



 **CHICAGO**
 **RECOVERY PLAN**

CIF DISBURSEMENT WEBINAR
**(RENEWABLE ENERGY, ENERGY EFFICIENCY &
GREEN INFRASTRUCTURE)**

AGENDA

2:30

Welcome and Introductions

2:35

Remaining Path to Contract

2:45

Disbursements Process

2:50

How to Submit Disbursement Requests

3:00

Reporting Requirements

3:05

FAQs and Q&A

3:25

Next Steps and Closing Remarks



**CHICAGO
RECOVERY PLAN**

INTRODUCTIONS

**Lindy Wordlaw – DOE Director of Climate &
Environmental Justice Initiatives**

Hannah Jones – DPD Director, Chicago Recovery Plan

Tasha Smith – Grants Specialist, DOE

Elizabeth Shaw – CIF Disbursements, Guidehouse



 **CHICAGO**
 **RECOVERY PLAN**

**REMAINING PATH TO
CONTRACT**

PRE-CONTRACT OVERVIEW

Now that the City has approved contracting language, all finalists should strive to complete pre-contracting requirements as soon as possible.

Before receiving a contract:

- Submit any remaining pre-contract documents
- Resolve any outstanding City debt.
- Check Submittable messages frequently for any final document requests, initial site visit scheduling, and final review call scheduling

After you receive your contract:

- Submit your financial paperwork to iSupplier.
- Start gathering proof of financing
- Read through your contract thoroughly, countersign it, and submit in the released form on Submittable

USING iSUPPLIER

- ★ iSupplier is used by the City of Chicago to manage the procurement of goods or services and process Delegate Agency or Vendor requests for reimbursements (vouchers).
- ★ Finalists are required to submit their EFT and bank verification information to iSupplier so that an electronic payment portal can be established. This process allows the City to register your legal entity as an approved payee so that disbursed funds can be directly wired to your bank account.
- ★ Once you receive confirmation from Electronic Enrollment that your EFT is setup, please send us a screenshot of the correspondence in Submittable. This is a necessary step for you to begin the reimbursement process



Please refer to instructions on the [City's iSupplier portal](#) for how to upload documents and create an account.

RECEIVING A CONTRACT

- ★ After your final review call, the City will conduct a secondary and tertiary review on all documents before issuing a contract.
- ★ Once received, you must submit a counter-signed grant contract to the *Submission of Grant Contract (V2)* document on Submittable and include the vendor number (called “Supplier Number”) listed for your entity on iSupplier once you create an account.
- ★ Please note that all eligible costs included in the contract will be based on your submitted general contractor bids.

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



Additional Forms

| | |
|--|---|
| <input checked="" type="checkbox"/> Submission of Grant Contract (V2) Submitted on July 30, 2024 | ^ |
| Actions ▾ | |
| Next Steps | |
| Now that you have your contract you will need to set up your Electronic Funds Transfer (i.e. a direct deposit payment system) with the City of Chicago. Please follow the steps below: | |

PROOF OF FINANCING

- ★ Shortly after receiving your contract, a form in Submittable will open titled, *Proof of Financing Submission*. You will have 4 months from the time your contract is awarded to submit proof of 50% of project financing

50% proof of financing is required to ensure that projects will have enough funding to withstand the project should any delays occur in reaching various milestones

Proof of Financing Submission

What was your total project cost printed in your grant contract? *(required)*

Please upload proof of 50% of your total project cost. Proof of project financing may include a letter of commitment from a financial institution for a loan or line of credit or financial statements that demonstrate that you currently have sufficient equity to complete the project. *(required)*

Choose File

Select up to 10 files to attach. No files have been attached yet. You may add 10 more files.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff, .mobi, .ppt, .pptx, .xls, .xlsx, .zip

Save Draft

Submit Form



 **CHICAGO**
 **RECOVERY PLAN**

THE DISBURSEMENT PROCESS

DISBURSEMENT PROCESS

- ★ Projects will have slightly different processes to follow, depending on if it is permitted or not.
- ★ Regardless, both permitted and non-permitted projects will have 4 opportunities to seek reimbursement

| Eligible for up to 25% | Eligible for up to 50% | Eligible for up to 75% | Eligible for up to 100% |
|-------------------------------|--------------------------|--------------------------|-------------------------|
| Permitted Projects | | | |
| Permit Issued | Rough Inspections Passed | Final Inspections Passed | Construction Complete |
| Non-Permitted Projects | | | |
| Contract Issued | 50% of Project Complete | 75% of Project Complete | Construction Complete |

