



 **CHICAGO**
 **RECOVERY PLAN**

**CLIMATE INFRASTRUCTURE FUND
(CIF) GRANT FINALIST ORIENTATION**

AGENDA

12:30

Welcome and Introductions

12:50

CIF Program Descriptions

1:00

Climate Permitting – Martha Reynoso, Department of Buildings

1:20

Break

1:30

Program Requirements – Phase 1 and 2: Path to Contract and Disbursements

2:30

Communications and Engagement

2:45

Closing, FAQs, and Next Steps



 **CHICAGO**
 **RECOVERY PLAN**

INTRODUCTIONS

Patrick Leow – Project Lead, Guidehouse

Michael Zell – CIF Workstream Lead, Guidehouse

Hannah Jones – DPD Director, Chicago Recovery Plan

Luke Mich – DPD Program Manager

Lindy Wordlaw – Department of Environment, Director, Chicago Recovery Plan

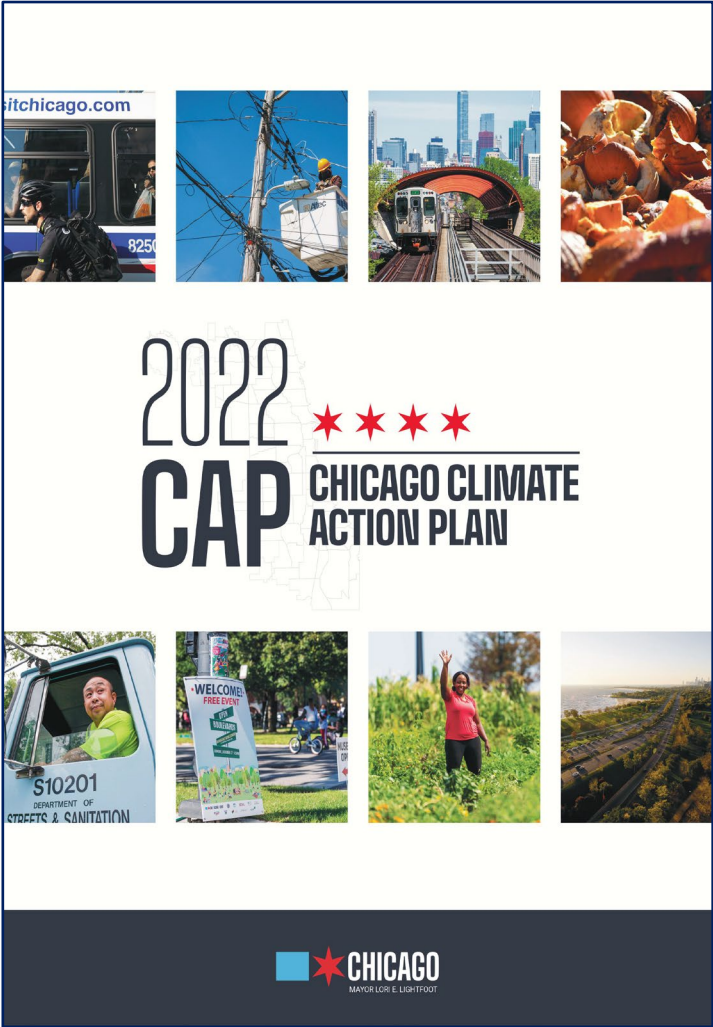
THE CHICAGO RECOVERY PLAN



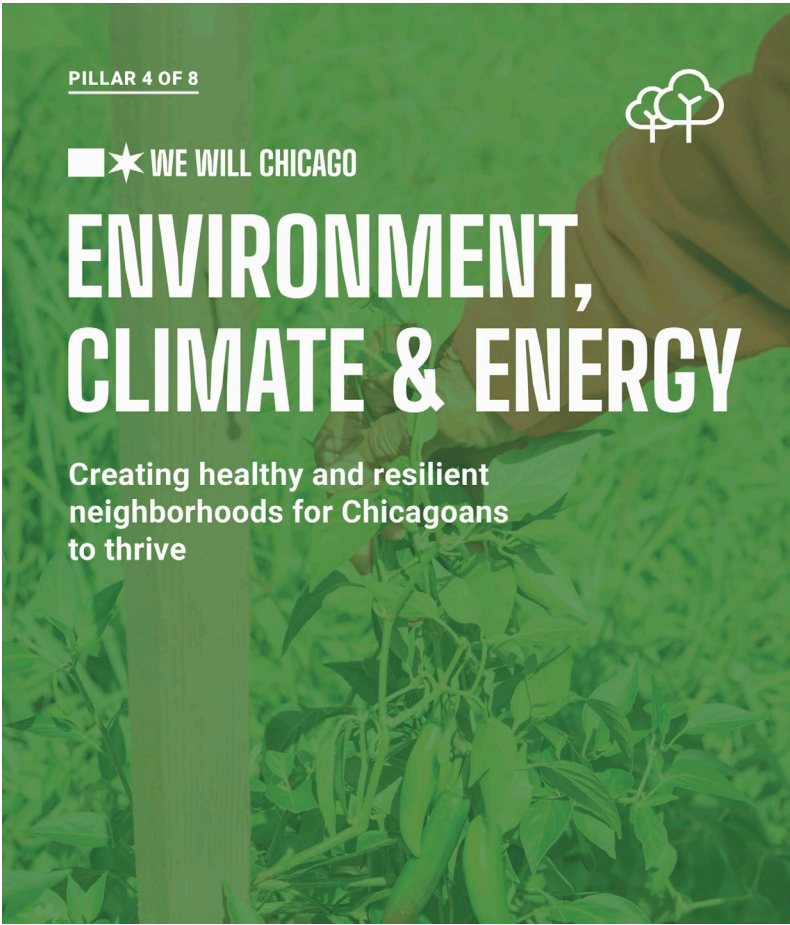
CLIMATE INFRASTRUCTURE FUND (CIF) PURPOSE

