

The logo consists of a blue square above a red six-pointed star.

**CHICAGO  
RECOVERY PLAN**

**COMMUNITY DEVELOPMENT GRANT  
(CDG-S) FINALIST ORIENTATION**

# AGENDA

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12:30

Welcome and Introductions

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12:45

Guest Speaker Presentations: *Designing and Building a Successful Project*

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1:45

*Break*

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1:55

Program Requirements – Phase 1: Path to Contract

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2:25

Program Requirements – Phase 2: Disbursements

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2:45

*Break*

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2:55

Marketing

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3:10

Closing, FAQs, and Next Steps

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 **CHICAGO**  
 **RECOVERY PLAN**  
**INTRODUCTIONS**

**Patrick Leow – Project Lead, Guidehouse**

**Brianna Simons – CDG-S Workstream Lead, Guidehouse**

**Hannah Jones – DPD Director, Chicago Recovery Plan**

**Laura Lindroth – DPD Program Manager**



# THE CHICAGO RECOVERY PLAN





 **CHICAGO**  
 **RECOVERY PLAN**

**PROGRAM INTRODUCTION: LAURA LINDROTH**



# COMMUNITY DEVELOPMENT GRANT–SMALL PROGRAM OVERVIEW

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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

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- **Grant uses:**
  - **Expansion or Renovation** for existing businesses
  - **New Locations** for start-up businesses or existing businesses
  - **New Construction** at vacant properties
- **Grant amount:**
  - Grant cannot be more than 75% of total eligible project costs
  - Eligible expenses are reimbursed in four disbursements of funds



# WHO ARE WE?

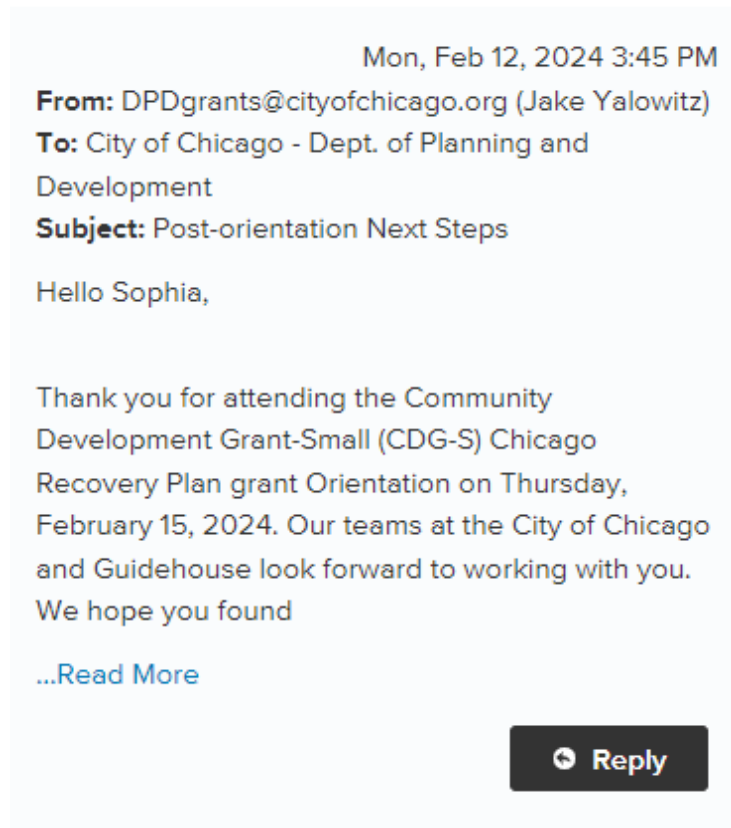
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- ★ Guidehouse is the grants Program Administrator for the CDG-S program.
- ★ We work with the City to collect and review the necessary documentation for both the contract and disbursement processes.
- ★ Guidehouse and Department of Planning and Development (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

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



1

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

2

If you do not receive this Submittable message, please mention this immediately.

3

You can expect that correspondence will mostly come over Submittable, with the occasional call, Teams chat, or Office Hour 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

Thu, Jan 25, 2024 9:21 AM  
**From:** DPDgrants@cityofchicago.org (Munira Mithaiwala)  
**To:**  
**Subject:** Invitation to Grant Announcement Event (1/30/24)


[013024\\_Grant\\_Announcement\\_Invitation.pdf](#)

Good afternoon,

Congratulations on being selected as a finalist for a Chicago Recovery Plan Grant!


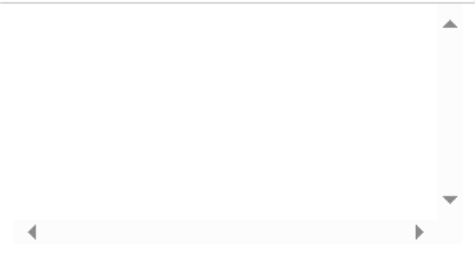
Please join us for an official grant announcement on **January 30th, 2024, at 11:00 a.m. at The Hatchery, 135 N. Kedzie Ave.**


[...Read More](#)

 Reply

*Replying to DPDgrants@cityofchicago.org (Munira Mithaiwala)*  
**Subject:** RE: Invitation to Grant Announcement Event (1/30/24)

**Message:** \*

**B** *I* U H1 H2 H3 ☰ ☷ ” ☰  
  


 Attach files or drag and drop here.

[Cancel](#)

Send

# CHANGING YOUR EMAIL IN SUBMITTABLE

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*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:** you can do that in Submittable by clicking through the Help page, and looking for "How can I change the email address associated with my Submittable account?"

- Find it online: [Submittable resource](#)
- Or, by selecting your Account in the top right corner, choosing 'Settings', and 'Change Email Address'

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

- To add a collaborator, inform your Program Manager, 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 original 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 [Finalist page](#). If you have issues contacting DPD through Submittable, please reach out to [DPDGrants@cityofchicago.org](mailto:DPDGrants@cityofchicago.org).**





 **CHICAGO**  
 **RECOVERY PLAN**

**GUEST SPEAKERS: DESIGNING & BUILDING A  
SUCCESSFUL PROJECT**

# GUEST SPEAKER INTRODUCTIONS

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**ANN LUI, AIA**

*Founder & Principal  
Future Firm*



**CECILIA CUFF**

*Founder & CEO  
The Nascent Group*



**CHI**

**MARTHA REYNOSO**

*Assistant Commissioner  
Department of Buildings*

# Architecture & Design Services



# Agenda

- Architect's Services
- Design Process
- Architect's Role



Bronzeville Winery / Bronzeville - Completed, 2022



Justice of the Pies / Avalon - Completed, 2023



Revolution Workshop / East Garfield Park - In Progress, 2022



Nike Student Union / Mag Mile - Completed, 2022


# Architect's Services



# What do I have?

- Facility/Building Analysis, Existing Conditions Report Evaluation of an existing building including components such as walls, windows, roofs, floor plans, room layouts.
- Code Analysis  
Project-specific review of applicable codes including building codes, accessibility standards, energy standards, local zoning ordinances, land use plans, and other regulations.
- Feasibility Study with Cost Estimating  
A report outlining options and associated costs for potential solutions to a stated project goal, for example, change of use for an existing structure. Often includes basic drawings or sketches explaining the solutions.

Program & Current Use 28 *Existing Conditions*



**Level 02**  
Total Area 10,038 sf

Coming up to the second floor from the Box Office via pre-400-500's code leading to the Upper Management. The ground floor Hotel Lounge leads up to two back box theater spaces.

**Toilets**

Men W/C	3
Men Lvl	3
Women W/C	5
Women Lvl	5

**Theaters**

**Theater 02A**  
A medium-sized box theater, suitable enough to host a large performance.

Total Area	927 sf
Current Capacity	48 seats
Desired Capacity	70 seats

**Building Code Occupancy**  
Concentrated Seating, Stage 38

**Exit Egress Width**  
30' x 34' = 102'

**Allowed Capacity**  
547 (2' x 100')

**Theater 02B**  
A 1000 sf scale space for performances which accommodates flexible seating.

Total Area	1,000 sf
Current Capacity	35 seats
Desired Capacity	70 seats

**Building Code Occupancy**  
Concentrated Seating, Stage 37

**Exit Egress Width**  
30' x 34' = 102'

**Allowed Capacity**  
383 (2' x 100')

**Upper Management**  
Generally configured in a professional configuration with stepped seating throughout the stage.


Total Area	1,995 sf
Current Capacity	83 seats
Desired Capacity	140 seats

**Building Code Occupancy**  
Concentrated Seating, Stage 37

**Exit Egress Width**  
34' x 34' = 116'

**Allowed Capacity**  
107 (2' x 100')

Program & Current Use 29 *Existing Conditions*



# What do I want?

- **Building Design**  
Professional and efficient development of new construction or renovation plans that successfully resolve a client's space planning & design requirements.
- **Space Planning**  
Graphic study showing arrangement of spaces, room layouts, and activities making up a floor plan. Multiple arrangements can be developed and evaluated.
- **Site Planning**  
Development of site plan options showing boundary lines, potential development boundaries, building location(s), pedestrian access, sidewalks, parking, landscaping, lighting, surrounding context.
- **Creative, Artistic & Technological Design**  
Assistance with envisioning new, creative solutions to problems that have been difficult to solve.





# Getting It Built

- **Permitting**  
Production of drawings and permit applications necessary to submit for zoning or building permits. May include formal presentations to review boards or informal negotiation with regulators, zoning/planning administrators, fire marshals, and other officials.
- **Contractor Selection**  
Professional and experienced assistance with the selection of qualified General Contractors or Construction Managers. This may include the preparation of competitive bid packages, review of bids, recommendations for award of bids, preparing owner-contractor agreements.
- **Construction Administration Assistance**  
Help the contractor to build the project as specified in the CDs as approved by the owner. Schedule, RFIs, Chang Orders, Requests for Payment.