PERMITTED PROJECTS

- ★ Disbursement milestones for permitted projects follows a typical construction project timeline
- ★ Submitting for more than one milestone at once is fully permissible

| Milestone Detail | Disbursement Detail |
|--|--|
| Permit(s) Issued | Eligible for up to 25% of your total grant amount |
| Rough Inspections Passed | Eligible for up to 50% of your total grant amount |
| Final Inspections Passed | Eligible for up to 75% of your total grant amount |
| All Construction Complete and Final Site Visit | Eligible for up to 100% of your total grant amount |

NON-PERMITTED PROJECTS

- ★ Non-permitted projects will have to submit picture proof of progress made, along with a signed affidavit which clearly states the work that has been conducted for milestone's 2 and 3
- ★ Submitting for more than one milestone at once is fully permissible

| Milestone Detail | Disbursement Detail |
|--|--|
| Contract Issued | Eligible for up to 25% of your total grant amount |
| 50% of project complete – signed affidavit, proof of progress pictures, project progress tracker | Eligible for up to 50% of your total grant amount |
| 75% of project complete - signed affidavit, proof of progress pictures, project progress tracker | Eligible for up to 75% of your total grant amount |
| All Construction Complete and Final Site Visit | Eligible for up to 100% of your total grant amount |



 **CHICAGO**
 **RECOVERY PLAN**

**HOW TO SUBMIT
DISBURSEMENT REQUESTS**

DISBURSEMENT TIMELINE

- ★ Once you have submitted a countersigned contract and have confirmed your electronic payment profile is set up, you will then proceed to the Disbursement phase. A form will open for you in your Submittable profile to submit the necessary documentation
- ★ Once you have had your permit issued (if applicable), you are eligible for your first disbursement request. You will be eligible for up to 25% of your total grant contract.
- ★ You do not need to submit a disbursement request at every milestone. Should you be further along in your process and wish to skip over a disbursement, you are eligible to submit a request for whatever milestone you have most recently surpassed.
- ★ The timeline of each disbursement request is contingent upon any documentation revisions required. When a disbursement request is submitted, please actively monitor your Submittable messages for any revisions which may be required.

DOCUMENT CHECKLIST

Invoice Document:

- Construction costs must be itemized and clearly identified in your grant contract.
- Vendors must also be the same as listed in your grant contract
- Document should include your project site address, the legal entity name listed in your contract, and the date.

Receipt Document:

- Must match items that were invoiced.
- Should be provided by the vendor indicating payment was accepted.
- Should reference the invoice and/or activities paid.
- Date of receipt should be included.

Proof of Payment Document:

- Account should be in grantee's name.
- Should include payee name, date, and total amount paid
- Payment method – such as cancelled checks (front & back), bank statements, or Zelle payments with transactions highlighted – are acceptable.
- Cash payments are not acceptable

Note: the proof of payment is different from the receipt

Additional Documents:

- For any construction work being done, a Contractor's Sworn Statement, Lien Waiver, and Owner's Sworn Statement are necessary
- Signed affidavit and proof of progress pictures
- Project progress tracker

DOCUMENT CHECKLIST

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- Construction costs must be itemized and clearly identified in your grant contract.
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If any of your vendors have changed, or you anticipate them changing, please reach out to us immediately.

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- Document should include your project site address, the legal entity name listed in your contract, and the date.

Receipt Document:

- Must match items that were invoiced
- Should be provided by the vendor indicating payment was accepted.
- Should reference the invoice and/or activities paid.
- Date of receipt should be included.

Receipts and invoices can be one document should all necessary information be present

Proof of Payment Document:

- Account should be in grantee's name.
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Additional Documents:

- For any construction work being done, a Contractor's Sworn Statement, Lien Waiver, and Owner's Sworn Statement are necessary
- Signed affidavit and proof of progress pictures
- Project progress tracker

Payment is different from the receipt

DOCUMENT CHECKLIST

Invoice Document:

- Construction cost identified in your grant contract
- Vendors must be identified in contract
- Document should show legal entity name

Ensure all payments are made from your business/organization account.

