COMMUNITY DEVELOPMENT GRANT (CDG-S) FINALIST ORIENTATION

May 14, 2025

AGENDA

11:00	Welcome and Introductions
11:20	Guest Speaker Presentations: Permitting and Licensing
12:00	Break
12:10	Program Requirements – Phase 1: Path to Contract
12:30	Program Requirements – Phase 2: Disbursements and Phase 3: Close-out
12:45	Marketing
12:50	Closing, FAQs, and Next Steps

INTRODUCTIONS

Hannah Jones – DPD Director, Chicago Recovery Plan Madison Ward – DPD Program Manager Patrick Leow – Project Lead, Guidehouse Kenny Larson – CDG-S Workstream Lead, Guidehouse Alex Mull-Dreyer – Pre-Contracts, Guidehouse Alyssa Ramirez – Disbursements, Guidehouse

Community Development **Grants - Small** For grants up to \$250,000

> 2024 Round 1 Finalists



INTRODUCE YOUR PROJECTS!

In 1-2 minutes, please introduce your projects with the following details:

- Name
- Neighborhood
- What you hope to achieve with this project
- Favorite local business you like to support in your community
- What's the biggest challenge you've faced so far in your project?



PROGRAM INTRODUCTION: HANNAH JONES

COMMUNITY DEVELOPMENT GRANT-SMALL PROGRAM OVERVIEW

The purpose of this program is to expand upon the Department of Planning and Development's (DPD) investments and support for catalytic local development.

Through these grants, the City aims to:

- Strengthen local corridors
- Enhance neighborhood vitality
- Drive equitable economic recovery



COMMUNITY DEVELOPMENT GRANT-SMALL PROGRAM OVERVIEW

- Grant uses:
 - Expansion or Renovation for existing revenue-generating businesses
 - New Locations for start-up businesses or existing businesses
 - **"Vanilla box"** rehabilitation of spaces for tenants to move in

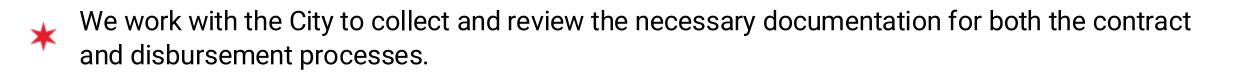
• Grant amount:

- Grant cannot be more than 75% of total eligible project costs, and have a cap of \$250,000
- Eligible expenses are reimbursed in four disbursements of funds, with all expenses paid up front by the business owner



WHO IS GUIDEHOUSE?

Guidehouse is the grants Program Administrator for the CDG-S program.



- Guidehouse and Department of Planning and Development (DPD) Program managers will work with you on the necessary steps from becoming a finalist to grant closeout.
- Questions for Guidehouse? Reach out through Submittable, which will be the platform for ongoing case management and disbursement requests

HOW TO CONTACT US

\star The best way to contact the Guidehouse team is through Submittable.

2

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Mon, Feb 17, 2025 8:00 AM From: DPDgrants@cityofchicago.org (Alex Mull-Dreyer) To: City of Chicago - Dept. of Planning and Development Subject: Post-orientation Next Steps

Hello Kenny,

Thank you for attending the Community Development Grant-Small (CDG-S) Chicago Recovery Plan grant Orientation this past week. Our teams at the City of Chicago and Guidehouse look forward to working with you. We hope you found these sessions valuable in

...Read More



You will receive an intake message from Guidehouse (from the dpdgrants@cityofchicago.org email address) on Submittable following this Orientation.

If you do not receive this Submittable message, please mention this immediately and email us at dpdgrants@cityofchicago.org.

You can expect that correspondence will mostly come over Submittable, with the occasional call or Teams chat if necessary.

HOW TO CONTACT US

You can respond to a previous message from Guidehouse, such as the invitation message, to ensure you're emailing the correct points of contact.

Simply select the "Reply" button on Submittable to begin your response.

We will not be able to see your reply if you reply via email.

Fri, May 2, 2025 12:17 PM

Reply

From: DPDgrants@cityofchicago.org (Alex Mull-Dreyer)
To: City of Chicago - Dept. of Planning and Development
Subject: Invitation to CDG-S Grant Orientation Event
(5/14/25)

Good afternoon,

Congratulations on being selected as a finalist for a Community Development Grant!

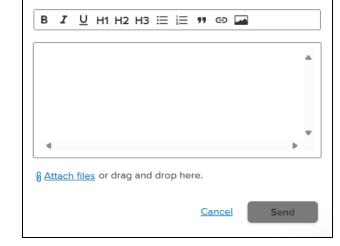
Please join us for the CDG-S Grant Finalist Virtual Orientation on **May 14th, 2025 at 11:00 a.m. via Zoom.**

Orientation is a requirement

...Read More

Replying to DPDgrants@cityofchicago.org (Alex Mull-Dreyer), City of Chicago - Dept. of Planning and Development Subject: RE: Invitation to CDG-S Grant Orientation Event (5/14/25)

Message: (required)



CHANGING YOUR EMAIL IN SUBMITTABLE

Submittable is how grant project managers communicate with awardees. Please make sure you have the correct point of contact for your project.

If you need to change the primary point of contact for your project in Submittable: Connect with your Guidehouse program administrators through Submittable. They can transfer the ownership of your project account to the new primary point of contact. Ensure you provide the name and e-mail of the new primary point of contact to your Guidehouse program administrators.

Do multiple people in your organization need access to your Project in Submittable?

- To add a collaborator, inform your Program Manager and they will enable collaborators for your project.
- Go to your submission, and choose "Invite Collaborators" link on the top right corner
- Add all collaborators' email addresses

* Note: Collaborators can view and respond to messages sent to them directly, as well as upload documents and save them as drafts. Unfortunately, only the primary applicant can submit documents and respond to all messages.