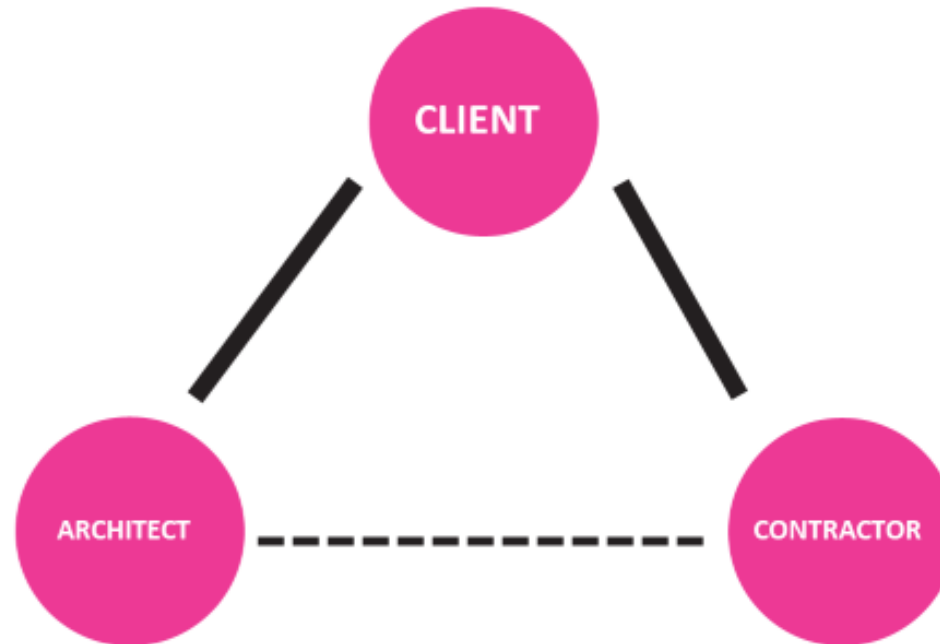


# The Architect's Role



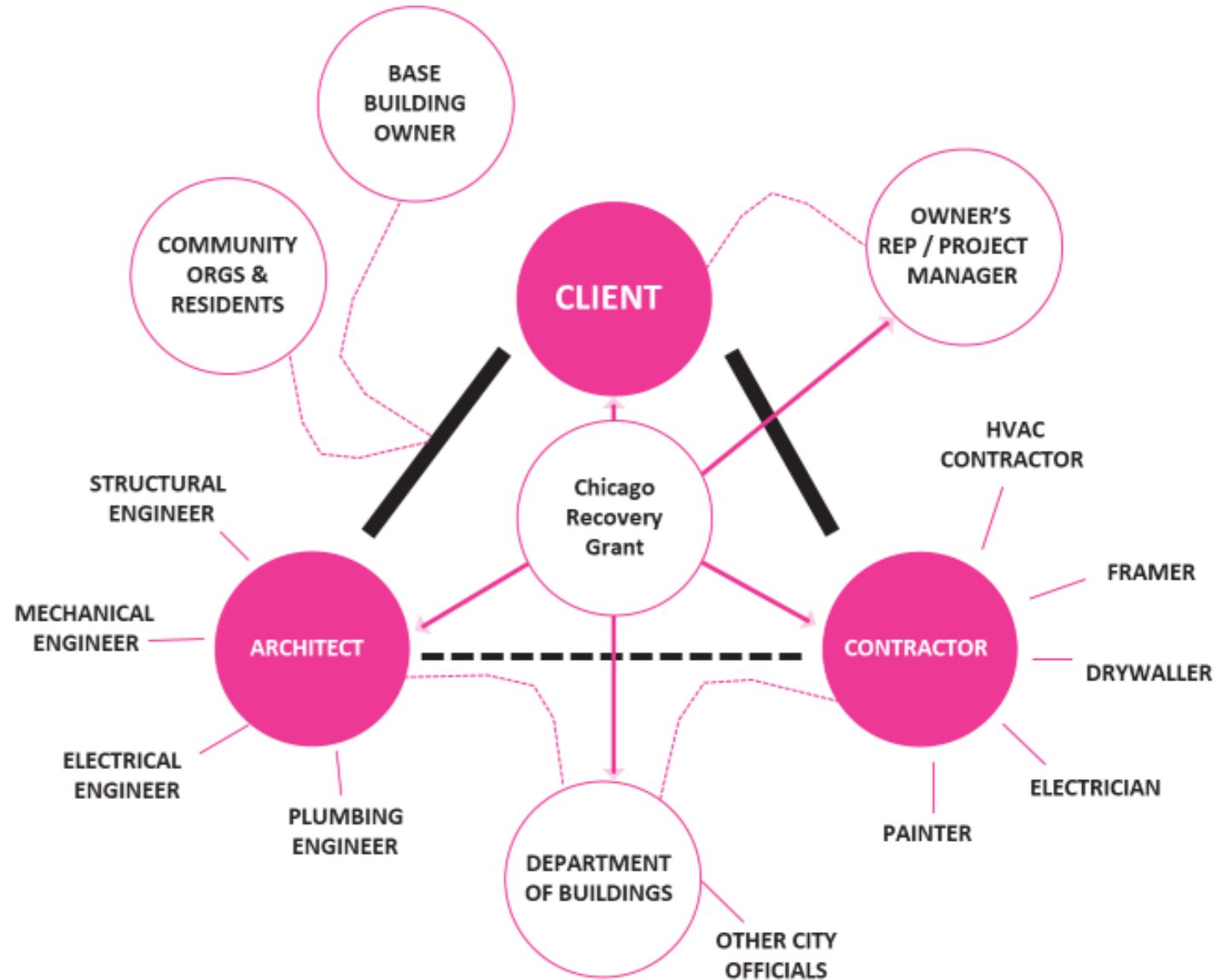
## ARCHITECT'S ROLE

Project Delivery Basic  
Relationships



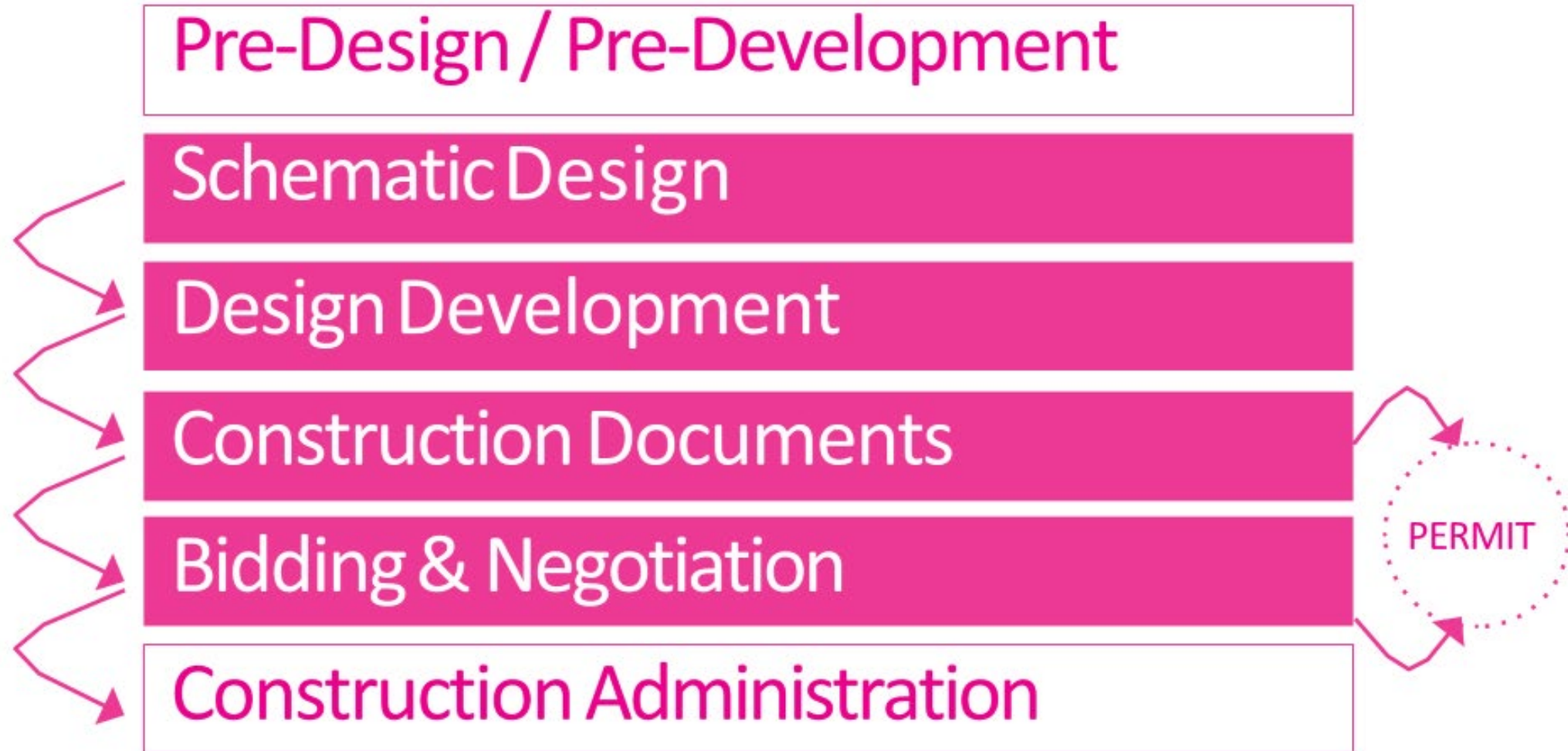
### ARCHITECT'S ROLE

“Architect as Advocate”



