



# CONSTRUCTION ASSESSMENT TOOLKIT

# TOOLKIT OVERVIEW

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Hello there!

Welcome to the Initial and Final Construction Assessment forms submission toolkit. This detailed guide will help you ensure that your documents are complete and error-free.

Please refer to this guide for any questions or issues about what details are needed, what documents you need to submit, and what information needs to be included.

If you still have questions, our team is here to support you. Please don't hesitate to contact the DPD Inbox via Submittable - City of Chicago - Dept. of Planning and Development.

# FORM OVERVIEW

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During your time as an awardee, you will be asked to complete an Initial and Final Construction Assessment via Submittable. These forms are intended to evaluate your construction timeline and verify you are doing work on your aligned to your listed scope before and after your construction.

## Site Assessment Timeframe:

- ★ The **Initial Construction Assessment form** will be issued after your pre-contract documents (e.g. Legal, Design, Construction, etc.) have been completed.
- ★ The **Final Construction Assessment form** will be issued after your final inspections have been fully passed and when the construction for your scope of work has concluded.

A blue-tinted background image of a city skyline with various skyscrapers and buildings.

# **INITIAL CONSTRUCTION ASSESSMENT**

# INITIAL ASSESSMENT

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The Initial Construction Assessment form is composed of two sections that you will need to complete. Each section requests the following information:

## PROJECT OVERVIEW

- The anticipated dates that you plan to begin and end your construction process.
- Details about whether you intend to remain in business during your construction.
- An evaluation of Chicago business licensing requirements.

## SITE PHOTOS

- Details regarding each line item in your planned scope of work and whether a photograph can be taken.
- Photos of where each part of your construction will occur.

# CONSTRUCTION DATES

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★ For the “beginning construction” date, please type the date that you intend to break ground on your complete scope of work.

★ For the “finishing construction” date, please enter the date that you anticipate completely wrapping up your scope of work - not just when your inspections will be complete.

★ Estimates for these dates are acceptable if you do not have a definitive timeline yet.

When do you anticipate beginning construction? (required)



When do you anticipate finishing construction? (required)



# OPEN FOR BUSINESS

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- ★ If you are currently open for business, please select “Yes, we are open”; otherwise, select “No, we are closed.”
- ★ If you are not open for business, you will also be asked to share the date when you anticipate opening for business.
- ★ Estimates for your opening date is acceptable if you do not have a definitive timeline yet.

Are you currently open for business? (required)

☐ Yes, we are open.

☐ No, we are closed.

When do you anticipate opening or re-opening for business? (required)



# CHICAGO BUSINESS LICENSE

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★ You will also be asked to confirm whether you have a Chicago business license for the legal entity receiving this grant.

★ Although you are not required to be licensed prior to receiving your final disbursement, almost all businesses will be required to obtain one.

★ Please review the guidance on the following slide before answering this question on the form.

Do you have a Chicago business license?

(required)

- ☐ Yes, I have a business license for the legal entity associated with this grant.
- ☐ No, but I will obtain a business license before receiving my final disbursement.
- ☐ No, I am a vanilla box project.
- ☐ No, I don't need a business license.

**Note:** While you are not required to have a business license to receive a contract, you will not be able to receive full payment of your grant award without one.



# BUSINESS LICENSE GUIDANCE

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★ Please note that nearly all legal entities will require Chicago business licenses, **including non-profit organizations.**

★ If you believe you do not require a Chicago business license, please verify that your business type is included on the [business license exemption list](#).

★ Please note that vanilla box projects will be required to submit business licenses and provide executed leases for 100% of ground floor storefronts at the time of your final disbursement.

## For vanilla box projects:

If you are renovating a commercial space with the intention of leasing it out to tenants, please note that you will still be required to submit business license(s) for all ground-floor tenants before receiving your final disbursement.

## If you don't believe you need a license:

The City of Chicago requires almost all businesses operating within its jurisdiction to have a license, **including non-profits**. Please confirm that you belong to a [business license exemption](#) category if you believe one is not required.