Ensure proof of payment figure matches invoice and receipt figures.

Ensure grantee is easily identifiable in proof of payment.

Receipt Document:

- Must match invoice
- Should include date when work was accomplished
- Should reference the invoice and/or activities paid.
- Date of receipt should be included.

Payments **MUST** be made to the vendor listed on your grant contract. Payments made directly to unverified subcontractors are **ineligible**.

Proof of Payment Document:

- Account should be in grantee's name.
- Should include payee name, date, and total amount paid
- Payment method – such as cancelled checks (front & back), bank statements, or Zelle payments with transactions highlighted – are acceptable.
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Additional Documents:

- For any construction work being done, a Contractor's Sworn Statement, Lien Waiver, and Owner's Sworn Statement are necessary
- Signed affidavit and proof of progress pictures
- Project progress tracker

A signed affidavit and proof of progress pictures are only necessary for non-permitted projects

PROJECT PROGRESS TRACKER

★ Non-permitted projects will also be required to submit a project tracker each disbursement request.

★ Permitted projects should have invoices which itemize their scope of work as well

★ This document, otherwise known as an AIA Document G702, will allow nonpermitted projects to prove they have reached 50% and 75% of their project completion.

| A ITEM NO. | B DESCRIPTION OF WORK | C SCHEDULED VALUE | D WORK COMPLETED | | F MATERIALS PRESENTLY STORED (NOT IN D OR E) | G TOTAL COMPLETED AND STORED TO DATE (D+E+F) | % (G/C) | H BALANCE TO FINISH (C-G) |
|------------------|--------------------------|-------------------------|---------------------------------------|--------------------|---|---|------------|------------------------------------|
| | | | FROM PREVIOUS APPLICATION (D+E) | THIS PERIOD | | | | |
| 001 | Removal | \$2,000.00 | \$2,000.00 | \$0.00 | \$0.00 | \$2,000.00 | 100% | \$0.00 |
| 002 | Drainage | \$3,000.00 | \$1,000.00 | \$1,000.00 | \$0.00 | \$2,000.00 | 67% | \$1,000.00 |
| 003 | Gravel | \$8,000.00 | \$3,000.00 | \$3,000.00 | \$0.00 | \$6,000.00 | 75% | \$2,000.00 |
| 004 | Planting | \$3,000.00 | \$0.00 | \$2,000.00 | \$0.00 | \$2,000.00 | 67% | \$1,000.00 |
| 005 | Perennials | \$8,000.00 | \$0.00 | \$4,000.00 | \$0.00 | \$4,000.00 | 50% | \$4,000.00 |
| 006 | Shrubs | \$1,000.00 | \$0.00 | \$500.00 | \$0.00 | \$500.00 | 50% | \$500.00 |
| 007 | Irrigation | \$11,000.00 | \$0.00 | \$3,000.00 | \$0.00 | \$3,000.00 | 27% | \$8,000.00 |
| TOTALS | | \$36,000.00 | \$6,000.00 | \$13,500.00 | \$0.00 | \$19,500.00 | 54% | \$16,500.00 |

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|------------------|--------------------------|-------------------------|------------------------------|--------------------|---|---|------------|------------------------------------|
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| 001 | Removal | | | | \$0.00 | \$2,000.00 | 100% | \$0.00 |
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| 003 | Gravel | | | | \$3,000.00 | \$6,000.00 | 75% | \$2,000.00 |
| 004 | Planting | \$3,000.00 | \$0.00 | \$2,000.00 | \$0.00 | \$2,000.00 | 67% | \$1,000.00 |
| 005 | Perennials | \$8,000.00 | \$0.00 | \$4,000.00 | \$0.00 | \$4,000.00 | 50% | \$4,000.00 |
| 006 | Shrubs | \$1,000.00 | \$0.00 | \$500.00 | \$0.00 | \$500.00 | 50% | \$500.00 |
| 007 | Irrigation | \$11,000.00 | \$0.00 | \$3,000.00 | \$0.00 | \$3,000.00 | 27% | \$8,000.00 |
| TOTALS | | \$36,000.00 | \$6,000.00 | \$13,500.00 | \$0.00 | \$19,500.00 | 54% | \$16,500.00 |