# Phases of Design

PHASES OF DESIGN  
Typical Process



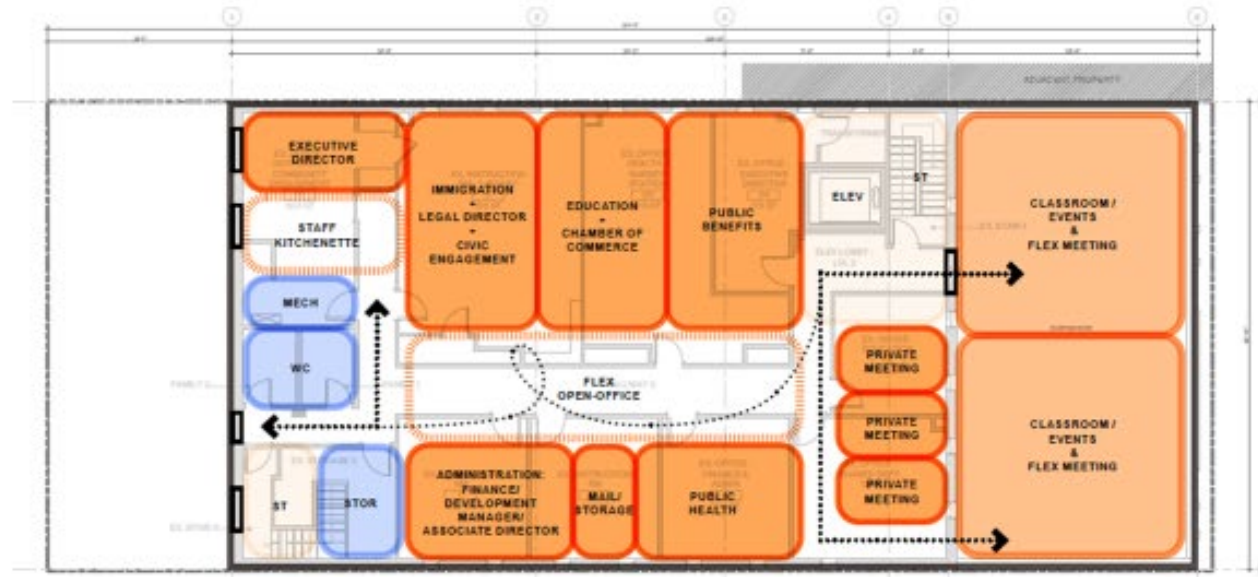


PHASES OF DESIGN

Schematic Design

Deliverables: Schematic design often produces a site plan, floor plan(s), sections, an elevation, and other illustrative materials; computer images, renderings, or models.

Drawings include overall dimensions, and a construction cost is estimated.



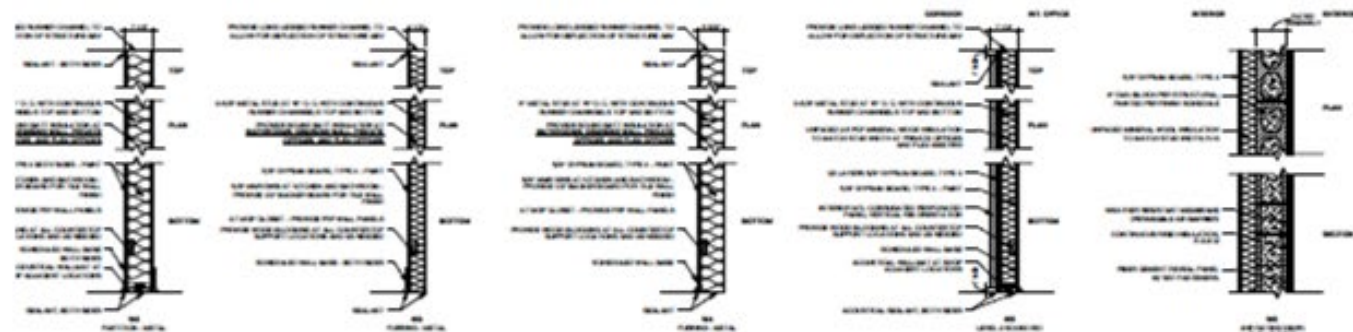
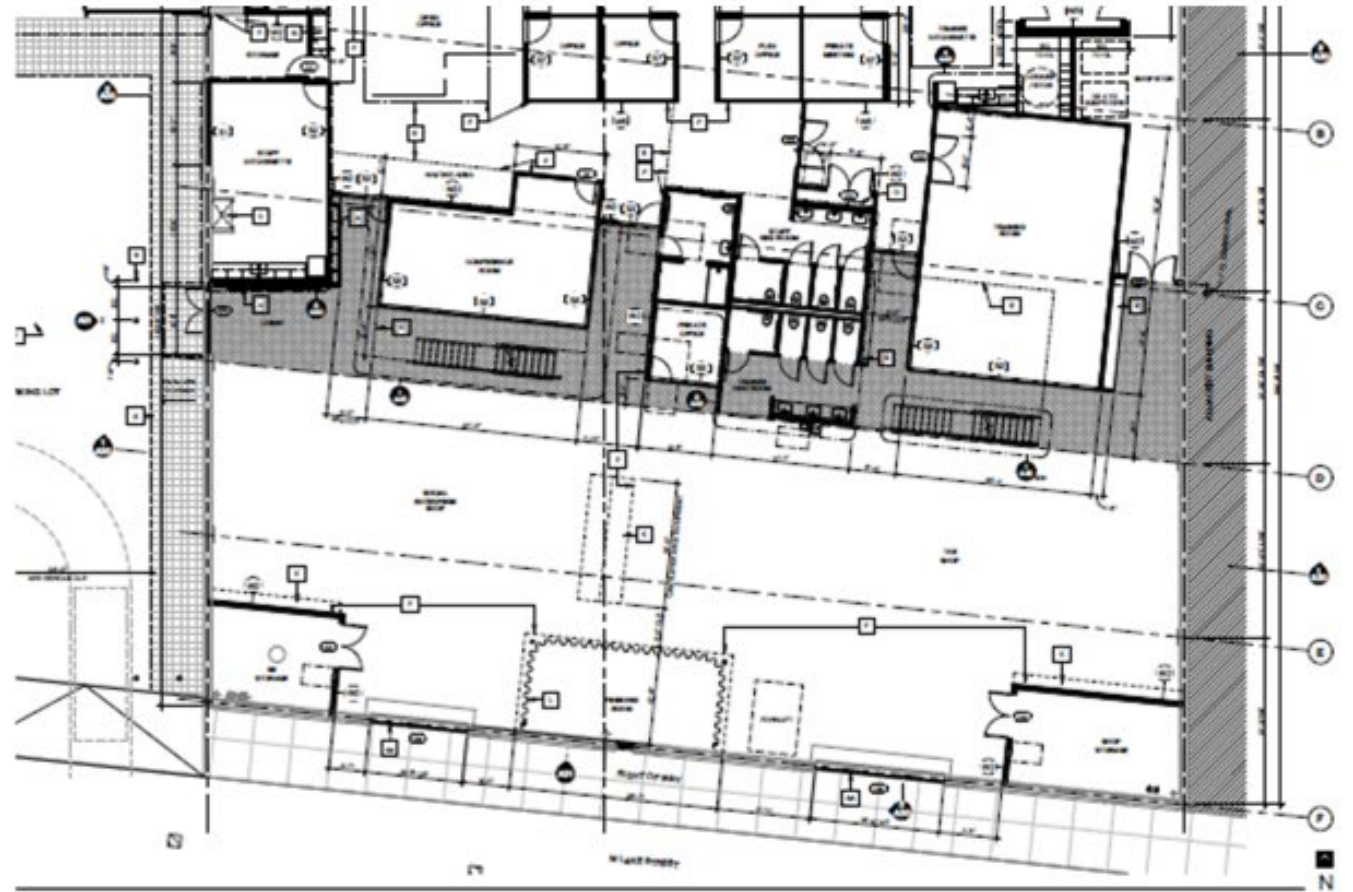
- New Spaces:**
- (3) Private meeting rooms
  - Office mail / storage room
  - Flex open office - Small
  - Civic Engagement desk in Immigration office
  - Education + Chamber of Commerce Office
  - Public Health Office
  - Staff lounge - Kitchenette
  - (2) Medium Classroom / Events & Flex Meeting as addition
  - Outdoor Patio - Garden-on-N-Castonia Ave-side
  - (2) Staff laundry-closet
- Upgraded Spaces:**
- Executive Director's office
  - Public Benefits office
  - Administration office (Flex)
  - Immigration office
  - Upgrade finishes and fit
  - Windows
  - Mechanical / Electrical /



### PHASES OF DESIGN

#### Design Development

Deliverables: Design development often produces floor plans, sections, and elevations with full dimensions. These drawings typically include door and window details and outline material specifications.



