

SSA Commissioner Application

Effective October 1, 2011



Rahm I. Emanuel, Mayor

City of Chicago

Department of Housing and Economic Development (HED)

APPLICATION CHECKLIST

(Use this as the cover sheet for your Application Packet)

Checklist for Applicant use only (to be completed by the Applicant):

Submit your Application Packet to: Jennifer Laurel, Administrative Assistant III, HED, 121 N. LaSalle Rm. 1006, Chicago, IL 60602. For questions, contact Jennifer at 312-744-0842 or jennifer.laurel@cityofchicago.org.

- Application (including attachments as relevant)
- Resume
- Principal Profile Form
- Affidavit of Child Support
- Ethics Pledge
- New Applicants: 2011 City Ethics Statement (separate PDF file) (NOTE: Renewing Applicants do not complete another Ethics Statement if you already filed one.)

Checklist for City use only (to be completed by the City):

1. Applicant Name (insert here): _____
2. SSA # and Name: _____
3. City Debt Report (circle one): Cleared Debt
4. Applicant Debt Remedy status: _____
5. Aldermanic Letter(s)
 - a. Alderman: _____ Ward: _____ Letter Date: _____
 - b. Alderman: _____ Ward: _____ Letter Date: _____
 - c. Alderman: _____ Ward: _____ Letter Date: _____
 - d. Alderman: _____ Ward: _____ Letter Date: _____
6. Date Sent to Mayor's Office: _____
7. Council Intro Date: _____ Passage Date: _____

FOR NEW APPLICANTS

1. To find out if there are available seats on an SSA Commissioner and for the local nominating process, check with the local SSA Service Provider Agency, aldermen or HED. For more information and contacts, visit www.cityofchicago.org.
2. Once you are nominated, submit your completed Application Packet to the attn. of Jennifer Laurel, HED, and notify the local Service Provider and aldermen. See the Checklist above for what to submit.
3. HED staff will request a City debt report from the Dept. of Revenue. HED staff will notify you if you have debt and will include instructions for remedy. Notify HED once you have cleared your City debt.
4. HED and the Service Provider Agency will request aldermanic support letter(s) on your behalf.
5. HED forwards completed application packets to the Mayor's Office for appointment and City Council confirmation. You will receive a letter from the Mayor about your appointment. Your local SSA nomination process will have guidelines for commissioner renewals.

FOR RENEWING COMMISSIONERS & COMMISSIONERS IN RENEWING SSA DISTRICTS

Complete the steps for New Applicants above except if you filed your 2011 City Ethics Statement already (due May 1, 2011), another City Ethics Statement is **not** required. The same applies to the County Statement.

APPLICATION DOCUMENTS

Application, Resume and Relevant Attachments

Complete the application on your computer or print it out to complete it. Attach your resume and attachments.

Principal Profile Form

Complete the form on your computer or print it out to complete it. As appointed officials, SSA Commissioners must not have City debt. The Dept. of Revenue uses this form to check for your City debt (parking tickets, administrative hearings, etc.). HED will forward you your report and instructions for remedy if debt is found. Notify HED once you have cleared your debt.

Affidavit of Child Support Compliance

Print this form and complete it. As appointed officials, the City requires SSA Commissioners to be clear of outstanding child support payments. **ALL APPLICANTS MUST COMPLETE THIS AFFIDAVIT REGARDLESS OF WHETHER ONE HAS CHILDREN OR NOT AND IT MUST BE NOTARIZED.** HED or Service Provider Agency staff will forward you your report and instructions for remedy if debt is found.

Ethics Pledge

Print this form and complete it. As appointed officials, the Ethics Pledge must be completed and on file.

2011 City Board of Ethics Statement of Financial Interests

Either complete this form on your computer or print it out to complete it. It is a separate PDF file from the application file. As appointed officials, the Chicago Governmental Ethics Ordinance requires SSA Commissioners to file an annual Statement of Financial Interest with the City and County Boards of Ethics.

- New applicants: attach only the City Statement with the Application Packet.
- Renewing commissioners or commissioners in renewing SSA districts: if you filed your 2011 City Statement already, do **NOT** complete another one. If you never filed your 2011 statement, include it in the Application Packet (subject to a late fee).