For more answers to specific questions, refer to the Submittable entry on the Additional Resources section of the <u>Finalist</u> <u>page</u>. If you have issues contacting DPD through Submittable, please reach out to <u>DPDGrants@cityofchicago.org</u>.

GUEST SPEAKERS: NAVIGATING PERMITTING AND LICENSING IN THE CITY OF CHICAGO

GUEST SPEAKER INTRODUCTIONS

LAWRENCE SMITH

Licensing Supervisor Dept. of Business Affairs and Consumer Protection



Department of Buildings

GUEST SPEAKER: LICENSING IN THE CITY OF CHICAGO

Lawrence Smith – Department of Business Affairs and Consumer Protection (BACP) businesslicense@cityofchicago.org

Business License Requirements

* Most businesses operating in Chicago require a City of Chicago business license.

Business License Exemptions

- * Some businesses licensed by the State of Illinois are exempt from City licensure
 - * ex: Doctors, Attorneys, Architects, PA's

Trade Licenses Issued by Department of Buildings (DOB)

 The Department of Buildings issues General Contractor, Electrician, Plumbing & Mason licenses.

Types of Business Licenses

Limited Business Licenses (LBL)

- Retail Sales
- Administrative Offices
- Personal Services (Hair/Nail Salons)

Regulated Business Licenses (RBL)

- Home Occupation
- ★ Home Repair
- Expediter
- ★ Hotel

Specialized Licenses

- Retail Food
- Children's Services
- Motor Vehicle Repair
- Liquor
- Filling Station
- Public Place of Amusement (PPA)
- Tobacco
- ★ Garage
- * Animal Care
- Massage

Business License Application Stages

- Decide whether applying as sole proprietor or legal entity and register accordingly
- Defining the business activity
- Zoning review
- * Payment
- Onsite license Inspections
- License Issuance
- * Bi-annual renewal (annual for some licenses)

If Applicable:

- IL Secretary of State file number
- Federal Employee ID number (EIN)
- Illinois Department of Revenue (IDOR)

- All Brick-and-Mortar Business License applications undergo a zoning review Never sign a lease or make other financial commitments before ensuring zoning compliance
- ***** We offer 2 convenient ways to apply:
 - Business license applications can be submitted in person at our offices Monday
 Friday 8:30am to 4:30PM. We are located at 121 N LaSalle 8th Floor Room 800.
 - * Apply online through our licensing portal Chicago Business Direct.
- PLEASE NOTE: Online applications can take up to and beyond 30 days to complete. If the license is needed sooner, please visit the office at City Hall

- * For information on business licenses, visit www.chicago.gov/BusinessLicensing
- * Stop by the Small Business Center at City Hall:
 - * 121 N LaSalle St, Room 800, open 8:30 AM 4:30 PM, M-F
- ★ Email us:
 - * General Licensing Questions: businesslicense@cityofchicago.org
 - Chicago Business Direct/Online Customer Questions: <u>chicagobusinessdirect@cityofchicago.org</u>
- Small Business Center walk-in wait times are posted during business hours at <u>www.chicago.gov/BusinessLicensing</u>

GUEST SPEAKER: PERMITTING IN THE CITY OF CHICAGO

Martha Reynoso – Department of Buildings (DOB) expresspermits@cityofchicago.org

TYPES OF BUILDING PERMITS

The Department of Buildings has several different permitting programs, each with its own requirements. The main building permit programs are:

Express Permit Program (EPP)

- Electrical, Plumbing and Mechanical (HVAC) Work only
- Nonstructural Interior Work up to 500 or 2000 sq ft.
- * Exterior: Masonry, Reroofing and Fence

Plan-Based Building Permit

- Standard Plan Review
- * Self-Certified Permit Application Program

Specialty Permits

- Elevator/escalator
- Demolition (demolishing an entire building)

OTHER PERMITTING BODIES

While building permits are the purview of the Department of Buildings, other departments/agencies may have additional permitting requirements:

Department of Transportation (CDOT)

 Temporary use/occupancy of the public way (e.g. closing a sidewalk or lane)

Department of Business Affairs and Consumer Protection (BACP)

Permanent (5-year) use of the public way

Department of Public Health (CDPH)

- Air pollution prevention
- Dust control
- Asbestos/lead notification

Department of Streets and Sanitation (DSS)

 Trees/landscaping in the public way, including tree maintenance

Department of Buildings/Water Management

- ★ Water service
- Sewer work
- Stormwater Management Plans

State/federal approvals

Work that is very close to the river or lake

PERMITS FAQ

Q.

I'm just making minor repairs; do I really need a building permit?

A permit is required before beginning most types of construction, demolition, and repair work in Chicago. For a list of exceptions please visit the GET HELP section of <u>Chicago.gov/permit</u>.

If you still have questions, you may email us at <u>expresspermits@cityofchicago.org</u> or visit our Customer Service Booth on the 9th floor of City Hall.

Q. I am changing GCs and/or Subcontractor(s), will this affect my permit(s)?

A.

Yes, you need to notify the Department of Buildings of any change in General Contractor or in the separately-licensed subcontractors performing electrical, plumbing, or masonry work. The change can be completed using the Administrative Change application within the Express Permit Program.

PERMITS FAQ

A

Q. How long does it take to get a permit?

In the Express Permit Program, permits are generally issued within 1 to 5 business days. (It may take longer if there are open building code violations or other holds on the property.)

Plan-based building permits take, on average, 80 to 100 days from when documents are uploaded for City review, including both city review time and time for your team to address any comments.

Self-certified permit applications are generally faster, especially for interior-only work.