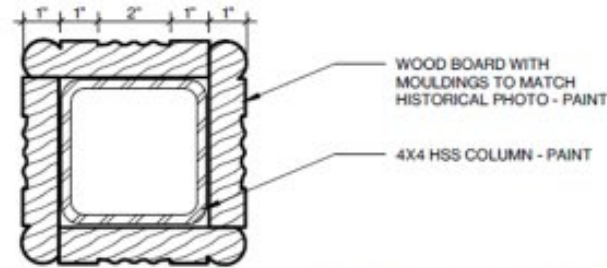


PHASES OF DESIGN

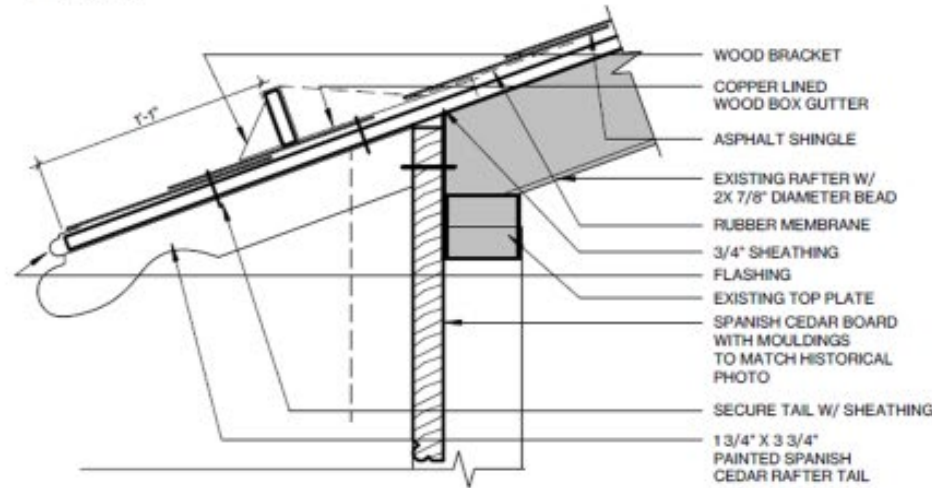
**Construction Documents**

Deliverables: Design development often produces floor plans, sections, and elevations with full dimensions.

These drawings typically include door and window details and outline material specifications.



**5** STEEL COLUMN DETAIL - PORCH (REFERRED FROM 2ND LEVEL BALCONY)  
3" = 1'-0"



**6** GUTTER AND RAFTER TAIL DETAIL  
1 1/2" = 1'-0"



PHASES OF DESIGN

Bidding & Negotiation

The first step of this phase is preparation of the bid documents to go out to potential contractors for pricing.

The final deliverable is a construction contract. Once this document is signed, project construction can begin.

- Price
- Quality of Work
- Schedule
- Additional Qs: MBE or WBE, local hiring, etc.

Description	Quantity	Unit	Unit Cost	Total
Mezz. structural steel allowance for additional support	1.00	LS	25,000.00	25,000.00
<b>05.1500 Manufactured Buildings</b>				
Steel canopies @ outdoor seating & over west entry	649.98	SF	50.00	32,499.00
<b>05.5000 Misc Metals</b>				
Bollards	3.00	EA	550.00	1,650.00
Lintels - Double (installed by mason)	11.00	EA	500.00	5,500.00
Metal Decking Wall Support Angles	141.11	LF	90.00	7,055.50
Vanity Supports - Triple	3.00	EA	1,600.00	4,800.00
<b>05.5100 Metal Stairs &amp; Railings</b>				
Metal Plate Stairs for mezzanine	34.00	EA	625.00	21,250.00
Decorative Railing - Balcony	181.38	LF	188.00	34,099.44
<b>05 - Metals Totals</b>				<b>\$176,997.94</b>
<b>06 Woods, Plastics &amp; Composites</b>				
<b>06.1000 Rough Carpentry</b>				
Install Doors Frames & Hardware @ north exterior	2.00	EA	1,300.00	2,600.00
Install Doors Frames & Hardware - Double	7.00	EA	1,300.00	9,100.00
Install Doors Frames & Hardware - Single	23.00	EA	900.00	20,700.00
Rough Carpentry - Blocking, Blocking/Signage/Accessory install, All RC	14,300.00	SF	1.65	23,595.00
<b>06.1100 Wood Framing</b>				
Frame Skylight openings	6.00	EA	372.00	2,232.00
<b>06.4000 Millwork</b>				
PLAM Base Cabinets for staff & trainee kitchenette	22.81	LF	350.00	7,983.50
PLAM Wall Cabinets for staff & trainee kitchenette	19.95	LF	325.00	6,483.75
Solid Surface Tops	40.25	SF	105.00	4,226.25
Perforated metal paneling @ exterior of offices	1,299.40	SF	35.00	48,979.00
<b>06 - Woods, Plastics &amp; Composites Totals</b>				<b>\$125,099.50</b>
<b>07 Thermal and Moisture Protection</b>				
<b>07.5000 Roofing</b>				
Flashing & Sheet Metal @ exterior canopies	141.28	LF	28.00	3,955.84
Flashing @ Skylights	212.82	LF	28.00	5,958.96
Standing Seam Roofing @ exterior canopies	650.00	SF	38.00	24,700.00
Wood Nail Base @ exterior canopies	650.00	SF	15.00	9,750.00
Misc. roof patching allowance	1.00	AL	7,500.00	7,500.00

Division 05 (Steel)

1. We have included structural metal decking and deck support angles for all mezzanine floor areas.
2. Most of the structural support for the mezzanine is assumed to be light gauge structural studs. However, we have included an allowance for stair columns and some additional structural framing members if required. *pre-fab off-the-shelf stairs to be purchased, structural fastening may be required to mezzanine and floor*
3. Metal railings are only assumed to be for the occupied portions of the mezzanine (mezzanine staff room and mezzanine training room). Other portions of the mezzanine are open. *Mezzanine railing unit costs have been reduced by 50% assuming the design team will simplify the design intent to achieve the budget value in the estimate. coordinate pricing w/ ATAS rep*
4. Mezzanine stair treads are assumed to be metal treads (not concrete pan filled treads).

Division 06 (Woods, Plastics, & Composites)

1. Wooden roof joists at skylight openings are not being reframed. Only the roof decking at skylights is to be removed. Existing joists will pass below skylight openings.
2. Millwork for kitchenettes is assumed to be *plastic laminate* with solid surface tops *choose plastic laminate*
3. Lavatories are assumed to be wall hung with no counter tops.

Division 07 (Thermal & Moisture Protection)

1. Roof skylights are assumed to be fixed (non-operable). *(4) operable; 5 fixed = 9 skylights total*
2. Flashing of the skylights has been included.
3. A minor roof repair allowance has been included, but existing roof is assumed to remain (no replacement assumed).
4. Skylight quantity has been reduced from 15 to 6. *9 skylights total*

Division 08 (Openings)

1. Interior doors have hollow metal frames and are assumed to be a combination of wood or hollow metal depending upon their use.
2. Glass office/conference room walls to be 9'-0" high. *confirm.*
3. Overhead doors at the south elevation have been simplified. *Doors are to be insulated metal doors with a band of vision glass in the upper 20% of the door in lieu of full glass doors. find spec/adjust drawing*

Division 09 (Finishes)

1. We have included polished concrete floors for the office area and the occupied area of the mezzanine. All other flooring is to remain "as is". *patch/repair still required where needed.*
2. We have assumed a floor finish for the unoccupied portion of the mezzanine at an allowance of \$7/sf (labor & material). *find spec*
3. We have included ceramic wall tile for all restroom wet walls with ceramic base on the remaining walls (floors are assumed to be polished concrete).





# Design Matters













TNG

THE NASCENT GROUP



# THE NASCENT GROUP

The Nascent Group is a full-service business strategy, conceptual design and developer support agency based in Chicago that strategically strengthens minority-owned development businesses and non-profits nationwide.

Our team acts as a seamless extension of the clients we support through conceptual design, business development, strategy, construction, PR, and launch stages as well as scaling.

At every stage, we ensure that local communities are supported through diverse development solutions, guaranteeing that, above all, people are always put first.





## ✓ **DEVELOPER & SMALL BUSINESS SUPPORT**

Foundation Building

Key Roles

Owner's Rep vs Project Manager

## ✓ **PREPARATION PROCESS**

Preopening Prep

Funding

## ✓ **OPENING ROADMAP**

Steps to Opening Day

Hacks, Contacts & Warnings

# SUPPORT SERVICES

It is nearly impossible to act as a small business operator and a developer simultaneously

A CORE SUPPORT TEAM ensures clear roles and responsibilities are defined



BOOKKEEPER



ATTORNEY



GENERAL CONTRACTOR



ARCHITECT



# TAOS SKI VALLEY

Taos Ski Valley, New Mexico





## OWNERS REP

Your FOUNDATIONAL TEAM is in place to catch mistakes before they are made and hold those accountable if a mistake is made



## PROJECT MANAGER



# PROJECT MANAGER VS OWNERS REP

## PROJECT MANAGER

Point Person

-  Risk Management & Scope
-  Project Control & Task Monitoring
-  Delegation, Execution & Momentum

## OWNERS REP

Accountability & Protector

-  Contractor Liason (architect, engineer, legal, financier, inspectors)
-  Budget Tracking & Quality Control
-  Vendor, FF&E, Bidding & Selection





# BACK OF THE YARDS WORKS

Back of The Yards | Chicago, Illinois



# THE ROAD MAP



# THE ROADMAP

## PREP

RESEARCH  
RESEARCH  
RESEARCH

## WALK

BUILD A GROUNDED  
FOUNDATION  
**TEAM & FUNDING**

## APPLY

CITY OF CHICAGO GRANT  
PROGRAMS



## RUN

HOLD YOURSELF AND THOSE AROUND YOU  
ACCOUNTABLE  
CROSS YOUR T'S & DOT YOUR I'S  
USE YOUR CITY OF CHICAGO RESOURCES

## SPRINT

MARKETING  
HIRING  
ADVOCATING

## OPEN

BE PRESENT  
REMAIN CALM  
BE OPEN TO FEEDBACK





# THE NASCENT GROUP

\$10B+ DEVELOPMENTS

2 CONTINENTS

8 STATES

25,000 JOBS

50+ OPENINGS

\$1M+ MISTAKES

# PREP

## RESEARCH

[NATIONAL / ILLINOIS RESTAURANT ASSOCIATION](#)

