

NEIGHBORHOOD OPPORTUNITY FUND

FINALIST DOCUMENTS CHECKLIST

The following checklist outlines the items that you, as a NOF Finalist, will be required to provide in order to receive your Conditional Award Letter (CAL). We ask that you remain in consistent contact with us throughout this process so we can be aware if any issues arise that may delay your ability to provide these items, and work with you to ensure your project progresses as smoothly as possible. PLEASE NOTE: IT IS IMPORTANT NOT TO BEGIN CONSTRUCTION OR PAY ANY CONSTRUCTION COSTS UNTIL THE CAL IS ISSUED.

STAGE 1: LEGAL DOCUMENTS

You will have 21 days from your finalist designation to provide the following legal documents. Fillable templates for all of them except the organization/ownership chart are available at somercor.com/NOF under 'Finalist Resources.'

- Economic Disclosure Statement
- Affidavit of Child Support Compliance
- Affidavit and Certification of Property Owner
- Organization/ownership chart
- Principal Profile Form

STAGE 2: PROJECT DOCUMENTS

You will have 120 days from the date of your legal documents submission to provide the following project documents.

- Proof of site control (a deed of trust OR an executed long-term lease agreement OR an executed purchase and sale agreement)
- Architectural Drawings (permit-ready if applicable)
- Minimum of two (2) general contractor (GC) bids
- Cleared Scofflaw request (from the City's Department of Finance)
- Selected GC's City of Chicago business license
- Selected GC's Certificate of Insurance
- Construction timeline