Q. My permit seems to be stuck; will the grant cover an expediter?

Unfortunately, the grant does not cover expediting services, however, DPD and the Guidehouse team can work with you and your project team to help troubleshoot any possible issues.





Take 5 minutes for a break

PROGRAM TIMELINE AND REQUIREMENTS

PHASE 1: PATH TO CONTRACT

PROGRAM TIMELINE OVERVIEW

While each grant type has individual requirements, the Chicago Recovery Plan grant program can last up to 24 months and takes place in three distinct phases. **You must complete all three phases, each with their own itemized checklists.**

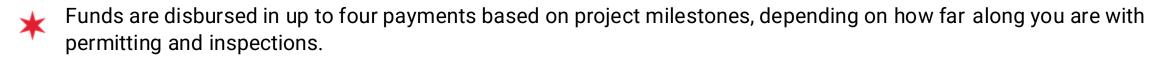
PHASE 1:	PHASE 2:	PHASE 3:
CONTRACT →	DISBURSEMENT	CLOSEOUT
(Anticipated	(Anticipated Months	(Anticipated
Months 0 - 6)	7 - 24)	Month 24)
April 25, 2025 –	October 25, 2025 –	Before
October 25, 2025	April 25, 2027	April 25, 2027

IMPORTANT NOTE ABOUT REIMBURSEMENT

- Chicago Recovery Plan grants are paid out on a reimbursement basis. All expenses must be paid upfront by the business owner.
- The City of Chicago does not pay expenses up front. The legal entity listed in your contract will be reimbursed for eligible expenses that were approved in the signed grant contract.
- Eligible expenses from your grant contract must be performed by the corresponding vendor(s) listed in your grant calculation worksheet. Typically, this will be to your General Contractor, and your design/engineering professional. If your General Contractor is using subcontractors, you should still be paying the GC, as they are the professional on the permit and insurance. Please communicate any potential modifications to your scope of work immediately to the Grant Administrators and before work is completed.



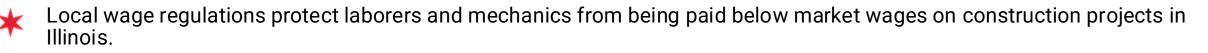
All invoices must be paid in full before the City of Chicago will provide any payment.



CONSTRUCTION TIMING

- * We are frequently asked when construction can begin. The Program Timeline Overview slide details the timeline for grant-specific program milestones, but you will notice that construction does not begin at a specific point in time.
- * Other than City requirements to receive a permit before you begin construction, there are no points of time in the grant administration process at which construction is explicitly allowed or disallowed.
- ★ What is important to keep in mind, though, is that your final grant calculation of eligible costs cannot be conducted until our team reviews your finalized bid estimates from your General Contractor, and codifies eligible costs into a finalized grant contract.
 - Without a signed contract outlining agreed-upon eligible expenses and procedures for requesting disbursement, you run the risk of various costs submitted under the disbursement process not being accepted as eligible.
 - * See FAQ slide 60 for greater information on the criteria for what constitutes an eligible cost under this grant.

IMPORTANT NOTE ABOUT PREVAILING WAGE

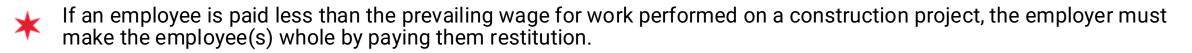




To demonstrate compliance with the Illinois Prevailing Wage Act, Grantees must:

***** Ensure that the general contractor and subcontractors are aware of the provision.

- ***** Ensure the general contractor and all subcontractors submit certified payroll reports.
- Ensure the general contractor and all subcontractors are aware that the Cook County wage in effect at the time of the work must be paid accordingly. (Please note: It is incumbent upon the general contractor and its subcontractors to be aware of the current prevailing wage for their respective trades as it may change once the project has started.)





General contractors can file their certified payrolls at the Illinois Department of Labor's online portal.

FAQs, current wage rates, and contact information for the Illinois Prevailing Wage Act can be found here.

PHASE 1: CONTRACT

The following are key steps that will take place during Phase 1 (months 0 - 6): April 25 – October 25

Documents to Submit					
Key Milestone	Intermediate Deadline	Link to Training Library Material			
Program Start Date	April 25, 2025	N/A			
1: Legal	June 15, 2025	<u>Grant Finalist Resources - Legal</u>			
2: Site Control	June 15, 2025	<u>Grant Finalist Resources – Site Control</u>			
3: City Indebtedness and Economic Disclosure Statement (EDS)	July 1, 2025	<u>Grant Finalist Resources – City</u> Indebtedness and EDS			
4: Design	August 1, 2025	Grant Finalist Resources - Design and			
5: Construction	September 1, 2025	Construction			
6: Initial Construction Assessment	October 1, 2025	<u>Grant Finalist Resources – Initial</u> <u>Construction Assessment</u>			

Please remember: We expect that all projects will be complete with the grant process within 2 years of their announcement date

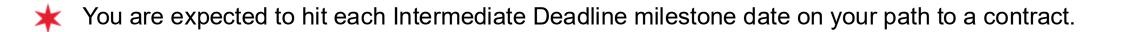
PHASE 1: CONTRACT

The following are key steps that will take place during Phase 1 (months 0 - 6): April 25 – October 25

Activities				
Key Milestone	Approx. Timeline			
Initial Construction Assessment	Shortly after Construction documents are cleared			
Final Review Call	After Initial Construction Assessment, and after all documents have cleared review			
Issuance of Contract	Approximately 2-4 weeks after Final Review Call			

PATH TO CONTRACT: DEADLINES

We expect that all awardees in this Round will be on track to receive a contract by October 25, 2025.



If you do not think you will be able to meet a deadline, be in proactive communication with us, and Guidehouse and DPD would be happy to work very closely with you to solve your issues.

