

# ETOD & CWB PRE-DEV: MILESTONES / DISBURSEMENTS

**Welcome! This guide will share the basics of Pre-Development Grants and key activities you'll participate in over the next few months. We look forward to working with you!** The Equitable Transit Oriented Development (ETOD) and Community Wealth Building (CWB) CRP programs offer a unique opportunity for finalists to receive Pre-Development grant funding from the DPD. To ensure that finalists are accountable for their self-reported Budget-Work Plan, Program Managers for both programs have outlined the following milestones and corresponding disbursement process.

## Contract:

Grantees receive **100% of eligible costs, with a maximum award of \$150,000**. Reimbursement requests can be made for eligible expenses starting from 11/2/22. **It's important to note that grants are paid as reimbursements.** Grant calculations take place after Scofflaw clearance and submitting TA reviewed a budget-work plan (IFF for ETOD and CCWBE / UHAB / CCLF / CDC for CWB).

## Approval:

Once plans are reviewed and ready, **finalists will upload them via Submittable**. DPD will then ensure they meet expectations and then either approve or request adjustments. **Finalists must also upload a signed memo from the TA provider.** Once plans are approved, and the signed memo is accepted, a contract will be offered; the disbursement process will be open.

## Disbursements:

**Finalists become grantees once a contract is signed.** Pre-Development grantees can submit monthly disbursement requests once action items are reached or initiated; not to exceed the total grant award of \$150,000. The following items are required in order to process a disbursement request:

- ★ Lien Waiver (if external contractor/entity), Invoice, Proof of Payment, Receipt, EFT Form, bank letter, W-9 and IL Certificate of Good Standing
- ★ Timesheet signed by the Project Manager Supervisor or Community Engagement Manager (if applicable)
- ★ If working with subcontractors, a combination of delegate agency forms, receipts, and contracts are required (+proof of work completed)
- ★ Payroll documents will be required if employees of the organization who directly manage the project are paid through the grant

DPD reserves the right to review each disbursement request and ultimately approve or deny it. Severe deviations from Budget-Work Plans, or failure to provide any of the required disbursement processing items, may result in a denial.

## Budget-Work Plan:

The first step in the overall process is for finalists to **meet with a Technical Assistance (TA) provider or delegate to determine need**. The TA will then assist in reviewing a Budget-Work Plan based on approved CRP templates (available in Submittable). The Budget-Work Plan **outlines how, where and the sequence in which money is spent, in addition to the work that is to be performed throughout the project**. This is done by creating 3 milestones with detailed action items for each.

## Milestones:

Each of the 3 milestones acts as an administrative checkpoint and will contain its own action items which finalists ultimately determine with help from their TA. **After reaching or initiating an action item, eligible costs for that action item are unlocked for disbursement.**