The description should match the line items which are present in your contract

PROJECT PROGRESS TRACKER

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| 003 | Gravel | \$3,000.00 | \$3,000.00 | \$3,000.00 | \$0.00 | \$6,000.00 | 75% | \$2,000.00 |
| 004 | Planting | \$3,000.00 | \$0.00 | \$2,000.00 | \$0.00 | \$2,000.00 | 67% | \$1,000.00 |
| 005 | Perennial | \$8,000.00 | \$0.00 | \$4,000.00 | \$0.00 | \$4,000.00 | 50% | \$4,000.00 |
| 006 | Shrub | \$1,000.00 | \$0.00 | \$500.00 | \$0.00 | \$500.00 | 50% | \$500.00 |
| 007 | Irrigation | \$11,000.00 | \$0.00 | \$3,000.00 | \$0.00 | \$3,000.00 | 27% | \$8,000.00 |
| TOTALS | | \$36,000.00 | \$6,000.00 | \$13,500.00 | \$0.00 | \$19,500.00 | 54% | \$16,500.00 |

"From Previous Application" should highlight any costs already completed, while "This Period" should list any costs which were most recently paid

PROJECT PROGRESS TRACKER

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- ★ Permitted projects should have invoices that itemize their scope of work as well.

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| A ITEM NO. | B DESCRIPTION OF WORK | C SCHEDULED VALUE | D WORK COMPLETED | | F MATERIALS PRESENTLY STORED (NOT IN D OR E) | G TOTAL COMPLETED AND STORED TO DATE (D+E+F) | % (G/C) | H BALANCE TO FINISH (C-G) |
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| 005 | Perennials | \$8,000.00 | \$0.00 | \$4,000.00 | \$0.00 | \$4,000.00 | 50% | \$4,000.00 |
| 006 | Shrubs | \$1,000.00 | \$0.00 | \$500.00 | \$0.00 | \$500.00 | 50% | \$500.00 |
| 007 | Irrigation | \$11,000.00 | \$0.00 | \$3,000.00 | \$0.00 | \$3,000.00 | 27% | \$8,000.00 |
| TOTALS | | \$36,000.00 | | | | \$19,500.00 | 54% | \$16,500.00 |

To be eligible for disbursement #2 and disbursement #3 this total percentage should be above 50% and 75% respectively

SUBMITTING A DISBURSEMENT

Forms and disbursement documentation should be completed in Submittable:



CIF Non-EV Disbursements Request Form

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

What date do you anticipate completing construction? *(required)*

Note: This information will be used to schedule your final site visit. A tentative date is acceptable; please update as information becomes available.

What date do you anticipate being open to the public? *(required)*

Note: This information may be used for marketing and outreach. A tentative date is acceptable; please update as information becomes available.

What is the total grant award for this project as stipulated in the grant contract? *(required)*

\$ USD

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

\$ USD

Was a building permit required for the work being completed?



Please provide the following expense details included in this grant disbursement request: *(required)*

| | A | B | C | D | E | F | G | H |
|---|---|--------------------------|--------------|----------------|---|--|--|-------------|
| 1 | | Vendor Name / Dealership | Invoice Date | Invoice Amount | Does the invoice identify the customer? | Does the invoice itemize the expenses? | Is the Vendor listed on Building Permit? | Paid Amount |
| 2 | 1 | | | | | | | |
| 3 | 2 | | | | | | | |
| 4 | 3 | | | | | | | |
| 5 | 4 | | | | | | | |
| 6 | 5 | | | | | | | |
| 7 | 6 | | | | | | | |
| 8 | 7 | | | | | | | |
| 9 | 8 | | | | | | | |

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

Each disbursement request will be available as a form on Submittable.

Please ensure that each cost you are requesting for reimbursement is listed on the table.

