Contract Summary Sheet

Contract (PO) Number: 26792

Specification Number: 110510

Name of Contractor: CHANGING WORLDS

City Department: DEPARTMENT OF CULTURAL AFFAIRS

Title of Contract: Second Half of Cultural Outreach Program 2012

Term of Contract: Start Date: 7/1/2012

End Date: 2/15/2013

Dollar Amount of Contract (or maximum compensation if a Term Agreement) (DUR):

\$6,000.00

Brief Description of Work: Second Half of Cultural Outreach Program 2012

Procurement Services Contract Area: DELEGATE AGENCY

Vendor Number: 1069654

Submission Date:

TITLE 2 CITY GOVERNMENT AND ADMINISTRATION

CHAPTER 2-28 DEPARTMENT OF CULTURAL AFFAIRS AND SPECIAL EVENTS

□CHAPTER 2-28 DEPARTMENT OF CULTURAL AFFAIRS AND SPECIAL EVENTS

- <u>2-28-010</u> Establishment Composition.
- <u>2-28-020</u> Commissioner Appointment Supervisory authority.
- 2-28-030 Commissioner Powers and duties.
- <u>2-28-035</u> Succession Transfer of powers.
- 2-28-040 Advisory council Created Appointment of members.
- <u>2-28-050</u> Advisory council Powers and duties.
- <u>2-28-055</u> Executive Director Powers and duties.
- 2-28-060 Compensation.
- 2-28-070 Advisory council Acceptance and use of gifts and grants.

There is hereby created and established an executive department of the municipal government of the City of Chicago which shall be known as the department of cultural affairs and special events. Said department shall embrace a commissioner, an executive director of special events, an advisory council, and such employees as the city council may provide by the annual appropriation ordinance.

(Prior code § 24-1; Added Coun. J. 7-9-84, pp. 8174,8217; Amend Coun. J. 11-17-10, p. 106597, Art.VII, § 1; Amend Coun. J. 9-8-11, p. 7042, § 1)

The commissioner shall serve as the chief operating officer of the department, and shall supervise activities of the department, the Chicago council on fine arts, and the mayor's film

²⁻²⁸⁻⁰¹⁰ Establishment - Composition.

²⁻²⁸⁻⁰²⁰ Commissioner - Appointment - Supervisory authority.

office. The commissioner shall be appointed by the mayor, by and with the consent of the city council.

(Prior code § 24-2; Added Coun. J. 7-9-84, pp. 8174, 8217; Amend Coun. J. 11-17-10, p. 106597, Art. VII, § 1)

2-28-030 Commissioner - Powers and duties.

The duties and powers of the commissioner shall be as follows:

- (a) To organize standing or special committees of the advisory board to assist the board in its advisory capacity;
- (b) To administer the city art programs, including the authority to enter into cooperative agreements with other governmental entities and not-for-profit organizations for purposes of administering the public art program;
 - (c) To promote city and neighborhood cultural festivals and concerts;
- (d) To do research, conduct educational programs, and disseminate information to the public regarding cultural affairs;
- (e) To sponsor cultural activities conducted in the name of the City of Chicago, and, in conjunction therewith, to develop procedures and practices that will assure both the appropriate evaluation of such projects and the monitoring of expenditures;
- (f) To award grants to cultural organizations and to individual artists. The commissioner should ensure that equitable distribution of such grants among ethnic, racial and cultural groups so as to ensure that the city's cultural program reflects the city's diverse heritage;
- (g) To publish an annual report on or before October 1st detailing the department's budget and programs, as well as the award of any grants.
- (h) To operate and maintain Millennium Park, as that term is defined in section $\underline{10-36-140}$, in accordance with section $\underline{10-36-140}$.
- (i) To negotiate sponsorships for cultural activities and for promotion of Chicago tourism, and to execute resulting sponsorship agreements on behalf of the city. Terms of such agreements may include, without limitations, identification of a sponsor on city promotional materials and web sites.
- (j) To issue licenses or permits, set rules, and promulgate regulations for the New Maxwell Street Market as provided in Chapter 4-11 of this Code and farmers' markets as provided in Chapter 4-12 of this Code.