If you cannot meet an Intermediate Deadline, please proactively request an extension. You may be granted a total of 3 extensions. Extensions are determined on a case-by-case basis.

If we do not hear from you, or if you are consistently failing to meet deadlines, you will be issued a withdrawal notice from the Chicago Recovery Plan grant program.

PHASE 1: CHECKLIST

Kick-off/Orientation

- 15-minute introductory call to review process with DPD & Guidehouse
- **Q** Review program-specific guidelines

Submit Legal documents

- Organizational chart
- Articles of Incorporation and Organization
- Corporate Minutes for Elected Officers/Operating Agreement/Partnership Agreement

Submit City Indebtedness and Economic Disclosure Statement

- Ownership chart, child support affidavit(s), and Photo IDs (Driver's License, State ID, Passport)
 - □ Will require running SSNs
- □ Economic Disclosure Statement (EDS)
 - Notarized or filed online
- City runs Indebtedness/Scofflaw check after EDS and Ownership Chart submitted

Submit Site Control documents

Evidence of site control (Lease, Deed, Letter of Intent)

Submit Design documents

- Executed Designer or Architect's contract
- Proposed storefront elevation
- Preliminary drawings & renderings

Submit Construction documents

- GC bids (minimum of 2)
- Active Certificate of Insurance for selected GC
- □ Active GC license, City Department of Buildings
- □ Active business Certificate of Insurance
- □ Building permit application (where applicable)

Complete Initial Construction Assessment

- □ Answer questions about construction plans
- Provide photos of where your work will occur

City determines grant calculation

- Virtual meeting with DPD and Guidehouse
 - □ Final review of eligible costs
 - □ Final review of contract terms

PHASE 1: CLECKICT You will need to identify anyone holding

7.5% or more of direct or indirect ownership

Kick-off/Orientation

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cuments Executed Designer or Architect's contract

Ensure that the legal name of your business/organization listed on your application is the same name listed on *all Legal* documents uploaded!

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nents

Active Certificate of Insurance for selected GC

Corporations and nonprofits must submit signed and dated corporate minutes

iment of Buildings Insurance where applicable)

Complete Initial Construction Assessment

- Answer questions about construction plans
- Provide photos of where your work will occur

City determines grant calculation

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- Proposed storefront elevation
- Preliminary drawings & renderings

Submit Construction documents

- The awardee must make sure to clear debts and City fines in the following areas:
 - Water bills, parking/traffic tickets, building inspection, Administrative Hearing fines, Cost Recovery and any city-debt related to business (BACP, licenses)

nce for selected GC artment of Buildings of Insurance (where applicable)

Assessment onstruction plans our work will occur

- **City determines grant calculation**
 - Virtual meeting with DPD and Guidehouse
 - Final review of eligible costs
 - Final review of contract terms

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Evidence of site control (Lease, Deed, Letter of Intent)

Submit Design documents

- Executed Designer or Architect's contract
- Proposed storefront elevation
- Preliminary drawings & renderings

Submit Construction documents

- GC bids (minimum of 2)
- □ Active Certificate of Insurance for selected GC
- Active GC license, City Department of Buildings
- Active business Certificate of Insurance
- Building permit application (where applicable)

• The awardee must demonstrate proof of site control through an executed lease (5 years minimum with option to extend), a deed, or a letter of intent.

If construction is not initially approved in the lease, a lease addendum from the landlord approving the construction will be required.

essment uction plans ork will occur

osts

Ensure that the seal and company logo of the Designer/Architect is present on the drawing

Final review of contract terms

 Kick-off/Orientati 15-minute in Guidehouse Review proc Has name of design firm, with a client identified that matches the grantee legal entity Address and proposed use matches 	Submit Design documents Executed Designer or Architect's contract Proposed storefront elevation Preliminary drawings & renderings
 Submit Legal doc Organizatio Articles of I Corporate N Agreement Submit City Inde Statement the original application Address must be consistent across all Legal, Design, Construction documents Has an itemized scope of work, and specific dollar amounts Must be signed and executed 	 Submit Construction documents GC bids (minimum of 2) Active Certificate of Insurance for selected GC Active GC license, City Department of Buildings Active business Certificate of Insurance Building permit application (where applicable)
 Ownership chart, child support and avit(s), and Photo ibs (Driver's License, State ID, Passport) Will require running SSNs Economic Disclosure Statement (EDS) Notarized or filed online Other statement (EDS) 	 Complete Initial Construction Assessment Answer questions about construction plans Provide photos of where your work will occur
 City runs Indebtedness/Scofflaw check after EDS and Ownership Chart submitted Submit Site Control documents Evidence of site control (Lease Deed Letter of Intert) 	City determines grant calculation Virtual meeting with DPD and Guidehouse Final review of eligible costs

Evidence of site control (Lease, Deed, Letter of Intent)

Kick-off/Orientation

- Review program-specific quidelines

Submit	Lega	docu	
	-		

- Articles of Inc
- Corporate Mi

Submit City Indeb Statement

- Ownership ch
- Not

Submit Site Contr

You must have at least 2 bids from separate GCs, with comparable line

items

- Project scope must match the application
- Date of bids should be within the last 6 months of the announcement date
- Address must be consistent

- Photos should be taken of each line item included in your chosen GC bid.
- Non-construction work, fees, architecture, and/or labor-based costs generally do not require photos.

