

PRE-DEVELOPMENT DISBURSEMENT WEBINAR

AGENDA

3:00 Welcome and Introductions
3:05 Remaining Path to Contract

3:15 How to Submit Disbursement Requests

3:35 FAQs and Q&A

Next Steps and Closing Remarks



Hannah Jones - DPD Director, Chicago Recovery Plan Mayowa Fanu - CWB Lead, DPD LaShaunda Battie - CWB Disbursements, DPD Kenny Larson - CWB Disbursements, Guidehouse



PRE-CONTRACT OVERVIEW

Now that the City has approved contracting language, all finalists should strive to complete pre-contracting requirements as soon as possible.

Before receiving a contract:

- ☐ Resolve any outstanding City debt.
- □ Obtain a Certificate of Insurance (COI) for all relevant policies.
- Ensure your registration on SAM.gov is active.

Before counter-signing your contract:

- ☐ Submit your financial paperwork to iSupplier.
- □ Submit your EFT, bank verification letter, certificate of good standing, and W-9 to the Pre-Contract Documents Form on Submittable.

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).
- Although iSupplier will not be used in the Disbursement process, pre-development finalists are required to submit their EFT and bank verification information to iSupplier.
- 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.



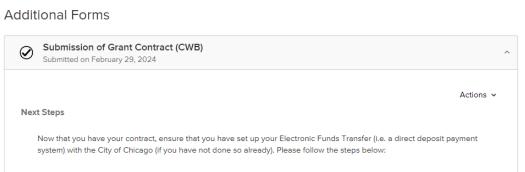
Please refer to instructions on the <u>City's iSupplier portal</u> for how to upload documents and create an account.

RECEIVING A CONTRACT

- ★ The City will conduct a secondary and tertiary review on all documents before issuing a contract.
- Once received, you must submit a counter-signed grant contract to the Submission of Grant Contract (CWB) document on Submittable and include the vendor number (called "Supplier Number") listed for your entity on iSupplier once you create an account.

★ Please note that all eligible costs included in the contract will be based on your submitted Budget plan documentation.

A new Submittable form will become available so you can submit your contract.



RECEIVING A CONTRACT

Summary of Project Costs						
Original Total Project Cost (TPC) on grant			Original grant amount awarded for grant			
application:	application:		application:			
Approved grant a	Approved grant award:					
			ı			
Itemized Budget Plan						
Work Category	Scope of Work	Cost (\$ an		Description of Work		



Your total grant award and approved line items for reimbursement will be included in the contract.

Make sure to complete and countersign the grant contract before uploading to Submittable.



Name of Grantee:	Contract (P.O.) Number:
Signed at Chicago, Illinois:	
City Approval	Grantee Acceptance
Typed Name and Title of Approving City Official: Commissioner, Department of Planning and Development Clere Boatright	Typed Name and Title of Authorized Grantee Official (executive director or corp. president) ¹ :
Signature of Approving City Official:	Signature of Approving Grantee Official:
Date of Signature: \ 2-27-24	Date of Signature:



HOW TO SUBMIT DISBURSEMENT REQUESTS

DISBURSEMENT TIMELINE

PHASE 1:

PHASE 2:

PHASE 3:

FORM OPENS

SUBMISSION

Two-week window

15th of each month

- ★ Once you have submitted a countersigned contract, you will then proceed to the Disbursement phase.
- Between the 1st to 15th of every month, finalists may request a reimbursement during the open disbursement period.
- You are not required to submit a request each month, but you must wait until the following month if you miss this window.

Invoice Document:

- ☐ Costs must be itemized and clearly identified in the budget of your grant contract.
- □ Dollar amounts must match or equal the amount requested in your Submittable table.
- Vendor name should be the same as listed in your project budget.
- Document should include your project site address (if applicable) and the legal entity name listed in your contract.

Receipt Document:

- 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, bank statements, or Zelle payments – with transactions highlighted (cash not acceptable)

Note: the proof of payment is different from the receipt

Additional Documents:

☐ May be required depending on type of expense.

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Proof of Payment Document:

Timesheets are acceptable for personnel, stipend, and certain administrative costs.

cks, bank

l amount

statements or 7elle navments -- with transactions

Bills are acceptable for earnest money, closing costs, materials & supplies, equipment, travel, and licensing fees.

the receipt

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Ensure receipt figure matches invoice and proof of payment figures.

om the receipt

hecks, bank

ansactions

Note: Discrepancies in figures between invoice, proof of payment, and receipts will have to be addressed before any reimbursement can be approved.

xpense.

Invoice Document:

Costs must be iter Ensure all payments are made budget of your graffrom your business account.

Ensure proof of payment figure

Ensure grantee is easily identifiable

- Dollar amounts must mater or equal the amount requested in
- Vendor name project budge
- Document sh applicable) ar

contract.

