



**CHICAGO
RECOVERY PLAN**

COMMUNITY WEALTH BUILDING

PLANNING & PRE-DEVELOPMENT GRANTEE ORIENTATION



POLL:

What's one question you hope gets answered today?





Welcome & Introductions (10 min)

CWB Overview (15 min)

Technical Assistance Support & Resources (50 min)

Lunch (30 min)

Breakout Sessions (45 min)

Break (10 min)

Contract & Payments (50 min)

Next Steps (10 min)

The background of the slide is a blue-tinted image of the Chicago skyline, featuring several prominent skyscrapers. The text and graphics are overlaid on this background.

 **CHICAGO**
 **RECOVERY PLAN**

WELCOME & INTRODUCTIONS

WHO ARE WE?

<p>Department of Planning & Development Chicago Recovery Plan Team</p>	<p>Mayowa Fanu, Project Manager mayowa.fanu@cityofchicago.org</p> <p>Nina Idemudia, Chicago Recovery Plan Director</p>	<p>Program P rimary Contact</p>
<p>Mayor's Office Office of Equity and Racial Justice Business and Neighborhood Development</p>	<p>Nneka Onwuzurike, Program Manager nneka.onwuzurike@cityofchicago.org</p> <p>Kenya Merritt, Deputy Mayor of Business and Neighborhood Development Candace Moore, Chief Equity Officer</p>	
<p>Guidehouse External support team for DPD</p>	<p>Contact via Submittable – More Details in Following Slides</p> <ul style="list-style-type: none">• Luis Perez• Danish Murtaza• Brianna Simons• Jacob Yalowitz• Paul Hoffman• Patrick Leow	<p>Contracts/budget Primary Contact</p>

WHO ARE WE?

- ★ Guidehouse is the grants program administrator for the CDG-S, ETOD, CWB, and CIF programs.
- ★ We work with the City to collect and review the necessary documentation for both the contract and disbursement processes.
- ★ Guidehouse, DPD Program managers, and TA providers 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



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 **CHICAGO**
 **RECOVERY PLAN**






CWB OVERVIEW



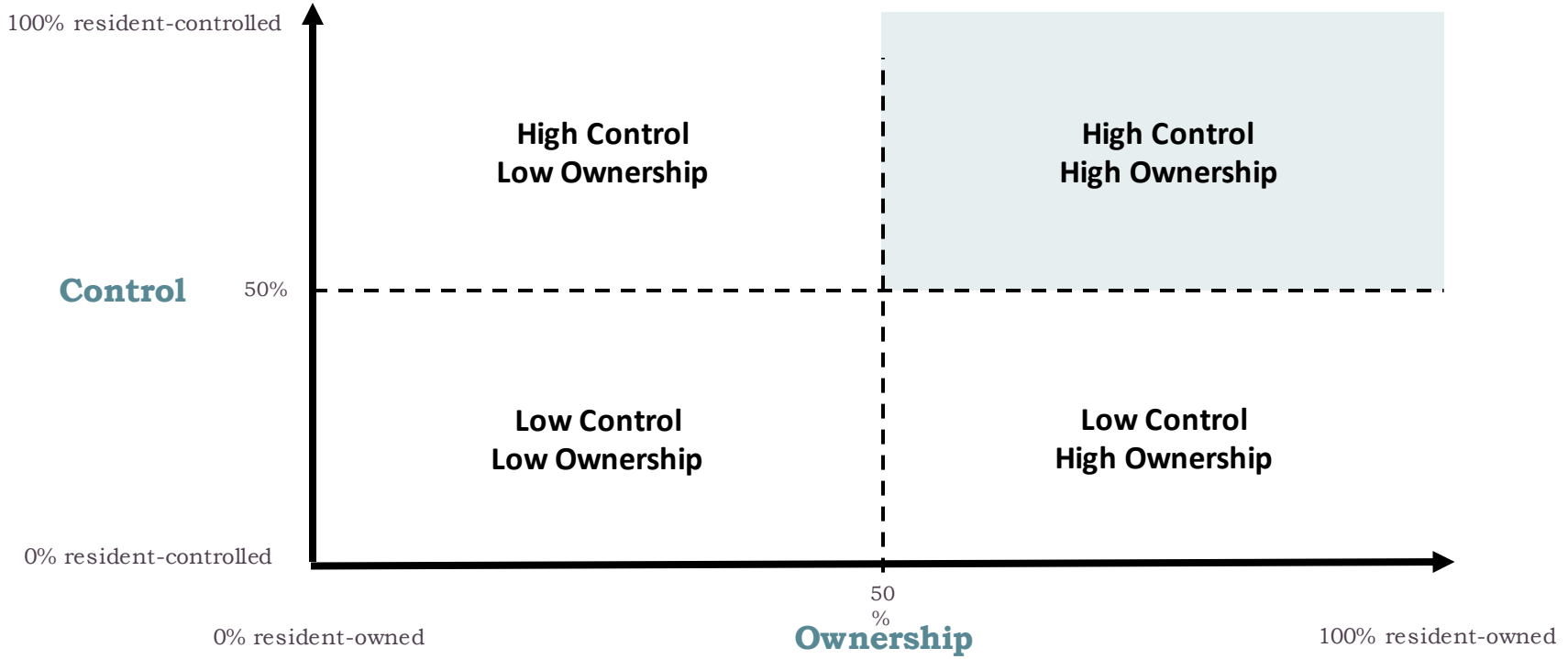
Community Wealth Building is an approach to economic development that promotes the **local, democratic, and shared ownership and control** of community assets



What do we mean by local, democratic, and shared ownership and control?