- ★ **CIF will accelerate Chicago's transition to the green economy by seeding climate projects across Chicago that align with the 2022 Climate Action Plan of reducing emissions 62% by 2040, and driving equitable co-benefits to all Chicagoans**
- ★ Projects fall into three categories:
 - Energy efficiency and renewable energy (EE/RE)
 - Electric vehicles and charging infrastructure (EV)
 - Nature-based solutions/green stormwater infrastructure (GI)

CIF CONNECTS WITH CITY POLICY WORK



2022 Climate Action Plan



2023 Citywide Plan

CIF PROGRAM TEAM – GET TO KNOW US

Department of Planning and Development

- DPD Chicago Recovery Plan team manages a suite of CRP projects related to planning and development
- Luke Mich, Project Manager, co-leads CIF program

Department of Environment

- DOE Chicago Recovery Plan Director manages a suite of climate-related CRP projects across numerous departments
- Lindy Wordlaw, CRP Director, co-leads CIF program

Guidehouse

- Program Administrator contracted by the City to assist with day-to-day management of DPD CRP programs
- Point of contact for CIF Finalists moving forward
- Michael Zell and Patrick Leow

CIF ROUND 2 FINALISTS – GETTING TO KNOW YOU!

PLEASE ENTER THE BELOW INFORMATION IN THE CHAT

★ **Name**

★ **Organization & Location**

★ **Project Type**

Renewable Energy / Energy Efficiency (RE/EE)
Electric Vehicles / EV Charging Infrastructure (EV)
Green Infrastructure (GI)

★ **Brief Project Description**

★ **Favorite Chicago winter pastime**

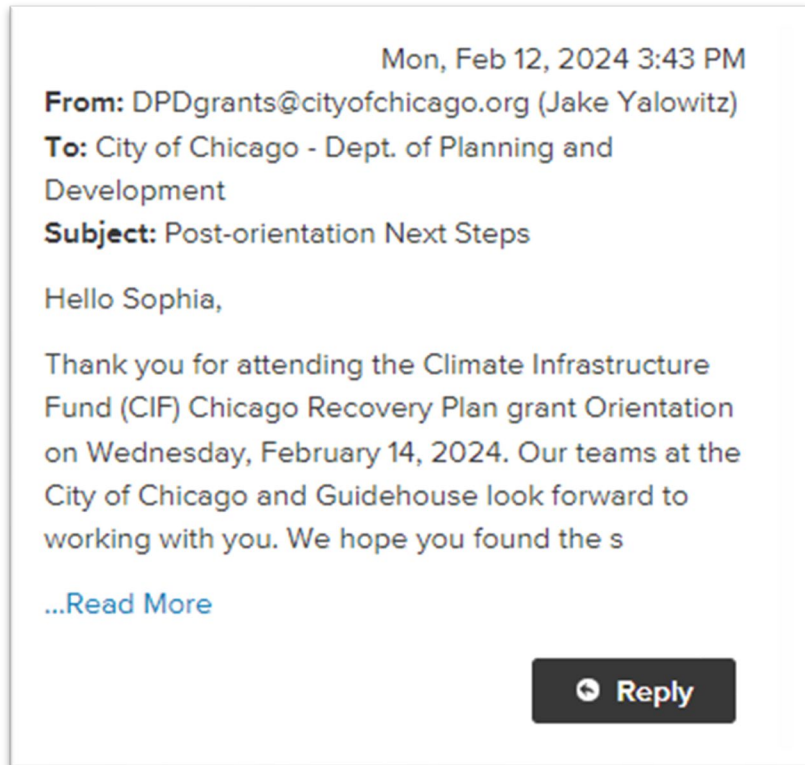


GUIDEHOUSE

- ★ Guidehouse is the grants Program Administrator for the CIF program.
- ★ We work with the City to collect and review the necessary documentation for both the contract and disbursement processes.
- ★ Guidehouse and CIF (DPD & DOE) Program Managers will work with you on the necessary steps from becoming a finalist to grant closeout, including subject matter expertise on climate topics.
- ★ 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!


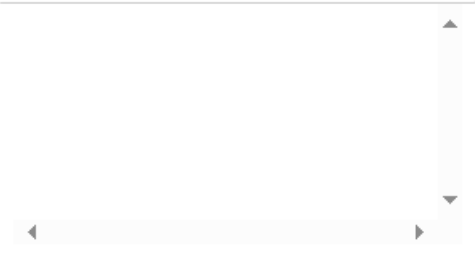
Please join us for an official grant announcement on **January 30th, 2024, at 11:00 a.m. at The Hatchery, 135 N. Kedzie Ave.**


[...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

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.

Program Descriptions

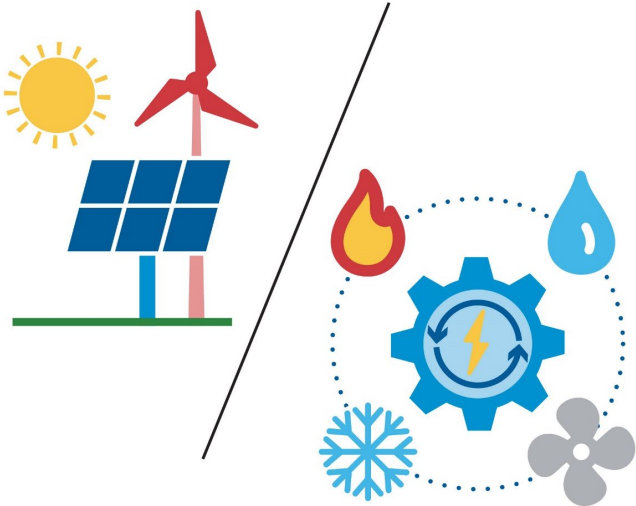
Energy Efficiency/Renewable Energy (EE/RE)

Electric Vehicles (EV)

