



Department of Planning
and Development
(DPD)

GREATER
Chatham
INITIATIVE

Community Development Grants - Small (CDG-S)

Neighborhood Opportunity Fund (NOF)

Small Business Improvement Fund (SBIF)

Development Grants Preparedness Sessions

October 2024



Greater Chatham Initiative

economic development group

Since 2016

Residential

Public Safety

Business Development

Workforce Development

GREATER *Chatham* INITIATIVE

A shooting incident on 79th Street in 2014 prompted two years of effort of 250 individuals and institutions in five working groups to create the “Plan”.

In 2016 Greater Chatham Initiative was created and funded to execute this plan

Residential

Public Safety

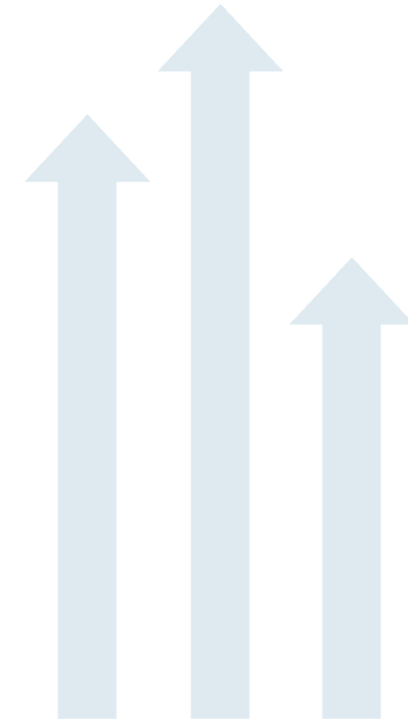
Business Development*

Workforce Development

THE GREATER CHATHAM INITIATIVE

Comprehensive Plan for Economic Growth and Neighborhood Vitality

Investing to Make Chatham, Auburn Gresham,
Greater Grand Crossing and Avalon Park
Communities of Opportunity and Choice



Greater Chatham Initiative Leadership Committee
June 2016

Access to Capital

Maintain on our website
www.GreaterChathamInitiative.org



Active economic support opportunities
"one-stop-shop" for economic support



[About](#) [Mahalias Mile](#) [Mahalia's Gift Shop](#) [FoodLab](#) [Grants](#) [News/Press](#) [Donate](#) [Contact](#) [Q](#)

MEDIA

2023 Chicago Sun-Times FoodLab article: [FoodLab Chicago Sun-Times Feb 19th 2023](#)

Grants and Loans

Food Incubator - menu & CPG products	WRT Storefront activation grants	Community Development Grants	Cook County Source Grant
Allies for Business Good Food Fund GRANTS	Verizon \$10K grant	Neighborhood Opportunity Fund	SBIF Districts
Allies for Business Good Food Fund LOANS	Hello Alice Grants Progressive \$50K	LISC Coramino Fund \$10K Grant	Woman's Business Development Center (WBDC) Programs & Capital
Democratic Convention			



★ DPD CAPITAL IMPROVEMENT GRANTS

- Community Development Grants - Small (CDG-S)
 - Competitive process
 - Applications open bi-annually
 - \$250,000 max award --**75% of Project Costs**
 - Projects must be within city limits
- Neighborhood Opportunity Fund (NOF)
 - Competitive process
 - Applications open quarterly
 - \$300,000 max award --**75% of Project Costs**
 - Projects must but in NOF qualified investment area
- Small Business Improvement Fund (SBIF)
 - Non-competitive process
 - Applications are submitted during monthly rollout periods for individual TIF districts
 - \$150,000 max award (commercial); \$250,000 max award (industrial) --**30-90% of Project Costs**
 - Projects must be in TIF district with a SBIF that is open for applications



★ ELIGIBLE EXPENSES

- Major exterior and interior renovations
- Acquisition (NOF/CDG only), architectural/design, engineering, site prep, demolition, and construction fees
- Roofing, masonry, façade, windows, doors
- Mechanical systems, such as HVAC, electrical, and plumbing
- ADA accessibility improvements
- Note : Contractors doing this work will need to have a City of Chicago license and an active insurance policy. Work completed without proper permitting will not be reimbursed.