	 LOCAL	 DEMOCRATIC	 SHARED
	In the hands of the residents of the neighborhood in which the development is built	Has a governance model that acknowledges power dynamics; facilitates equitable decision-making power	In the hands of many people; broad-based
	In the hands of residents in another Chicago neighborhood or in another city entirely.	Hierarchical and exclusive, prioritizing privileged voices over those most marginalized	Concentrated in the hands of just one person or a privileged few

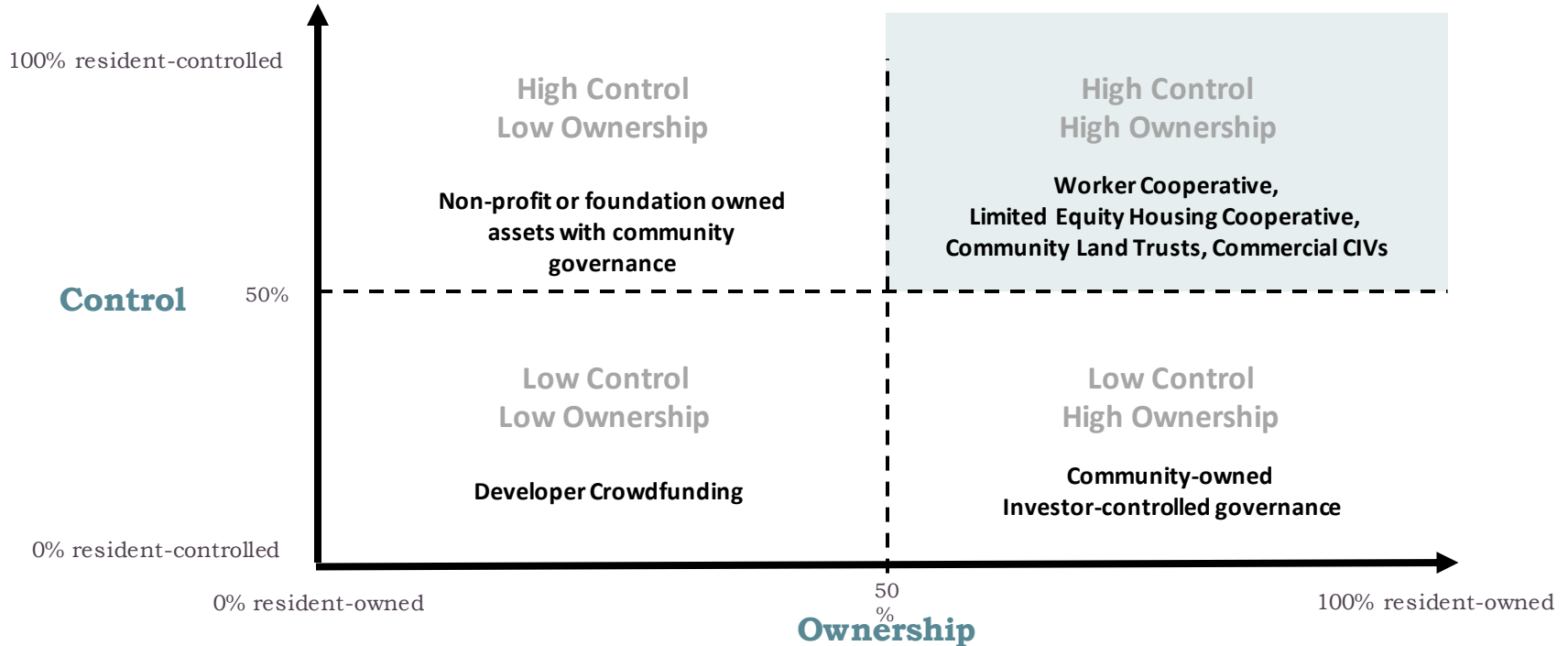
CWB models are majority-owned (51% or more) and majority-controlled by residents









CWB is unique in that it empowers residents* in both ownership & governance structures

*The City does NOT recognize nonprofit organizations as a proxy for residents. Trusts (e.g. community land trusts, perpetual purpose trusts) are an exception as they are often a nonprofit entity formed with the sole purpose of holding asset ownership on behalf of a community, rather than to conduct other programming



The City of Chicago is currently focused on four priority CWB models:

	Member-Owned (Direct)		Community-Owned (Indirect)	
				
	1	2	3	4
Pillar	Business Ownership	Home Ownership	Land Stewardship	Commercial Property
Priority Model	Worker Cooperative	Limited-Equity Housing Cooperative	Community Land Trust	Community Investment Vehicle
Model Definition	Business owned & controlled by its employees, rather than by one owner, several partners, or outside shareholders	Housing owned & managed by a cooperative made up of low-income members who each purchase shares at below-market	Organization governed by community owns land in perpetuity while residential and commercial tenants own the structures atop the land via a 99-year ground lease	A legal investment mechanism that provides collective community investment in neighborhood assets based on shared development goals

CWB Outcomes

Community Power
Self-Determination
Neighborhood Stabilization
Community Wealth
Individual & Household Wealth
Community Health & Safety
Community Education
Dignified Work Conditions
Civic Engagement
Circular Economy



  **The City is investing \$15M from the Chicago Recovery Plan to accomplish 3 goals**

Strengthen the **ECOSYSTEM**

Build the **PIPELINE**

Invest in **PILOT PROJECTS**

★ The \$15M pilot program has 3 phases

1. Ecosystem (\$6M)

Fund CWB ecosystem orgs working in six key areas:

1. Research & Convening
2. Education & Outreach
3. Legal & Governance
4. Business Development
5. Financing & Fundraising
6. Assets & Operations

2. Pipeline (\$4M)

Up to \$150,000 planning and pre-development grants
+
Technical Assistance

3. Pilot Projects (\$4M)

Large-scale development grants to 4-6 CWB models



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CHICAGO

RECOVERY PLAN

TECHNICAL ASSISTANCE



Six Technical Assistance Categories

Category		Description	Examples
1	Research & Convening	A sole entity to conduct research & convening for broader CWB ecosystem	<ul style="list-style-type: none"> • Conduct original research • Ecosystem mapping & referral system • Organize and facilitate community roundtables
2	Education & Outreach	Programs to engage in collective study, reflection and discussion around CWB models	<ul style="list-style-type: none"> • Education workshops & incubator programs • 101 workshops
3	Business Development	Provide both business & workforce development to organizations at any stage	<ul style="list-style-type: none"> • Strategic planning • Business plan development • Succession planning (including cooperative conversions) • Member skills training
4	Legal & Governance	Provide free legal education and consultation on legal and governance structures	<ul style="list-style-type: none"> • Business incorporation • Drafting bylaws • Democratic decision-making
5	Financing & Fundraising	Provide support, counseling and coaching to eligible individuals & orgs in getting the financing they need to start-up or expand	<ul style="list-style-type: none"> • Support development of a pro-forma or financial statement • Support in preparing loan packaging • Support in navigating City grant opportunities
6	Assets & Operations	Assist businesses and nonprofits to purchase, develop, manage, and sell real estate	<ul style="list-style-type: none"> • Research and map potential CWB properties • Identify the appropriate professionals to support operations