SUBMITTING A DISBURSEMENT

Forms and disbursement documentation should be completed in Submittable:

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

Invoice(s): *(required)*

Choose File

Select up to 20 files to attach. No files have been attached yet. You may add 20 more files.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpl, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

This is the invoice provided by the service provider upon completion of project or pre-determined project milestone (see service contract). Invoice(s) should detail the following:

- Name and business address of the Company providing the services
- Name of the Client (should be the grantee)
- Project address
- Itemized list of completed services/deliverables along with fee(s) for each task or deliverable
- Completion date and payment due date
- Payments-to-date and outstanding balance
- Payment instructions

Proof of Payment: *(required)*

Requirements for each of the requested documents will be included on the form.

EXAMPLE DOCUMENTS



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 |
| | | |
| | | |

RECEIVING YOUR FUNDS

- ★ Once you submit your request, Guidehouse will conduct an initial review and then send your documentation to the DPD disbursements team for secondary and tertiary reviews.
- ★ If any revisions are required, we will re-open your form and send a message via Submittable.
- ★ After all reviews are complete, DPD will send your payment request to the Department of Finance for processing.

| Grantee: | | | | | | |
|---|----------------|--------------|----------------|---|---|----------------|
| Project Location (if applicable): | | | | | | |
| Awarded Grant Amount: | \$ | - | | | | |
| Previously disbursed funds: | \$ | - | | | | |
| Remaining Grant Amount: | \$ | - | | | | |
| Information provided by Vendor (Contractor) | | | | | | |
| Vendor Name | Invoice Number | Invoice Date | Invoice Amount | Does the invoice identify the customer name? Yes/No | Does the invoice itemize the expenses? Yes/No | Payment Amount |
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |
| 15 | | | | | | |
| 16 | | | | | | |
| Total | | | \$ | - | | \$ - |

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- ★ Once you submit your request, Guidehouse will conduct an initial review and then send your documentation to the DPD disbursements team for a secondary review.
- ★ If any revisions are required, we will re-open your form and send a message via Submittable.
- ★ After all reviews are complete, DPD will send your payment request to the Department of Finance for processing.

| Grantee: | | | | | | |
|---|----|---|----|---|---|----------------|
| Project Location (if applicable): | | | | | | |
| Awarded Grant Amount: | \$ | - | | | | |
| Previously disbursed funds: | \$ | - | | | | |
| Remaining Grant Amount: | \$ | - | | | | |
| Information provided by Vendor (Contractor) | | | | | | |
| | | | | | Does the invoice itemize the expenses? Yes/No | Payment Amount |
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |
| 15 | | | | | | |
| 16 | | | | | | |
| Total | | | \$ | - | | \$ - |

Please ensure you complete your revisions as quickly as possible to ensure a prompt payment. We recommend actively monitoring Submittable when you have a request in process.

RECEIVING YOUR FUNDS

- ★ Once you submit your request, Guidehouse will conduct an initial review and then send your documentation to the DPD disbursements team for a secondary review.
- ★ If any revisions are required, we will re-open your form and send a message via Submittable.
- ★ After all reviews are complete, DPD will send your payment request to the Department of Finance for processing.

| | | | | | | | |
|---|----------------|--------------|----------------|--------|--------|----------------|---|
| Grantee: | | | | | | | |
| Project Location (if applicable): | | | | | | | |
| Awarded Grant Amount: \$ - | | | | | | | |
| Previously disbursed funds: \$ - | | | | | | | |
| Remaining Grant Amount: \$ - | | | | | | | |
| Information provided by Vendor (Contractor) | | | | | | | |
| Does the invoice identify the customer name? Does the invoice itemize the expenses? | | | | | | | |
| Vendor Name | Invoice Number | Invoice Date | Invoice Amount | Yes/No | Yes/No | Payment Amount | |
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |
| 11 | | | | | | | |
| 12 | | | | | | | |
| 13 | | | | | | | |
| 14 | | | | | | | |
| | | | | | | \$ | - |

Once your payment is sent to Finance, our team has limited control over your disbursement.

PROJECT CLOSEOUT

- ★ Depending on your disbursements schedule, you will receive a link in Submittable either right before or right after your last disbursement.
- ★ This link will take you to a grant experience survey. We kindly ask you take 5 minutes to complete the survey.
- ★ Your responses allow us to better understand highlights and areas of improvement for the grant program, along with funding impact.