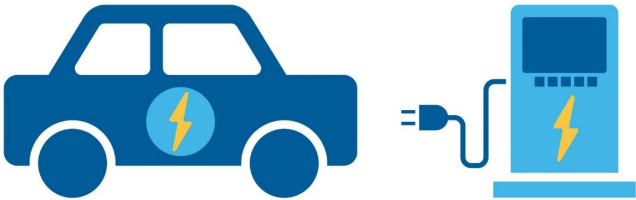
Green Infrastructure (GI)

PROJECT TYPES

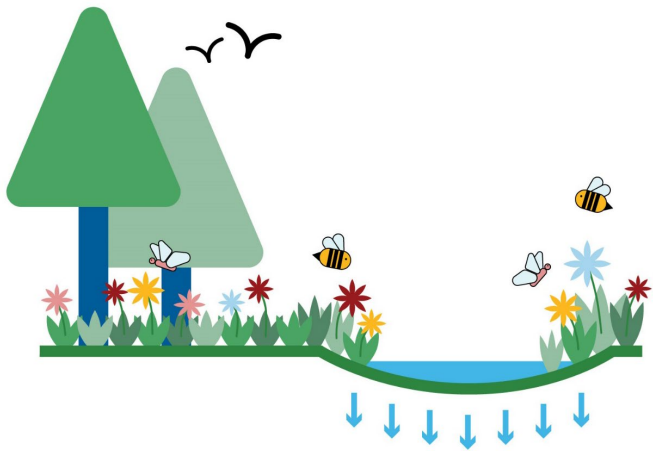
Renewable Energy and Energy Efficiency



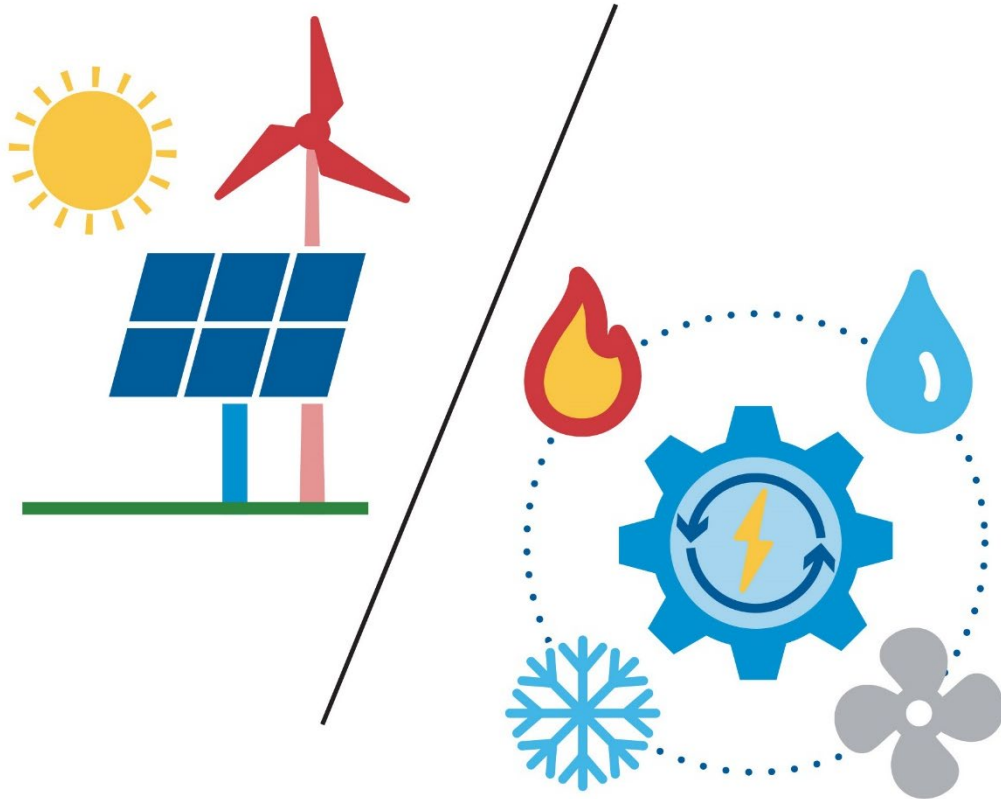
Electric Vehicles and EV Charging Infrastructure