The City is funding 17 ecosystem orgs across the six TA categories

	Worker Cooperative	Limited Equity Housing Cooperative	Community Land Trust	Community Investment Vehicle
Research and Convening	UIC Center for Urban Economic Development	UIC Center for Urban Economic Development	UIC Center for Urban Economic Development	UIC Center for Urban Economic Development
Education and Outreach	Center For Changing Lives	Urban Homesteading Assistance Board (UHAB)	Urban Homesteading Assistance Board (UHAB)	
Business Development	Project Equity Lawndale Christian Development Center Centro De Trabajadores Unidos (CTU) Democracy at Work Institute Upside Down Consulting LLC Urban Growers Collective Manufacturing Renaissance	Upside Down Consulting LLC		
Assets and Operation				TREND Community Development Corporation
Legal and Governance	UIC Enterprise & Solidarity Economy Clinic Cutting Edge Counsel Inc	UIC Enterprise & Solidarity Economy Clinic	UIC Enterprise & Solidarity Economy Clinic	Cutting Edge Counsel Inc
Finance and Fundraising	The Working World Inc	The Resurrection Project	Chicago Community Loan Fund Capital for Communities, LLC	Capital for Communities, LLC The Working World Inc



Ecosystem grantees will provide **FREE** technical assistance in a variety of ways:

- 1:1 coaching / consultation
 - Long-term, ongoing client relationships
 - One-time, one-off meeting
- Group workshops
- Start-up incubator or accelerator programs
- Train-the-trainer programs
- Convenings or summits
- Development of flyers, videos, and other shareable content



UIC Center for Urban Economic Development CCWBE Hub

Stacey Sutton
Renee Hatcher
Jenna Pollack



CENTER FOR URBAN
ECONOMIC DEVELOPMENT

***Solidarity Economy
Research, Policy
& Law Project***

**Map Chicago's
CWB Ecosystem**
(offerings)

**Assessment and
Readiness Tools**
(needs)

Referral System

**Document:
Process,
Outcomes,
Impacts**



Map Chicago's
CWB Ecosystem
(offerings)

Annual "State of
Chicago's
Cooperative
Economy"

Assessment and
Readiness Tools
(needs)

CCWBE-Hub
Launch Party
(Sept. 2023)

