



 **CHICAGO**  
 **RECOVERY PLAN**

**CIF EV**  
**DISBURSEMENT WEBINAR**

# AGENDA

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2:30

Welcome and Introductions

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2:35

Remaining Path to Contract

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2:45

EV Disbursements Process

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2:50

How to Submit Disbursement Requests

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3:00

Reporting Requirements

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3:05

FAQs and Q&A

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3:25

Next Steps and Closing Remarks

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# **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**

**Trinita Hardy – CIF Disbursements, DPD**

**Elizabeth Shaw – CIF Disbursements, Guidehouse**



 **CHICAGO**  
 **RECOVERY PLAN**

**REMAINING PATH TO  
CONTRACT**

# PRE-CONTRACT OVERVIEW

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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 and vehicle quotes.

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	^
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:	
Actions ▾	





# 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

*\*Should a project already be completed, the proof of financing requirement will be waived*

## 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**  
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# THE DISBURSEMENT PROCESS

# DISBURSEMENT PROCESS

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- ★ Whether you are purchasing vehicles, installing EV Charging Infrastructure, or both, you will have a unique amount of disbursement milestones
- ★ If you are both purchasing vehicles and installing EV charging infrastructure, your disbursement process will be divided into two congruent phases

EV Purchase Only	EV Charging Infrastructure Only	Both Vehicles and Charging Infrastructure
Eligible for up to <b>two</b> total disbursements	Eligible for up to <b>four</b> total disbursements	Eligible for up to <b>six</b> total disbursements

# EV PURCHASE ONLY

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- ★ If you are only purchasing electric vehicles, you are eligible for up to **two total** reimbursements
- ★ If you purchase your vehicle and acquire it the same day, you can be reimbursed in one total disbursement. Should you have to wait on delivery, the disbursement request can be split in two requests
- ★ The disbursement schedule is for **all** vehicles purchased. You must have documentation for all vehicles on your grant contract before submitting for reimbursement

Milestone Detail	Disbursement Detail
Vehicle(s) Purchased	Eligible for up to 75% of your total grant amount
Vehicle(s) Delivered, State Registration & City Registration Received	Eligible for up to 100% of your total grant amount

# CHARGING INFRASTRUCTURE ONLY

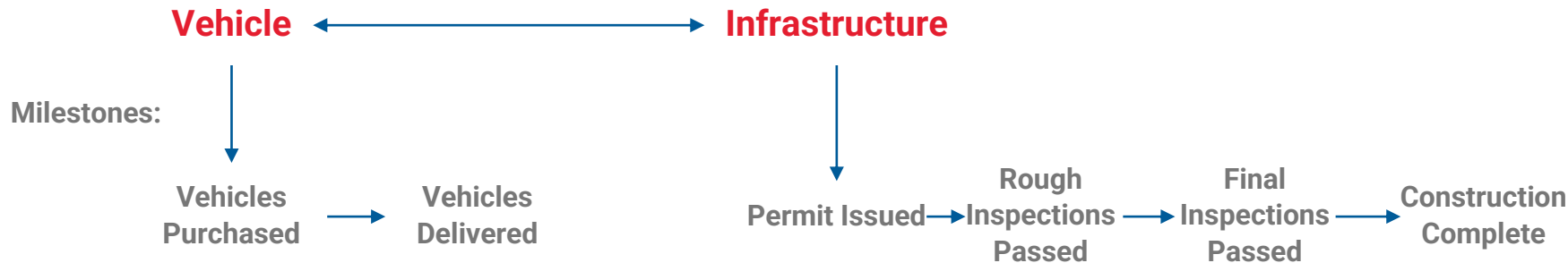
- ★ Disbursement milestones for the installation of charging infrastructure follows a construction project timeline.\*
- ★ Submitting for more than one milestone at once is fully permissible

Milestone Detail	Disbursement Detail
Permit 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

*\*The EV Charging Infrastructure construction inspections schedule may vary on a project-by-project basis.*