Green Infrastructure

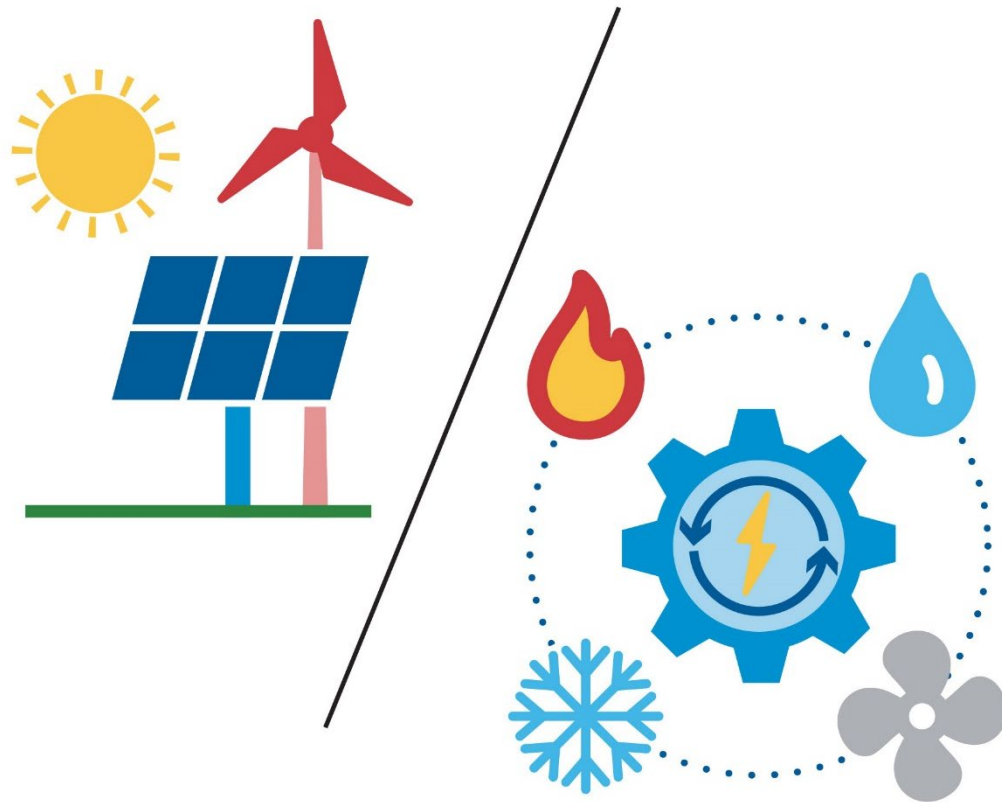


RENEWABLE ENERGY / ENERGY EFFICIENCY



Investments may include installation of **onsite renewable energy and energy efficiency upgrades**, such as space heating and cooling with electric heat pumps, air sealing and insulation, lighting, heat pump water heaters, and induction cooktops.

RENEWABLE ENERGY / ENERGY EFFICIENCY



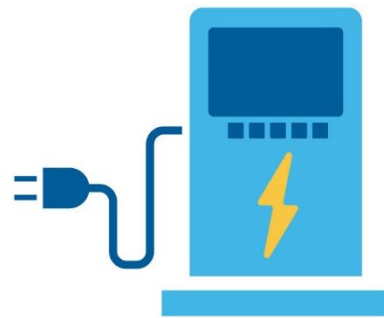
Costs that *MAY* be considered eligible

- Structural reinforcement to roofs or other areas to allow for the installation of solar panels or other energy efficiency equipment (up to 25% of total grant amount)

Ineligible Costs

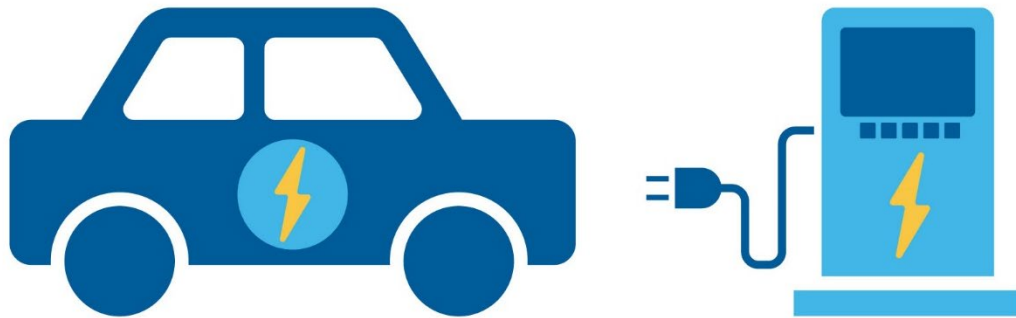
- Fossil fuel systems or appliances, including new installation or upgrades (eg space heating, water heating, gas-fired appliances).

ELECTRIC VEHICLES & EV CHARGING



Approved projects will fund the purchase of **electric vehicle(s) or fleets** and may include the installation of **EV charging infrastructure**.

ELECTRIC VEHICLES & EV CHARGING



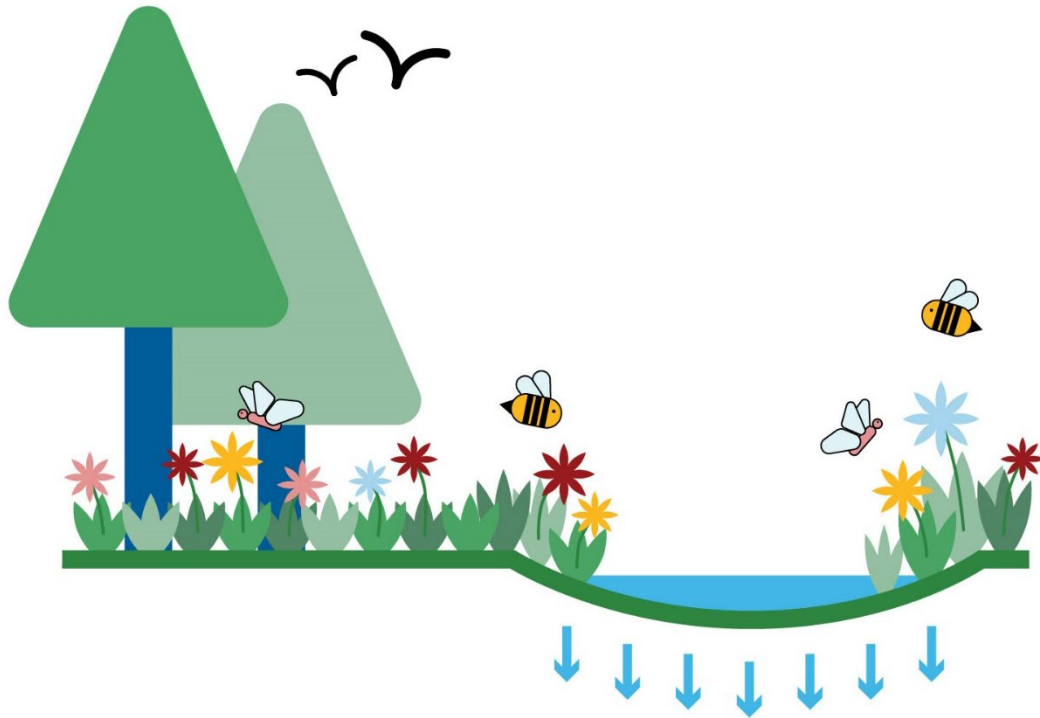
Costs that *MAY* be considered eligible

- Electrical service / panel upgrades if required to install charging infrastructure