Submit Design do

Make sure that the project address is listed on the Certificate of Insurance

Submit Construction documents

- GC bids (minimum of 2)
- Active Certificate of Insurance for selected GC
- Active GC license, City Department of Buildings
- Active business Certificate of Insurance
- Building permit application (where applicable)

Complete Initial Construction Assessment

- Answer questions about construction plans
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 - Final review of eligible costs
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PHASE 1: FORMS IN SUBMITTABLE

	Grant Finalist Requirement 6: Initial Construction Assessment Pending Deadline (Flexible): Oct 1, 2025 12:00 AM	Rescind
	Grant Finalist Requirement 5: Construction DocumentsPendingDeadline (Flexible): Sep 1, 2025 12:00 AM	Rescind
	Grant Finalist Requirement 4: Design DocumentsPendingDeadline (Flexible): Aug 1, 2025 12:00 AM	Rescind
	Grant Finalist Requirement 3: City Indebtedness and EDS	Rescind
Σ	Documents Pending Deadline (Flexible): Jul 1, 2025 12:00 AM	Rescina
M		Rescind

Tips for Document Submission:

- Forms should be submitted under their corresponding section in Submittable.
- Guidehouse will work with you to reopen forms in Submittable if you need to make edits or revisions.
- Do not submit forms as an attachment to a Submittable message, as we will not be able to review them this way

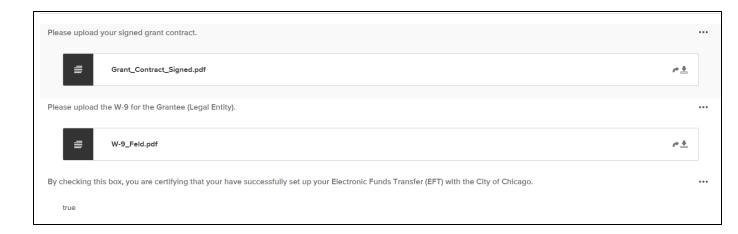
WHAT TO SUBMIT WITH SIGNED CONTRACT

Please review your grant contract in its *entirety* for accuracy before signing and uploading it. Let us know immediately if you notice any errors, or your legal entity or address are incorrect.

Once the contract is signed, you will submit that and your W-9 in Submittable. Simultaneously, we will provide you instructions to register with the City's online procurement platform, iSupplier. While registering, you will need to submit a bank verification letter and EFT (Electronic Funds Transfer) form for direct deposit directly to your iSupplier account prior to completing the Submittable form. (Instructions available at this link)

All legal entities on all forms must match the legal entity on your signed grant contract.

You will be provided a sample bank verification letter. We strongly suggest going into your bank, if possible, to obtain this letter as they often cannot issue sensitive information electronically. Ensure ALL requested items are included on the letter and that it matches the sample provided. The EFT Form can be downloaded via the link in Submittable under the EFT section.



WHAT TO SUBMIT ON ISUPPLIER

City of Chicago Department of Finance Electronic Funds Transfer – Vendor Application Form

(Please Check One) New Participant Change to Existing Direct Deposit Terminate Direct Deposit

Receive payments by Electronic Familier (EFT) direct deposit, deatswitted straight to your bask account. This secure, electronic, and convenient payment method affers the assumed of lively payments and edivinates patential debps in the availability of your funds. Venders Recounterments and instructions:

- Check all five boxes below to confirm that you have read, understand, and agree with the corresponding statements.
 Provide the information requested below and obtain a Bank Confirmation Letter from your bank that provides
- the ABA Routing Number and Bank Account Number to which payments shall be deposited. 3. Vendors must have an account in the ISupplier Vendor Portal to receive EFT payments. Register for an account or log in to your existing account at https://www.chicago.gov/chi/pi/supplier/bagin-register.html.
- 4. Upload the completed EFT form and Bank Confirmation Letter to your Supplier account, instructions are found at <a href="https://www.thicago.gov/dby/en

ElectronicEncolment(PicitionEncago organian encryptee email, or mail to the Department or Hinance, Auto Cash Management and Disbursements, 121 N. LaSalle St., Room 700, Chicago, IL 60602.

- I have read and understand the following statements. I agree that:
- I am an authorized signer for the vendor and if my EFT information changes, I shall update the information in iSupplier to ensure payment is not delayed and is transferred to the correct account.
- If my EFT information in Supplier is incorrect, the City shall not make payment under the corresponding contract until the correct EFT information is entered in Supplier.
- If an incomplete or erroneous transfer occurs because my EFT information is incorrect or was revised within 30 days of the Gty's release of the EFT payment transaction instruction to my financial institution, and the fands are no longer under the control of the Department of Finance (DOF), the Gty is deemed to have made payment and I will be responsible for recovery of any erroneously directed hunds. If the funds remain under the control of the DOF, the City shall not make payment under the control will be responsible for incovery of any erroneously directed hunds. If the funds remain under the control of the DOF, the City shall not make payment under the control will the correct EFT information is entered in ISuppler.
- I authorize the City to initiate credit entries to my financial institution and account information provided below to deposit all invoice payments.
- This authority remains in full force and effect until the Gry and my financial institution have received written notice from me of its termination in such time and in such manner as to afferd the City and financial institution a reasonable opportunity to not prior to depositing to the account.

