



 **CHICAGO**
 **RECOVERY PLAN**

LEGAL DOCUMENT TOOL KIT

READY TO START YOUR CONTRACT?

Our team is here to help you! If you have questions along the way, please check this toolkit. If you cannot find the answer, please reach out to the DPD Inbox via submittable: City of Chicago–Dept. of Planning and Development.

Follow this guide carefully to ensure that your legal documents are correct and thoroughly completed. Take the time to double-check that all documents are accurate. Pay attention to details:

- ★ Dates
- ★ Signatures
- ★ Notarization requirements
- ★ Important information requested.

Careful attention to these details will ensure that your documents are fully completed. **Inaccurate or incomplete documents will be returned, and our team will "Request a Revision".**

SUBMITTABLE SECTIONS

The legal section is comprised of two submittable sections, each with their own unique required documents:

1A:

LEGAL DOCUMENTS

- [Organizational Chart](#)
- [Articles of Incorporation/Organization](#)
- [Corporate Minutes/Operating Agreement/Partnership Agreement](#)
- [Economic Disclosure Statement \(EDS\)](#)
- SAM (*for pre-development projects only*)

1B:


CITY INDEBTEDNESS AND CHILD SUPPORT

- [Chart completion](#) for owners/officers of grant finalist
- [Affidavits of Child Support Compliance](#)
- Photo IDs (Driver's License, State ID, US passport, etc.)



1A:

LEGAL DOCUMENTS

The background is a blue-tinted photograph of a city street with several tall buildings. The buildings are of various architectural styles, including modern skyscrapers and older, more ornate structures. The street is visible at the bottom, with some cars and a crosswalk. The overall tone is professional and corporate.

ORGANIZATIONAL CHART

ORGANIZATIONAL CHART

★ A Organizational Chart Should:

1

Show the internal structure of your organization.

2

Include the name of the legal entity in which the contract will be granted.

ORGANIZATIONAL CHART EXAMPLE

John's diner

Organizational Chart

Joe Doe
33%
Ownership

Jane Doe
33%
Ownership

John Doe
33%
Ownership

Tip: Please identify all persons holding 7.5% or more direct or indirect ownership (including other entities if applicable) and clearly identify the percentage of ownership. Nonprofits and Cooperatives will likely not have owners and should articulate this.

The background is a blue-tinted photograph of a city street with several tall buildings. The buildings are mostly rectangular with many windows. The street is visible at the bottom, with some cars and a crosswalk. The overall tone is professional and modern.

LEGAL ENTITY REGISTRATION

LLC LEGAL REGISTRATION

Your Articles of Organization appear as depicted below. This is the only form accepted for LLCs.

For information and forms related to legal registration, please visit:

<https://tax.illinois.gov/content/dam/soi/en/web/tax/forms/reg/documents/reg-1.pdf>

Form LLC-5.5 February 2022	Illinois Limited Liability Company Act Articles of Organization	FILE # This space for use by Secretary of State.
Secretary of State Department of Business Services Limited Liability Division 501 S. Second St., Rm. 351 Springfield, IL 62756 217-524-8008 ilsos.gov	SUBMIT IN DUPLICATE Type or print clearly.	
Payment must be made by certified check, cashier's check, Illinois attorney's check, C.P.A.'s check or money order payable to Secretary of State.	Filing Fee: \$150 Approved:	
1. Limited Liability Company name (see Note 1): _____		
2. Address of principal place of business where records of the company will be kept: (P.O. Box alone or c/o is unacceptable.) _____		
3. Articles of Organization effective on: (check one)		
<input type="checkbox"/> the filing date		
<input type="checkbox"/> a later date (not to exceed 60 days after the filing date): _____ Month, Day, Year		
4. Registered agent's name and registered office address:		
Registered agent: _____		
(P.O. Box alone or c/o is unacceptable.)		
First Name Middle Initial Last Name		
Registered office: _____		
Number Street Suite #		
City IL ZIP		
Note: The registered agent must reside in Illinois. If the agent is a business entity, it must be authorized to act as agent in this state.		

CORPORATION & NONPROFIT LEGAL REGISTRATION

Your Articles of Incorporation should appear as depicted below. This is the only form accepted document for corporations.