Ineligible Costs

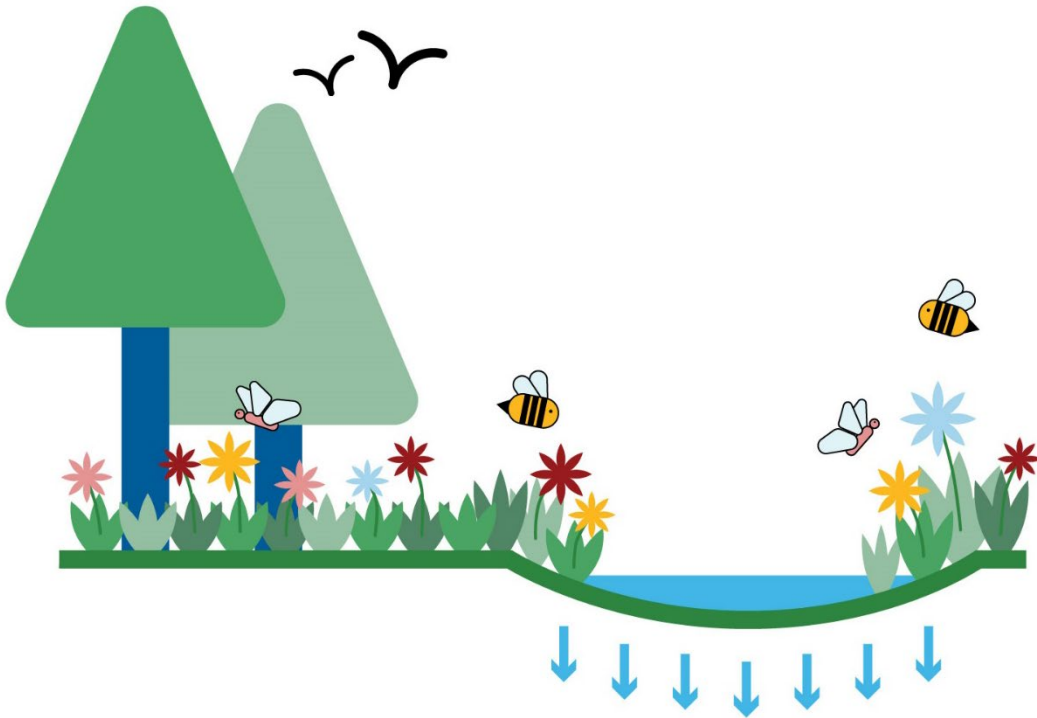
- Luxury vehicles
- Vehicle wraps
- Parking lot improvements / re-paving (*repair for trenching is allowed*)
- Operational costs related to connecting to an EV charging infrastructure network (Initial electrical wiring is allowable)

GREEN INFRASTRUCTURE



Green infrastructure (GI) collects stormwater from paved and unpaved surfaces to **filter and absorb stormwater** where it falls, reducing the amount of stormwater going into the sewer system. Costs may include native plantings and soil systems, permeable pavement, stormwater harvest and re-use, urban agriculture investments, and associated landscape improvements.

GREEN INFRASTRUCTURE



Costs that *MAY* be considered eligible

- Permeable paving, seating, lighting, and other landscape elements associated with a project that focuses on stormwater capture and flood prevention.

Ineligible Costs

- Non-permeable paving
- Invasive plantings
- Sheds, tools



 **CHICAGO**
 **RECOVERY PLAN**

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

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

TYPES OF BUILDING PERMITS

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).

RENEWABLE ENERGY / ENERGY EFFICIENCY

Project Type	DOB Permit Requirements
Rooftop Solar	<ul style="list-style-type: none"> Express Permit Program (up to 13.44 kW) Plan-based building permit (over 13.44 kW)
Air Source Heat Pumps / High-Efficiency Air Conditioning	<ul style="list-style-type: none"> No permit required for replacing existing AC, residential building up to 4 stories Express Permit Program for all others
Air Sealing / Insulation	<ul style="list-style-type: none"> No permit required for insulation blown in to existing wall/ceiling cavities or requiring total openings not exceeding 1,000 square feet Express Permit Program or plan-based building permit for more extensive work
Heat Pump / High-Efficiency Electric Water Heater	<ul style="list-style-type: none"> No permit required for 1-for-1 replacement in residential building up to 4 stories when electrical work is not required / Electrical-only permit for any electrical work Express Permit Program for 1-for-1 replacement Plan-based building permit for switching to/from shared/individual equipment
Space Reconfiguration (e.g. moving / adding / removing walls, doors, windows)	<ul style="list-style-type: none"> Express Permit Program for up to 2,000 square feet within single-tenant space Express Permit Program for up to 500 square feet in shared/common area Plan-based building permit for all others

This information is a summary of legal requirements and does not include all conditions, limitations, or exceptions that may be applicable to a particular situation. This summary is not a substitute for the Municipal Code of Chicago or any other federal, state, or local law.