★ INELIGIBLE PROJECTS

The following project types or conditions are ineligible:

- The grant recipient is a residential or home-based business.
- The grant recipient is a government entity.
- The application is for operational expenses.
- The project will not be completed within the required timeframe.
- The project's scope of work is already being funded through another Department of Planning and Development Grant.
- Construction has already been completed.
- The business has received another Department of Planning and Development grant in the last 3 years.

Also:

Liquor stores

Night Clubs

Cannabis, tobacco

Daycare, workforce training



APPLICATION TIPS



A group of people standing outside a building

Description automatically generated with medium confidence



APPLICATION REVIEW

1

Readiness

Projects can demonstrate readiness by providing:

- Site control documentation
- A detailed project budget and construction timeline
- Construction and design documents

2

Feasibility

Projects are more competitive when:

- 50% or more of project financing has been secured
- Permits have been issued
- A detailed business plan and leadership team summary is included
- A profit and loss statement or demonstration of financial stability is included

3

Community Impact

Explain how your project will contribute to the community

- Incorporate the neighborhood design guidelines in your plans
- Submit letters of support from community members and elected officials
- Provide a detailed plan for community engagement and outreach
- Introduce yourself and your project to your Alderperson

4

Due Diligence

Before moving forward with an application, the City will:

- Check for City-owned debt, Cook County property tax debt, and zoning compliance
- Work with the Department of Buildings and Department of Business Affairs and Consumer Protection to review your organization, project feasibility, and project site
- Confirm your business is in Good Standing with the State of Illinois

★ READINESS AND FEASIBILITY

Strong applications will provide proof of project readiness, including:

- An itemized budget supported by a City-licensed contractor's bid
- Design documents provided by a State-licensed architect (NOF/CDG only)
- **Proof of financing for at least 50% to 100% of the total project cost, or a plan to secure financing**
- Detailed business plan (start-ups) and/or up-to-date profit and loss statements (existing businesses)
- Audited tax documents from prior years

Owners of Soul Veg City and Past Grant Awardees



★ SITE CONTROL



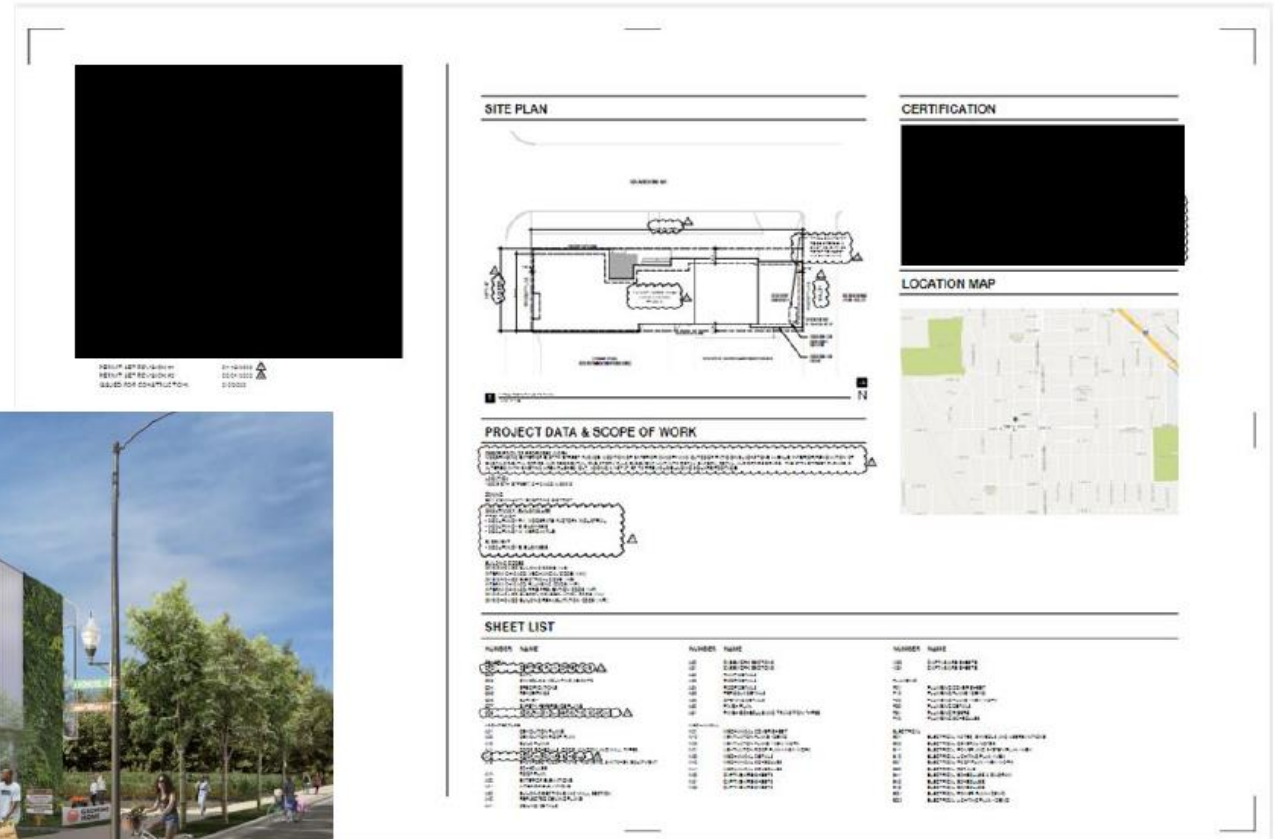
All applications must include proof of site control, acceptable documents include:

- **Lease:** An executed lease for the project site in your business's legal name (as listed on the application) for multiple years with the option to renew.
- **Deed / Real Estate Contract** for the project location with the name of your business entity (as listed on the application).
- **A Letter of Intent** for the project location, **signed by both the intended lessor and lessee**, including the name of your business entity (as listed on the application).
 - Applicants will need signed lease/deed before contract issuance



★ DESIGN AND CONSTRUCTION PLANS

Providing design documents and construction plans help to demonstrate a project's readiness.



★ PROJECT BUDGET

- **Grant awards are determined by eligible, itemized expenses provided in the application.** Successful applications will provide a detailed list and indicate which costs are supported by contractor estimate.
- Applicants will need to provide a comparable, itemized bid for every single eligible expense.
- Project contingencies are **strongly encouraged** to mitigate cost overruns, as award amounts are capped.

PROJECT BUDGET

Cost Category	Amount (US Dollar)	Additional Notes	Supported with contractor bid/estimate? (Answer "Yes" or "No")
Design/Architecture Fees	\$ 7,800.00	Already Paid	No
Permitting Fees	\$ 500.00		No
Demolition/Site Preparation	\$ 2,800.00		No
Roofing	N/A	No roofing work needed	N/A
Walls	\$ 7,800.00		Yes
Floors	\$ 1,500.00		Yes
Windows	N/A	Now windows needed	N/A
Doors	\$ 9,764.00		Yes
Masonry	\$ 7,000.00		Yes
Plumbing	\$ 24,000.00		Yes
HVAC/Mechanical	\$ 32,000.00		Yes
Electrical	\$ 30,200.00		Yes
Carpentry	\$ 4,500.00		No
Building System Security	\$ 3,700.00		No
Outdoor Landscaping/Signage	\$ -		N/A
Finishes and Fixtures	\$ 7,000.00		No
Furniture and Equipment	\$ 12,000.00		No
Other Non-Construction Costs (please describe in additional notes)	\$ -		
Other Construction Costs (please describe in additional notes)	\$ -		
Property Acquisition Cost	\$ -		
Total Construction Costs	\$ 131,564.00		
Total Non Construction Costs	\$ 19,000.00		
Project Contingency (10%)	\$ 13,156.40		
Total Project Costs	\$ 163,720.40		

- Good examples of a project budget will...
 - Have accurate cost estimates, because that will impact the overall grant award
 - Be supported by actual bids by potential contractors
 - Have a lot of detail, and will have lines that are sufficiently broken out
 - Not include ineligible costs, like the Furniture and Equipment line item shaded in yellow

★ FINANCING

- Project owners must provide proof of financing for at least 50% to 100% of the total project cost with **evidence** of said funds.
- Examples of what constitutes an acceptable and unacceptable example of proof of financing is on the next slide.