[CMAP REPORTS](#)

COMMUNITY STAKEHOLDER MEETINGS

ALDERMANIC TOWN HALLS

COMPETITION SURVEYS

1

## IDEATION

TRAVEL

VISIT YOUR COMP SET

DETERMINE WHAT YOU DON'T WANT TO BE

2

## DESIGN

GIVE YOURSELF 3 ADJECTIVES

USE [BEHANCE](#) OR [ARCH DAILY](#) FOR INSPIRATION

CHECK ZONING VS USE

3

## RELATIONSHIP BUILDING

FIND YOUR [LOCAL SBDC](#)

MEET YOUR ALDERMAN

MAKE YOUR COMP SET YOUR CHEERLEADER

4

## COMMUNITY FEEDBACK AND ENGAGEMENT

LOCAL NON PROFITS

SCHOOL & YOUTH GROUP

RETURNING CITIZENS

CARA

5

## ELEVATOR PITCH

WATCH YOUR TOP 3 ORATORS

6

## FINANCES + ACCREDITATION

GET YOUR CREDIT UP

PAY ALL YOUR BILLS (ESPECIALLY TO THE CITY OF CHICAGO AND AND UTILITY COMPANIES)

WOMEN OWNED | MINORITY OWNED

SAM & GATA

DBE OR ACDBE

IMPACT ZONE BUILDING TAX

7

## DO SOMETHING NICE FOR YOUR SIGNIFICANT OTHER OR FAMILY

YOU WILL NOT SEE THEM AGAIN FOR 2 YEARS

8



# UJIMA HIVE

Englewood | Chicago, Illinois





# WALK

BUILD A GROUNDED FOUNDATION

## 1 CREATE YOUR FINANCIAL FOUNDATION

1

- Annual Budget
- Business Plan
- 5 or 10 Year Valuation
- Determine Your Debt Capacity and Debt Service Ratio
- Ask Landlord for Tenant Allowances & Build Out Allowance When Possible

## 3 IDENTIFY KEY STAKEHOLDERS + STRUCTURE

3

- LLC Formation
- Business Partners
- Architect
- Project Manager and or Owners Representative
- Lawyer
- Accountant
- Mentor (and mentee)
- Social Media Marketing

## 5 GRANTS

5

- CHICAGO COMMUNITY TRUST
- HELLOALICE.COM
- IFUNDWOMEN.COM
- BACP

## 7 CIRCLE BACK WITH COMMUNITY SUPPORT

7

- Alderman
- Neighborhood Business Development Centers (SBDCs')
- Non Profits

## 2 COMPLETE SOURCES AND USES

2

- Project Budget and Finances
- Soft Costs (architecture, legal, accounting, marketing, licensing & permitting)
- Construction Costs (from GC or cost estimator)
- 6 months - 1 Year operating expenses
- Identify Financing Gap & Need

## 4 SECURE FINANCIAL COMMITMENTS

4

- TRADITIONAL
- BMO HARRIS BANK
- CHASE BANK
- WINTRUST
- FIFTH THIRD
- FIRST WOMENS
- NON TRADITIONAL
- Somecor SBA
- IFF
- CIC
- CLEVELAND AVE

## 6 IDENTIFY SYSTEMS & VENDORS NEEDED FOR SUCCESS

6

- Ask the Hard Questions
- What local, minority, or female-owned products do you offer?
- What is your percentage of female or minority-owned leadership?
- What are your giveback initiatives to the city of Chicago?
- Negotiate Terms
- Request Cross Promotion
- Find Systems that ensure Accountability and Transparency

# FUNDING

**CITY OF  
CHICAGO**

**DEBT**

**EQUITY**

**DEED**

**LOI**

**LEASE**

**TAXES**

**SCOFFLAW**



HOLD YOURSELF AND THOSE AROUND YOU ACCOUNTABLE  
CROSS YOUR T'S & DOT YOUR I'S  
USE YOUR CITY OF CHICAGO RESOURCES

# RUN

1

SECURE  
DEBT  
THROUGH  
CLOSING

2

ALERT  
COMMUNITY  
PARTNERS OF  
GRANT WIN

3

## ENGAGE KEY STAKEHOLDERS TO MOVE AT FULL SPEED

ASK ARCHITECT FOR SIDEWALK DIAGRAMMS & KITCHEN DIAGRAMMS FOR PERMITTING PURPOSES

CREATE CALENDAR INVITES FOR CITY DEADLINES WITH ALERTS FOR THE TEAM

SET WEEKLY CHECK IN MEETINGS WITH ALL KEY STAKEHOLDERS FOR CROSS ACCOUNTABILITY (OAC)

ADOPT ACCOUNTABILITY SOFTWARE FOR GC & ARCHITECT TO STOP SCOPE, BUDGET & PROJECT CREEP

ASANA , BASECAMP

[BEGIN LICENSING AND PERMITTING WITH ATTORNEY](#)

BUSINESS LICENSING PREP

[RESTAURANT](#)

ALCOHOL \*\*\*CHECK FOR A MORATORIUM

CITY OF CHICAGO

STATE OF ILLINOIS

SIDEWALK (IF APPLICABLE)

FOOD SERVICE (INCLUDE GC IN THIS PROCESS)

PPA (IF YOU WANT TO DO EVENTS, LIVE PERFORMANCES OR CHARGE AT THE DOOR)

CERTIFICATE OF OCCUPANCY



# RUN

## 4 PRE-PLANNING REVIEWS WITH OFFICIALS AND MENTORS

[BUILDING REVIEW](#)

[HEALTH DEPARTMENT INSPECTION PREP](#)

[DESIGN](#)

5

IDENTIFY RED FLAGS  
EARLY & ADDRESS THEM

6

BEGIN SOCIAL MEDIA  
MARKETING & PR  
EFFORTS

7

BEGIN HIRING PROJECT  
LEADS

# RUN

8

## CREATE COMMUNITY PROGRAMMING WITH COMMUNITY PARTNERS

FIGURE OUT YOUR "PAY IT FORWARD"

9

## WHEN YOU GO OVER BUDGET:

IDENTIFY "NICE TO HAVE" , "WANT TO HAVE" , "NEED TO HAVE"

10

## APPLY FOR MORE GRANTS

11

## SEPARATE YOUR OPENING INTO PHASES!!!

IT IS MORE APPROACHABLE FOR YOU  
IT WILL GIVE YOU MORE PR IN THE LONG RUN AND THINGS FOR YOUR AUDIENCE  
TO GET EXCITED ABOUT

12

## BUILD WEBSITE, SYSTEMS + SECURITY

13

## CREATE TRAINING PLAN + SOP'S

# POLICY KINGS

Washington Park | Chicago, Illinois





# DETERMINE HARD DEADLINES

## HIRING

INDEED, LINKEDIN , FACEBOOK, INSTAGRAM,  
COMMUNITY PARTNERS

## TRAINING

ELEMENTS OF HISTORY, MEANING, INVESTMENT +  
FUTURE IS WHAT WILL SET YOU APART

## SOFT OPENING

VIP PREVIEW AND OR RIBBON CUTTING

# SPRINT

MARKETING MARKETING  
MARKETING

USE YOUR CITY  
OF CHICAGO  
RESOURCES

SCHEDULE  
INSPECTIONS

ASK MENTORS  
+ FRIENDS TO  
PRE-INSPECT

# BRONZEVILLE WINERY

Bronzeville | Chicago, Illinois





# OPEN

**BE PRESENT**

**BE REACTIVE**

**BE OPEN-MINDED TO ALL FEEDBACK**



**DON'T HESITATE TO ASK FOR GUIDANCE**





**CECILIA CUFF**

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**THE**  
**nāscēnt**  
GROUP,LLC



**CHICAGO  
RECOVERY PLAN**

**GUEST SPEAKER: PERMITTING IN THE CITY  
OF CHICAGO**

**Martha Reynoso – Department of Buildings  
DOB-INFO@cityofchicago.org**

# TYPES OF BUILDING PERMITS

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

## **Express Permit Program (EPP)**

- Repair/replace
- Small projects

## **Plan-Based Building Permit**

- Standard Plan Review
- Self-Certified Permit Application Program
- Developer Services Permit Program

## **Electrical-Only Permit Program \***

### **Specialty Permits**

- Fire alarm system
- Elevator/escalator
- Demolition (demolishing an entire building)

\* In Summer 2024, the Electrical-Only Permit Program will be merged into the Express Permit Program.

For more information, please visit [Chicago.gov/permit](https://chicago.gov/permit).



# OTHER PERMITTING BODIES

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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.** 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 [Chicago.gov/permit](https://www.chicago.gov/permit).

If you still have questions, you can visit the Department of Buildings assistance counter on the 9th floor at 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. Change of contactor notification is done through the Express Permit Program.

For more information, please visit [Chicago.gov/permit](https://www.chicago.gov/permit).

# PERMITS FAQ

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

**A.** 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 a property.)

Plan-based building permits take, on average, 90 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?

**A.** Unfortunately, the grant does not cover expediting services, however, DPD and/or TA providers can work with you and your project team to help troubleshoot any possible issues.

