CHICAGO RECOVERY PLAN

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
3:55	Next Steps and Closing Remarks

CHICAGO RECOVERY PLAN INTRODUCTIONS

Hannah Jones – DPD Director, Chicago Recovery Plan Angel Griffin Harmon – ETOD Lead, DPD LaShaunda Battie – ETOD Disbursements, DPD Kenny Larson – ETOD Disbursements, Guidehouse

CHICAGO RECOVERY PLAN

REMAINING PATH TO CONTRACT

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.
- □ Verify that your Budget is accurate.

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.

INSURANCE OVERVIEW

 All pre-development finalists are required to
 obtain a Certificate of Insurance (COI) registered on behalf of their legal entity.

COIs must be obtained before receiving a
 contract, and you must maintain active coverage throughout the disbursement process.

Your policy should also list the "City of Chicago" as additionally insured. Departments, City agencies, and other entities are not satisfactory for this requirement.

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	ABC Company				INSURER		Comp maan	ance company		
	123 Main St				INSURER	1D :				
	King			NC 27021	INSURER					
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INSURANCE OVERVIEW

All pre-development finalists are required to obtain a Certificate of Insurance (COI) registered on behalf of their legal entity.

🗰 contract, and you mu registered with the Illinois

The "Insured" name must exactly COIs must be obtaine match your legal entity name throughout the disbus Secretary of State and on your W-9.

Your policy should al: Only Certificates of Liability as additionally insure Insurance will be accepted. agencies, and other entities are not satisfactory for this requirement.

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PRODUCER	a a series	nuta	1	CONTACT			
XYZ Agency				PHONE		FAX (AC, No)	
321 Spring St				E-MAIL ADDRESS:			
Winston Salem			NC 27105		surren(s) AFFO	RDING COVERAGE	NAIC #
NSURED			NG 27100	INSURER A : Commi INSURER B : Worker	s Como Insuran	ance Company	
ABC Company				INSURER C :			_
123 Main St				INSURER D :			
				INSURER E :			
King COVERAGES			NC 27021 E NUMBER:	INSURER F :		REVISION NUMBER:	
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(Mandatory in NH)	<u></u>		35.307034321	01/01/2019	01/2020	E.L. DISEASE - EA EMPLOYER	
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DESCRIPTION OF OPERATIONS / LOCATIONS / V	EHICLES (ACOR	D 101, Additional Remarks Sched	ule, may be attached if me	ore space is requi	red)	
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John Doe				SHOULD ANY OF THE EXPIRATIO ACCORDANCE W	N DATE TH	ESCRIBED POLICIES BE EREOF, NOTICE WILL CY PROVISIONS.	CANCELLED BEFORE BE DELIVERED IN
456 Broad St				AUTHORIZED REPRES	ENTATIVE		
King			NC 27021	John Q. Agent			
				01	988-2014 AC	ORD CORPORATION.	

INSURANCE CHECKLIST

Certificate of Insurance Requirements:

- Document must be a Certificate of Liability Insurance.
- The "insured" party must exactly match your legal entity name.
- The "City of Chicago" should be listed as additionally insured (no City agencies/departments).
- Delicy must be active and unexpired.
- □ Coverage should be at minimum \$500,000.

Required Policies:

- General Commercial Liability
 - Necessary for all finalists.
- □ Workers Compensation and Employer's Liability
 - Necessary for all finalists with personnel costs (part- and full-time employees).
- Automobile Liability
 - Necessary for all finalists with travel costs.
- Professional Liability Insurance
 - Not required but recommended for finalists with professional and technical services costs.
 - General Commercial Liability is satisfactory for this requirement.

AMENDING BUDGETS

All Budget Plans are considered final and complete. If your expenses or costs have changed since your Budget-Work Plan was submitted, you must request an amendment.

Because the Disbursements team refers to your Budget when determining whether a cost is eligible, all expenses must be included in your Budget to be reimbursed.

To amend your Budget, please send a signed memo on official letterhead via Submittable
 * explaining why you need a Budget revision, which line item(s) on the Budget you will be moving money from, and which line item(s) you will be adjusting.