For information and forms related to legal registration, please visit:
<https://apps.ilsos.gov/corparticles/>

Certificate Number 2551


STATE OF ILLINOIS
OFFICE OF
THE SECRETARY OF STATE

To all to whom these presents shall come, Greeting:

Whereas, Articles of Incorporation, duly signed and verified of
COHORITY SHOPS, INC.
have been filed in the Office of the Secretary of State, on the 21st
day of May, A. D. 1946, as provided by "THE BUSINESS
CORPORATION ACT" of Illinois, in force July 13, A. D. 1933.

Now Therefore, I, EDWARD J. BARRETT, Secretary of State of the State of Illinois,
by virtue of the powers vested in me by law, do hereby issue this certificate of
incorporation, and attach thereto a copy of the Articles of Incorporation
of the aforesaid corporation.

In Testimony Whereof, I have set my hand and cause to
be affixed the Great Seal of the State of Illinois
Done at the City of Springfield, this 21st
day of May, A. D. 1946 and
of the Independence of the United States
the one hundred and 70th.


Edward J. Barrett
SECRETARY OF STATE



LEGAL ENTITY STRUCTURE

OPERATING AGREEMENT

Tip: LLCs should submit operating agreements that are like the example depicted below and should be signed and dated. Submissions without **signatures** and **dates** will be returned for revisions.

For information and forms related to legal registration, please visit:

<https://tax.illinois.gov/content/dam/soi/en/web/tax/forms/reg/documents/reg-1.pdf>

LIMITED LIABILITY COMPANY OPERATING AGREEMENT OF

_____, LLC

1. Company Details

This Limited Liability Company Operating Agreement ("Agreement"), entered into on _____, 20____ is a: (check one)

- **Single-Member LLC**, entered into by _____, being the sole owner with a mailing address of _____.

- **Multi-Member LLC**, entered into by and between _____ Members known as:

Member #1: _____, with ownership of _____% of the Company, and a mailing address of _____.

Member #2: _____, with ownership of _____% of the Company, and a mailing address of _____.

Member #3: _____, with ownership of _____% of the Company, and a mailing address of _____.

Member #4: _____, with ownership of _____% of the Company, and a mailing address of _____.

("Member(s)")

WHEREAS the Member(s) desire to create a limited liability company under the laws of the State of _____ ("State of Formation") and set forth the terms herein of the Company's operation and the relationship any and all Member(s).

NOW, THEREFORE, in consideration of the mutual covenants set forth herein and other valuable consideration, the receipt and sufficiency of which hereby are acknowledged, the Member(s) and the Company agree as follows:

2. Name and Principal Place of Business

The name of the Company shall be _____, LLC with a principal place of business located at _____, or at any other such place of business that the Member(s) shall determine.

3. Formation

The Company was formed on _____, 20____ when the Member(s) filed the Articles of Organization with the office of the Secretary of State pursuant to the statutes governing limited liability companies in the State of Formation (the "Statutes").

PARTNERSHIP AGREEMENT

Tip: General Partnerships should submit signed and dated partnership agreement like the example depicted below. Submissions without a **signature** and **date** will be returned for revisions.

PARTNERSHIP AGREEMENT

I. **PARTNERSHIP DETAILS.** This Partnership Agreement ("Agreement") dated on _____, 20____ ("Effective Date") is associated with the following entity:

a.) **Entity Name:** _____ formed in the State of _____ with a principal place of business at _____ ("Partnership").

b.) **Type.** The Partnership is structured as a: (choose one)

- **General Partnership (GP).** All the Partners agree to hold equal personal responsibility in the Partnership's liabilities.

- **Limited Partnership (LP).** The General Partner(s) known as _____ ("General Partner(s)") agree to bear all responsibility on behalf of the Partnership. All other Partners are limited partners.

- **Limited Liability Partnership (LLP).** Each Partner is liable for their own negligence or wrongful acts, not financial obligations.

- **Limited Liability Limited Partnership (LLLLP).** The General Partner(s) known as _____ ("General Partner(s)") and limited partners shall have limited liability.

c.) **Business Purpose.** The Partnership's primary business purpose is: _____.

d.) **Term.** This Agreement has an effective start date of _____, 20____ and shall continue: (choose one)

- **In Perpetuity.** This Agreement will exist indefinitely until the Partnership is dissolved or terminated, the processes for which are enumerated below ("Term").

- **For a Fixed-Term.** The Partnership will effectively end on _____, 20____ ("Term").