HED STAFF CONTACTS

Jennifer Laurel, Administrative Assistant III, HED

PH 312-744-0842 Email: jennifer.laurel@cityofchicago.org

Annie Coakley, Assistant to the Commissioner, HED

PH 312-744-8280 Fax: 312-742-8549 Email: anne.coakley@cityofchicago.org

Gina Caruso, AICP Assistant Commissioner, HED

PH 312-744-8356 Email: gina.caruso@cityofchicago.org

2011 SSA Commissioner Application

SSA Number: _____ SSA Name: _____

SSA Service Provider Agency: _____

Applicant's Name: _____

Home Address: _____
First Middle Last

Street City Zip Code Ward

Telephones: _____

Work Cell (identify work, home, or both) Home Fax

List the email you prefer the City to use to contact you: _____

Ethnic Affiliation (optional): _____ Gender: _____

List or attach the following information for all properties in this SSA that you own and/or lease in whole or in part:

Property Owner and/or Business Name _____

PIN #: _____ Address in SSA: _____

List if you Own, Lease, or Both: _____

Property Owner and/or Business Name _____

PIN #: _____ Address in SSA: _____

List if you Own, Lease, or Both: _____

List or attach an explanation of why you want to serve as a Commissioner for this SSA:

Briefly explain your work history and attach your resume:

List the position you hold if you currently serve on the board of directors of this SSA's Service Provider Agency:

List the names/titles and familial relation(s) you have with other SSA Commissioners and/or of the Service Provider Agency board/staff, if any:

List the other SSA Commissions you serve on, if any:

SSA #: _____ SSA Name: _____

SSA #: _____ SSA Name: _____

For questions on the following, please contact Jill Stone, Mayor's Office, at 312-744-0435 or Jill.Stone@ex.cityofchicago.org.

1. CONVICTION Have you or any immediate member of your family ever been convicted of or entered a plea of guilty or nolo contendere or forfeited collateral for any criminal violation other than a minor traffic offense? (Minor traffic offenses do not include the offenses of driving or operating a

vehicle under the influence of liquor, driving or operating a vehicle while impaired or reckless driving)
NO YES If yes, please explain:

2. CURRENT CHARGES AND INVESTIGATIONS Are you or any immediate member of your family now under investigation or facing charges for any violation of law? NO YES If yes, please provide details:

3. AGENCY PROCEEDINGS: CIVIL LITIGATION Are you presently, or have you ever been a party of interest in any administrative agency proceeding or civil litigation that is related in any way to the position for which you are being considered? NO YES If yes, please provide details:

4. ASSOCIATIONS: Have you ever had any association with any person, group or business venture that could be used, even unfairly, to impugn or attack your character and qualifications for a position in the Mayor's administration? If yes, please describe. NO YES If yes, please describe:

5. OPPOSITION Do you know of any person or group who might take overt or covert steps to attack, even unfairly, your appointment? NO YES If yes, please identify and explain the basis for the potential attack on a separate attachment.

6. SOCIAL MEDIA Please list on a separate attachment the url addresses of any websites that feature you in either a personal or professional capacity (including Facebook, blogs, etc.).

7. RELATIONSHIP TO GOVERNMENTAL EMPLOYEES Are you related to any city of Chicago government official or employee? NO YES If yes, please provide details:

8. FINANCIAL STAKES Do you own real property, personal property or financial holdings or receive income from any source which might present a potential conflict or appearance of a conflict with the position for which you are being considered? NO YES If yes, please explain:

9. BUSINESS RELATIONSHIPS Describe, on a separate attachment, any business relationship, dealing or financial transaction which you have had during the last ten years, whether for yourself, on behalf of a client, or acting as an agent which you believe may constitute an appearance of impropriety or result in a potential conflict of interest with the position for which you are being considered. If none, please state "None".

10. GOVERNMENT CONTRACTS Have you or any member of your immediate family (or any company in which you or any member of your immediate family holds an ownership interest in excess of five percent or serves as an officer or principal) held a contract with a federal, state or local government entity at any time during the last ten years? NO YES If yes, please explain:

11. TRANSACTIONS WITH OFFICIALS During the past ten years, have you received any compensation or been involved in any financial transaction with any government official? NO YES If yes, please explain:

12. REGULATED ACTIVITIES Describe on a separate attachment any interest which you have (whether as an officer, owner, director, trustee or partner) in any corporation, firm, partnership, or other business enterprise and any non-profit organization or other institution that is regulated by or

receives direct financial benefits from any department or agency of the city of Chicago. If none, please state "None".

