

DEVELOPMENT GRANT DISBURSEMENT CHECKLIST

DISBURSEMENT MILESTONES

Once you have an executed contract, you have four milestone opportunities to request reimbursement.

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

DISBURSEMENT CHECKLIST

In order to be reimbursed, the awardee must provide proof of materials purchased and work completed; and proof of payment. (See samples on page 2-3)

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 receipt from Contractor to Grantee, showing:

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

Note: the proof of payment is different from the receipt

** Lien waivers and sworn statements are not necessary for items a grantee purchased themselves*

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)

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

DEVELOPEMENT GRANT DISBURSEMENT DOCUMENTS

Below are examples of documentation that you will need to submit with each disbursement request.

Contractor invoice and receipt



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 |
| | | | |
| | | | |
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| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Subtotal | | | \$18,023 |
| Sales Tax | | | Inc |
| Other | | | N/A |
| Total | | | \$18,023 |

PAID

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.

Proof of Payment: Bank Statement

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 |
| | | |
| | | |

BANK

| Date Sent | Status | Recipient | Amount |
|--|----------|--|----------|
| 1/15/23 | Complete | Construction | \$18,023 |
| Money Sent from Test Company CHK (...0123) | | | |
| Email Address | | Jdesjardins@Construction.com | |
| Transaction Number | | 123456789 | |