# CONSTRUCTION TABLE



To help us review your site assessment photos, you'll be required to complete a table listing each item in your scope of work and whether a photo was taken.



The scope of work should exactly match the names of each of the line items in your selected construction bid(s) and design contract.



Any line items that cannot be photographed do not need to be included in your list. An example of how to complete this table is available on the following slide.

Please list each line item in your scope of work and confirm that a photo was taken: (required)

	A	B	C
	Line Item #	Description/Scope of Work	Photo Attached? (Y/N)
1			
2	1		
3	2		
4	3		
5	4		
6	5		
7	6		
8	7		
9	8		
10	9		

Note: Any line items in the table that did not have a corresponding photo should be addressed in the "additional explanation" question below.

# CONSTRUCTION TABLE EXAMPLE

Please list each line item in your scope of work and confirm that a photo was taken: (required)

	A	B	C
1	Line Item #	Description/Scope of Work	Photo Attached? (Y/N)
2	1	Masonry	Yes
		Carpentry	Yes
		Plumbing	Yes
		General Contractor Fee	No
6	5	Permit Fee	No
7	6	Design Documents	No
8	7		
9	8		
10	9		

**Note:** Any line items in the table that did not have a corresponding photo should be addressed in the "additional explanation" question below.

List each line item in your scope of work from your GC and architect.

Mark "Yes" or "No" if a photo is attached. All line items that can be photographed should be included.

Line item(s) that cannot be photographed can be marked as "No."

# ADDITIONAL EXPLANATION

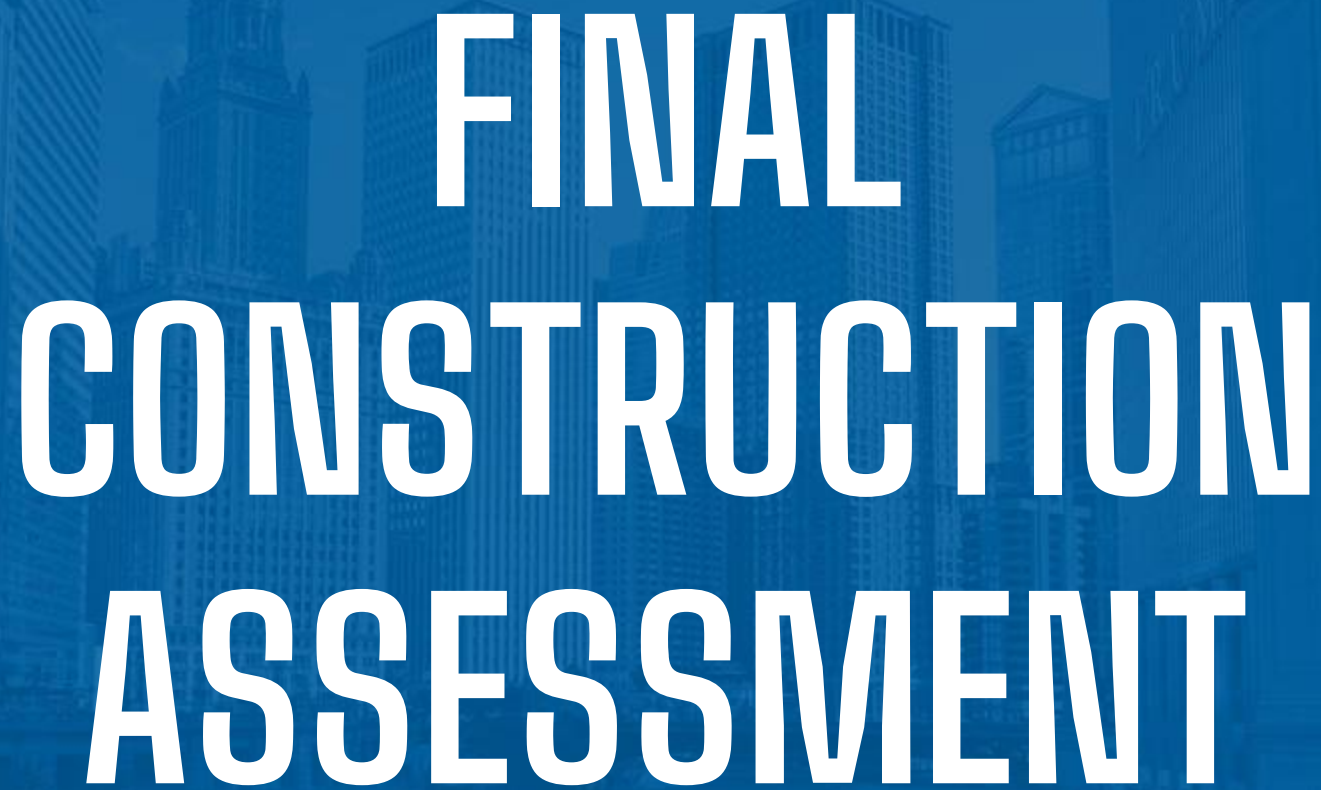
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Please provide any additional explanation, if necessary:

Photos not provided for the following:

- General Contractor Fee: not possible to photograph a fee.
- Permit Fee: not possible to photograph a fee.
- Design Documents: non-construction line item.

- ★ If any of the line items included in your scope of work cannot be photographed, please provide a written explanation for each item in the “Additional Explanation” question.
- ★ Generally, non-construction activities, fees, architectural work, or labor-based costs will not be able to be photographed, and should subsequently be mentioned in this question.

A blue-tinted background image of a city skyline with various skyscrapers and buildings.

# **FINAL CONSTRUCTION ASSESSMENT**

# FINAL ASSESSMENT

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The Final Construction Assessment form is composed of three sections that you'll need to complete. This is necessary for auditing purposes, to ensure that work was done as listed in the original scope. Each section requests the following information:

## PROJECT OVERVIEW

- The anticipated dates that you plan to begin and end your construction process.
- Details about whether you intend to remain in business during your construction.
- Any information regarding an opening event for your project.

## MILESTONES

- The business license for your legal entity.
- The Certificate of Occupancy, if required.
- Completion of the CDG-S Grant Recipient Experience Survey.

## SITE PHOTOS

- Details regarding each line item in your planned scope of work and whether a photograph can be taken.
- Photos of where each part of your construction occurred.

# CONSTRUCTION DATES

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- ★ For the “construction begin” date, please type the date that you broke ground on your construction.
- ★ For the “construction finish” date, please type the date that you completely wrapped up your scope of work, not just when your final inspections were completed.
- ★ Estimates for these dates are acceptable if you do not recall the exact day.

When did your construction begin? (required)



When did your construction finish? (required)



# OPEN FOR BUSINESS

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If you are currently open for business, please select “Yes, we are open”; otherwise, select “No, we are closed.”



If you are not open for business, you will also be asked to share the date when you anticipate opening for business.



Estimates for your opening date is acceptable if you do not have a definitive timeline yet.

Are you currently open for business? (required)

☐

Yes, we are open.

☐

No, we are closed.

When will you open for business? (required)





# OPENING EVENT PLANS

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★ If you are interested, representatives from Guidehouse and/or DPD can attend opening/commemorative events you host to promote your project for marketing purposes.

★ There are no specific requirements for when or what your event should be. If you plan to have an opening or commemorative event, please provide a detailed description of your plans so that our team can plan accordingly.

★ If you do not currently have an event planned, but decide to host one in the future, you can let our team know via Submittable.

Are you planning to have an opening event?

(required)

- ☐ Yes, we already have one planned.
- ☐ Yes, but we have not planned the details.
- ☐ No, we are not.

**Note:** Our team may use this information for marketing purposes, should you want to have a representative from DPD present to promote your business/event. If you are interested in having DPD attend your event, please follow-up separately via Submittable as well.

Please provide any important details regarding your opening event: (required)

# CHICAGO BUSINESS LICENSE

★ Depending on your business type, you'll be asked to provide different types of documentation for the business license requirement question.