FINANCING

Funding Type	Dollar Amount	Additional Notes (Optional)	Anticipated (Answer "Secured" or "Anticipated")
Business Checking/Savings	\$ 130,000	Latest Bank Statement from Bank A Attached	Secured
Personal Checking/Savings	\$ 28,500	Latest Bank Statement from Bank B Attached	Secured
Loans from Financial Institutions	\$ 80,000	Loan Commitment Letter Attached	Secured
Loans from Individuals			
Securities (Stocks and Bonds)			
Gifts from Private Individuals			
Gifts/Grants from Institutions (Federal, State, Non-Profit):			
Gifts/Grants from the City of Chicago:			
Crowd-Funding:			
Other Funding Sources:			
Total	\$ 238,500		

Unacceptable examples will...

- Provide insufficient detail, noting that funds are only anticipated
- Not provide any specific evidence for that funding type
- List the City grant itself under the Proof of Financing



Acceptable examples will...

- Have specific evidence attached to the application, such as your latest bank statements or a loan commitment letter
- Be more than 50% of the total project cost



Funding Type	Dollar Amount	Additional Notes (Optional)	Anticipated (Answer "Secured" or "Anticipated")
Business Checking/Savings			
Personal Checking/Savings	\$ 75,000		Anticipated
Loans from Financial Institutions			
Loans from Individuals			
Securities (Stocks and Bonds)			
Gifts from Private Individuals			
Gifts/Grants from Institutions (Federal, State, Non-Profit):			
Gifts/Grants from the City of Chicago:	\$ 250,000	CDG Small Grant	
Crowd-Funding:			
Other Funding Sources:			
Total	\$ 325,000		