II. **THE PARTNERS.** The Partnership is organized as follows:

Partner 1: _____ with a mailing address of _____.

a.) **Ownership:** _____ %

b.) **Capital Contributions:** \$ _____

c.) **Signing Authority:** Will the above-named Partner be able to sign contracts on behalf of the Partnership? Yes No

Partner 2: _____ with a mailing address of _____.

a.) **Ownership:** _____ %

b.) **Capital Contributions:** \$ _____

CORPORATE MINUTES

Tip: Corporations and nonprofits should submit signed and dated corporate minutes like the example depicted below. Submissions without a **signature** and **date** will be returned for revisions.

INSTRUCTIONS TO USE WITH FORM #3 "Sample Minutes of Annual Meeting"

Special Note: It is usually helpful to print these instructions first so that you can refer back to them. Also, in the **Word Format** only - you can move from one fill in space to the next by pressing the F11 key on your computer key board. You can also move through the document by placing your cursor on the shaded fill in space and click once.

1. #1 - Type in the name of the LLC.
2. #2 - Type in the name of the LLC again.
3. #3 - Type in the date of the meeting.

If you want all of the members (owners) to be the managers of your LLC, then they should already be listed in Exhibit A to the Operating Agreement and do not need to be renamed here. If the managers are different people than the members, then you should insert their names here.

4. #4 - Type in the name of each member who was present at the meeting.
5. #5 - Type in the name of the person appointed secretary to take minutes of the meeting. This can be a temporary appointment or permanent for future meetings.
6. #6 - Type in the name of the individuals who will be managers of the LLC. Note: An LLC can also have an entity such as another LLC or corporation named as the manager. If that is the case, type in the name of the entity. If an entity is named as manager, it is usually helpful to also state the name of the authorized representative of the entity who will be acting for the entity as manager.
7. #7 - Type in a description of business or topic discussed.
8. #8 - Type in a description of what was agreed to by the members.

LEGAL ENTITY STRUCTURE FAQs

Q. What if my organization does not have these documents?

A. Please reach out to our team via Submittable to schedule a call and discuss next steps and your specific situation

Q. What if I am a corporation and I do not have current officials?

A. Legally corporations should have at least three officers: a president, secretary, and treasurer.

LEGAL ENTITY STRUCTURE FAQs

Q. My organization has not had a change in officers in a long time. How old can these documents be?

A. These documents should be from the last time officers were elected; it is fine if this was from a long time ago, provided no further changes have been made

Q. Who can *sign* and *date* these documents?"

A. These documents are typically signed by board Presidents or Secretaries.



ECONOMIC DISCLOSURE STATEMENT

ECONOMIC DISCLOSURE STATEMENT

★ Common Mistakes to Avoid

**CITY OF CHICAGO
ECONOMIC DISCLOSURE STATEMENT
AND AFFIDAVIT**

SECTION I -- GENERAL INFORMATION

A. Legal name of the Disclosing Party submitting this EDS. Include d/b/a/ if applicable:

SECTION II -- DISCLOSURE OF OWNERSHIP INTERESTS

A. NATURE OF THE DISCLOSING PARTY

1. Indicate the nature of the Disclosing Party:

- | | |
|---|--|
| <input type="checkbox"/> Person | <input type="checkbox"/> Limited liability company |
| <input type="checkbox"/> Publicly registered business corporation | <input type="checkbox"/> Limited liability partnership |
| <input type="checkbox"/> Privately held business corporation | <input type="checkbox"/> Joint venture |
| <input type="checkbox"/> Sole proprietorship | <input type="checkbox"/> Not-for-profit corporation |
| <input type="checkbox"/> General partnership | (Is the not-for-profit corporation also a 501(c)(3)) |
| <input type="checkbox"/> Limited partnership | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Trust | <input type="checkbox"/> Other (please specify) |

B. IF THE DISCLOSING PARTY IS A LEGAL ENTITY:

1. List below the full names and titles, if applicable, of: (i) all executive officers and all directors of the entity; (ii) **for not-for-profit corporations**, all members, if any, which are legal entities (if there are no such members, write "no members which are legal entities"); (iii) **for trusts, estates or other similar entities**, the trustee, executor, administrator, or similarly situated party; (iv) **for general or limited partnerships, limited liability companies, limited liability partnerships or joint ventures**, each general partner, managing member, manager or any other person or legal entity that directly or indirectly controls the day-to-day management of the Applicant.