# VEHICLE + INFRASTRUCTURE

If you have both vehicles and charging infrastructure in your grant contract, your disbursement process will be **split into 2 congruent phases and 6 total possible disbursement requests**. Please refer to the *EV Purchase Only* instructions for the vehicle portion of your grant and the *Charging Infrastructure Only* instructions for the construction portion of your grant. **Overall, these process will occur in tandem and are not dependent on the completion of the other.**





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**HOW TO SUBMIT  
DISBURSEMENT REQUESTS**

# DISBURSEMENT TIMELINE

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- ★ 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 purchased your vehicle(s) or have had your permit issued, you are eligible for your first disbursement request. You will be eligible for up to 75% or 25% of your total grant contract, respectively.
- ★ 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

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## **Invoice/ Bill of Sales Document:**

- Construction costs must be itemized and clearly identified in your grant contract.
- Vehicles must be purchased from the dealership indicated in your final review call.
- 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
- For any vehicle being purchased, we will need the vehicle's license, registration, title, insurance, and proof of delivery

# DOCUMENT CHECKLIST

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## Invoice/ Bill of Sales Document:

- Construction costs must be itemized and clearly identified in your grant contract.
- Vehicles must be purchased from the dealership indicated in your final review call.
- 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.

If any of your vendors have changed, or you anticipate them changing, please reach out to us immediately.

## 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.
- Date, and total amount
- Cancelled checks (front & back), bank statements, or Zelle payments with transactions highlighted – are acceptable.
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# DOCUMENT CHECKLIST

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

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- 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

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

*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
- For any vehicle being purchased, we will need the vehicle's license, registration, title, insurance, and proof of delivery

# DOCUMENT CHECKLIST

## Invoice/ Bill of Sales Document

- Construction costs must be identified in your grant contract
- Vehicles must be indicated in your grant contract
- Vendors must be listed in your grant contract
- Document should include your project site address, the legal name of the vendor, and the date of payment

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.

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

## Receipt Document

- Must match invoice
- 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
- For any vehicle being purchased, we will need the vehicle's license, registration, title, insurance, and proof of delivery

# DOCUMENT CHECKLIST

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## Invoice/ Bill of Sales Document:

- Construction costs must be itemized and clearly identified in your grant contract.
- Vehicles must be purchased from the dealership indicated in your final review call.
- 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 purchased
- Should be provided by the vendor once the invoice was accepted.
- Should reference the invoice and/or activities paid.
- Date of receipt should be within 30 days of invoice date.

All EV Charging Infrastructure projects will need these additional documents

These documents will be needed to receive up to 100% of your total contract for EV Vehicles

## 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
- For any vehicle being purchased, we will need the vehicle's license, registration, title, insurance, and proof of delivery

# SUBMITTING A DISBURSEMENT

*Forms and disbursement documentation should be completed in Submittable:*



**Grant Disbursement Request 1 - CIF EV Projects**

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

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

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

Is your project for purchasing electric vehicles, installing charging infrastructure, or both? *(required)*

Electric Vehicle Purchase

Charging Infrastructure Installation

Please choose all that apply



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) / Bill of Sale(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, .wpf, .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). The Bill of Sale should be received when purchasing your vehicle(s). Invoice(s) should detail the following:

- Name and business address of the Company providing the services
- Name of the Client (should be the CIF 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(s) of Payment *(required)*

Choose File

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
<b>Total</b>	<b>\$18,023</b>