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

RENEWABLE ENERGY / ENERGY EFFICIENCY

Project Type	DOB Permit Requirements
High Efficiency Lighting	<ul style="list-style-type: none">• No permit required for replacing lamps (light bulbs) in existing fixtures• Electrical-only permit required for rewiring/replacing existing fixtures• Express Permit Program, same area limits as space reconfiguration• Plan-based building permit required for all others
Induction Cooktop/Range	<ul style="list-style-type: none">• No permit required for replacing existing electrical cooktop/range• No permit required if no new electrical wiring/outlet required• Electrical-only permit for new electrical wiring, service/panel upgrade up to 400A• Express Permit Program to remove/cap existing gas line• Plan-based building permit required for all others
Electrical Panel/Service Upgrade	<ul style="list-style-type: none">• Electrical-only permit if standalone scope, up to 400A• Express Permit Program if up to 400A and combined with other eligible work• Plan-based building permit for all others

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ELECTRIC VEHICLE CHARGING

Project Elements	DOB Permit Requirements
EV Charging Station	<ul style="list-style-type: none">• Electrical-only permit for up to three Level 2 AC chargers at one existing site/location• Plan-based building permit if:<ul style="list-style-type: none">• Creating new paved off-street parking/charging area• More than three Level 2 AC charging stations at same site/location• Installing any number of DC (“Level 3”) charging stations
Electrical Panel/ Service Upgrade	<ul style="list-style-type: none">• Electrical-only permit if standalone scope, up to 400A• Express Permit Program if up to 400A and combined with other eligible work• Plan-based building permit for all others
Space Reconfiguration (e.g. moving / adding / removing walls, doors, windows)	<ul style="list-style-type: none">• Express Permit Program for up to 2,000 square feet within single-tenant space• Express Permit Program for up to 500 square feet in shared/common area• Plan-based building permit for all others

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GREEN INFRASTRUCTURE

Project Elements	DOB Permit Requirements
Native Plantings	None *
Trees	None * **
Soil	None * ** ***
Bioswales	None * ** ***
Permeable Pavement	No building permit required for walkways/patios/non-vehicular areas *** Plan-based building permit for creating, reconfiguring, or replacing vehicular-use areas
Rainwater Harvesting System	Plan-based building permit after securing site-specific approval from Illinois Department of Public Health (IDPH)
Green Roof	Plan-based building permit

* Landscaping work in the public parkway requires City approval from DSS and/or BACP

** Digging deeper than 10 feet anywhere on a property, or deeper than 5 feet within 5 feet of existing buildings or property lines, requires excavation notice and permit

*** Work on a site that is already subject to a Stormwater Management Plan may require an amended Stormwater Management Plan to be approved

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For more information, please visit Chicago.gov/permit.

OTHER PERMITTING BODIES

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://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://chicago.gov/permit).

PERMITS FAQ

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 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.

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

BREAK



Take 5 minutes for a break



 **CHICAGO**
 **RECOVERY PLAN**

PROGRAM TIMELINE AND REQUIREMENTS



 **CHICAGO**
 **RECOVERY PLAN**

PHASE 1: PATH TO CONTRACT

PROGRAM TIMELINE OVERVIEW

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 67 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

- ★ 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

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

Activities	
Key Milestone	Approx. Timeline
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

- ★ 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

Kick-off/Orientation

- Review process with DPD, DOE & 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
- Energy Assessment (RE/EE only)
- Vehicle cut sheet (EV only)
- Additional project-specific drawings and renderings (GI only)
- Maintenance/Operations Plan
- 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

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- Review program-specific guidelines

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- Vehicle cut sheet (EV only)
- Additional project-specific drawings and renderings (GI only)
- Maintenance/Operations Plan
- 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

Complete Site Visit

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)

Submit Bid Documents

- GC bids (minimum of 2)
- Certificate of insurance from selected GC

Submit Site Control Documents

- Deed, Letter of

- Final review of contract terms

PHASE 1: CHECKLIST

Kick-off/Orientation

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

Submit Legal Documents

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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

Pay attention to your project-specific design requirements!

- 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 process
- Review program

Submit Legal Documents

- Organizational chart
- Articles of Incorporation
- Corporate Minutes
- Officers/Operators
- Economic Disclosure Statement
 - Must be current
- Ownership chart, Child support affidavit(s), and Photo IDs (Driver's License, State ID, Passport)
 - Will require running SSNs
- City runs Indebtedness/Scofflaw check affidavit
- Chart submitted

Submit Design Documents

- Executed Designer or Architect's contract
- Energy Assessment (RE/EE only)
- Vehicle cut sheet (EV only)
- Additional project-specific drawings and renderings (GI only)
- Maintenance/Operations Plan
- Preliminary drawings & renderings

- 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

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

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)

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: ELIGIBLE COSTS

- ★ Climate Infrastructure Fund grants are intended to support building, site, and/or fleet improvements that provide climate benefits.
- ★ Eligible costs are limited to capital expenditures and the predevelopment costs required to complete a capital project (e.g. design, engineering, site acquisition, permitting costs).
- ★ Eligible costs **do not** include operating, staffing, maintenance, deferred maintenance, code compliance, or management costs.
- ★ Capital expenditures should be focused on improvements that have specific climate improvements, which include:
 - Renewable Energy and Energy Efficiency
 - Electric Vehicles and Electric Vehicle Charging Infrastructure
 - Green Infrastructure
- ★ Project costs may be incurred for improvements that support, but do not directly contribute to, a project's climate impact.
- ★ Awarded funds may be used to cover these costs, with the goal that no more than 25% of the awarded amount be used to pay for these "supportive" investments.
- ★ DPD, at its discretion, may allow supportive costs to exceed 25% of the total award amount, but in no case can these costs exceed 50% of the total award amount.
- ★ Further, DPD **may**, at its discretion, increase the total award amount to cover unforeseen supportive costs; however, in no case will the total award amount be increased above \$250,000.

