



CITY OF CHICAGO



OFFICE OF BUDGET AND MANAGEMENT

Announcement of Delegate Agency Policy Changes

Dear Valued Partner,

We are pleased to announce that effective July 19, 2021, the City has implemented several changes to the Delegate Agency contracting process. These changes are intended reduce the administrative burden of contracting with the City of Chicago and were informed by feedback from organizations like yours that deliver services to Chicago residents on the City's behalf. These changes are part of a broader effort to bring an equity lens to improving the City of Chicago's Delegate Agency contracting practices and processes.

The changes below are effective for any contract that has not been executed prior to July 19, 2021.

- **Contracts and Amendments** - PDFs of manual signatures are accepted; "wet" signatures are no longer required. A Notary is **no longer required**.
- **Signature Authorizations** - **No longer required**. Delegates will be required to inform the department when there are changes to authorized personnel.
- **Budget Revisions and Budget Amendments** – The City will accept PDFs of manual signatures; "wet" signatures are no longer required.
- **Bank Depository and EFT Forms** - Delegate Departments are **no longer required** to request Delegate Agencies to submit a Bank Depository Form or EFT form with each contract. Only new agencies or agencies requesting to change their bank account are required to complete the form, which must be submitted to the Department of Finance by the Delegate Agency, as needed.

We thank you for the work you do every day to serve our residents and improve their lives. Should you have any questions or concerns regarding these changes, please contact the relevant City department with whom your organization partners or email grantsupport@cityofchicago.org.

Office of Budget and Management, City of Chicago