### Terms and Conditions

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

**CHASE** for **BUSINESS**<sup>®</sup>  
 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



# EXAMPLE DOCUMENTS

## MOTOR VEHICLE BILL OF SALE

- THE PARTIES.** This transaction is made in the County of \_\_\_\_\_ State of \_\_\_\_\_, on \_\_\_\_\_, 20\_\_\_\_ by and between:  
**Buyer:** \_\_\_\_\_ with a mailing address of \_\_\_\_\_ ("Buyer"), and agrees to purchase the Vehicle from:  
**Seller:** \_\_\_\_\_ with a mailing address of \_\_\_\_\_ ("Seller"), and agrees to sell the Vehicle to the Buyer under the following terms:
- VEHICLE DESCRIPTION.**  
**Make:** \_\_\_\_\_ **Model:** \_\_\_\_\_ **Body Type:** \_\_\_\_\_  
**Year:** \_\_\_\_\_ **Color:** \_\_\_\_\_ **Odometer:** \_\_\_\_\_ Miles  
**Vehicle Identification Number (VIN):** \_\_\_\_\_  
 Hereinafter known as the "Vehicle."
- THE EXCHANGE.** The Seller agrees to transfer ownership and possession of the Vehicle for: (check one)  
 - **Cash Payment.** The Buyer agrees to pay \$ \_\_\_\_\_ to the Seller.  
 - **Trade.** The Buyer agrees to pay \$ \_\_\_\_\_ and trade the following:  
**Make:** \_\_\_\_\_ **Model:** \_\_\_\_\_ **Body Type:** \_\_\_\_\_  
**Year:** \_\_\_\_\_ **Color:** \_\_\_\_\_ **Odometer:** \_\_\_\_\_ Miles  
 - **As a Gift.** The Seller is giving the vehicle as a gift to the Buyer. The value of the vehicle is \$ \_\_\_\_\_.  
 - **Other.** \_\_\_\_\_  
 Hereinafter known as the "Exchange."
- TAXES.** All municipal, county, and state taxes in relation to the sale of the Vehicle, including sales taxes, are paid by the: (check one)  
 - **Buyer** and not included in the exchange.  
 - **Seller** and included as part of the exchange.

STATE OF ILLINOIS  
 CERTIFICATE OF TITLE OF A VEHICLE

VEHICLE IDENTIFICATION NO. YEAR MAKE MODEL BODY STYLE TITLE NO.

DATE ISSUED ODOMETER GUN PURCHASED PURCHASE DATE

MAILING ADDRESS HOME/WORK NO. FT. TYPE OF TITLE ORIGINAL

ISSUED TO SIGNATURE ACTUAL REGISTRATION

PREVIOUS OWNER NAME AND ADDRESS ACTUAL REGISTRATION

SECOND OWNER NAME AND ADDRESS

VEHICLE OF ILLINOIS  
 The value of this car is hereby declared to be \_\_\_\_\_ Dollars and \_\_\_\_\_ Cents for the car is insured and licensed.

SELLER'S SIGNATURE THE SIGNATURE OF THE BUYER OR PERSON TO WHOM THE VEHICLE IS TO BE TRANSFERRED DATE

SELLER'S ADDRESS BUYER'S ADDRESS

There are two fees to be paid on each of these car titles. A transfer fee is \$10.00 and a title fee is \$15.00.

ASSIGNMENT OF TITLE  
 The undersigned hereby certifies that the vehicle described in this title has been transferred by the following printed name and address:

Transfer to the best of my knowledge that the seller is making a transfer of the vehicle title and fee for the following equipment to be changed:  
 The engine number is for transfer of the commercial title.  
 The engine number is for transfer of the personal title.  
 The transfer is for a lease or rental agreement.  
 The transfer is for a lease or rental agreement.

Printed Name of Seller(s) DATE OF SALE  
 Print Name of Buyer(s)

State of Illinois, Secretary of State of the State of Illinois, do hereby certify that according to the records of the said Secretary of State, the person or entity named herein is the owner of the vehicle described herein, which is subject to the above-stated fees and endorsements, if any, as herein specified. I, \_\_\_\_\_, Secretary of State, do hereby certify and seal the GREAT SEAL OF THE STATE OF ILLINOIS, at Springfield.