For more information, please visit [Chicago.gov/permit](https://chicago.gov/permit).



# BREAK

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**Take 5 minutes for a break**



 **CHICAGO**  
 **RECOVERY PLAN**

**PROGRAM TIMELINE AND REQUIREMENTS**



 **CHICAGO**  
 **RECOVERY PLAN**

**PHASE 1: PATH TO CONTRACT**



# PROGRAM TIMELINE OVERVIEW

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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 in the following itemized checklists.**

## PHASE 1:

### CONTRACT

*(Anticipated  
Months 0 - 6)*

*February 1 2024 –  
August 1 2024*



## PHASE 2:

### DISBURSEMENT

*(Anticipated  
Months 7 - 24)*

*August 1 2024 –  
February 1 2026*



## PHASE 3:

### CLOSEOUT

*(Anticipated  
Month 24)*

*Before February  
1 2026*

# 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.
- ★ All invoices must be paid in full before the City of Chicago will provide any payment.
- ★ Funds are disbursed in up to four payments based on project milestones, depending on how far along you are with permitting and inspections.

# 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 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 GC estimates, 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 99 for greater information on the criteria for what constitutes an eligible cost under this grant.

\*\*Note: The construction cannot be fully completed prior to submitting the application\*\*



# IMPORTANT NOTE ABOUT PREVAILING WAGE

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- ★ Local wage regulations protect laborers and mechanics from being paid below market wages on construction projects in Illinois.
- ★ 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.)
- ★ If an employee is paid less than the prevailing wage for work performed on a construction project, the employer must make the employee(s) whole by paying them restitution.
- ★ 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): Feb. 1 - Aug. 1*

<b>Documents to Submit</b>		
<b>Key Milestone</b>	<b>Intermediate Deadline</b>	<b>Link to Training Library Material</b>
Program Start Date	February 1, 2024	N/A
1: Legal + Economic Disclosure Statement	March 14, 2024	<a href="#">Grant Finalist Resources - Legal, EDS, Indebtedness</a>
2: City Indebtedness and Child Support Check	March 14, 2024	
3: Site Control	March 14, 2024	<a href="#">Grant Finalist Resources – Site Control</a>
4: Design	April 25, 2024	<a href="#">Grant Finalist Resources - Design and Construction</a>
5: Construction	June 6, 2024	

*Please remember: All projects must complete 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): Feb. 1 - Aug. 1*

<b>Activities</b>	
<b>Key Milestone</b>	<b>Approx. Timeline</b>
Initial Site Visit	Shortly after Construction documents are cleared
Final Review Call	After Site Visits, and after all documents have cleared review
Issuance of Contract	Approximately one week after Final Review Call



# PATH TO CONTRACT: DEADLINES

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- ★ We expect that all awardees in this Round will be on track to receive a contract by August 1, 2024.
- ★ You are expected to hit each Intermediate Deadline milestone date on your path to a contract
- ★ 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

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## **Kick-off/Orientation**

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

## **Submit Legal Documents**

- Organizational chart
- Articles of Incorporation and Organization
- Corporate Minutes for Elected Officers/Operating Agreement/Partnership Agreement
- Economic Disclosure Statement (EDS)
  - Must be notarized
- Ownership chart, child support affidavit(s), and Photo IDs (Driver's License, State ID, Passport)
  - Will require running SSNs
- City runs Indebtedness/Scofflaw check after EDS and Ownership Chart submitted

## **Submit Design Documents**

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

## **Submit Construction documents**

- GC bids (minimum of 2)
- Certificate of insurance for selected GC
- GC's license
- Building permit application (where applicable)

## **Submit Site Control documents**

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

## **Complete Site Visit**

- Owner(s) and project team must be present
- Make all areas related to scope available

## **City determines grant calculation**

- Meeting with DPD and Guidehouse
  - Final review of eligible costs
  - Final review of contract terms

# PHASE 1: CHECKLIST

## Kick-off/Orientation

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

## Submit Legal Documents

- Organizational chart
- Articles of Incorporation and Organization
- Corporate Minutes for Elected Officers/Operating Agreement/Partnership Agreement
- Economic Disclosure Statement (EDS)
  - Must be notarized
- Ownership chart, child support affidavit(s), and Photo IDs (Driver's License, State ID, Passport)
  - Will require running SSNs
- City runs Indebtedness/Scofflaw check after EDS and Ownership Chart submitted

## Submit Design Documents

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

You will need to identify anyone holding 7.5% or more of direct or indirect ownership

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

Corporations and nonprofits must submit **signed and dated** corporate minutes

The awardee must make sure to clear debts and City fines in the following areas:

- Water Bills, Parking/Traffic, Building Inspection, Administrative Hearing fines, Cost Recovery, and any city-debt related to business (BACP, licenses)



# PHASE 1: CHECKLIST

---

- Has name of design firm, with a client identified that matches the grantee legal entity
- Address and proposed use matches 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)
- Certificate of insurance for selected GC
- GC's license
- Building permit application (where applicable)

## Submit Site Control documents

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

## Complete Site Visit

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

## Submit Design Documents

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

- Final review of eligible costs
- Final review of contract terms

# PHASE 1: CHECKLIST

- Make sure that the project address is listed on the certification of insurance
- Make sure the certificate of insurance is active!

## Kick-off/Orientation

- Review project information
- Review project goals

## Submit Legal Documents

- Organization chart
- Articles of Incorporation
- Corporate Minutes
- Agreement/Lease
- Economic Development Agreement
  - Must be notarized
- Ownership chart, child support and IDs (Driver's License, State ID, Passport)
  - Will require running SSNs
- City runs Indebtedness/Scofflaw and Ownership Chart submitted

- 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

## Submit Construction documents

- GC bids (minimum of 2)
- Certificate of insurance for selected GC
- GC's license
- Building permit application (where applicable)

- Make sure that the GC's license is active and unexpired!

## Submit Site Control documents

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

## Site Visit

- Owner(s) and project team must be present
- Make all areas related to scope available

## Submit Design Documents

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

## City determines grant calculation

- Meeting with DPD and Guidehouse
  - Final review of eligible costs
  - Final review of contract terms

# PHASE 1: FORMS IN SUBMITTABLE

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## 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



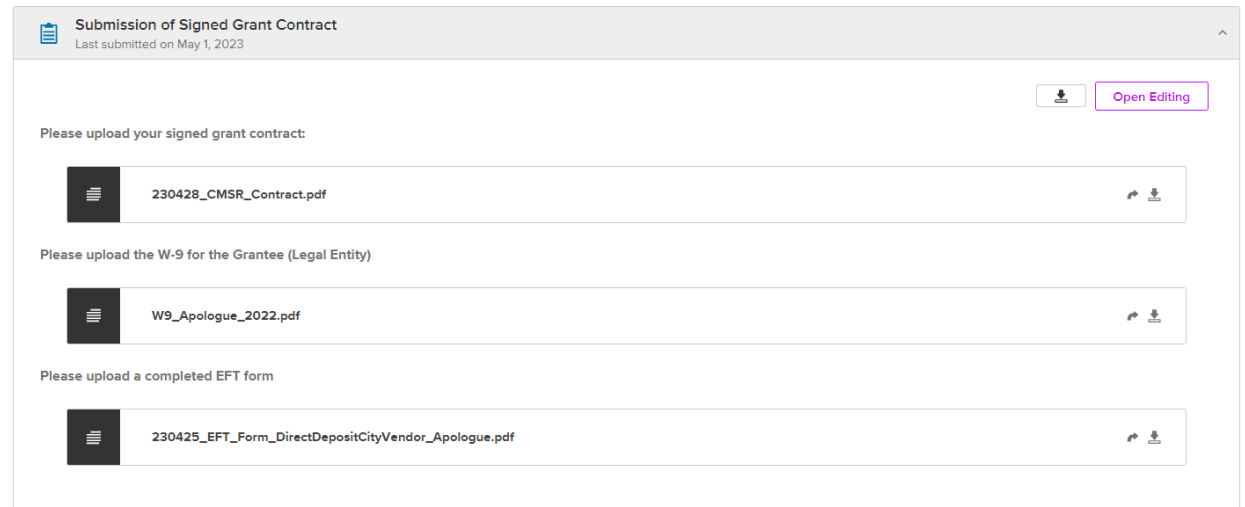
## ***Tips for Document Submission:***

- *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 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, forms are provided for you to upload a signed W-9, and to submit a bank verification letter and EFT (Electronic Funds Transfer) form for direct deposit. You must upload your EFT and bank verification 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.



The screenshot shows a web interface for submitting documents. At the top, it says "Submission of Signed Grant Contract" and "Last submitted on May 1, 2023". There is a download icon and a pink "Open Editing" button. Below this, there are three sections for uploading files:

- "Please upload your signed grant contract:" with a file named "230428\_CMSR\_Contract.pdf".
- "Please upload the W-9 for the Grantee (Legal Entity)" with a file named "W9\_Apologue\_2022.pdf".
- "Please upload a completed EFT form" with a file named "230425\_EFT\_Form\_DirectDepositCityVendor\_Apologue.pdf".

Each file entry includes a document icon, the filename, and a small icon for sharing or downloading.



# WHAT TO SUBMIT WITH SIGNED CONTRACT

**CHI DOF**  
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 Funds Transfer (EFT) direct deposit, transferred straight to your bank account. This secure, electronic, and convenient payment method offers the assurance of timely payments and eliminates potential delays in the availability of your funds.