- (k) To issue special event permits, and monitor and regulate outdoor special events as provided in Section <u>10-8-335</u> of this Code.
- (l) Subject to the appropriation of funds, to execute one or more agreements (including contracts, concession agreements or grant agreements) with the Chicago Tourism Fund ("CTF"), an Illinois not-for-profit corporation, to support the mission of the department. The agreements may include such terms as the commissioner deems appropriate, including but not limited to permitting CTF to use department office space and equipment in connection with performance thereunder and sharing or retaining concession revenues. Sections 2-92-420 through 2-92-570 and 2-156-100(b) hereof shall not apply to such agreements.

(Prior code § 24-5; Added Coun. J. 7-9-84, pp. 8174, 8217; Amend Coun. J. 3-10-99, p. 91075; Amend Coun. J. 5-9-07, p. 104052, § 3; Amend Coun. J. 9-10-08, p. 36749, § 1; Amend Coun. J. 11-17-10, p. 106597, Art. VII, § 1)

2-28-035 Succession - Transfer of powers.

The commissioner of cultural affairs and special events and the department of cultural affairs and special events shall assume all rights, powers, duties, obligations and responsibilities of the former executive director of the mayor's office of special events, and the mayor's office of special events. All personnel, books, records, documents, property and funds relating to such former office are transferred to the department of cultural affairs and special events. The commissioner shall succeed to the rights and duties of such former executive director under existing contracts, grant or loan agreements or programs, or other agreements or ordinances. All rules or regulations issued by the executive director in effect as of the effective date of this section shall remain in effect until amended or repealed by the commissioner.

(Added Coun. J. 11-17-10, p. 106597, Art. VII, § 1)

2-28-040 Advisory council - Created - Appointment of members.

There is hereby created an advisory council on cultural affairs and special events. The council shall consist of 30 members appointed by the mayor, by and with the consent of the city council. The advisory council shall advise the commissioner on matters relating to the city's cultural affairs and special events, and support the commissioner's efforts to expand the reach and impact of the city's rich and varied arts, cultural and entertainment resources.

- (a) The council shall consist of members with broad and varied experiences, skills, expertise and knowledge appropriate to accomplish the council's powers and duties and to ensure representation from diverse geographic areas of the city, practicing artists, major citywide cultural organizations, neighborhood and community cultural organizations, and the community at-large, including, but not limited to, business, civil and labor organizations.
- (b) Eleven members of the council shall constitute a quorum for the purpose of transacting business.

- (c) Initial appointments made after the effective date of this amendatory ordinance of 2011 shall be made as follows:
 - (1) Fifteen members for one-year terms each; and
 - (2) Fifteen members for two-year terms each.

Thereafter, appointments shall be for two-year terms. The mayor shall designate one member as chairman and one member as vice-chairman.

- (d) Members shall hold office until their successors are appointed.
- (e) Whenever a vacancy shall occur by reason of death, resignation, expiration of term or other reason, the mayor shall appoint a new member to serve for the remainder of the unexpired term.

(Prior code § 24-3; Added Coun. J. 7-9-84, pp. 8174, 8217; Amend Coun. J. 7-15-87, p. 1928; Amend Coun. J. 9-8-11, p. 7042, § 1)

2-28-050 Advisory council - Powers and duties.

The advisory council may exercise the following powers under this provision:

- (a) To survey and assess the assets and resources of all genres of the art community within the city;
- (b) To identify and promote polices and programs in support of expanding the arts and their potential to promote economic development and enrich the quality of life;
- (c) To identify and encourage the use of local resources for the development and support of the arts and special events;
- (d) To report the results of its investigation to the commissioner and to make recommendations thereto based on said investigations.

(Prior code § 24-6; Added Coun. J. 7-9-84, pp. 8174, 8217; Amend Coun. J. 9-8-11, p. 7042, § 1)

2-28-055 Executive Director - Powers and duties.

The department shall include an executive director of special events, who in addition to any powers and duties delegated by the commissioner of cultural affairs and special events, shall have the authority to execute contracts, on behalf of the department, that relate to the provision of services to the bureau of special events.

(Added Coun. J. 11-17-10, p. 106597, Art. VII, § 1)

2-28-060 Compensation.

- (a) Employees of the department shall receive such compensation as may be fixed by the city council.
- (b) No member of the advisory council shall receive compensation, but each member may be reimbursed for expenses reasonably incurred in the performance of his duties.

(Prior code § 24-4; Added Coun. J. 7-9-84, pp. 8174, 8217; Amend Coun. J. 7-15-87, p. 1928; Amend Coun. J. 9-8-11, p. 7042, § 1)

2-28-070 Advisory council - Acceptance and use of gifts and grants.