SECRETARY OF STATE

DO NOT ACCEPT TITLE SHOWING ANY ERASURES, ALTERATIONS OR MUTATIONS

## 2017 Illinois Registration Identification Card Jesse White, Illinois Secretary of State

SPGQ0108/16.01.0016: 101.00 CK01  
 99901 7JGQ10016 R 0917

Vehicle Year 1998	Vehicle Make FORD	VIN 1FAPFPH88WPF128428
Weight or CC's	Body Style COUPE	Application Type PASSENGER
Axes	Leased/Rental	Unit Number
File Number	County CHRISTIAN	011
Driver's License Number(s) or FEN(s)	Expiration Date SEPTEMBER 30, 2017	Plate Number
Renewal Fee Due 101.00		

# 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)								
							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								
15								
16								
Total				\$	-	\$	-	

# 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.

Generally speaking, each review stage will take approximately 3-5 business days to complete.

We will open up your subsequent disbursement form once we receive confirmation that your previous request has been paid out

The background image shows a disbursement form with a grid layout. The form includes a table with columns for 'Does the invoice identify the customer name?' and 'Does the invoice itemize the expenses?'. The 'Payment Amount' column is highlighted in green. The table has rows numbered 1 through 16. The bottom row is labeled 'Total' and shows a payment amount of '\$ -'. The callout boxes are overlaid on the form, providing additional information about the review process.

	Does the invoice identify the customer name?	Does the invoice itemize the expenses?	Payment Amount
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
Total			\$ -

# 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)									
								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 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)							
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

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- ★ 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.



 **CHICAGO**  
 **RECOVERY PLAN**

# REPORTING REQUIREMENTS

# REPORTING REQUIREMENTS

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

- ★ **Annual Paperwork:** Proof of vehicle registration with State of Illinois; City sticker; and continuous full coverage auto insurance through entire year
- ★ **Mileage:** Baseline mileage; end-of-year mileage
- ★ **Charging:** Platform(s) used; total charging hours by owner; charging owners by general public (if applicable); total electricity consumption used for charging for reporting year
- ★ **Incentives:** Inflation Reduction Act, utility, other incentives received – more info/support coming!
- ★ **Submittal:** simple form to be developed and distributed later this fall.

**Further instructions forthcoming – Department of Environment will be available for office hours.**





 **CHICAGO**  
 **RECOVERY PLAN**

**FAQs**

# DISBURSEMENT FAQs

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**Q.**

**Can I submit separate disbursement requests for each vehicle I am purchasing?**

**A.**

No, you have a maximum of 2 total disbursement requests to be reimbursed for all vehicle purchases on your contract. Once all vehicles have been purchased, you are eligible for up to 75% of your total grant contract. When all vehicles have been delivered, you are eligible for up to 100% of your total grant contract.

**Q.**

**The specific vehicle I submitted paperwork for is no longer in stock. What should I do?**

**A.**

Please reach out to us in Submittable immediately. You will need to provide us with an updated quote for the same make and model vehicle so that we can update your grant contract accordingly.

# DISBURSEMENT FAQs

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**Q.**

**My EV charger installation is complete. Can I submit for 100%?**

**A.**

Yes, as long as all inspections have been passed and construction is complete, you are eligible to submit for one total reimbursement of up to 100% of the portion of your grant contract responsible for construction work.

**Q.**

**All of my vehicles have been purchased and delivered, however the EV charging installation is not complete. Can I submit for 100%?**

**A.**

Given this type of project will be dispersed in 2 phases, you will be eligible to receive up to 100% only of the portion of your grant contract responsible for your vehicles. However, you still may be eligible for reimbursement for a portion of your installation work should a construction milestone have been surpassed.

# DISBURSEMENT FAQs

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**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.**

**I am having trouble with iSupplier. How do I get in contact with them?**

**A.**

If you are facing any challenges with iSupplier, or are looking to receive confirmation that your account is set up, please email [ElectronicEnrollment@cityofchicago.org](mailto:ElectronicEnrollment@cityofchicago.org)

# DISBURSEMENT FAQs

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**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

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- ❑ 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!**