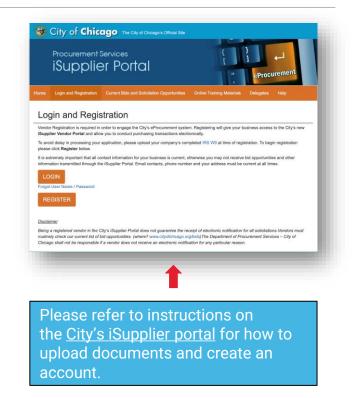
★ Budget revisions that change your project's scope of work will not be permitted.

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.



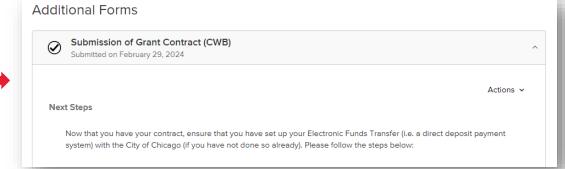
RECEIVING A CONTRACT

* 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 (ETOD) 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 documentation.

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



RECEIVING A CONTRACT

Summary	of Project Costs
ost (TPC) on grant	Original grant amount awarded for grant application:
:	
Budget Allocation (\$)	Description of Services
	ost (TPC) on grant

Your total grant award and approved line items for reimbursement will be included in the contract. Make sure to wet sign your grant contract before uploading to Submittable (e-sign is not accepted).

Signature page to Grant Agreement

Name of Grantee:	-

	Contract (P.O.) Number
--	------------------------

Signed at Chicago, Illinois:

City Approval	Grantee Acceptance
Typed Name and Title of Approving City Official:	Typed Name and Title of Authorized Grantee Official (executive director or corp. president) ¹ :
Commissioner, Department of Planning and Development Ciere Boatright	
Signature of Approving City Official:	Signature of Approving Grantee Official:
Date of Signature: 2-27-24	Date of Signature:

CHICAGO RECOVERY PLAN

HOW TO SUBMIT DISBURSEMENT REQUESTS

DISBURSEMENT TIMELINE



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.

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:

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

l amount

cks, bank

Statements or Zelle payments -- with transactions Bills are acceptable for earnest money, closing costs, materials & supplies, equipment, travel, and licensing fees.

ense.

For personnel costs, please ensure your invoice separates salary (eligible) from fringe benefits (ineligible).

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.

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- 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

Ensure receipt figure matches invoice ansactions and proof of payment figures.

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

xpense.

Invoice Document:

- Costs must be iter budget of your gra
 Ensure all payments are made from your business account.
- Dollar amounts must match or equal the amount requested in v
- Vendor name project budge

Document sh

applicable) ar contract.

Ensure proof of payment figure matches invoice and receipt figures.

Receipt Document:

Ensure grantee is easily identifiable

- Must match it in proof of payment.
- Should be pro 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:

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.

Receipt Document:

- Must match it
- Should be pro was accepted.

Please refer to Submittable to determine if extra documentation is required depending on your <u>expense</u>.

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.

Should reference the invoice and/or activities paid.
 Date of receipt should be included.

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 specific 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:

Date you anticipate completing your approved pre-development project			
6		A	
Note: information will be used to schedule a final ste visit and/or a final check-in. A tentative date is acceptable.	1		Vend e Nar
What is the total grant award for this project as stipulated in the grant contract?	2	1	+
\$ USD	3	2	
What type of expenses are included in this disbursement request?	4	3	
what type of expenses are included in this dispursement request:	5	4	
Personnel (Project Manager, Community Organizer/Interns/Director)	6	5	
Architect or Design Costs	7	6	
Community Stipends	8	7	
Closing Costs	9	8	
Earnest Money			
Fiscal Sponsor		ease upload ble above:	d the
Equipment/Materials/Supplies	tu.	bie above.	

