



FY '09 DELEGATE AGENCY SUB-GRANT AGREEMENT CHECKLIST

Agency Name: _____ PO #: _____

Please complete and submit an original and one copy of the sub-grant agreement package for each Purchase Order. Electronic versions of the forms are available at http://cys.mycopa.com. Check-off, affix initials next to each fulfilled item and return the checklist as a cover for your completed forms on your designated Roundtable date and time. Failure to submit the following forms in accordance with FSS instructions and within the requested timeline will delay execution of your sub-grant agreement:

Submitted herein

1) Signature Items

Delegate Agency Sub-Grant Agreement Pages

- Sub-Grant Agreement Signature Page completed with a signature from Executive Director/Corporate President
Notarized with a clear seal

Delegate Agency Signature Authorization

- Authorized Person's Signature - i.e., the agency representative authorized to sign-off on the agency's vouchers
Approving Person's Signature - i.e., the agency representative authorized to sign-off on the agency's agreements

Direct Deposit Vendor Payment Program Form, if applicable.

- Completed with original signatures by authorized official of the corporation
Attach an original unsigned and voided check

Bank Depository Authorization Form, if applicable.

- Completed with original signatures by authorized official of the corporation
Countersigned by bank official

Economic Disclosure Statement

- Completed and signed by authorized signatory; and
Notarized with a clear seal

Insurance Certificate of Coverage

- Original to be submitted directly to City Comptroller's Office, Federal Funds Insurance Unit, 33 North LaSalle Street, Room 800, Chicago, 60602, Attn - Maria Santiago, and a copy to the City Department
Copy to FSS

2) Work Program Exhibit

- Reviewed and approved by agency and respective Program Unit

3) Budget Forms

- Budget Summary
Personnel Budget
Non-Personnel Budget