Climate Infrastructure Fund Grant Recipient Experience Survey

* 1. Enter your project's zip code.

* 2. What is the name of your organization?

The next questions will assess your overall impressions of the Chicago Recovery Plan process, in response to the following statements.

* 3. The resources provided by the Chicago Recovery Plan team were helpful.

- Strongly Disagree
- Somewhat Disagree
- Neither Agree nor Disagree
- Somewhat Agree
- Strongly Agree

4. If you responded Strongly Disagree, Disagree, or Somewhat Disagree to Question 3, which resources did you not find helpful?

* 5. I had an overall positive experience with the Chicago Recovery Plan.



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REPORTING REQUIREMENTS

REPORTING REQUIREMENTS (RE/EE)

You will be required to complete minimal reporting to showcase the impact of the funds received. Please stay tuned for additional information regarding this.

- ★ **Baseline energy consumption:** Baseline annual electricity and natural gas consumption for the facility (what was the annual consumption prior to the installation of your energy infrastructure)
- ★ **Annual energy consumption:** Annual electricity consumption for reporting year; Annual natural gas consumption (if applicable) for reporting year
- ★ **Renewable energy:** Total output of renewable energy (if applicable)
- ★ **Building Use:** Affirmation that no significant changes in building use have occurred over the last year, or if so, explanation of changes.
- ★ **Incentives:** Inflation Reduction Act, utility, other incentives received – more info/support coming!

Further instructions forthcoming, simple submittal form to be developed and distributed in late fall – Department of Environment will be available for office hours.

REPORTING REQUIREMENTS (GI)

You will be required to complete minimal reporting to showcase the impact of the funds received. Please stay tuned for additional information regarding this.

- ★ **Site use:** Affirmation that no significant changes to the site have occurred (Y/N)
- ★ **Baseline:** Baseline description of site prior to planting and site development, including number of trees, number and diversity of plants (if known), rough percentage of impervious and permeable surfaces
- ★ **Trees:** Number and species of trees planted on the site.
- ★ **Plant diversity:** Number and names of plants on the site (planted by grantee); Are there any new native plants on the site?
- ★ **Impervious and Permeable Surfaces:** Percentage of impervious and permeable paving on the site
- ★ **Site maintenance:** Describe regular maintenance procedures for the reporting year
- ★ **Nearby households served:** Number of households within ¼ mile of the site

Further instructions forthcoming, simple submittal form to be developed and distributed in late fall – Department of Environment will be available for office hours.



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FAQs

DISBURSEMENT FAQs

Q.

My construction is complete. Can I submit for 100%?

A.

Yes, as long as all inspections have been passed (if applicable) and construction is complete, you are eligible to submit for one total reimbursement of up to 100% of your grant contract.

Q.

I need to change one of my chosen vendors. What should I do?

A.

Please reach out to us in Submittable immediately. You will need to provide us with an updated bid from your new contractor along with their DOB license and Certificate of Insurance so that we can update your grant contract accordingly.

DISBURSEMENT FAQs

Q. How long will it take to receive my grant funds?

A. Once the Department of Finance receives your payment, it generally takes about 10-14 business days for them to process your request. Additionally, your bank may require 1-2 business days to move wired funds into your account.

Q. How long ago can my payments be from?

A. The oldest payment you can submit for reimbursement is six months prior to your announcement date. Please note that these expenses still must be included in your contract's Budget section.

DISBURSEMENT FAQs

Q.

If I need my funds quickly, can the City expedite my disbursement?

A.

Our team is not able to expedite any disbursement requests once they are sent to the Department of Finance. The best way to ensure your funds are processed quickly is following the instructions on the document checklist and ensuring no further edits are required.

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.



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QUESTIONS?



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NEXT STEPS

NEXT STEPS

- ❑ Finish all outstanding Pre-Contract requirements.
- ❑ Upload all financial documentation to iSupplier.
- ❑ Begin gathering disbursement paperwork and planning when you will submit your requests.
- ❑ Visit the Chicago Recovery Plan website to access the recording of this presentation.
- ❑ Reach out to the Guidehouse team via Submittable with any questions.



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THANK YOU!