	А	В	С	D	E	F	G
1		Vendor/Employe e Name	Involce Date	Involce/Payroll Amount	Payment Method	Payment Date	Involce Pald by (Name on the Check/Bank Account)
2	1						
3	2						
4	3						
5	4						
6	5						
7	6						
8	7						
9	8						

Please upload the following documents for each of the expenses identified in the table above:

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:

Invoice(s): Choose File Select up to 15 files to attach. No files have been attached yet. You may add 15 more files. Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .bt, .wpd, .wpf, .glf, .jpg, .jpg, .pg, .sy, .tlf, .tlf This is the invoice provided by the service provider/vendor upon completion of project or pre-determined project milestone (see service contract). Invoice(s) should detail the following: • Name on the Client (should be the CWB/ETOD grantee) • Name of the Client (should be the CWB/ETOD grantee) • Project address (if applicable)	Fiscal Sponsor Equipment/Materials/Supplies Licensing Fees Environmental Expenses Professional/Technical Services (attorney/financial advisor/facilitator) Community Engagement/Workshop/Education Trevel
Choose File Select up to 15 files to attach. No files have been attached yet. You may add 15 more files. Acceptable file types: .esv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpgg, .png, .svg, .tif, .ttf This is the invoice provided by the service provider/vendor upon completion of project or pre-determined project milestone (see service contract). Invoice(s) should detail the following: • Name end business address of the Company providing the services • Name end to Leinet (should be the CWBETO grantee)	Licensing Fees Environmental Expenses Professional/Technical Services (attorney/financial advisor/facilitator) Community Engagement/Workshop/Education
Select up to 15 files to attach. No files have been attached yet. You may add 15 more files. Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .bd, .wpd, .wpf, .glf, .jpg, .peg, .prg, .svg, .tif, .ttff This is the invoice provided by the service provider/Vendor upon completion of project or pre-determined project milestone (see service contract). Invoice(s) should detail the following: • Name and business address of the Company providing the services • Name of the Client (should be the CWB/ETOD grantee)	Environmental Expenses Professional/Technical Services (attorney/financial advisor/facilitator) Community Engagement/Workshop/Education
Select up to 15 files to attach. No files have been attached yet. You may add 15 more files. Acceptable file types:.csv,.doc,.docx,.odt,.pdf,.rtf, .txt,.vpd,.wpf,.gif,.jpg,.jpg,.png,.svg,.tif,.tiff This is the invoice provided by the service provider/vendor upon completion of project or pre-determined project milestone (see service contract). Invoice(s) should detail the following: • Name and business address of the Company providing the services • Name of the Clenit (should be the CWBETOD grantee)	Professional/Technical Services (attorney/financial advisor/facilitator) Community Engagement/Workshop/Education
Acceptable file types: .csv, .doc, .doc, .odv, .pdf, .rtf, .bd, .wpd, .wpf, .glf, .jpg, .jpgg, .png, .svg, .tlf, .tlf This is the invoice provided by the service provider/vendor upon completion of project or pre-determined project milestone (see service contract). Invoice(s) should detail the following: • Name and business address of the Company providing the services • Name of the Client (should be the CWB/ETOD grantee)	Community Engagement/Workshop/Education
This is the invoice provided by the service provider/vendor upon completion of project or pre-determined project milestone (see service contract). Invoice(s) should detail the following: • Name and business address of the Company providing the services • Name of the Clenic (should be the CWB):ETOD grantee)	
see service contract). Involce(s) should detail the following: • Name and business address of the Company providing the services • Name of the Clemit (should be the CVWE:TO Ogramate)	
Project address (if applicable)	
Itemized list of completed services/deliverables along with fee(s) for each task or deliverable Completion date and payment due date Payment-odate and outstanding balance Payment instructions (optional)	Upload copy of closing contract or sale of agreement / deed Choose File
Proof of payment:	Upload a file. No files have been attached yet.
Choose File	Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .bxt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

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



Chicago IL, 60612

Bill From

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

Invoice No. ____123____ Bill To: Name: John Testerson Company Name: Test Company Street Address: 123 S. Courage Ln.

