

NEIGHBORHOOD OPPORTUNITY FUND

GRANTEE DOCUMENTS CHECKLIST: REIMBURSEMENT

The following checklist outlines the items that you, as a NOF Grantee, will be required to provide after you have received 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.

PROOF OF FINANCING AND PROOF OF PERMIT

You will have 120 days from the date of CAL issuance to provide the following:

- Building permit issued by the City of Chicago
- A bank statement demonstrating available funds for 50% total project costs
- Bank statements for partial costs may be combined with other secure funding sources
- Closing documents from a lender showing their financing is active and ready to be used for the project

CONSTRUCTION AND COMPLETION – REIMBURSEMENT OPTION

You will have 12 months from the date of CAL issuance to provide the following documents **if you have chosen the reimbursement option.**

For the first reimbursement:

- Signed covenants

For all reimbursements (including first and last):

- Proof of permit
- Detailed invoices
- Canceled checks and/or bank statements
- Waivers of lien

For the final reimbursement:

- Signed permit
- Active business license
- Certificate of Occupancy (if the City has declared one is necessary)