NOTE: Each legal entity listed below must submit an EDS on its own behalf.

Name _____ Title _____

CERTIFICATION

Under penalty of perjury, the person signing below: (1) warrants that he/she is authorized to execute this EDS, and all applicable Appendices, on behalf of the Disclosing Party, and (2) warrants that all certifications and statements contained in this EDS, and all applicable Appendices, are true, accurate and complete as of the date furnished to the City.

(Print or type exact legal name of Disclosing Party)

By: _____
(Sign here)

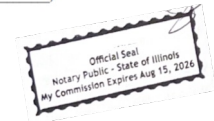
(Print or type name of person signing)

(Print or type title of person signing)

Signed and sworn to before me on (date) _____,
at _____ County, _____ (state).

Notary Public

Commission expires: _____



ECONOMIC DISCLOSURE STATEMENT

★ Common Mistakes to Avoid

**CITY OF CHICAGO
ECONOMIC DISCLOSURE STATEMENT
AND AFFIDAVIT**

SECTION I -- GENERAL INFORMATION

A. Legal name of the Disclosing Party submitting this EDS. Include d/b/a/ if applicable:

Tip: List the name of the legal entity. This name must match exactly to what the Office of the Illinois Secretary of State has on file.

DISCLOSURE OF OWNERSHIP INTERESTS

A. NATURE OF THE DISCLOSING PARTY

Disclosing Party:

- Limited liability company
- Corporation
- Limited liability partnership
- Joint venture
- Partnership

Not-for-profit corporation

(Is the not-for-profit corporation also a 501(c)(3))?

Yes No

Other (please specify)

Trust

ECONOMIC DISCLOSURE STATEMENT

★ Common Mistakes to Avoid

CITY OF CHICAGO
ECONOMIC DISCLOSURE STATEMENT
AND AFFIDAVIT

SECTION I -- GENERAL INFORMATION

Tip: The most common mistake on this area is when applicants choose "Person". Please do NOT choose "Person" if your organization is a corporation, non-profit, LLC, cooperative or partnership.

Include d/b/a/ if applicable:

SECTION II -- DISCLOSURE OF OWNERSHIP INTERESTS

A. NATURE OF THE DISCLOSING PARTY

1. Indicate the nature of the Disclosing Party:

- | | |
|---|--|
| <input type="checkbox"/> Person | <input type="checkbox"/> Limited liability company |
| <input type="checkbox"/> Publicly registered business corporation | <input type="checkbox"/> Limited liability partnership |
| <input type="checkbox"/> Privately held business corporation | <input type="checkbox"/> Joint venture |
| <input type="checkbox"/> Sole proprietorship | <input type="checkbox"/> Not-for-profit corporation |
| <input type="checkbox"/> General partnership | (Is the not-for-profit corporation also a 501(c)(3))? |
| <input type="checkbox"/> Limited partnership | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Trust | <input type="checkbox"/> Other (please specify) |

ECONOMIC DISCLOSURE STATEMENT

★ Common Mistakes to Avoid

B. IF THE DISCLOSING PARTY IS A LEGAL ENTITY:

1. List below the full names and titles, if applicable, of: (i) all executive officers and all directors of the entity; (ii) **for not-for-profit corporations**, all members, if any, which are legal entities (if there are no such members, write "no members which are legal entities"); (iii) **for trusts, estates or other similar entities**, the trustee, executor, administrator, or similarly situated party; (iv) **for general or limited partnerships, limited liability companies, limited liability partnerships or joint ventures**, each general partner, managing member, manager or any other person or legal entity that directly or indirectly controls the day-to-day management of the Applicant.

NOTE: Each legal entity listed below must submit an EDS on its own behalf.

Name	Title
_____	_____
_____	_____
_____	_____

Tip: For non-profits, the City requires a submission of the CEO/Executive Director, Board President and Treasurer in this section.

perjury, the person signing below: (1) warrants that he/she is authorized to execute applicable Appendices, on behalf of the Disclosing Party, and (2) warrants that all statements contained in this EDS, and all applicable Appendices, are true, accurate of the date furnished to the City.

_____ (Print legal name of Disclosing Party)

Tip: For LLCs and Corporations, please include all owners with 7.5% or more ownership.