PHASE 1: FORMS IN SUBMITTABLE

Additional Forms



Grant Finalist Requirements 1a : Legal Documents

Last submitted on May 31, 2023

Deadline: Jun 7, 2023 2:00 AM



Grant Finalist Requirements 1b : City Indebtedness and Child Support Clearance

Last submitted on May 31, 2023

Deadline: Jun 21, 2023 2:00 AM



Grant Finalist Requirements 2 : Project Scope Finalization (Design Docs)

Last submitted on May 24, 2023

Deadline: Aug 9, 2023 2:00 AM



Grant Finalist Requirements 3 : Project Scope Finalization (Site Control Docs)

Last submitted on June 5, 2023

Deadline: Aug 9, 2023 2:00 AM



Grant Finalist Requirements 4 : Project Scope Finalization (Construction Docs)

Last submitted on June 5, 2023

Deadline: Sep 27, 2023 2:00 AM



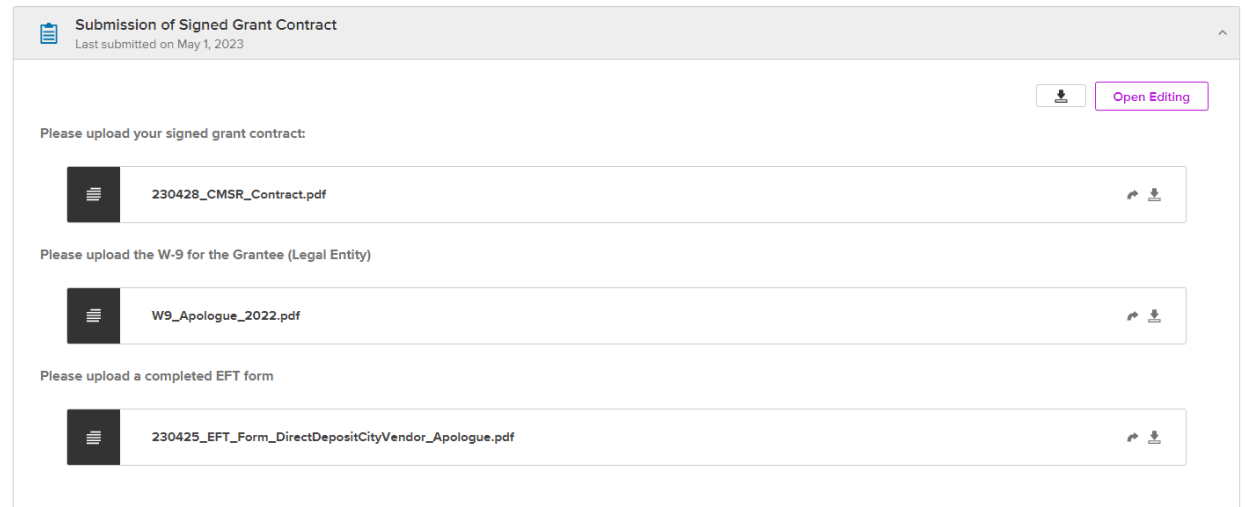
Tips for Document Submission:

- *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:

1. Check all five boxes below to confirm that you have read, understand, and agree with the corresponding statements.
2. 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.
3. 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>.
4. 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 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 Northwinds
Fox River Grove, IL
Tel: 847-639-5100
Fax: 847-639-5100

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

- ★ 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.

PHASE 2: DISBURSEMENT MILESTONES (RE/EE)

Milestone	Disbursement Details
Projects with Permits: Permit Issued Projects without Permits: Pre-development is complete and grant contract has been awarded	Can be reimbursed for eligible expenses up to 25% of your total grant amount.
Projects with Permits: Rough Inspections Passed Projects without Permits: Photos and signed affidavit attesting to project being at 50% complete status	Can be reimbursed for eligible expenses up to 50% of your total grant amount
Projects with Permits: Final Inspections Passed Projects without Permits: Photos and signed affidavit attesting to project being at 75% complete status	Can be reimbursed for eligible expenses up to 75% of your total grant amount
All projects: Certificate of Occupancy Issued OR photos and signed affidavit attesting to project being at 100% complete status	Can be reimbursed for eligible expenses up to 100% of your total grant amount

PHASE 2: DISBURSEMENT MILESTONES (EV)

Milestone	Disbursement Details
Vehicle Portion of Grant: N/A Charger Portion of Grant: Permit issued	Can be reimbursed for eligible expenses up to 25% of your total grant amount.
Vehicle Portion of Grant: N/A Charger Portion of Grant: Rough inspections passed	Can be reimbursed for eligible expenses up to 50% of your total grant amount
Vehicle Portion of Grant: Vehicle purchased Charger Portion of Grant: Final inspections passed	Can be reimbursed for eligible expenses up to 75% of your total grant amount
Vehicle Portion of Grant: Vehicle delivered Charger Portion of Grant: COO or photos and signed affidavit attesting to project being at 100% completion status	Can be reimbursed for eligible expenses up to 100% of your total grant amount

PHASE 2: DISBURSEMENT MILESTONES (GI)

Milestone	Disbursement Details
Projects with Permits: Permit Issued Projects without Permits: Pre-development is complete and grant contract has been awarded	Can be reimbursed for eligible expenses up to 25% of your total grant amount.
Projects with Permits: Rough Inspections Passed Projects without Permits: Photos and signed affidavit attesting to project being at 50% complete status	Can be reimbursed for eligible expenses up to 50% of your total grant amount
Projects with Permits: Final Inspections Passed Projects without Permits: Photos and signed affidavit attesting to project being at 75% complete status	Can be reimbursed for eligible expenses up to 75% of your total grant amount
All projects: Certificate of Occupancy Issued OR photos and signed affidavit attesting to project being at 100% complete status	Can be reimbursed for eligible expenses up to 100% of your total grant amount

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:

- Invoice number
- 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



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
Total	\$18,023

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
Katherine Anna Costantino
Katherine Costantino
2022 McKinley Park Plaza
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	Desc Date: 02/17/22 Eed: 220217	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	Desc Date: 02/17/22 Eed: 220217	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	Desc Date: 02/17/22 Eed: 220217	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: Kacy Rookcross	Orig ID: 2161725734 Trace#: 071902628306815	Desc Date: 220218 Eed: 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: Kacy Rookcross	Orig ID: 4270465600 Trace#: 111000025167432	Desc Date: 220222 Eed: 220223	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 Pymntsscc: CCD Ind Name: Rookcross	Orig ID: 5555566257 Trace#: 091000017215424	Desc Date: 220223 Eed: 220223	CO Entry Descr: EDI Ind ID: 00000138303868	2,562.00

We sincerely thank you for choosing 2 Point

PHASE 3: CLOSEOUT

*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



 **CHICAGO**
 **RECOVERY PLAN**

**COMMUNICATIONS AND
ENGAGEMENT**

CLIMATE ACTION PLAN



The types of projects funded by CIF align with the 2022 Climate Action Plan and the goal to achieve deep emissions reductions while driving equitable co-benefits for ALL Chicagoans.