Applicant's Name: _____

Applicant's Signature: _____

Date: _____

PRINCIPLE PROFILE FORM

NOTE: Please complete fully and clearly. This information is used only by the City of Chicago, Department of Revenue for investigating your City debt.

Date Completed: _____ SSA Number: _____ SSA Name: _____

First Name: _____ Middle: _____ Last Name: _____

Home Street Address _____ City _____ State _____ Zip _____

Date of Birth: _____ SSN#: _____ - _____ - _____

Driver's License Number: _____ State Issued: _____

License Plate Number(s): _____ State Issued: _____

License Plate Number(s): _____ State Issued: _____

License Plate Number(s): _____ State Issued: _____

STATE OF ILLINOIS)
COUNTY OF COOK)

AFFIDAVIT OF CHILD SUPPORT COMPLIANCE

I, _____, being duly sworn on oath, state that the following statements are true and correct to the best of my knowledge and belief:

1. My full legal name is:_____.
2. My home address is:_____.
3. My home phone number is:_____; my work phone number is _____.
4. My driver's license number is:_____.
5. My social security number is:_____, My date of birth is:_____.
6. If I have any child support obligations, I affirm that I am in compliance with such obligations and that my court case number is:_____.
7. I agree to comply in the future with any court order to pay child support.
8. I agree to comply with any present, or future, order to withhold child support payments from an employee's salary, if I or my company are named as a payor for withholding child support.
9. I agree to enroll children in a health insurance plan, if I or my company are now, or in the future, named as a payor for enrolling a child in a health insurance plan.
10. I agree to have the information provided in this affidavit audited by the Department of Consumer Services for the purposes of assuring that any child support obligation I may have now or in the future is met.
11. I understand that I may be prosecuted by the Department of Consumer Services if any of the above statements are found to be false, either wholly or partially.
12. I further understand that in addition to being prosecuted by the City for false or misleading statements on this affidavit, that any misrepresentation made in this affidavit may result in a three-year period of ineligibility with the City.
13. I understand that all city employees must comply with all court-ordered child support obligations as a condition of city employment. Noncompliance shall be grounds for disciplinary action.

Under penalties as provided by law, including but not limited to Chapter 1-21 of the Municipal Code of the City of Chicago set forth below, I certify that the above statements are true and correct.

Signed: _____ Dated: _____

Subscribed and sworn to before me this
_____ day of _____, 20__

_____, Notary Public

Ethics Pledge
Pursuant to Executive Order No. 2011-1

As a condition, and in consideration, of my employment or appointment by the City of Chicago in a position invested with the public trust, I shall, upon leaving government employment or appointment, comply with the requirements of Executive Order 2011-1 imposing restrictions upon lobbying by former government employees, which I understand are binding on me and are enforceable under law.

I acknowledge that Executive Order 2011-1, which I have read before signing this document, imposes restrictions upon former government employees and appointees and sets forth the methods for enforcing them. I expressly accept the provisions of that Executive Order as a part of this agreement and as binding on me. I understand that the terms of this pledge are in addition to any statutory or other legal restrictions applicable to me by virtue of government service.

Signature

Date

Printed Name



2011 MAY 16 PM 4:26

OFFICE OF THE MAYOR
CITY OF CHICAGO

OFFICE OF THE
CITY CLERK

RAHM EMANUEL
MAYOR

Executive Order No. 2011-1

WHEREAS, the City of Chicago is committed to the highest standards of integrity, honesty, efficiency and accountability among its officials and employees; and

WHEREAS, ethical conduct is a key ingredient in building and sustaining taxpayer trust; and

WHEREAS, it is vital that taxpayers trust that the City's officials and employees are at all times working in the best interests of the City and its residents; and

WHEREAS, Section 2-156-020 of the Municipal Code of Chicago provides that "Officials and employees shall at all times in the performance of their public duties owe a fiduciary duty to the city"; and

WHEREAS, by this Executive Order, the Mayor conveys to City employees an unmistakable message about their undivided fidelity to the City; now, therefore,

I, RAHM EMANUEL, Mayor of the City of Chicago, do hereby order as follows:

1. Definitions

For purposes of this Order,

"Lobby" means the conduct described in Section 2-156-010(p) of the Municipal Code.