The advisory council may accept offers of gifts or grants from the United States, the state of Illinois, their agencies or officers, or from any person, firm or corporation of services, equipment, supplies, materials or funds and, with the consent of the commissioner, may expend such receipts on projects which facilitate the performance of its duties under this provision. The commissioner shall make a quarterly report to the mayor and to the city council of all gifts and grants received from any source whatsoever and an accounting of the use of gifts and grants received from any source whatsoever.

(Prior code § 24-7; Added Coun. J. 7-9-84, pp. 8174, 8217; Amend Coun. J. 9-8-11, p. 7042, § 1)

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Form Revised 01 March 2012

CHICAGO OFFICE OF TOURISM AND CULTURE Grants Division 78 East Washington Street Chicago IL 60602	Grant Agreement	Cultural Outreach Program
Name and address ¹ of Delegate Agency (" You "): Changing Worlds 329 West 18th Street, Suite #613 Chicago, IL 60616-1120		Term of Agreement: Start Date/ Date of Agreement: January 1, 2012 End Date:
Title of Program: Arts &Cultural Connections After-School Program	(COTC use only) Compensation: \$12,000	December 31, 2012

(COTC use only)

Fund Numbers and amounts:

355-23-4320-0135

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 Grantee's activities to be supported by this Grant ("Grant Activities")					
Grant funds are to _	support	art3	t	cultureal	prigrami

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 that are available to be used for the Grant activities, through the City's Department of Cultural Affairs and Special Events ("DCASE").

DCASE has entered into an agreement with the Chicago Office of Tourism and Culture ("COTC"), an Illinois not-for-profit corporation, whereby COTC will act as subgrantor and will administer the Cultural Outreach Program ("Program") in accordance with procedures and

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.

standards required by the City, through June 30, 2012. As of July 1, 2012, all rights and powers of COTC under this Agreement shall be assigned and revert to the Department, without further notice to Grantee. On and after July 1, 2012, Grantee must file all required reports and all written communications of any nature with:

Grants Administrator
Department of Cultural Affairs and Special Events
Chicago Cultural Center
78 East Washington Street
Chicago, IL 60602

COTC 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 COTC and 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 of funds by the City Council and availability of such funds to COTC for the Program. 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 COTC, at the direction of or with approval of the City, in its sole discretion, may increase the amount of Compensation by written notification from the the appropriate COTC official to you and subject to the satisfactory submission of a revised Budget by you and approval by COTC in a manner authorized by applicable law. In order to receive additional amounts of Compensation, you must submit a revised Budget to COTC, reflecting such additional funds, the cumulative Compensation and the revised fund number. Your submission will be subject to approval by COTC and the City Comptroller. If approved, the revised Budget will supersede the Budget, attached as Exhibit A. In the event that COTC 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) COTC has provided written notification of an increase in the amount of Compensation and (b) COTC has approved a revised Budget submitted by you.

You must comply with all the Terms and Conditions of this Agreement including those found on

<u>Exhibit D.</u> 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.

Exhibit D Terms and Conditions

Exhibit E Insurance Requirements

Exhibit F HIPAA Requirements

Exhibits E and F may be found at:

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

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Form Revised 01 March 2012

EXHIBIT A

BUDGET

(Attached)

EXHIBIT B

SCOPE OF SERVICES GRANT-FUNDED ACTIVITIES

(Attached)

EXHIBIT C

ECONOMIC DISCLOSURE STATEMENT & AFFIDAVIT

(Certificate of Filing attached)

Signature page to Delegate Agency Grant Agreement

Name of Delegate Agency: Changing Worlds	Contract (P.O.) Number:			
Signed at Chicago, Illinois:				
COTC Approval	Delegate Agency Acceptance			
Denise King Chief Administrative Officer	Typed Name and Title of Authorized Delegate Agency Official (executive director or corp. president) ¹ :			
Signature of Annual COTO Office	Frecutive Directure			
Signature of Approving COTC Official:	Signature of Approving Delegate Agency Official:			
Date of Signature:	Date of Signature:			
3/14/12	714/12			
Notarization of signature of Delegate Agency Official: State of				
Signature of Notary Public SEAL:				
"OFFICIAL SEAL" Anthony M. Ruffino Notary Public - State of Illinois My Commission Expires 01/26/2013				

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.