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



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

Terms and Conditions

Date sent	Status	Recipient		Turne	Amount
*************	Ananinanad			Туре	. Anterscherer
Feb 17, 2022	Completed	2PointPerspective "first 5k deposit for archited		In moments	\$5,000.00
🕑 We sent	money from B	US COMPLETE CHK (.0290).	-0.000000000	
🕑 We sent i	money from B	US COMPLETE CHK (Email address	.0290). lisa@2pointperspe	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
<mark>1/15/23</mark>	Construction Supplies	<mark>\$12,345</mark>
1/15/23	Construction Labor	<mark>\$5,678</mark>

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
 your form and send a message via Submittable.

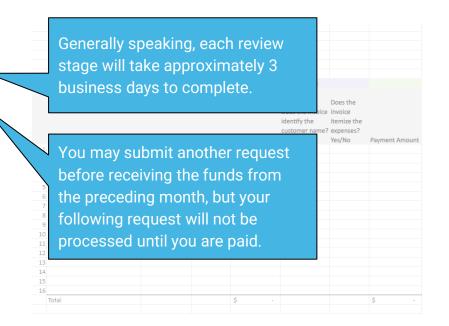
 After all reviews are complete, DPD will send
 your payment request to the Department of Finance for processing.

Project Location (if applicable):						
Awarded Grant Amount:	\$ -					
Previously disbursed funds:	\$ -					
Remaining Grant Amount:	\$-					
		Information r	provided by Vendo	or (Contractor)		
		internation	normical by remain	(contractor)		
Vendor Name	Invoice Number	Invoice Date	Invoice Amount	customer name?	itemize the	Payment Amount
1	invoice inditiber	invoice bate	invoice Amount	163/100	163/110	Payment Amount
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
Total			\$ -			\$ -
lotai						Ş -
		1			1	

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
 your form and send a message via Submittable.

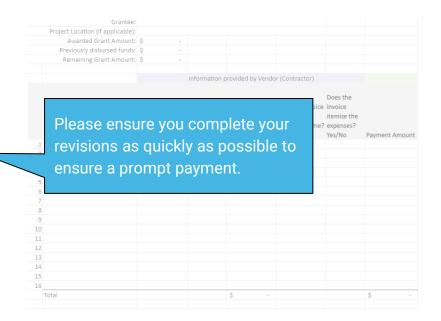
After all reviews are complete, DPD will send your payment request to the Department of Finance for processing.



 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 your form and send a message via Submittable.

After all reviews are complete, DPD will send your payment request to the Department of Finance for processing.



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 If any revisions are required, we will re-open
 your form and send a message via Submittable.

After all reviews are complete, DPD will send vour payment request to the Department of Finance for processing.

	Grantee:						
	Project Location (if applicable): Awarded Grant Amount:						
		Ŧ					
	Previously disbursed funds:						
	Remaining Grant Amount:	Ş -					
			Information r	provided by Vendo	or (Contractor)		
			monutori	noviaca by vena	(contractor)		
	Vendor Name	Invoice Number	Invoice Date	Invoice Amount	Does the invoice identify the customer name? Yes/No	itemize the	Payment Amount
1							
2							
3							
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11	Once your p	avmon	t in or	nt to			
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14	Finance, ou	rteam	nas III	mited			
	control over	r vour d	isbur	sement			
		J our a		serricin			Ś -

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.

Your Budget serves as the source of truth for all disbursement requests. You cannot be reimbursed for costs beyond what is explicitly listed in your Budget.

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Q.

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.

Q.

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.

Q.

What if I need to amend my Budget after signing a contract?

When you counter-sign your grant contract, you attest that all documentation provided is finalized and accurate. As such, Budget revisions at this stage require a full contract amendment. Amendments will need to be handled on a case-by-case basis and can cause significant delays for your project.

Ų.

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.

Q.

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.

Q.

How should I prepare for the midpoint check-in?

Finalists should be prepared to go through their submitted Budget-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.

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QUESTIONS?

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NEXT STEPS

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.

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THANK YOU!