"Exempt Position" means a position that is classified as exempt under the City's Hiring Plan, as amended from time to time.

2. Prohibitions

a. Any person who serves as (i) a non-clerical employee of the Office of the Mayor, or (ii) a department head, is prohibited from Lobbying the City of Chicago or any City department, board, or other City agency for a period of two years after leaving that position.

b. Any employee who holds an Exempt Position in a City department, board, or agency on or after May 16, 2011, other than a person described in subparagraph (a), is prohibited from Lobbying the department, board, or agency in which he or she was employed for a period of two years after that employment ends.

c. Any person who is appointed by the Mayor to the board of any board, commission, authority, or agency, on or after May 16, 2011, is prohibited from Lobbying that board, commission, authority, or agency for a period of two years after the date on which his or her service on the board ends.

d. These prohibitions shall not apply to any person who (i) occupied the position before May 16, 2011, and (ii) resigned from that position before November 16, 2011. Additionally, nothing in this Order prohibits a person from Lobbying on behalf of, and while employed by, another government agency.

3. Ethics Pledge

As a condition of his or her employment or appointment, every person covered by Section 2 of this Order shall sign, and upon signing shall be contractually committed to, the following pledge to comply with the provisions of this Order:

“As a condition, and in consideration, of my employment or appointment by the City of Chicago in a position invested with the public trust, I shall, upon leaving government employment or appointment, comply with the requirements of Executive Order 2011-1 imposing restrictions upon lobbying by former government employees, which I understand are binding on me and are enforceable under law.

“I acknowledge that Executive Order 2011-1, which I have read before signing this document, imposes restrictions upon former government employees and appointees and sets forth the methods for enforcing them. I expressly accept the provisions of that Executive Order as a part of this agreement and as binding on me. I understand that the terms of this pledge are in addition to any statutory or other legal restrictions applicable to me by virtue of government service.”

These signed pledges shall be filed with the Board of Ethics within fourteen days of commencing such employment or appointment.

4. Enforcement

a. The contractual, fiduciary, and ethical commitments in the pledge provided for herein are solely enforceable by the City of Chicago pursuant to this section by any legally available means, including judicial civil proceedings for declaratory, injunctive, or monetary relief.

b. Any former employee or appointee who is determined, after notice and hearing, by the Board of Ethics to have violated his or her pledge may be barred from Lobbying any officer or employee of the relevant agency or agencies for up to 5 years in addition to the time period covered by the pledge.

c. The Corporation Counsel or his or her designee is authorized:

(i) upon receiving information regarding the possible breach of any commitment in a signed pledge, to request any appropriate City investigative authority to conduct such investigations as may be appropriate; and

(ii) upon determining that there is a reasonable basis to believe that a breach of a commitment has occurred or will occur or continue, if not enjoined, to commence a civil action against the former employee or appointee.

d. In any such civil action, the Corporation Counsel or his or her designee is authorized to request any and all relief authorized by law, including but not limited to:

(i) such temporary restraining orders and preliminary and permanent injunctions as may be appropriate to restrain future, recurring, or continuing conduct by the former employee or appointee in breach of the commitments in the pledge he or she signed; and

(ii) disgorgement of all monies received in connection with any breach or attempted breach of the pledge signed by the former employee or appointee.

5. General Provisions

a. If any provision of this Order or the application of such provision is held to be invalid, the remainder of this Order and other dissimilar applications of such provision shall not be affected.


b. Nothing in this Order shall be construed to impair or otherwise affect authority granted by law to a department, agency, board or the head thereof.

c. This Order shall be implemented consistent with applicable law.

d. This Order is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the City of Chicago, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

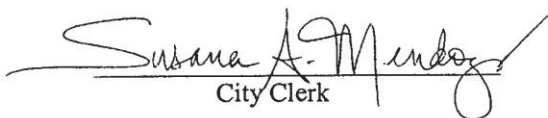
6. Effective Date

This Order shall take effect upon its execution and filing with the City Clerk.



Mayor

Received and filed May 16, 2011



City Clerk