Referral System

Peer Learning /
Working Groups

Document:
Process,
Outcomes,
Impacts

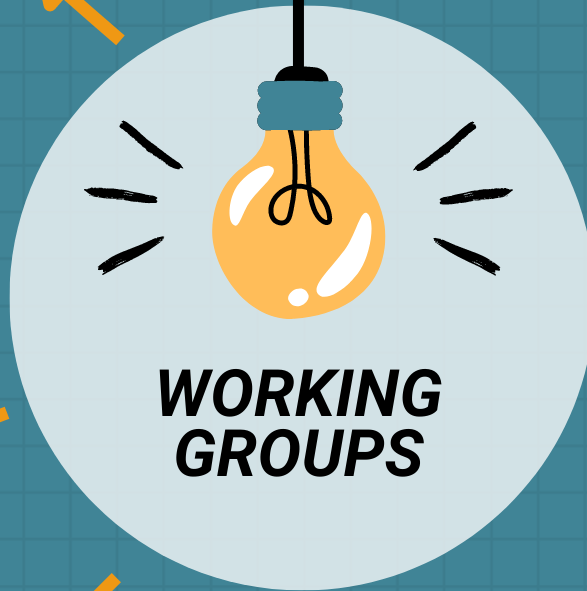
**RESEARCH &
CONVENING**

**Worker
Cooperatives**

**Limited Equity
Housing
Cooperatives**

**Community
Land Trusts**

**Community
Investment
Vehicles**



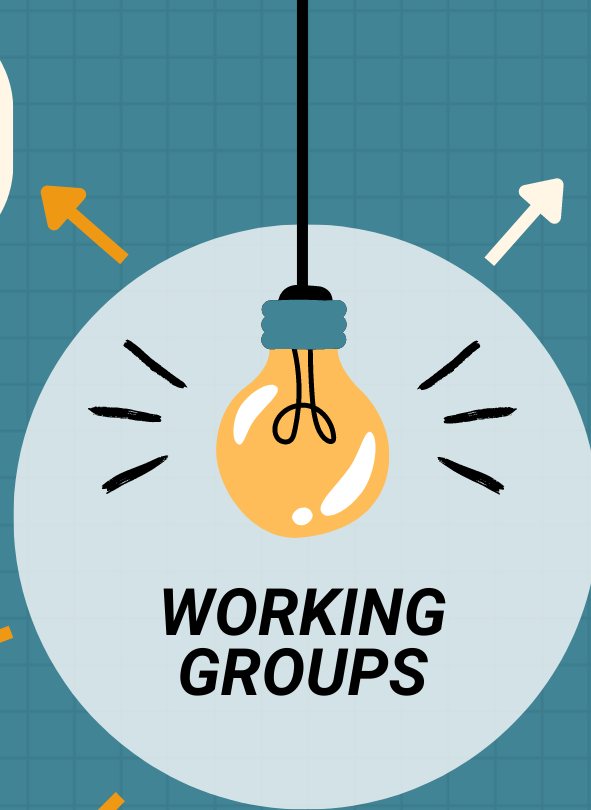
**WORKING
GROUPS**

**Worker
Cooperatives**

**Limited Equity
Housing
Cooperatives**

**Community
Land Trusts**

**Community
Investment
Vehicles**



**Non-
Extractive
Finance**

Conversions

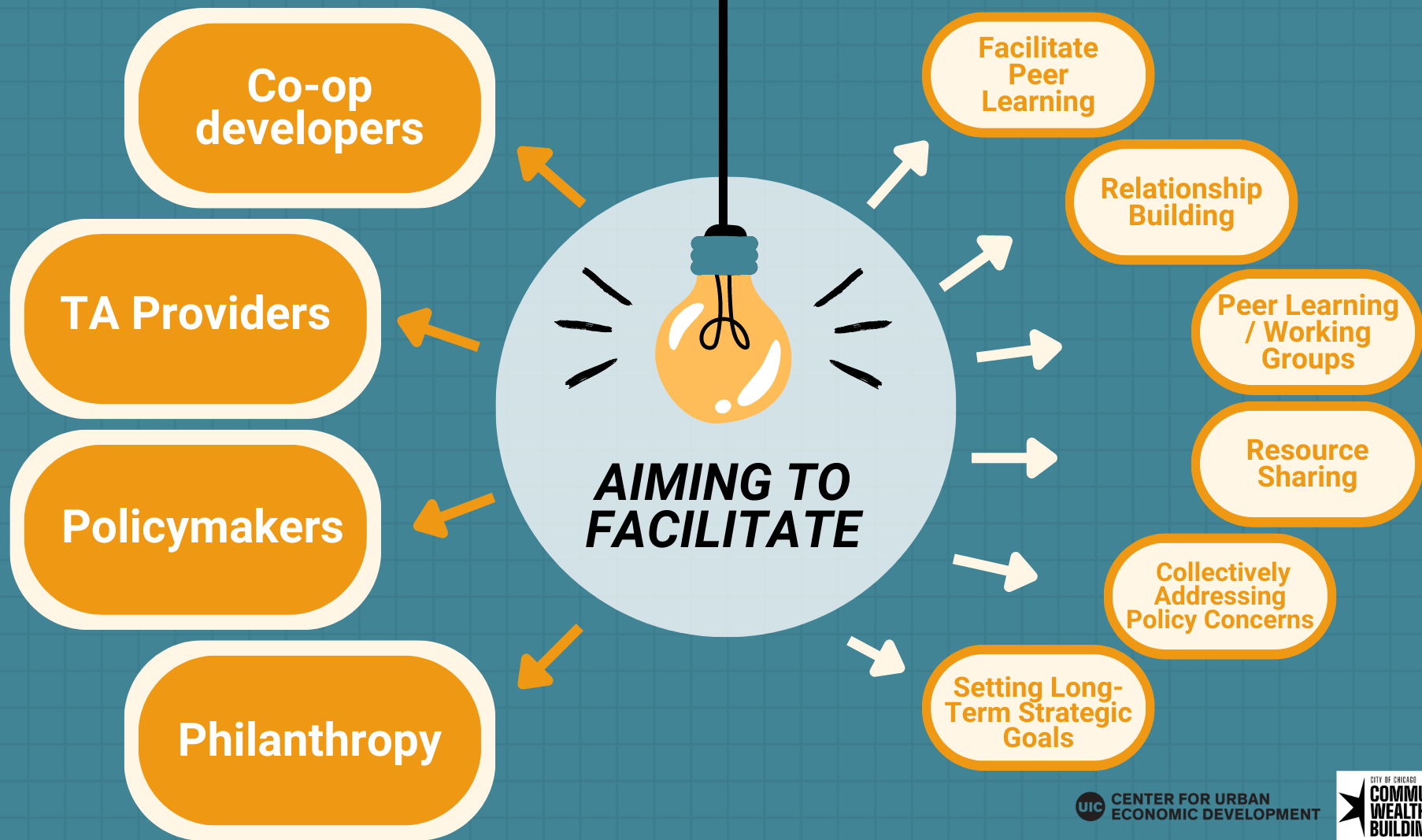
**Co-op
developers**

TA Providers

Policymakers

Philanthropy



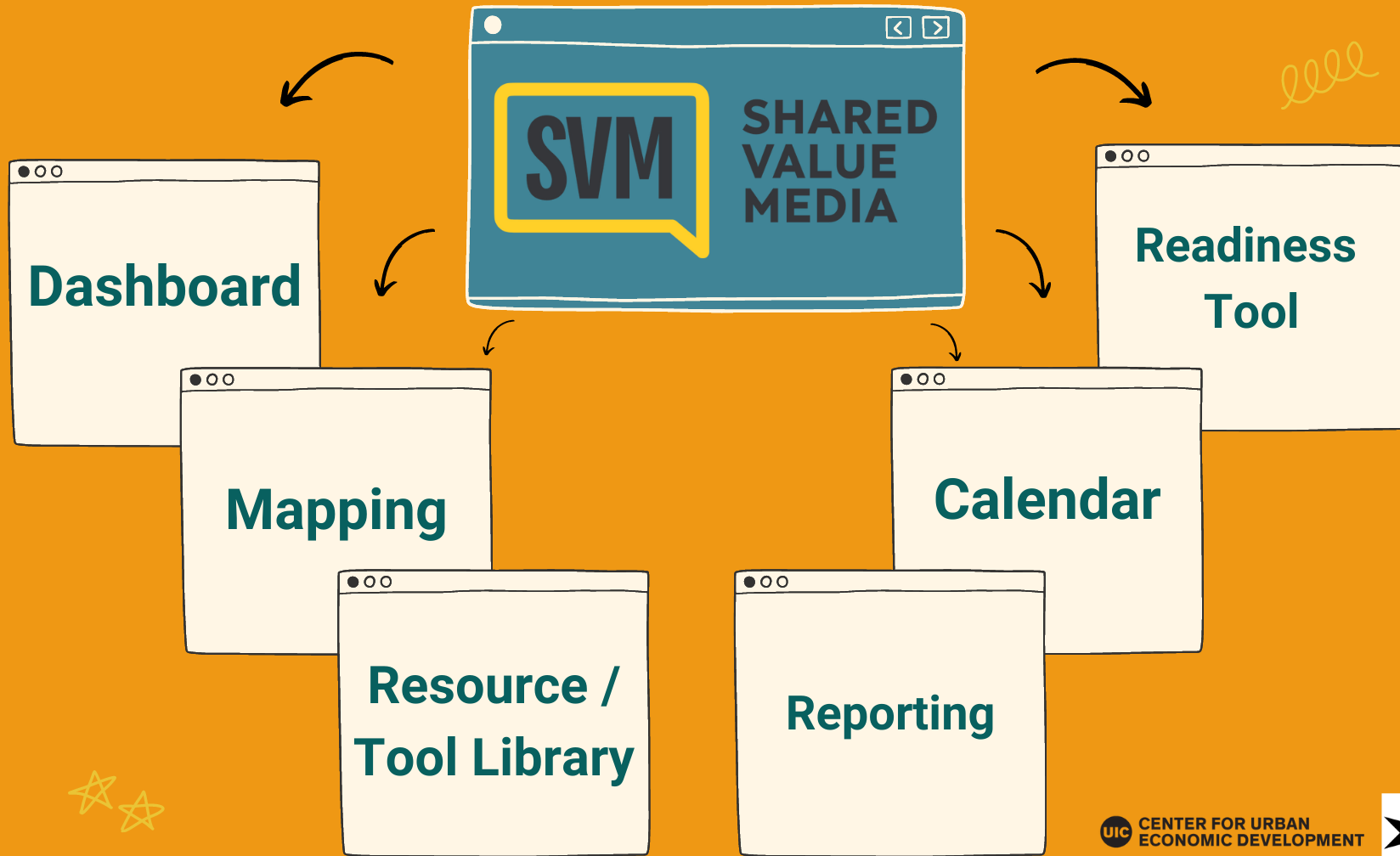


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**ELEVATING
IMPACT
THROUGH
COMMUNITY
VOICES**







Urban Homesteading Assistance Board (UHAB)

Mark Smithivas
Andrew Reicher
Peter Dean

UHAB's Work to Build Capacity for **Limited-Equity** Housing Co-op Development



Study Groups
(Designed to Explore all Types of Co-ops)



Limited-Equity Co-op Incubators



Training for Trainers (T4T)



Co-op U
(Advance Online Board Training)

- UHAB has developed 1,300 **Limited-Equity Co-ops** with 30,000 member households in NYC over 50 years.