Receipt Document:

- Must match it
- Should be pro was accepted.
- ☐ Should reference the invoice and/or activities paid.

in proof of payment.

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, bank statements, or Zelle payments -- with transactions highlighted (cash not acceptable)

Note: the proof of payment is different from the receipt

Additional Documents:

Ensure that the payment method is easily identifiable, such as a check or a Zelle payment. Cash transactions are NOT acceptable.

expense.

Invoice Document:

- Costs must be itemized and clearly identified in the budget of your grant contract.
- Dollar amounts must match or equal the amount requested in your Submittable table.
- Vendor name should be the same as listed in your project budget.
- Document should include your project site address (if applicable) and the legal entity name listed in your contract.

Please refer to Submittable to

determine if extra documentation is

required depending on your expense.

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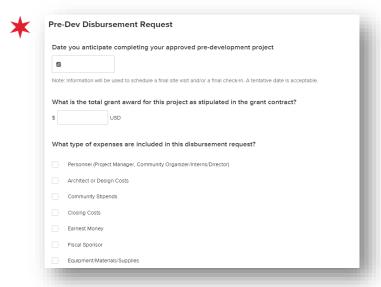
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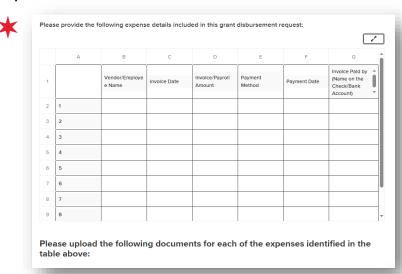
ADDITIONAL DOCUMENTS

Expense Type	Additional Document	Specific Requirements (if applicable)
Personnel	Signed Timesheet	 Signed by supervisor and employee (unless from payroll generated system). Shows date, hours worked, clock-in and clock-out time, and tasks accomplished.
Community Stipends	Contract, MOU, or Agreement with Member/Volunteer	Shows name, hourly pay, scope of work, total hours, start/end date of contract, and signature.
Closing Costs	Closing Contract, Agreement of Sale, or Deed	
Earnest Money	Closing Contract, Agreement of Sale, or Deed	
Professional or Technical Services	Contract with Consultant	Identifies legal entity awarded, scope of work, and dollar amount.
Community Engagement	Survey or Research Results	

SUBMITTING A DISBURSEMENT

Forms and disbursement documentation should be completed in Submittable:



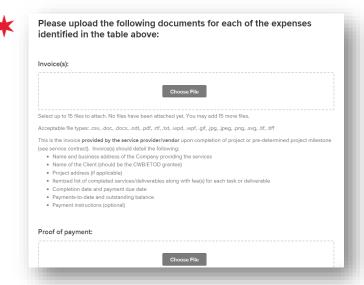


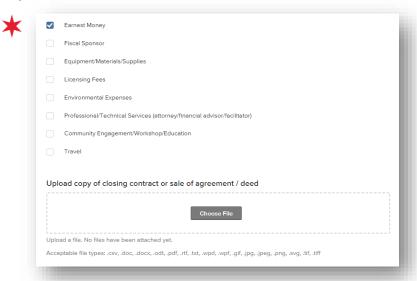
Each disbursement request will be available as a form on Submittable.

Please ensure that each cost you are requesting for reimbursement is listed on the table.

SUBMITTING A DISBURSEMENT

Forms and disbursement documentation should be completed in Submittable:





Requirements for each of the requested documents will be included on the form.

If additional documents are required, Submittable will also prompt you to upload them.

EXAMPLE DOCUMENTS



CONSTRUCTION INVOICE

Bill From Name: Construction

Company Name: Construction Street Address: 123 S. Braverman Dr. Chicago IL 60623

Name: John Testerson

Company Name: Test Company Street Address: 123 S. Courage Ln. Chicago IL, 60612

Invoice No. 123 Invoice Date: ____12/15/22___

Due Date: 01/15/23

Description/Job Phase	Quantity/Hours	Price (\$)	Total (\$)
Test Company: Construction Supplies	Flooring Tiles 1234	\$10	\$12,345
Test Company: Construction Labor	113	\$50	\$5,678

Subtotal \$18,023 Inc Sales Tax Other N/A \$18,023 Total

Terms and Conditions

Thank you for your business. Please send payment within 30 days of receiving this invoice. There will be a 3 % permonth on late invoices.