Vendor Name	Vendor k Vendor Tas ID k	
Contract or PO #	Vender Phone A Vendor Email Address	
Vendor Street Address	City, State, 219	
flank Name	Last 4 Digits of Bank Account # Drecking	Savings
Authorized Vendor Print Name	Signature	Date

Page 1 of 2

SAMPLE BANK CONFIRMATION LETTER

860 Northwest H Fax River Gauve,

Tel: 847-639-500 Fax: 847-639-42

The sample bank confirmation letter must include the Account Name/Title, Account Number, I Address, and SWIFT code. A SWIFT code is a set of 8 or 11 digits that represents a bank bran

BMO 🔛 Harris Bank A part of BMD Financial Group

To Whom It May Concern,

RE: Account Confirmation Letter

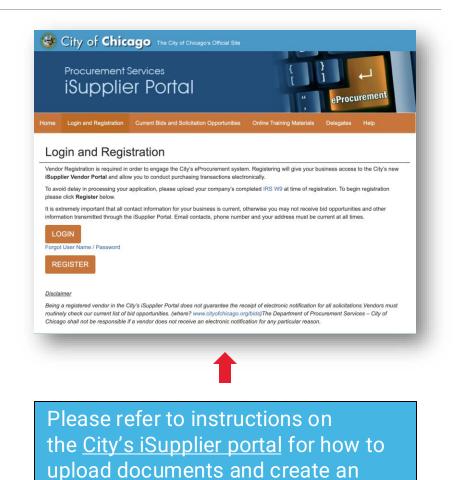
Please accept this letter as confirmation that the following account/s is/are in active status and in good standing with BMO Bank NA. The instructions to receive and post incoming wire transfers and ACH transfers to your BMO Bank NA U.S. dollar account are as follows

Account Title:	
Account number/s	
BA Routing Number	
ank address:	
wift Code	
questions or concerns arise do not he gards,	sitate to reach out to
10 Bank Manager	
10 Bank Manager	
10 Benk Manager	
10 Bank Manager	
10 Bank Manager	

- Please ensure all fields are filled out on the Bank Verification Form. This includes your account title, account number, routing number, physical bank address, SWIFT code, and a point of contact at your bank.
- Very often, you will need to go to your bank in person to request this Bank Verification Form.

USING iSUPPLIER

- iSupplier is used by the City of Chicago to manage the procurement of goods or services and process Delegate Agency or Vendor requests for reimbursements (vouchers).
- ★ Finalists are required to submit their EFT and bank verification information to iSupplier so that an electronic payment portal can be established. This process allows the City to register your legal entity as an approved payee so that disbursed funds can be directly wired to your bank account.
- ★ Once you receive confirmation from Electronic Enrollment that your EFT is setup, please send us a screenshot of the correspondence in Submittable. This is a necessary step for you to begin the reimbursement process



account.

CHICAGO RECOVERY PLAN **PHASE 2: DISBURSEMENTS and** PHASE 3: CLOSEOUT

IMPORTANT NOTE ABOUT REIMBURSEMENT



Chicago Recovery Plan grants are paid out on a reimbursement basis.

The City of Chicago does not pay expenses up front. The legal entity listed in your contract will be reimbursed for eligible expenses that were approved in the signed grant contract.

Eligible expenses from your grant contract must be performed by the corresponding vendor(s) listed in your grant calculation worksheet. Typically, this will be to your General Contractor, and your design/engineering professional. If your General Contractor is using subcontractors, you should still be paying the GC, as they are the professional on the permit and insurance. Please communicate any potential modifications immediately and before work is completed.



As we draw closer to October 2025 and the time that this round of finalists should have already received their grant contract, we will plan on setting up a Disbursements-specific training. If you complete the pre-contract process significantly sooner than that, we will brief you on Disbursements separately.

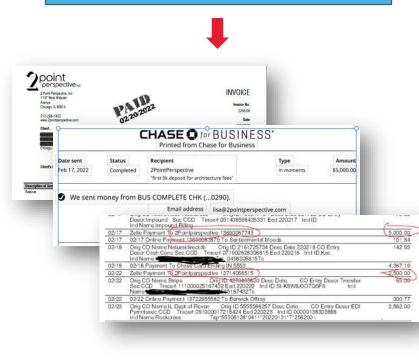
PHASE 2: DISBURSEMENT MILESTONES

Milestone	Disbursement Details
Permit(s) Issued	Can be reimbursed for eligible expenses up to 25% of your total grant amount.
Rough Inspections Passed	Can be reimbursed for eligible expenses up to 50% of your total grant amount
Final Inspections Passed for all applicable trades	Can be reimbursed for eligible expenses up to 75% of your total grant amount
Full Occupancy, Business License Issued, and All Property Taxes Paid	Can be reimbursed for eligible expenses up to 100% of your total grant amount
*Per the grant terms, awardees can on	ly be reimbursed up to 75% of eligible costs, which is factored into all disbursement calculations.

IMPORTANT NOTE ABOUT REIMBURSEMENT

Community Development Gra	nt Project Budget	
Item Description:	Eligible Costs	Ineligible Costs
Approved Gra	nt	
Total Project Cost (TPC)		
Eligible Hard + Soft Costs	1	
x 75% of eligible costs or		
\$250,000 whichever is less		
Total Grant		

Your Grant Contract and Grant Calculation Worksheet provide a comprehensive listing of your eligible expenses and the corresponding vendors. Eligible expenses must be paid <u>directly</u> <u>to the corresponding vendor</u> listed in your Grant Calculation Worksheet.



If your general contractor is utilizing subcontractors, you should still <u>only be directly</u> <u>paying</u> the General Contractor, as they are the professional on the permit and insurance.

Do not contract with subcontractors yourself, especially if they are not on your Grant Calculation Worksheet.

 \star For completion of Phase 2, you must provide proof of what the contractor did and proof that you paid them.

Invoice Document:

- Construction costs must be itemized and clearly identified in your grant contract.
- Vendors must also be the same as listed in your grant contract
- Document should include your project site address, the legal entity name listed in your contract, and the date.

Receipt Document:

- D Must match items that were invoiced.
- Should be provided by the vendor indicating payment was accepted.
- □ Should reference the invoice and/or activities paid.
- Date of receipt should be included.