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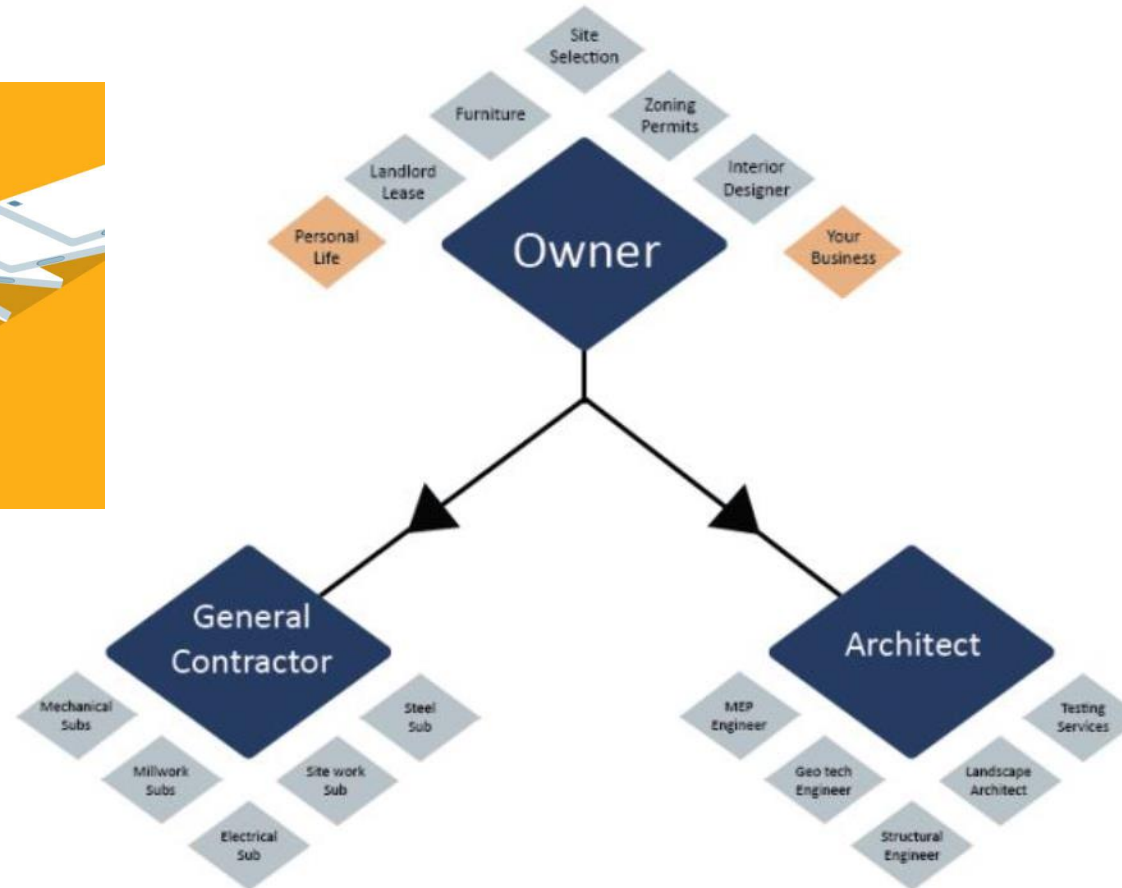
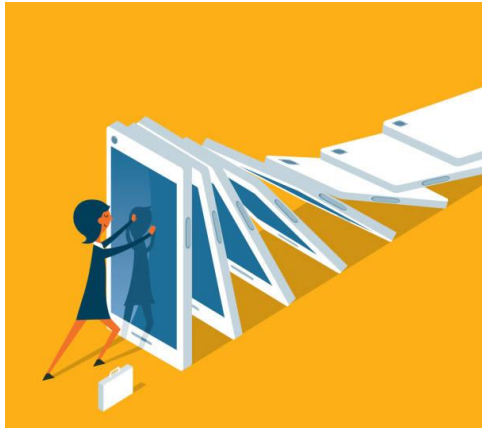
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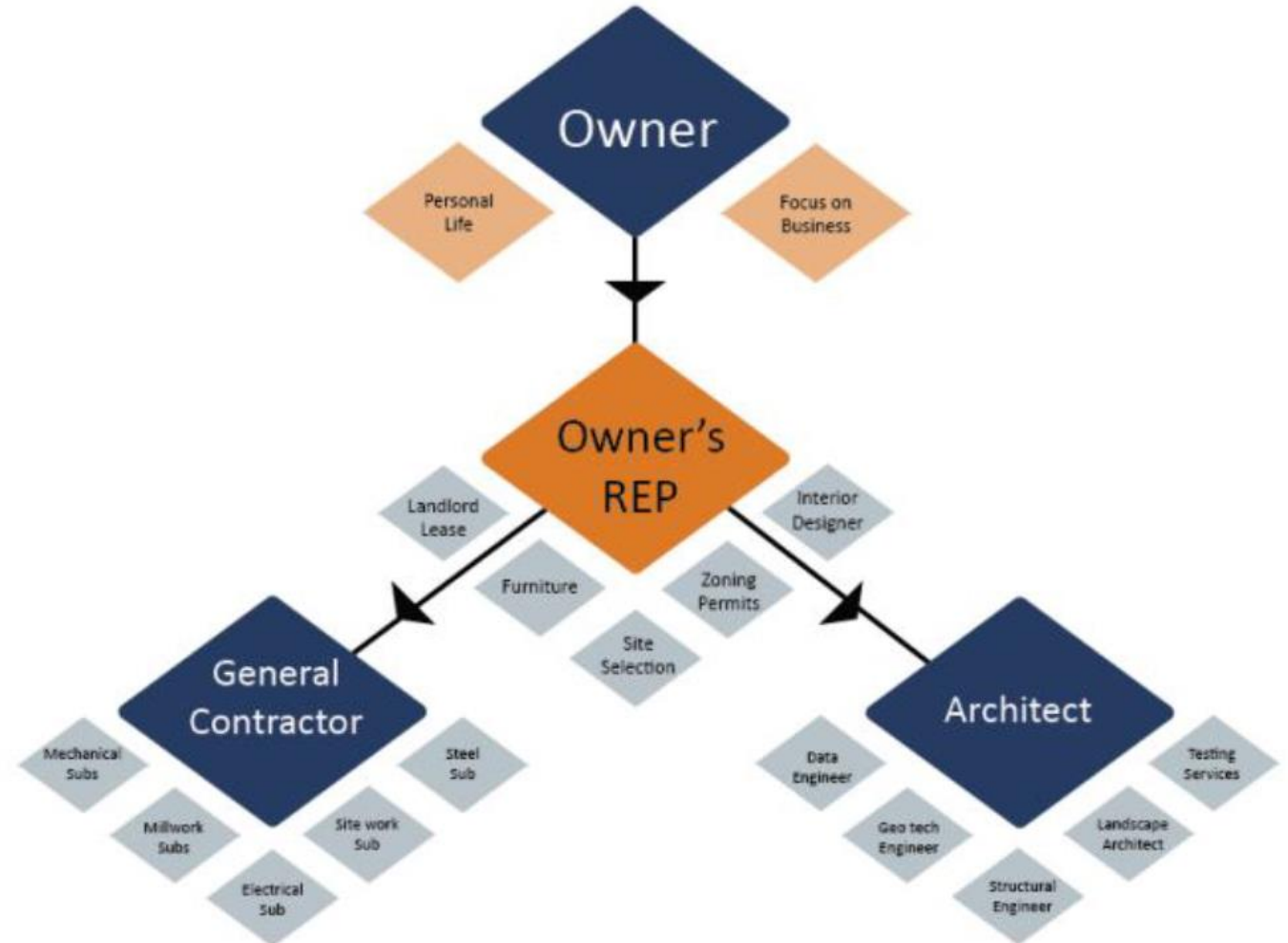
New