Center for Changing Lives

Jeremy Riegler
Julian Arroyo

Organization Overview



 @CCLchicago

 @cclchicago

 @cclchicago

CCL partners with participants to uncover possibilities, overcome barriers, and realize their potential. Our work includes coaching on financial, employment, small business, and resource mobilization goals that enhance lives, training, and skill enhancement opportunities, and advocacy and organizing on economic policy and practices that open up opportunities and resources.

Small Business Coaching Services

Small Business Coaching Team Members:

- Julian Arroyo, Worker Cooperatives:
jarroyo@cclconnect.org
- Jeremy Riegler, Team Lead:
jriegler@cclconnect.org
- Juan Zamora, Bilingual Small Business Coach:
jzamora@cclconnect.org

Services Provided:

- Direct 1-1 Business Coaching
- Resource Development
- Educational Workshops
- Access to Capital
- Business Plan Development
- Market Study Support
- Access to Commercial Real Estate Listings





Upside Down Consulting

Camille Kerr



Project Equity
Max Chaoulideer
Sara McBroom

{ ProjectEquity }

Who we are:

- Nonprofit based in Oakland, CA with partnerships and clients across the country
- We work with businesses across sectors, sizes, and with varying needs
- Our team has years of experience supporting transitions to employee ownership

How we support businesses considering EO:

- Advise business owners on how EO can meet their specific needs
- Support employees and owners throughout the transition process, from feasibility to financing through the final sale
- Offer workplace training and ongoing services after transition to ensure long term success

Join the growing number of businesses taking advantage of EO and reach out to us today to book a **free consultation!**

Visit our website:
project-equity.org

Or reach out to me:
max@project-equity.org



UIC Enterprise & Solidarity Economy Clinic

Renee Hatcher



Cutting Edge Counsel

Sarah Kaplan
Kim Arnone



Cutting Edge Counsel



- **Community Investment Vehicle (CIV) Legal Services**
 - Partnering on early stage strategic design
 - CIV entity and ownership structures
 - Design, documentation and implementation of investment offerings
- **Worker Cooperative Conversion Toolkit**
- **Worker Cooperative Capital Readiness Toolkit / Cohort**

Connect with us:

Kim Arnone
kim@cuttingedgecounsel.com
415-609-4189

Sarah Kaplan
sarah@cuttingedgecounsel.com
312-883-3980



Chicago Community Loan Fund

David Feinberg

Sean Harden



Helping create communities where people thrive

Chicago Community Loan Fund

**CWEB T.A.
Overview**

Thursday, June 15, 2023

Roots in the Community

**South Austin
Economic
Development
Corporation**

COMMUNITY RENEWALS SOCIETY

**Greater North
Pulaski
Development
Corporation**

CROSSROADS FUND

**Chicago
Workshop
in Economic
Development**



Wieboldt Foundation

**Peoples
Housing**

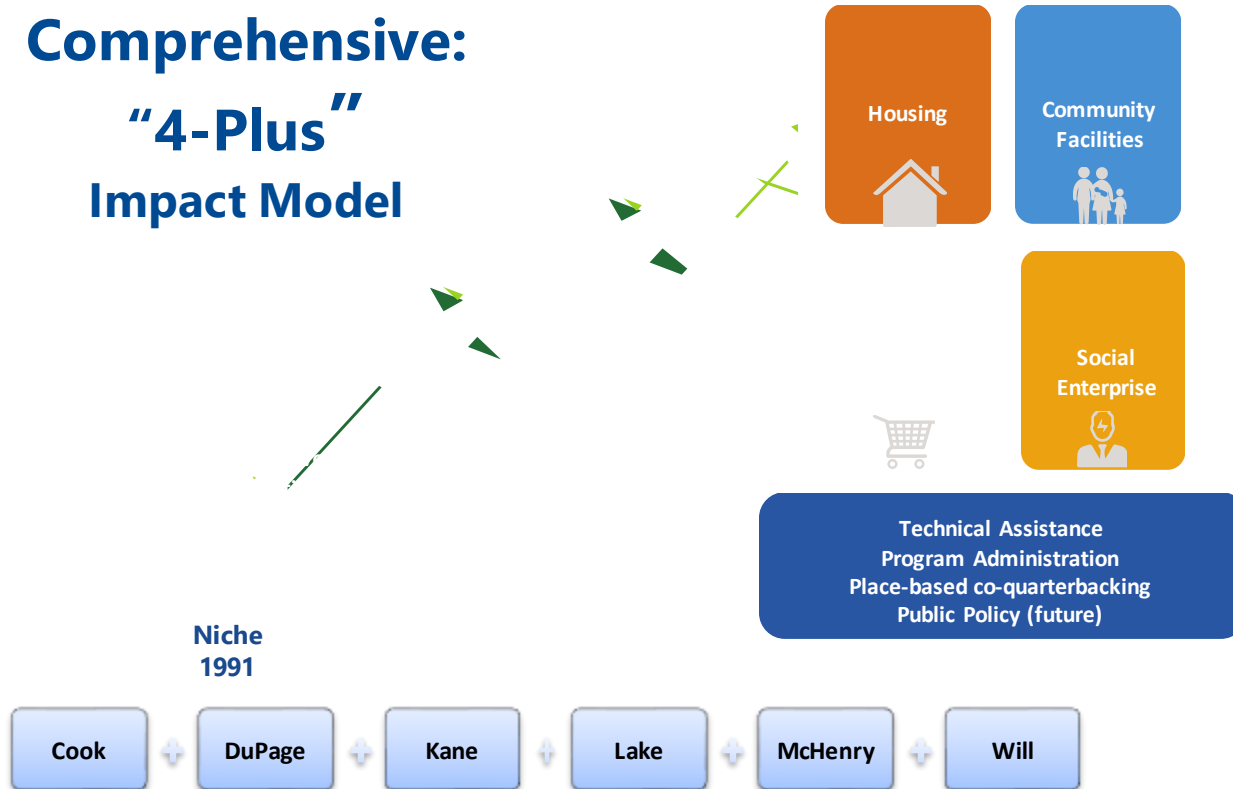
**Woodstock
Institute**

- Mission: NPF/non-depository; community economic development
- Established in 1991 by SRIs; Original investment: \$200,000 > \$137 million
- 116 unique investors: 55 individuals, 9 foundations, 40 corporate/financial institutions, 10 religious organizations and 2 agencies
- Unregulated; GAAP adherence
- AERIS Rated: AA-*** & Policy Plus
- Community Development Financial Institution (CDFI) since 1996
- Opportunity Finance Network (OFN) since 1992



CCLF Impact Model

Comprehensive: "4-Plus" Impact Model



CCLF has...

- Closed over **550 loans** totaling over **\$260 million in financing** to over **300 unique customers**

These loans have...

- Leveraged more than **\$1.5 billion** in additional public and private sector capital for community projects in 70+ communities
- Created or retained more than **11,000 housing units**, nearly **6,500 jobs**, and **12 million square feet** of commercial/retail and nonprofit facility space.

Cooperative Housing- An Equitable Housing Solution

CCLF's founded in 1991 with a theory of change and action rooted in principles that are reflected in the cooperative and community wealth building movement:

- **Empowerment, Agency, and Control**
 - Inclusion of community development organizations in the governance structure
 - Participation as advocates for community development (self determination)
- **Community Equity and Ownership**
 - Increasing equity held by community organizations and community residents
- **Financing project types that have difficulty obtaining financing**

CCLF History with Community Based Land Trusts

CCLF cooperative Lending Overview

- The CLT Federation was launched with funding from Bank of America to support the creation of a city-wide CLT
- Operational in multiple neighborhoods
- Centralized command structure under one legal entity
 - Locally based land trusts would mobilize and organize community residents and members around creating affordable homeownership and housing opportunities owned by community members.
- CCLF has built a core coalition of between 6 and 8 local land trusts seeking support to further their operational and balance sheet capacity
- CLT stakeholders encouraged CCLF to adopt the federation model over a two year period between 2020 – 2022
 - Federation members conceived a vision for how the CLT federation would operate
 - Informed by members' learning and insights about CCLF's operation of the Chicagoland Opportunity Zone Consortium (COZC)

CWEB Grantee – Potential CCLF T.A.

- Foundational document support
- Advising on resale formulas
- Advising on land use ideas for the land-trust submarket
- Organizing/educating the lending community to provide mortgages and financing to land trusts
- Development of land trust and project pro-formas and financial statements
- Loan packaging and capital structuring support
- Advising existing and newly forming land trusts on project financial feasibility
- Curating resource library of best practices and resources
- Offering workshops that introduce professional services and best practices in topics of importance to land trust members
- Building relationships with financial institutions providing capital
- 1:1 consultations
- Hosting regularly occurring trainings and webinars

Thank You/Our Contact

CCLF Technical Assistance

- David Feinberg, Dir. Of Coaching and Knowledge Transfer
- dfeinberg@cclfchicago.org
- 312-252-0444

- Sean Harden, TA and Special Initiatives Consultant
- sharden@cclfchicago.org
- 312-252-0440





Capital for Communities, LLC

Sean Campbell



SEED Commons
Illinois Worker Cooperative Association
Jason Tompkins



TREND CDC

Emma Gonzalez Roberts
Michelle Merritt

TREND Community Development Corporation (CDC)

TREND CDC is a non-profit founded in 2019 to complement The Chicago TREND Corporation's inclusive commercial real estate and small business advisory services.

In partnership with the Chicago TREND Corporation, we are seeking partners to:

- Acquire an e-commerce-resistant, service-oriented commercial property
- Structure a Community Investment Vehicle and prepare an offering to community members
- Share best practices around inclusive commercial ownership

Contact Us:

- Emma Gonzalez Roberts, Chief Operating Officer: eroberts@trendcdc.org
- Michelle E.L. Merritt, Community and Economic Development Consultant: mmerritt@chicagotrend.com



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 **CHICAGO**
 **RECOVERY PLAN**

LUNCH



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Next Steps (10 min)



 **CHICAGO**
 **RECOVERY PLAN**

BREAKOUT SESSIONS



POLL:

What's one takeaway or question you have after hearing from the technical assistance providers?





Breakout Session Format

- **10 min Individual Reflection – *complete the worksheet***
 - Describe your project.
 - What does success look like for you? What do you want to complete in one year?
 - What assets do you have?
 - What assets do you need?
 - What's your immediate next step?
- **35 min Share-Out**
 - Each project will have 5-7 minutes to share out. The group of grantees and TA providers will ask questions and provide resources.



Breakout Group Assignments

Group 1	Group 2	Group 3	Group 4	Group 5
Worker Cooperative (5)	Worker Cooperative (5)	Limited-Equity Housing Cooperative (7)	Community Land Trusts (5)	Community Investment Vehicles (4)
BSC Construction Coop	Healing for Change Co-op	Artists Design the Future	Dovie Thurman Affordable Housing Trust	Englewood Community Investment Vehicle
Cooperative Business Development in the Advanced Manufacturing Industry	Liberation Lab	C40 Garfield Park Shared Ownership	Establishing the Riverdale Community Land Trust	The K
New Era Expansion Project	Pre-Development for HAZ Studios & Makerspaces	Chicago Family Housing Community - 2nd Location	Here to Stay CLT	Vacancy to Vibrancy: Washington Park Community Investment Vehicle
Sankofa Wellness Village: Community Grocer Initiative	Corner Store Co-op	Jumpstart Housing Cooperative - Phase I	The Sustainable Square Mile-West Woodlawn Community Land Trust *	We The People Community Investment Vehicle
esprit de corps	The Art Center Co-op	Little Village Cooperative/ Cooperativa de La Villita	Turning Red Lines Green	
		PIHCO Expansion- 18th & Peoria		
		PIHCO Expansion- Morgan Street Campus		



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 **CHICAGO**
 **RECOVERY PLAN**

BREAK



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 **CHICAGO**
 **RECOVERY PLAN**