Projects fall into three categories:

- Energy efficiency and renewable energy (EE/RE)
- Electric vehicles and charging infrastructure (EV)
- Nature-based solutions/green stormwater infrastructure (GI)

The newly reinstated **Department of Environment** is deeply committed to the successful implementation of your project – and will work with you to highlight your work (so that other Chicagoans can learn about climate solutions relevant to them)!



HOW TO TALK ABOUT DPD

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 Climate Infrastructure Fund 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 Climate Infrastructure grant funding for our work. This money will help us [describe project]

TAG US!- SOCIAL NETWORKS

One way to help us get the word out is to tag the Chicago Department of Planning and Development's and Chicago Department of Environment's social media accounts when you make posts about your project.

★ Instagram, Twitter (X), Facebook: @ChicagoDPD @SustainChicago ★

ENGAGE IN YOUR NEIGHBORHOOD


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

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
- ★ Watch free webinars: YouTube.com/ChicagoBACP
- ★ Follow: @ChicagoBACP for up-to-date small business event information



FAQ

GENERAL FAQ

Q. What does the grant cover?

A. The grant covers 100% of eligible costs up to \$250,000.

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. CIF grants allow for pre-development costs including planning, energy assessments and environmental testing.

GENERAL FAQ

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 (up to \$250k).

GENERAL FAQ

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

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.

SCOFFLAW & INDEBTEDNESS FAQ

Q. What is Scofflaw? Why is it required?

A. In the context of this program, Scofflaw simply refers to violations such as parking tickets, ignoring of jury summons, and the like. A Scofflaw clearance is required to award public funds and without it a contract cannot be awarded.

Q. What is required to start the process?

A. You must provide the legal documents requested in the checklist and your Economic Disclosure Statement to begin the process.

SCOFFLAW & INDEBTEDNESS FAQ

Q. 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.

SCOFFLAW & INDEBTEDNESS FAQ

Q. How long does it take for Scofflaw/Indebtedness review?

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

Q. I have debt, does that disqualify me from the program?

A. No, you are not automatically disqualified for having debt, but you will have to clear any debt to the City and/or County prior to being awarded a contract.

DISBURSEMENT FAQ

Q. How long will it take for me to receive my reimbursement once it's approved?

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

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

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

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

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

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 email DPDGrants@CityofChicago.org



RESOURCES & NEXT STEPS


RESOURCES

★ See the Climate Infrastructure Fund Resources webpage for help with:

- ★ Community Resources
- ★ Construction and Installation Planning
- ★ City of Chicago Climate Resources
- ★ External Climate Resources

<https://www.chicago.gov/city/en/sites/dpd-recovery-plan/home/cif-resources.html>

★ An official website of the City of Chicago · [Here's how you know](#)

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Climate Infrastructure Fund Resources

Below is a list of resources for potential grant applicants to the [Climate Infrastructure Fund](#), which provides opportunities for the City of Chicago to invest in climate initiatives and support the city's equitable transition to the green economy.

For answers to frequently asked questions, please review our [FAQ page](#).

All other inquires should be directed to ClimateFund@cityofchicago.org

Climate Infrastructure Fund Information Sessions

Informational webinars were held on the following dates:

- Tuesday, January 10, 2023 | 12:00-1:30 p.m.
[Video](#) | [Presentation](#) | [Q&A](#)
- Thursday, February 2, 2023 | 12:00pm-1:00 p.m.
[Video](#) | [Presentation](#) | [Q&A](#)

City Climate Resources

Several City of Chicago plans and policy documents may provide guidance on climate-related infrastructure project proposals and related equity considerations.

The City's Climate Action Plan establishes an interim goal to reduce Chicago's carbon footprint 62% by 2040 while assuring that Chicagoans from all 77 community areas experience the benefits beyond the environmental impacts, including economic inclusion and savings, reduced pollution burden, equitable access to critical infrastructure, and community health and resiliency. The [2022 Chicago Climate Action Plan](#) outlines a comprehensive set of strategies across five pillars to achieve these environmental and equity goals.

A [2022 report](#) by the Chicago Building Decarbonization Policy Working Group further characterizes specific strategies for buildings that may provide guidance as well. Finally, the climate and environmental justice initiatives outlined in the [Chicago Recovery Plan](#) may inform applicants. [We Will Chicago](#), the City's first comprehensive plan in over 60 years may also be a resource, in particular, the [Environment, Climate and Energy Pillar Report](#).

A list of external climate resources is available at the bottom of this page.

TECHNICAL ASSISTANCE

- ★ Climate action is new/different – can be challenging
- ★ DOE is here to help to provide limited technical assistance – and also to better understand where "pinch points" exist
- ★ Goal to provide this TA at any point during any phase of your project, as needed
- ★ Does not take the place of your organization's own work – but to provide assistance and help with roadblocks on occasion
- ★ More details to come...
- ★ Contact Lindy Wordlaw, DOE: Belinda.Wordlaw@cityofchicago.org • 312-744-2882

NEXT STEPS

- ★ Sign up for a 15-minute introductory call with Luke, Lindy, and the Guidehouse team on one of the following times:
 - Wednesday, February 21, 1-2:30pm
 - Thursday, February 22, 11-12:30pm
 - Friday, February 23, 12-1:30pm
 - Monday, February 26, 9-11am

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

- ★ 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.



 **CHICAGO**
 **RECOVERY PLAN**

Q&A



 **CHICAGO**
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THANK YOU!