OWNER'S REPS





OWNER'S REPS



★ COMMON REASONS FOR REMOVAL

- Loss of site control
- Cashflow issues
- Lack of communication
- Inability to submit all required documentation
- High amounts of City debt



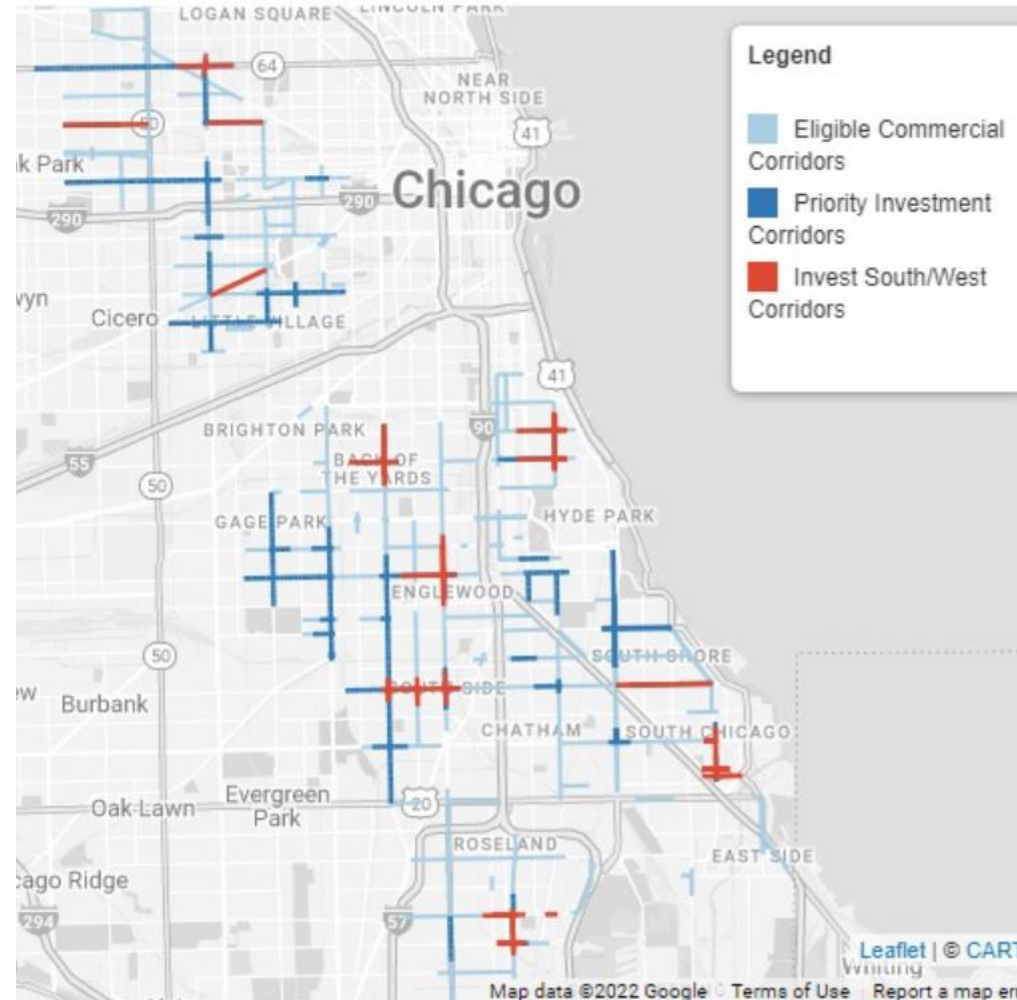
KEY DATES AND RESOURCES



Community Development Grant (CDG) Neighborhood Opportunity Fund (NOF)