★ Vanilla box projects are required to lease 100% of ground-level storefront spaces that were funded entirely or partially by your CDG-S grant. You must provide a business license for all your tenants to satisfy this requirement.

★ Most other legal entity types – including most non-profits – will be required to upload a copy of the Chicago business license for the entity receiving your grant.

Does your project fit one of the following categories? (required)

- ☐ Vanilla box project.
- ☐ Exempt from Chicago business license.
- ☐ No, I don't meet those categories.

Please upload a copy of your business license: (required)

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .pdf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

**Note:** The provided business license must be for the legal entity receiving your grant award.

# BUSINESS LICENSE EXEMPTIONS

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- ★ One of the most common errors when finalists answer the business license question is incorrectly marking that they are “exempt from Chicago business license” requirements.
- ★ All finalists should consult the City’s [business license exemption webpage](#) before marking that they are exempt from these licensing requirements.
- ★ The process to obtain a business license can be fairly time consuming. As such, waiting to apply for a business license can significantly delay the timeline for receiving your final disbursement.
- ★ If you are unsure whether you require a business license, please contact our team via Submittable well before you are finished with your construction. Our team can independently verify that a license is not needed.

# CERTIFICATE OF OCCUPANCY (COO)

★ You will also be asked to provide a copy of your COO if one was given to you during your construction.

★ During construction, your general contractor should be able to tell if you a COO will be required for your project. Otherwise, you can also ask your Department of Buildings (DOB) inspector during the final inspections if one will be necessary for your project.

★ For additional information, please consult [DOB's COO webpage](#).

Did your project require a Certificate of Occupancy (COO)? (required)

- ☐ Yes, we did.
- ☐ No, we did not.

**Note:** If you are unsure about this question, please consult with your general contractor or visit the [Department of Building's COO webpage](#).

# CDG-S EXPERIENCE SURVEY

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- ★ All finalists are asked to fill out a grant recipient feedback survey sharing your experiences with the grant program.
- ★ The form takes about 5 minutes to complete and will allow Guidehouse and DPD to improve the grant experience for future awardees.
- ★ The close-out survey is hyperlinked directly into the Final Construction Assessment form for your convenience.

Have you completed the CDG-S feedback survey? (required)

☐ Yes, I have.

☐ No, I have not.

**Note:** The Department of Planning and Development kindly asks that all finalists complete the [CDG-S Grant Recipient Experience Survey](#). This form, which takes about 5 minutes to complete, helps us to improve the grant recipient experiences for current and future grantees. Your insight would be greatly appreciated.

# PROPERTY TAXES PAID

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- ★ All finalists are required to have no outstanding property taxes due on their project site.
- ★ To receive the final 100% grant award disbursement, all property taxes must be paid out for the project site.
- ★ Please refer to the [Cook County Treasurer's Property Tax portal](#) to ensure you fulfill this requirement.

Does your project site have any outstanding property taxes? (required)

☐ Yes

☐ No

The City requires all projects to have no outstanding property taxes on their project site in order to receive 100% of the total grant award. All past due property taxes must be paid and resolved. Please refer to the [Cook County Treasurer's Property Tax portal](#) to ensure no property tax payments are outstanding for your project.

# CONSTRUCTION TABLE



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# ADDITIONAL EXPLANATION

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- Design Documents: non-construction line item.

- ★ If any of the line items included in your scope of work cannot be photographed, please provide written explanation for each item in the “Additional Explanation” question.
- ★ Generally, any non-construction line items, fees, architectural work, or labor-based costs will not be able to be photographed and should subsequently be mentioned in this question.

# FINAL NOTES

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- ★ At the end of the Final Construction Assessment form, you will be asked to affirm that you have provided complete and accurate information, and this form constitutes a key part of the overall Compliance process.
- ★ Our team will strive to review your documents in a timely and efficient manner. If any revisions are required, you will be notified directly via Submittable.
- ★ If you have any questions while working on these forms, please reach out to our team directly using Submittable's messaging platform.



# CHICAGO RECOVERY PLAN

# THANK YOU!