**Vendor Requirements 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.
- 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/city/en/depts/dps/supplier/login-register.html>.
- Upload the completed EFT form and Bank Confirmation Letter to your iSupplier account. Instructions are found at <https://www.chicago.gov/city/en/depts/dps/supplier/online-training-materials.html>. If you are unable to upload the documents or have questions, please email all required documents to [ElectronicEnrollment@cityofchicago.org](mailto:ElectronicEnrollment@cityofchicago.org) in an encrypted email, or mail to the Department of Finance, Attn: 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 iSupplier is incorrect, the City shall not make payment under the corresponding contract until the correct EFT information is entered in iSupplier.

If an incomplete or erroneous transfer occurs because my EFT information is incorrect or was revised within 30 days of the City's release of the EFT payment transaction instruction to my financial institution, and the funds are no longer under the control of the Department of Finance (DOF), the City is deemed to have made payment and I will be responsible for recovery of any erroneously directed funds. If the funds remain under the control of the DOF, the City shall not make payment under the contract until the correct EFT information is entered in iSupplier.

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 City and my financial institution have received written notice from me of its termination in such time and in such manner as to afford the City and financial institution a reasonable opportunity to act prior to depositing to the account.

Vendor Name  Vendor #  Vendor Tax ID #

Contract or PO #  Vendor Phone #  Vendor Email Address

Vendor Street Address  City, State, ZIP

Bank Name  Last 4 Digits of Bank Account #  Checking  Savings

Authorized Vendor Print Name  Signature  Date

Page 1 of 2

**SAMPLE BANK CONFIRMATION LETTER**

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

**BMO Harris Bank**  
A part of BMO Financial Group

860 Northw...  
Fox River Grov...  
Tel: 847-639-5...  
Fax: 847-639-4...

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:	[REDACTED]
Account number/s	[REDACTED]
ABA Routing Number	[REDACTED]
Bank address:	[REDACTED]
Swift Code	[REDACTED]

If questions or concerns arise do not hesitate to reach out to [REDACTED]

Regards,  
[REDACTED]

BMO Bank Manager

Page 2 of 2

- 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



 **CHICAGO**  
 **RECOVERY PLAN**

**PHASE 2: DISBURSEMENTS**

# IMPORTANT NOTE ABOUT REIMBURSEMENT

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- ★ 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.
- ★ All invoices must be paid in full before the City of Chicago will provide any payment.
- ★ Funds are disbursed in up to four payments based on project milestones, depending on how far along you are with permitting and inspections.

# IMPORTANT NOTE ABOUT REIMBURSEMENT

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



Eligible expenses must be paid directly to the corresponding vendor listed in your Grant Calculation Worksheet.



**INVOICE**  
Invoice No. 2205-00  
Date: 2/20/2022

**CHASE for BUSINESS**  
Printed from Chase for Business

Date sent	Status	Recipient	Type	Amount
Feb 17, 2022	Completed	2PointPerspective "first \$k deposit for architecture fees"	in moments	\$5,000.00

We sent money from BUS COMPLETE CHK (...0290).

Email address: lisa@2pointperspective.com

02/17	Zelle Payment To 2PointPerspective 13660067743			5,000.00
02/17	02/17 Online Payment 13660063979 To Settlemental Motel			101.94
02/18	Orig CO Name NaturalDirect: Orig ID 2161726734 Desc Date 220218 CO Entry			142.95
	Descr: Cash Conc Sec: CCD Trace# 071902628306815 Estd: 220218 Ind ID: Kac			
	Ind Name: ██████████ 0498306815Tc			
02/18	02/18 Payment To Chase Card Ending IN 5553			4,387.19
02/22	Zelle Payment To 2PointPerspective 13714355515			2,500.00
02/22	Orig CO Name Sarge Orig ID 4839495630 Desc Date: CO Entry Descr: Transfer			85.06
	Sec: CCD Trace# 111000025167432 Estd: 220222 Ind ID: St K8WJ00705F5			
	Name: ██████████ 25167432Tc			
02/22	02/22 Online Payment 13722655582 To Berwick Offray			300.77
02/23	Orig CO Name IL Dept of Reven Orig ID 5655556257 Desc Date: CO Entry Descr: EDI			2,562.00
	PymntSec: CCD Trace# 091000017219424 Estd: 220223 Ind ID: 00000188503885			
	Ind Name: Rockcross Txp: 55306128'0411'20220131'T'296200			

Your Grant Contract and Grant Calculation Worksheet lists your eligible expenses and the corresponding vendors.

If your general contractor is utilizing subcontractors, you should still only be directly paying 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.



# DISBURSEMENT STEPS

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## **Step 1: Register with iSupplier**

- Register for an account or log in to your existing account.
- Download the Electronic Funds Transfer (EFT) Form
- Upload the completed EFT form and Bank Confirmation Letter to your iSupplier account.
- Note: There will be a training video available to you when your project has reached this part of the process



## **Step 2: Submit the Following in Submittable:**

- Read and sign your contract and upload it
- Upload your W-9 for your legal entity.
- Verify that your EFT has been set up with the City of Chicago.



## **Step 3: Begin submitting the required disbursement documents**

- Invoices
- Receipt
- Proof of payment (usually a bank statement)
- Lien waiver/Owner's sworn statement

# PHASE 2: DISBURSEMENT MILESTONES

Milestone	Disbursement Details
Permit(s) Issued	Can be reimbursed for eligible expenses <b>up to</b> 25% of your total grant amount.
Rough Inspection Passed	Can be reimbursed for eligible expenses <b>up to</b> 50% of your total grant amount
Final Inspection Passed	Can be reimbursed for eligible expenses <b>up to</b> 75% of your total grant amount
Full Occupancy	Can be reimbursed for eligible expenses <b>up to</b> 100% of your total grant amount

*\*Per the grant terms, awardees can only be reimbursed up to 75% of eligible costs, which is factored into all calculations.*

# PHASE 2: CHECKLIST

---

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

## **Submit contractor invoice(s), showing:**

- Contractor name, address, date and invoice number
- Grantee's name and project address
- Itemized expenses and balance due date
- Contractor name matching the building permit

## **Submit grantee proof of payment(s), showing:**

- Account in grantee's name or a member of the grantee's organization
- Contractor'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*

*\* Lien waivers and sworn statements are not necessary for items a grantee purchased themselves, or expenses on an architect*

## **Submit receipt from Contractor to Grantee, showing:**

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

## **Submit partial or final lien waivers, showing:\***

- Names and amounts matching those on invoices
- Subcontractor waivers for GC (preferred) or grantee

## **Submit sworn and notarized contractor's statement, showing:\***

- Names and amounts match those on invoices

## **Submit sworn and notarized owner's statement, showing:\***

- Names and amounts match those on invoices

# PHASE 2: CHECKLIST

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

## **Submit contractor invoice(s), showing:**

- Contractor name, address, date and invoice number
- Grantee's name and project address
- Itemized expenses and balance due date
- Contractor name matching the building permit

## **Submit grantee proof of payment(s), showing:**

- Account in grantee's name or a member of the grantee's organization
- Contractor'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*

*\* Lien waivers and sworn statements are not necessary for items a grantee purchased themselves, or expenses on an architect*

## **Submit receipt from Contractor to Grantee, showing:**

- Contractor name, address, date and invoice number
- Grantee's name and project address
- Itemized expenses and balance due date
- Contractor name matching the building permit

Ensure each invoice uploaded has matching proofs of payments and receipts

## **Submit partial or final lien waivers, showing:\***

- Names and amounts matching those on invoices
- Subcontractor waivers for GC (preferred) or grantee

## **Submit sworn and notarized contractor's statement, showing:\***

- Names and amounts match those on invoices

## **Submit sworn and notarized owner's statement, showing:\***

- Names and amounts match those on invoices



# PHASE 2: CHECKLIST

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

## Submit contractor invoice(s), showing:

- Contractor name, address, date and invoice number
- Grantee
- Itemized
- Contract

Ensure all payments are made from your business account.

## Submit grantee proof of payment(s), showing:

- Account in grantee's name or a member of the grantee's organization
- Contractor'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*

*\* Lien waivers and sworn statements are not necessary for items a grantee purchased themselves, or expenses on an architect*

## Submit

- 
- 
- 

Ensure proof of payment figure matches invoice and receipt figures

## Submit

- 
- 

Ensure grantee is easily identifiable in proof of payment

## Submit

## showing:

- 
- 

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

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

## Submit contractor invoice(s), showing:

- Contractor name, address, date and invoice number
- Grantee's name and project address
- Itemized list of work performed
- Contractor's signature

Ensure receipt figure matches invoice 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*

## Submit grantee

- Accounting records showing disbursement of funds to contractor
- Contractor's name, address, date and invoice number
- Payment statement (acceptable)

*Note: the proof of payment is different from the receipt*

*\* Lien waivers and sworn statements are not necessary for items a grantee purchased themselves, or expenses on an architect*

## Submit receipt from Contractor to Grantee, showing:

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

## Submit partial or final lien waivers, showing:\*

- Names and amounts matching those on invoices
- Subcontractor waivers for GC (preferred) or grantee

## Submit sworn and notarized contractor's statement, showing:\*

- Names and amounts match those on invoices

## Submit sworn and notarized owner's statement, showing:\*

- Names and amounts match those on invoices

# PHASE 2: FORMS IN SUBMITTABLE

*Forms and disbursement documentation should be completed in Submittable*

★

### Additional Forms

-  **Submission of Signed Grant Contract**  
Last submitted on May 1, 2023
-  **Grant Disbursement Request 1 for Community Development Grants (v2)**  
Last submitted on May 6, 2023



Forms should be submitted under their corresponding grant disbursement section. This form must be submitted with each disbursement request.