		Printed from Ch			
Date sent Feb 17, 2022	Status Completed	Recipient 2PointPerspective "first Sk deposit for archite	ecture fees"	Type In moments	\$5,000.00
We sent	money from B	US COMPLETE CHK (.			
		Email address Transaction number	lisa@2pointperspo 13690067743	ective.com	

BANK

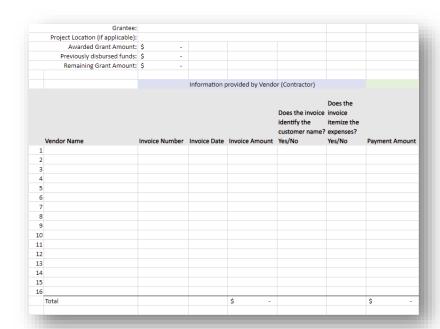
John Testerson Test Company 123 S. Courage Ln Chicago, IL, 60612

STATEMENT OF ACCOUNT

TRANSACTION

DATE	DESCRIPTION	AMOUNT
1/12/23	Purple Chair Suppliers Ltd	\$1,123
1/14/23	Blue Fixtures Ince	\$1,234
1/15/23	Construction Supplies	\$12,345
1/15/23	Construction Labor	\$5,678

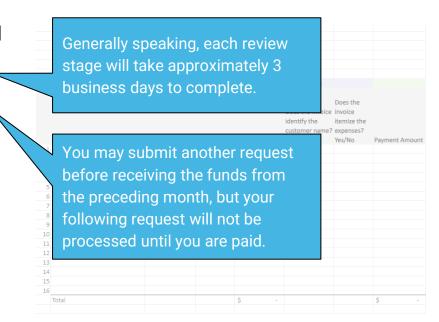
- Once you submit your request, Guidehouse will conduct an initial review and then send your documentation to the DPD disbursements team for secondary and tertiary reviews.
- If any revisions are required, we will re-open vour form and send a message via
- your form and send a message via Submittable.
- After all reviews are complete, DPD will send vour payment request to the Department of
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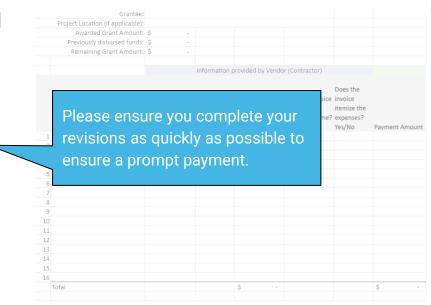
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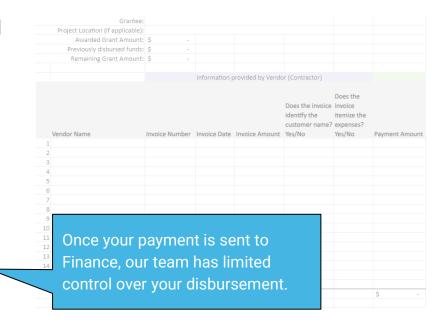
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ADDITIONAL REQUIREMENTS

- Once you receive 50% of your total grant award, you will be required to join a virtual, midpoint check-in call to discuss your project's progress.
- There are no limits to what percentage of your total grant award you can receive in each request, but you must get explicit approval to receive 100% of your total grant award on your first request.
- Additionally, please note that CWB finalists are also required to submit monthly status reports through the CCWBE web portal administered by UIC.



- How long will it take to receive my grant funds?
- Once the Department of Finance receives your payment, it generally takes about 10-14 business days for them to process your request. Additionally, your bank may require 1-2 business days to move wired funds into your account.
- What happens if I miss this month's disbursement window?
- Although we only accept disbursement requests between the 1st to 15th of each month, you can submit any costs you would have submitted during the following month's open disbursement period.

- How long ago can my payments be from?
- The oldest payment you can submit for reimbursement is six months prior to your announcement date. Please note that these expenses still must be included in your contract's Budget section.

- What if I want to request reimbursement for an expense not in my budget?
- The disbursements team refers to your project budget when determining whether a cost can be reimbursed. As such, all expenses must be included in the Budget. If you believe an expense is missing, please reach out to our team via Submittable to determine if a change order is necessary.

- If I need my funds quickly, can the City expedite my disbursement?
- Our team is not able to expedite any disbursement requests once they are sent to the Department of Finance. The best way to ensure your funds are processed quickly is following the instructions on the document checklist and ensuring no further edits are required.
- Can I receive my funds in a personal or separate bank account?
- No, this is not allowed. All reimbursements must be sent to an account registered to the legal entity receiving the grant award.

- Should I submit another request before receiving funds from the last one?
- Our team recommends that you wait to submit your next disbursement request until you receive funds from your previous request. If you choose to submit another request, it will not be processed until your oldest disbursement is paid out.
- How should I prepare for the midpoint check-in?
- Finalists should be prepared to go through their submitted work plan and discuss how the progress they have made so far contributes to the successful conclusion of their project. Finalists should also be prepared to discuss the next phase of their project.





NEXT STEPS

- ☐ Finish all outstanding Pre-Contract requirements.
- Upload all financial documentation to iSupplier.
- Begin gathering disbursement paperwork and planning when you will submit your requests.
- Visit the Chicago Recovery Plan website to access the recording of this presentation.
- Reach out to the Guidehouse team via Submittable with any questions.