NOF:
Certain
corridors

Community
Development:
Chicago City
limits





DPD | SBIF

79th / Vincennes Nov 1st – Nov 30th

Deadlines

Application deadline	<u>NOF</u>	<u>CDG</u>
Small (<\$250K)	mid-Dec	Nov 8th
Medium (\$300K-\$5mill)	Feb 14 th	Feb 14 th
Large (>\$5mill)		Rolling

Small Business Investment Fund (SBIF)

79th / Vincennes November SBIF **Closes Nov 30th**

87th / Cottage Grove November SBIF **Closes Nov 30th**

67th / Wentworth SBIF **Closes December 31st**

★ HOW TO APPLY (CDG)

- **Register on the City of Chicago Submittable page (for free) to review and complete the application.**
- **Read and answer all questions thoroughly and completely.**
- **Provide all required documents.**
- **Provide all supplemental documents, where available:**
 - ☐ Design and Construction documents
 - ☐ Business plans
 - ☐ Community letters of support
- **Submit your application by 11:59 AM on November 8, 2024.** No late applications will be accepted.



★ HOW TO APPLY (NOF)

- **Verify project address is within the eligible geography.**
- **Register on the City of Chicago Submittable page (for free) to review and complete the application.**
- **Read and answer all questions thoroughly and completely.**
- **Provide all required documents.**
- **Provide all supplemental documents, where available:**
 - ☐ Proof of Financing documents
 - ☐ Proof of Site Control documents
 - ☐ Business plans
 - ☐ Other supporting documents (Economic Disclosure Statements, Affidavits, etc.)
- **Next round anticipated to open in Q4 2024.** Applications will be accepted on a rolling basis with quarterly round deadlines.



■ ★ HOW TO APPLY (SBIF)

- Download the SBIF application from the SBIF website (chicago.gov/sbif).
- Check your address on the SBIF locator tool to see what TIF it is in and when the SBIF rolls out to accept applications.
- Attend or watch recording of SBIF webinar to learn application process and program rules.
- Read and answer all questions thoroughly and completely.
- Prepare to provide all supplemental documents when required such as:
 - ☐ Design and Construction documents
 - ☐ Tax records or business plans and/or personal financial statements
 - ☐ Proof of financing
- Submit your application by 5:00 P.M. on the 30th of the month the when the SBIF is open for applications. No late applications will be accepted.



Two SBIF area districts will be open in November and one in December 2024

Questions?

Contact DPD's Small Business Development
Bureau!

CDG:

Hannah.Jones@cityofchicago.org

NOF:

Joshua.Son@cityofchicago.org

SBIF:

Nora.Curry@cityofchicago.org



Contact the Greater Chatham initiative!

Christine Saffold
Assistant Director

christine@greaterchathaminitiative.org

John Handler
Jhandler@greaterchathaminitiative.org

www.greaterchathaminitiative.org

GREATER
Chatham
INITIATIVE

APPENDIX

CITY REVIEWS

Building Permits

- Applications review/comments turnaround time: Approx. 14 – 21 calendar days
- Mediation triggered after two rounds of comments returned

Business Licensing

- Only able to be reviewed once all other department reviews (e.g. zoning) are complete and all application materials are uploaded
- Note: Applications that involve work with minors (e.g. daycares) or controlled substances (e.g. tobacco, marijuana, alcohol) have additional reviews and requirements

RESOURCE PAGES

➤ CDG

➤ [Application](#)

➤ Application due Friday, November 8th at 11:59 AM

➤ NOF

➤ [Website](#)

➤ [Eligibility Screener](#)

➤ SBIF

➤ [Website](#)

➤ [Locator Tool](#)

➤ [Application](#)