**TIMELINE AND PROCESS
OVERVIEW**

PROGRAM TIMELINE OVERVIEW

While each grant type has individual requirements, the Chicago Recovery Grant program can last up to 12 months and takes place in three distinct phases. **You must complete all three phases in the following itemized checklists.**

PHASE 1:

CONTRACT

(Months 0 - 3)

July 1, 2023 – September 30, 2023



PHASE 2:

DISBURSEMENT

(Months 3 - 12)

October 1, 2023 – June 30, 2024



PHASE 3:

CLOSEOUT

(Months 18 - 24)

July 1, 2024 – December 31, 2024

**up to amount (dependent on invoices submitted)*

PHASE 1: CHECKLIST

The following are key steps that will take place during Phase 1 (months 0 - 3):

Attend Orientation

- Review process with DPD & Guidehouse
- Review program-specific guidelines

Submit Legal Documents

- Legal entity registration & structure
- Organizational Chart
- Ownership Chart
- Economic Disclosure Statement
- City Indebtedness Form
 - Contact Name
 - Contact Address
 - Organization Name
 - Organization Address
 - License Plate #
 - Last four digits of social
- ID Cards (unexpired driver's license, passport)
- Affidavit of Child Support Compliance
- SAM Entity ID

Submit Risk & Compliance Documents

- IL Certificate of Good Standing
- Risk Assessment
- Electronic Fund Transfer (EFT) Form
- Federal Funding Accountability & Transparency Act (FFATA) Form
- Insurance (e.g. cyber insurance)

Submit Program Documents

- Work Plan – *DPD to provide template; signed off by TA*
- Budget Form – *DPD to provide template*
- List of staff, project managers, and confirmed TA providers working on project
- Clear photos of the building – both interior and exterior (if applicable)
- Preliminary drawings & renderings (if applicable)
- Evidence of site control (if applicable)

Meeting with DPD and Guidehouse

- Final review of eligible costs
- Final review of contract terms
- Owners and project team must be present (include accountant or budget manager)

PHASE 1: CHECKLIST

Attend Orientation

- Review process with DPD & Guidehouse
- Review program-specific guidelines

Submit Legal Documents

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 - Organization Address
 - License Plate #
 - Last four digits of social
- ID Cards (unexpired driver's license, passport)
- Affidavit of Child Support Compliance
- SAM Entity ID

Ensure that the legal name of your business/organization listed in application question number 4.1 is the same name listed on *all* legal documents uploaded!

If there is a "Doing Business As" (dba) in your incorporation documents, please include it and be consistent with every document. If no, DBA, only use legal name as listed in incorporation document.

For profit: Owners with 7.5% or more ownership stake
Nonprofit: Top 3 officials (Executive Director; Board Chair; Board Secretary)

Meeting with DPD and Guidehouse

- Final review of eligible costs
- Final review of contract terms
- Owners and project team must be present (include accountant or budget manager)

PHASE 1: FORMS IN SUBMITTABLE

Forms should be submitted under their corresponding section in Submittable

Additional Forms

-  **Grant Finalist Requirements 1a : Legal Documents** 
Last submitted on May 31, 2023 Deadline: Jun 7, 2023 2:00 AM
-  **Grant Finalist Requirements 1b : City Indebtedness and Child Support Clearance** 
Last submitted on May 31, 2023 Deadline: Jun 21, 2023 2:00 AM
-  **Grant Finalist Requirements 2 : Project Scope Finalization (Design Docs)** 
Last submitted on May 24, 2023 Deadline: Aug 9, 2023 2:00 AM
-  **Grant Finalist Requirements 3 : Project Scope Finalization (Site Control Docs)** 
Last submitted on June 5, 2023 Deadline: Aug 9, 2023 2:00 AM
-  **Grant Finalist Requirements 4 : Project Scope Finalization (Construction Docs)** 
Last submitted on June 5, 2023 Deadline: Sep 27, 2023 2:00 AM

Please note that this image is only used to show a general view of what your submittable account will look like once we send the additional forms. NOT ALL forms in this image is applicable to the CWB finalists

PHASE 2: DISBURSEMENT

The following is the reimbursement opportunities that will take place during Phase 2 (months 3 – 12). Grantees will submit monthly invoices as their incur expenses. Expenses will be approved based on their alignment with the work plan and stated milestones.

Reimbursements:

Submit monthly invoices in submittable that align with your budget line items.

Milestones	
Milestone 1	Signed Work Plan & Budget – <i>reviewed by a CWB TA provider</i>
Milestone 2	Midpoint 1
Milestone 3	Midpoint 2
Milestone 4	Final Deliverable

PHASE 2: CHECKLIST

Submit vendor INVOICE(s), showing:

- Vendor name, address, date and invoice number
- Grantee's name and project address
- Itemized expenses and balance due date
- Vendor name matching the building permit (if applicable)

Submit grantee PROOF OF PAYMENT(s), showing:

- Account in grantee's name
- Vendor's name, date and total amount paid
- Payment method, such as cancelled checks or bank statements, with transactions highlighted (cash not acceptable)

Submit RECEIPT from Vendor to Grantee, showing:

- Vendor's name, address, date and invoice number
- Amount paid
- Date received

Note: The proof of payment is different from the receipt

PHASE 2: CHECKLIST

Submit vendor **INVOICE(s)**, showing:

- Vendor name, address, date and invoice number
- Grantee's name and project address
- Itemized expenses and balance due date
- Vendor name matching the building permit (if applicable)

S

Ensure each invoice uploaded has matching proofs of payments and receipts

number

Submit grantee **PROOF OF PAYMENT(s)**, showing:

- Account in grantee's name
- Vendor's name, date and total amount paid
- Payment method, such as cancelled checks or bank statements, with transactions highlighted (cash not acceptable)

Note: The proof of payment is different from the receipt

PHASE 2: CHECKLIST

Submit vendor INVOICE(s) showing:

- Vendor name and address
- Grant number
- Itemized description of work and balance due date
- Vendor name matching the building permit (if applicable)

Ensure all payments are made from your business account.

