as Exhibit A

Form Corporate 2012: to be used only for Delegate Agency Grant Agreements funded wholly by Corporate funds and not involving construction or loans (Rev 11/11)

EXHIBIT B

SCOPE OF SERVICES
(WORK PROGRAM((S)))

(Attached)

Attach the Scope of Services (Work Program) as Exhibit B

Form Corporate 2012: to be used only for Delegate Agency Grant Agreements funded wholly by Corporate funds and not involving construction or loans (Rev 11/11)

EXHIBIT C

ECONOMIC DISCLOSURE STATEMENT & AFFIDAVIT

(Certificate of Filing attached)

Attach the EDS Certificate of Filing provided by the delegate agency as Exhibit C

Signature page to Delegate Agency Grant Agreement

Name of Delegate Agency:	Contract (P.O.) Number:

the delegate agency should add name and title of the authorized official, plus signature and date.

Signed at Chicago, Illinois:

City Approval	Delegate Agency Acceptance
Typed Name and Title of Approving City Official: Commissioner, Department of 	Typed Name and Title of Authorized Delegate Agency Official (executive director or corp. president) ¹ :
Signature of Approving City Official: 	Signature of Approving Delegate Agency Official:
Date of Signature: 	Date of Signature:

Notarization of signature of Delegate Agency Official.

the notary public should complete this section when the delegate agency official signs this page

State of _____
 County of _____

This instrument was acknowledged before me on _____ (date) by (name/s of person/s) as _____ (type of authority, e.g., officer, trustee, etc.) of _____ (name of party on behalf of whom instrument was executed).

Signature of Notary Public

SEAL:

¹ If this Agreement is signed by any individual other than the corporate president or the executive director of Delegate Agency, attach a copy of that section of Corporate By-Laws or other authorization, such as a resolution by the Board of Directors, that permits the individual to sign the Agreement for Delegate Agency.