Proof of Payment Document:

- Account should be in grantee's name.
- □ Should include payee name, date, and total amount paid
- Payment method -- such as cancelled checks (front & back), bank statements, or Zelle payments with transactions highlighted are acceptable.
- □ Cash payments are not acceptable

Note: the proof of payment is different from the receipt

Lien Waiver / Sworn Statement Documents:

- A Contractor's Sworn Statement and Lien Waiver is needed for all construction costs.
- An Owner's Sworn Statement detailing all costs related to the project.

PROOF OF FINANCING

Shortly after receiving your contract, a form in Submittable will open titled the Proof of Financing Submission. You will have 4 months from the time your contract is awarded to submit proof that you are able to finance 50% of the total project cost.

Proof of Financing Submission

What was your total project cost printed in your grant contract? (required)

Please upload proof of 50% of your total project cost. Proof of project financing may include a letter of commitment from a financial institution for a loan or line of credit or financial statements that demonstrate that you currently have sufficient equity to complete the project. (required)

Choose File

Select up to 10 files to attach. No files have been attached yet. You may add 10 more files.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff, .mobi, .ppt, .pptx, .xls, .xlsx, .zip

50% proof of financing is required to ensure that projects will have enough funding to withstand any delays that may occur in reaching various milestones as construction takes place

Save Draft Submit Form

BUSINESS LICENSE REQUIREMENTS

- A Chicago business license is required to conduct, engage in, maintain, operate, or manage any business in the City of Chicago. A business license is a requirement for all businesses that operate in the city. This includes not-for-profit entities, which will usually need a Limited Business License. Types of licenses may include Regulated or Limited Business, Public Place of Amusement (PPA), Liquor, and Children's Services Facility.
- Certain business activities are regulated by the State of Illinois, and as such may be exempt from City licensing. Examples include:
 - Dentists, Dental Assistants, Dental Hygienists
 - Architects
 - Counselors
 - Nurses, Pharmacists, and Physicians
- Business licenses take a varying length of time to get issued, depending on the type of business you have. If you are not already licensed, please ensure you start this process early as it is a requirement to receive your final grant disbursement and close out your project.

Please consult the City's **Department of Business Affairs and Consumer Protection (BACP)** <u>Small</u> <u>Business Center</u> for information on which licenses are required for your business.

PHASE 3: CLOSEOUT

The following are key steps that will take place during Phase 3 once you receive your final disbursement (approx. months 19 - 24):

We will provide case management and further direction as you approach this phase of the process.

- Final Construction Assessment provide photos of where work has occurred, answer questions about the construction process as a whole
- Closeout Impact Survey allows us to improve the grant process for future recipients

Annual Compliance Form – An annual check-in over Submittable for the 3-year monitoring period per your grant contract, ensuring that your business scope has not materially changed, and that you are still occupying the same space listed in your application

CHICAGO RECOVERY PLAN

COMMUNICATIONS AND ENGAGEMENT

HOW TO TALK ABOUT DPD

When marketing your project, or speaking to the media, please mention the grant. Spreading the word about the great businesses and nonprofits being built and expanded through City grant funding helps sustain programs like ours.

Sample Social posts:

- We are a Community Development Grant finalist! With the help of grant funding from the City of Chicago, we will be [description of project]
- I/We are thrilled to announce that [project name] is a finalist to receive Community Development grant funding for our work. This money will help us [describe project]

TAG US!: SOCIAL NETWORKS

One way to help us get the word out is to tag the City of Chicago Department of Planning and Development's social media accounts when you make posts about your project.

***** Instagram, Twitter (X), Facebook: @ChicagoDPD

ENGAGE IN YOUR NEIGHBORHOOD

As a new business, it is important to engage with your community. It is encouraged for you to:

- Introduce yourself to, and familiarize yourself with your
 Alderperson's office they can be a resource for you as you grow
 your business
- Introduce yourself to your local chamber, they may have insights and resources to provide your new business

RESOURCES FOR SMALL BUSINESSES

The City of Chicago offers additional resources for small businesses through the Department of Business Affairs and Consumer Protection (BACP).

***** Find business information: <u>chicago.gov/bacp</u>

Watch free webinars: YouTube.com/ChicagoBACP

Follow: @ChicagoBACP for up-to-date small business event information

CHICAGO RECOVERY PLAN



What does the grant cover?

The grant covers 75% of eligible costs up to \$250,000. If the scope is less than \$250,000, the grant will still only cover 75% of eligible costs. The grant will also be capped at your award amount at announcement, even if costs have increased beyond what the built-in contingency is able to cover.



Α.

What is an eligible cost?

Eligible costs are capitalizable costs related to permanent improvements of the property, including design fees, GC fees, permit fees, and permanently affixed equipment. This would include equipment or finishes and fixtures that cannot be easily removed without permanent breakage or alteration.

Do I need to wait for a contract to begin work?

A. No, as a finalist, you may begin work at any time but understand that any work performed that does not meet the program requirements is at risk of not being paid. All work must be performed by a licensed contractor and permits, where required, must be adequately obtained. Work must not be completed prior to applying for a grant.

Q. Can I get my grant money upfront or paid directly to contractors?

No funds are disbursed upfront. This is a <u>reimbursable grant</u>, meaning you must provide payment to your contractors/vendors and then submit your invoices, proofs of payment, and receipts to the City per specified completion milestones. Only then, after verification, will you be reimbursed for 75% (up to your grant award).

My work is almost complete; can I skip any steps to expedite the process?

A. Unfortunately, no. You must complete all steps in both the contract and disbursement process in order to receive payment. Documents are processed on a schedule with limited ability to expedite.

Q. I need to make changes to my location or scope. Is that allowed?

You are able to make changes to your scope, **NOT** the project's location. Any changes to the scope prior to contract must be in writing and approved by DPD. DPD has the right to reject the changes and withdraw you from the program if the scope no longer meets program requirements and/or priorities. Changes to location may result in automatic withdrawal from the program.