Please ensure to fill out all of the questions under the grant disbursement section as well



★

### Grant Disbursement Request 1 for Community Development Grants (v2)

What is the required completion date for this project as stipulated in the executed grant contract? \*

What is the total grant award for this project as stipulated in the grant contract? \*

\$  USD

How much of the total grant award has already been disbursed for this project? \*

\$  USD

What is the Building Permit Number for this Project? \*

Please identify the current stage of completion for this project: \*

- Construction Permit(s) Issued - eligible for up to 25% of total grant award
- Rough Inspections passed - eligible for up to 50% of total grant award
- Final Inspections passed - eligible for up to 75% of total grant award
- Occupancy - eligible for up to 100% of total grant award

# PHASE 2: DISBURSEMENTS



## CONSTRUCTION INVOICE

### Bill From

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

### Bill To:

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

**PAID**

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

### Terms and Conditions

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

**CHASE** **for BUSINESS**  
 Printed from Chase for Business

Date sent	Status	Recipient	Type	Amount
Feb 17, 2022	Completed	2PointPerspective "first 5k deposit for architecture fees"	In moments	\$5,000.00

We sent money from BUS COMPLETE CHK (...0290).

Email address	lisa@2pointperspective.com
Transaction number	13690067743

## 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



# PHASE 2: DISBURSEMENTS



2 Point Perspective, Inc  
1137 West Webster  
Avenue  
Chicago, IL 60614  
312-268-1822  
www.2pointperspective.com

**Client**  
[Redacted]  
[Redacted]  
[Redacted]  
Chicago, IL 60618

**Client's P.O. No.**      **Project Name**  
Confections Expansion

**PAID**  
02/20/2022

## INVOICE

**Invoice No.**  
2205.00  
**Date**  
3/1/2022  
**Terms**  
15 Days  
**Due Date**  
3/16/2022

Description of Services	Amount
Retainer	7,500.00

**Total** \$7,500.00

**Current Balance Due** \$0.00

**Payments** -\$7,500.00

Please make all checks payable to 2 point perspective, inc. Your timely payment is appreciated.

We sincerely thank you for choosing 2 Point

## CHASE for BUSINESS\*

Printed from Chase for Business

Date sent	Status	Recipient	Type	Amount
Feb 17, 2022	Completed	2PointPerspective "first 5k deposit for architecture fees"	In moments	\$5,000.00

We sent money from BUS COMPLETE CHK (...0290).

**Email address** lisa@2pointperspective.com  
**Transaction number** 13690067743

02/17	Orig CO Name: Payroll Maxx LLC Descr: Nat=Pay Sec: CCD Ind Name: Kacy Rookcross	Orig ID: 10621715 Trace#: 091408598435512 Eed: 220217	Desc Date: 02/17/22 CO Entry Ind ID: 10621715	9,548.19
02/17	Orig CO Name: Kacy Rookcross Descr: Impound Sec: CCD Ind Name: Impound Tax	Orig ID: 10621715 Trace#: 091408598435332 Eed: 220217	Desc Date: 02/17/22 CO Entry Ind ID:	3,832.19
02/17	Orig CO Name: Kacy Rookcross Descr: Impound Sec: CCD Ind Name: Impound Billing	Orig ID: 10621715 Trace#: 091408598435331 Eed: 220217	Desc Date: 02/17/22 CO Entry Ind ID:	73.83
02/17	Zelle Payment To 2Pointperspective 13690067743			5,000.00
02/17	02/17 Online Payment 13690067743 To Senteamental Moods			101.84
02/18	Orig CO Name: Naturaldirectdb Descr: Cash Conc Sec: CCD Ind Name: [Redacted]	Orig ID: 2161725734 Trace#: 071902628306815 Eed: 220218	Desc Date: 220218 CO Entry Ind ID: Kac	142.95
02/18	02/18 Payment To Chase Card Ending IN 5553			4,367.19
02/22	Zelle Payment To 2Pointperspective 13714066515			2,500.00
02/22	Orig CO Name: Stripe Sec: CCD Name: [Redacted]	Orig ID: 4270465600 Trace#: 111000025167432 Eed: 220222	Desc Date: [Redacted] CO Entry Descr: Transfer Ind ID: St-K8W8J007Q5F6	65.00
02/22	02/22 Online Payment 13722855582 To Borwick Offray			300.77
02/23	Orig CO Name: IL Dept of Revon Pymnt/Sec: CCD Ind Name: Rookcross	Orig ID: 5555566257 Trace#: 091000017215424 Eed: 220223	Desc Date: [Redacted] CO Entry Descr: EDI Ind ID: 00000138303868	2,562.00

# PHASE 3: CLOSEOUT

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*The following are key steps that will take place during Phase 3 (months 19 - 24):  
Guidehouse will provide case management and further direction as you approach this phase of the process.*

- ★ Final DPD Site Visit
- ★ Closeout Impact Survey
- ★ Additional opportunities for business growth and support

# BREAK

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**Take 5 minutes for a break**



 **CHICAGO**  
 **RECOVERY PLAN**

**COMMUNICATIONS AND  
ENGAGEMENT**



# HOW TO TALK ABOUT DPD

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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

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One way to help us get the word out is to tag the 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

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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

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

- ★ Find business information: [chicago.gov/bacp](https://chicago.gov/bacp)
- ★ Watch free webinars: [YouTube.com/ChicagoBACP](https://YouTube.com/ChicagoBACP)
- ★ Follow: @ChicagoBACP for up-to-date small business event information





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**FAQs**

# GENERAL FAQ

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**Q.** What does the grant cover?

**A.** 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%.

**Q.** What is an eligible cost?

**A.** Depending on your program, eligible costs are capitalizable costs related to permanent improvements of the property including design fees, GC fees, permit fees, and permanently affixed equipment.

# GENERAL FAQ

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**Q. 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 up front or paid directly to contractors?**

**A.** No funds are disbursed up front. This is a reimbursable grant, meaning you must provide payment up front 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 \$250k).

# GENERAL FAQ

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**Q. 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?**

**A.** Yes, that is permissible. However, 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.



# GENERAL FAQ

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**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.

**Q. Do I need to be present at the site visit?**

**A.** Yes, 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 purposes.

# GENERAL FAQ

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**Q.** **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?**

**A.** 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

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**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

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**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 prior to being awarded a contract.



# SCOFFLAW & INDEBTEDNESS FAQ

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- 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 prior to award contract.

# PERMITS FAQ

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**Q.** I'm just making minor repairs; do I really need a permit?

**A.** Most extensive renovation projects require permits. Whenever dealing with plumbing, electrical, and structural issues, a permit is generally required. Interior painting and cosmetic fixes typically do not require permits, but sometimes do when it involves systems such as plumbing and electric. When you are working with a General Contractor, the GC is typically responsible for procuring the permits. This usually appears as a line item in the GC bid. Please refer to the [DOB website](#) for a list of improvements that do not require a permit.

And when in doubt, contact DOB.

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

**A.** Yes, the permit needs to be updated to reflect the new GC and/or subcontractor(s). [Please refer to the guide.](#)

# PERMITS FAQ

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

**A.** It can vary due to the size and complexity of the project, and if all requirements are fulfilled at the time of application. [Please refer to the guide.](#)

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

**A.** Unfortunately, the grant does not cover expediting services, however, DPD and/or TA providers can work with you and your project team to help troubleshoot any possible issues.

# DISBURSEMENT FAQ

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**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. Barring any complications in your documentation, you can expect to receive your reimbursement between 2-4 weeks of your submission.

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

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



# DISBURSEMENT FAQ

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**Q. 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 Checklist.

# DISBURSEMENT FAQ

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

**A.** 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](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](https://www.chicago.gov/city/en/depts/bldgs/provdrs/inspect/svcs/building_violationsonline.html)

**Q. What happens if I incur more costs than I originally anticipated?**

**A.** If you incur more expenses than you originally anticipated due to unforeseen circumstances during your build, and you have not yet reached the maximum award amount of \$250,000, reach out to your project manager. Although it is not a guarantee, our team will work with you to assess if you would be eligible for an amended contract.

# CONTACTING DPD FAQ

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

**A.** For contract and payment questions, Guidehouse will be your best resource. The best way to contact the Guidehouse team is through Submittable. For program design or other specific questions, please contact your Technical Assistance Provider or Program Manager.

If you encounter problems using Submittable, please email [DPDGrants@CityofChicago.org](mailto:DPDGrants@CityofChicago.org)



 **CHICAGO**  
 **RECOVERY PLAN**

**NEXT STEPS**



# NEXT STEPS

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- ★ Sign up for a 15-minute introductory call with Laura and the Guidehouse team on one of the following times:
  - Tuesday, February 20, 2-3pm
  - Wednesday, February 21, 12-1:30pm
  - Thursday, February 22, 1-2pm
  - Friday, February 23, 11am-12:30pm

The Microsoft Bookings signup page is linked here: [Chicago Recovery Plan Office Hours \(office365.com\)](#)

- ★ Ensure that the correct email address is on your Submittable account.
- ★ Check your Submittable inbox regularly for messages from the Guidehouse team.

# NEXT STEPS

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- ★ Do an initial review of all your pre-contract forms, which will be released to you today. Refer to the Training Library on the [DPD Finalist Resources page](#) and this presentation if you need any assistance with completing your forms.
- ★ Prepare to upload your Legal, Scofflaw, and Site Control documents by **March 14th**.
- ★ Complete [this post-Orientation survey](#) to provide us feedback about the Orientation today.
- ★ Reach out to the Guidehouse team through Submittable with any questions.



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**Q&A**



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**THANK YOU!**