(Print or type title of person signing)

Signed and sworn to before me on (date) _____,

at _____ County, _____ (state).

Notary Public

Commission expires: _____



ECONOMIC DISCLOSURE STATEMENT

★ Common Mistakes to Avoid

B. IF THE DISCLOSING PARTY IS A LEGAL ENTITY:

1. List below the full names and titles, if applicable, of: (i) all executive officers of the entity; (ii) for **not-for-profit corporations**, all members, if any, which are legal entities; (iii) for **trusts, similar entities**, the trustee, executor, administrator, or similarly situated party; (iv) for **limited partnerships, limited liability companies, limited liability partnerships**, each general partner, managing member, manager or any other person or legal entity that indirectly controls the day-to-day management of the Applicant.

NOTE: Each legal entity listed below must submit an EDS on its own behalf.

Name _____ Title _____

CERTIFICATION

Under penalty of perjury, the person signing below: (1) warrants that he/she is authorized to execute this EDS, and all applicable Appendices, on behalf of the Disclosing Party, and (2) warrants that all certifications and statements contained in this EDS, and all applicable Appendices, are true, accurate and complete as of the date furnished to the City.

(Print or type exact legal name of Disclosing Party)

By: _____
(Sign here)

(Print or type name of person signing)

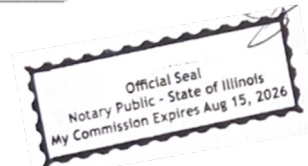
(Print or type title of person signing)

Signed and sworn to before me on (date) _____,

at _____ County, _____ (state).

Notary Public

Commission expires: _____



Tip: Please ensure Page 12 is signed by an owner/officer of the disclosing party, and have it notarized.

EDS – OTHER THINGS TO CONSIDER

- ★ Appendix C: Individuals who are acting as their own General Contractor for this project are likely to select "yes" for this form. If you have hired a General Contractor, please select the appropriate response that best aligns with your project's legal entity.
- ★ All pages of the EDS must be included.
- ★ Appendix A and C must be completed; Appendix B is optional.
- ★ All other required questions are answered.



1B:

CITY INDEBTEDNESS AND CHILD SUPPORT



CITY INDEBTEDNESS

CITY INDEBTEDNESS

★ City Indebtedness and Child Support Clearance - Chart Completion

Grant Finalist Requirements 1b : City Indebtedness and Child Support Clearance
Last submitted on August 1, 2023

Download Open Editing

City Indebtedness Check for owners and officers of the grant finalist

Download Edit

	A	B	C	D	E	F	G	H
1		Principal's Full Name	Principal's Home Address	Legal Entity Name	Office Address	Principal's Driver's License Number	Principal's Plate Number	Principal's Last 4 digits of Social
2	1							
3	2							

CITY INDEBTEDNESS

- ★ Non-profits: it is a City requirement to list the names of the CEO/Executive Director, board president, and treasurer in this section.
- ★ LLCs, Corporations, and Partnerships: it is a City requirement to list all individuals with 7.5% or more direct or indirect ownership in this section.
- ★ Please make sure all fields are completed.
- ★ Officers listed in the EDS and this chart must be the same individuals.

CITY INDEBTEDNESS

★ City Indebtedness and Child Support Clearance - Child Support Affidavits & Driver's Licenses

Affidavits of Child Support Compliance *

Choose File

Please complete and upload an **Affidavit of Child Support Compliance** for each individual with 7.5% direct or indirect ownership OR any other person that directly or indirectly controls the day-to-day management of the grant finalist.

These individuals are identified in the previously submitted organization chart or on pages 2 and 3 of the previously submitted Economic Disclosure Statement (EDS).

- Affidavit of Child Support Compliance

CITY INDEBTEDNESS

- ★ Please download an Affidavit of Child Support Compliance from the internal Submittable form.
 - ★ Corporations/LLC/Partnerships/Sole proprietors - please submit a completed form for each individual with 7.5% or more ownership.
 - ★ Nonprofits - please submit a completed form for your CEO/Executive Director, board president, and treasurer.
- ★ Please ensure that all members include their full Social Security Number on this form.
- ★ Please provide the driver's license or government-issued identification for all individuals who meet the criteria above
 - ★ Government-issued identification must be active, expired forms of ID are not acceptable.



 **CHICAGO**
 **RECOVERY PLAN**

THANK YOU!