Q. What if I need to change architects/GCs/etc.?

A. If you need to change GCs, you must notify Guidehouse and DPD and ensure that paperwork, including permits, are updated to reflect the change. Changes in architects are allowed, however, the grant will only cover one designer's fees, so doing so may put you at risk to pay design fees out of pocket.

Additionally, we will only be able to accommodate a single change in your GC through the life of the grant contract.

What if I struggle with technology?

A. This grant process requires submission of several documents on the Submittable platform. Our team is happy to assist you with learning how to navigate the website and upload documents.

Q

I am more comfortable receiving paper documents from my contractors. How will I get documents uploaded?

We encourage you to scan and upload documents in full. You can use a scanning machine or a scanning app on your mobile phone to convert paper copies into PDF documents. Some apps that could be helpful for scanning are Adobe Scan to PDF, IScanner, Scan PDF, CamScanner, etc. Public libraries can also be a valuable resource to assist.

SCOFFLAW & INDEBTEDNESS FAQ

Q. What is Scofflaw? Why is it required?

A. In the context of this program, Scofflaw simply refers to violations such as parking tickets, outstanding City bills, ignoring of jury summons, and the like. A Scofflaw clearance is required to award public funds and without it a contract cannot be awarded.

Q. What is required to start the process?

You must provide the legal documents requested in the checklist and your Economic Disclosure Statement to begin the process.

SCOFFLAW & INDEBTEDNESS FAQ

Q. How long does it take for the Scofflaw/Indebtedness review to be complete?

A. Reviews are conducted by the Department of Finance and the Chicago Department of Business Affairs & Consumer Protection, and often takes 3-4 weeks to be completed.

Q. I have debt, does that disqualify me from the program?

A. No, you are not automatically disqualified for having debt, but you will have to clear any debt to the City and/or County prior to being awarded a contract.

SCOFFLAW & INDEBTEDNESS FAQ

Q. My indebtedness check came back with an error and/or a debt that I do not recognize. Will a dispute affect my ability to get a contract?

Α.

Unfortunately, yes. Even disputed debt will need to be cleared prior to contract award. However, successfully disputed debt does not have to be paid, as it will be cleared from your scofflaw check should it have been wrongfully attributed to you.

DISBURSEMENT FAQ

Α

Q. How long will it take for me to receive my reimbursement once I submit my request?

A. Our team will work as quickly as possible to process your request and will keep you updated should any documentation be missing from your submission. We ask you please remain attentive on Submittable after submitting a request as revisions may be requested. Barring any complications in your documentation, you can expect to receive your reimbursement between 3-6 weeks of your submission. Your first reimbursement request will typically take a bit longer as your electronic payment profile is set up.

Q. Can I combine multiple disbursement milestones into a single request?

Yes, as long as your documentation is complete and the milestone has been cleared, that is acceptable.

DISBURSEMENT FAQ

Can I receive my funds in a personal or separate bank account?

A. No, this is not allowed. All reimbursements must be sent to an account registered to the legal entity receiving the grant award.

Q. Will you accept screenshots of Zelle or comparable services for proofs of payment?

A. Yes, so long as the proof of payment also meets the other criteria specified in the Phase 2 Disbursements Checklist.

DISBURSEMENT FAQ

How do I know if my permit has been issued or my inspections have passed?

To be eligible for up to 50% and 75% of your grant award, your permit and inspections status, respectively, must be present in the Department of Buildings (DOB) database. Until the DOB registers it in their online portal, we will be unable to process those disbursement milestones. To check the status of your permit, you can navigate to this link: https://www.chicago.gov/city/en/depts/bldgs/provdrs/permits/svcs/building_permit_status.html To check the status of your inspections, you can navigate to this link: https://www.chicago.gov/city/en/depts/bldgs/provdrs/inspect/svcs/building_violationsonline.html

What happens if I incur more costs than I originally anticipated?

Α.

If you incur more expenses than you originally anticipated due to unforeseen circumstances during your build, you will need to personally finance any expenses not deemed eligible for reimbursement within your grant award. Your grant award is fixed and cannot be changed or revised upward.

CONTACTING DPD FAQ

Q. Where can I go if I have further questions?

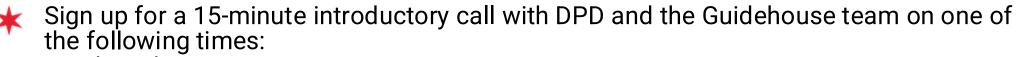
A. For contract, payment, program design, and other program-specific questions, Guidehouse will be your best resource. The best way to contact the Guidehouse team is through Submittable.

If you encounter problems using Submittable, please email <u>DPDGrants@CityofChicago.org</u>

CHICAGO RECOVERY PLAN

NEXT STEPS

NEXT STEPS



- Thursday, May 15, 2:30-4pm
- Friday, May 16, 1-2:30pm
- Wednesday, May 21, 11am-1pm
- Friday, May 23, 12-1:30pm

The Microsoft Bookings signup page is linked here: <u>Chicago Recovery Plan Office Hours</u> (office365.com)

*

Ensure that the correct email address is on your Submittable account.

Check your Submittable inbox regularly for messages from the Guidehouse team, and review the pre-contract documents once they are released to you today

NEXT STEPS

- Do an initial review of all your pre-contract forms, which will be released to you today. Refer to the Training Library on the <u>DPD Finalist Resources page</u> and this presentation if you need any assistance with completing your forms.
- Prepare to upload your Legal and Site Control documents by June 15th.



Reach out to the Guidehouse team through Submittable with any questions.

CHICAGO RECOVERY PLAN



CHICAGO RECOVERY PLAN

THANK YOU!