Submit RECEIPT from Vendor to Grantee, showing:

Ensure proof of payment figure matches invoice and receipt figures

Submit grantee PROOF OF PAYMENT(s), showing:

- Account in grantee's name
- Vendor's name, date and total amount paid
- Payment method, such as cancelled checks or bank statements, with transactions highlighted (cash not acceptable)

Ensure grantee is easily identifiable in proof of payment

Note: The proof of payment is different from the receipt

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

PHASE 2: CHECKLIST

Submit vendor INVOICE(s), showing:

- Vendor name, address, date and invoice number
- Grantee's name and project address
- Itemized expenses and balance due date
- Vendor name matching the building permit (if applicable)

Submit

- A
- V
- P *Note: Discrepancies in figures between invoice, proof of payment, and receipts will have to be addressed before any reimbursement can be approved*

Note: The proof of payment is different from the receipt

Submit RECEIPT from Vendor to Grantee, showing:

- Vendor's name, address, date and invoice number
- Amount paid
- Date received

PHASE 3: CLOSEOUT

*The following are key steps that will take place during Phase 3 (months 12-18):
Guidehouse will provide case management and further direction as you approach this phase of the process.*

- ★ Final DPD inspection
- ★ Annual impact survey
- ★ Additional opportunities for business growth and support



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 **RECOVERY PLAN**

NEXT STEPS



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Break (10 min)

Contract & Payments (50 min)

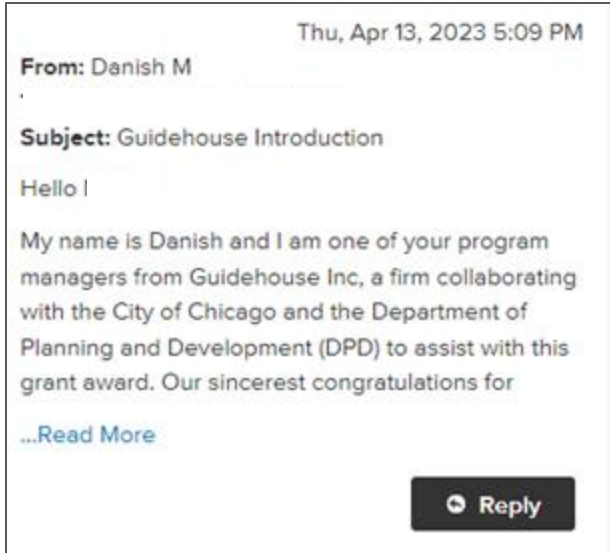
Next Steps (10 min)

Next Steps

- ★ **Contract:** Gather your contract documents
- ★ **Contract:** Submittable will continue to be utilized
- ★ **Program:** Start refining your work plan and budget
- ★ **TA Support:** Join UIC CCWBE email list and begin attending monthly working group meetings
- ★ **TA Support:** Review the TA list and begin setting up 1:1 meetings

HOW TO CONTACT US

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



1

Multiple members of the Guidehouse team will assist you along they way. Expect emails from different team members as you progress.

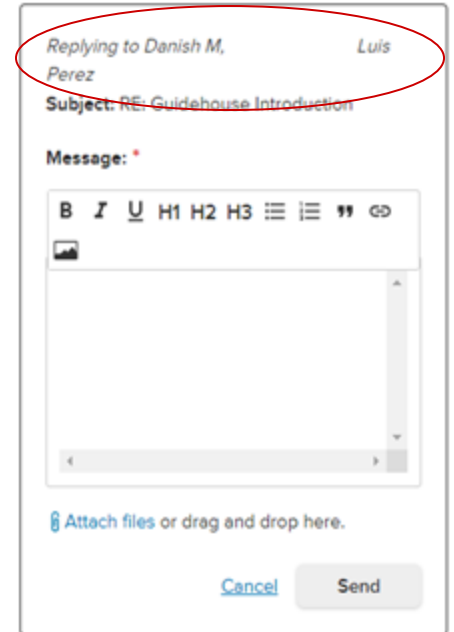
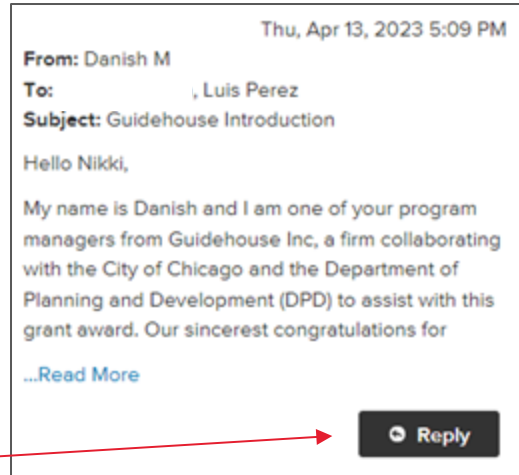
2

You may notice multiple people on cc. We'll bring in the right team to solve any questions you have.

HOW TO CONTACT US


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

Simply select the "reply" button to begin your response.



CHECK SUBMITTABLE AND INBOX

- ★ We will follow up via email to everyone with additional resources
- ★ Keep an eye out for additional reference content and support with administrative steps including webinars or office hours

A blue-tinted background image of a city street with tall buildings. The buildings are of various architectural styles, including modern skyscrapers and older, more ornate structures. The street is visible in the foreground, and the overall scene is a dense urban environment.

FAQ

GENERAL FAQ

Q.

What is an eligible cost?

A.

- Personnel (e.g. Project Manager, Community Organizer, Owner's Rep, Member-Owner stipends)
- Professional and Technical Services (e.g. accountant, attorney, financial advisor, consultant, facilitator, etc.)
- Architecture, engineering, and design Fees
- Environmental expenses (e.g., Phases I/II, Hazardous Materials Survey, Remediation Plans)
- Community engagement and outreach (e.g. community stipends, advisory council stipends, etc.)
- Market & feasibility studies
- Earnest money on property
- Closing costs
- Licensing fees (e.g. business license, permits, etc.)
- Materials and supplies
- Equipment (less than \$5,000)
- Travel
- Administrative fees (e.g. fiscal sponsor fees)

GENERAL FAQ

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

A. Yes, but – 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.

GENERAL FAQ

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

A. 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.

Q. **Are site visits required?**

A. Yes, if you have a site control. The purpose of the visit is two-fold. The first is to document existing conditions and photograph all elements within scope. The second is to obtain photos of the project team and be on hand to answer questions for marketing.

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, 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?

A. 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 Scofflaw/Indebtedness review?

A. Reviews are conducted by the Department of Finance and the Chicago Department of Business Affairs & Consumer Protection, and the timeline can vary from 60 to 90 days.

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 or be on a payment plan 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?

A.

Unfortunately, yes. Even disputed debt will need to be cleared or resolved prior to award contract.



 **CHICAGO**
 **RECOVERY PLAN**

THANK YOU!