



## 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 CYS instructions and within the requested timeline will delay execution of your sub-grant agreement:

1) **Signature Items**

Submitted herein
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Delegate Agency Sub-Grant Agreement Pages

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

Delegate Agency Signature Authorization

- o "Approving Person's Signature" – i.e., the agency representative authorized to sign-off on the agency's vouchers \_\_\_\_\_
- o "Authorizing 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.

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

Bank Depository Authorization Form

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

Economic Disclosure Statement

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

Insurance Certificate of Coverage

- o 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 \_\_\_\_\_

2) **Work Program Exhibit**

- o Reviewed and approved by agency and respective City Department \_\_\_\_\_

3) **Budget Forms**

- o Budget Summary \_\_\_\_\_
- o Personnel Budget \_\_\_\_\_
- o Non-Personnel Budget \_\_\_\_\_