

Cook County Cannabis Development Grants Expense Documentation Guide

Overview

The Cook County Bureau of Economic Development (BED) is eager to hear about your use of the 2024 Cook County Cannabis Development Grant (CCC Development Grant). This Expense Documentation Guide ("Guide") outlines the requirements for submitting acceptable expense documents as part of the Cook County Cannabis Development Grant Expense and Impact Survey ("Survey"). Expense documents are intended to demonstrate that CCC Development Grant funds were used for eligible business expenses.

Recipients of CCC Development Grant awards ("Grantees") are required to participate in the Survey and to provide documentation confirming that grant funds were used only for eligible business expenses. Eligible business expenses are defined in the grant agreement that recipients signed with Cook County before receiving their award check. These include a range of ordinary and necessary expenses to start and operate a cannabis-based business in Cook County. **Eligible business expenses are listed in the grant agreement (see Section 3: Terms and Conditions) and on the final page of this Guide.**

Grantees may use grant funds to cover eligible business expenses that were incurred by the Grantee at any time after the date that its cannabis license was issued.

To show that grant funds were used for eligible business expenses, each Grantee must provide to BED:

- (1) An itemized list of eligible business expenses that the grant funds were used to cover
- (2) Acceptable documentation, as defined in this guide, for each expense on the itemized list, including:
 - A. Evidence that the Grantee **incurred** the expense after the date on which its cannabis license was issued
 - B. Evidence that the Grantee **paid out** funds to cover the expense

We strongly recommend gathering all necessary documents before starting the survey, because you cannot save your survey and go back to make changes. Once your survey is submitted, you cannot return to it to edit or attach different or additional documents. Please plan to enter all data, documents and other materials in one sitting.

Please be sure you have answered every required question (denoted by *) and uploaded all necessary documents before submitting your survey.

If you need assistance or have questions about the CCC Development Grant Expense and Impact Survey, please reach out to cannabis.oed@cookcountyil.gov.

The rest of this Guide provides details on how to prepare the required expense documents and submit them to BED.

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Itemized List of Eligible Business Expenses

The Itemized Expenses Form is available on the CCC Development Grant website, [here](#).

When you download and save a copy of the file, rename the file using the following format:

Itemized Expenses Form_<YOURCOMPANYNAME>.xlsx.

There are two tabs within the file:

- The **blue tab** named “List of Eligible Expense Types” provides a more detailed explanation of each type of eligible business expense, for reference purposes.
- The **green tab**, named “Itemized Expenses Form” is where you will create the itemized list of eligible business expenses that summarizes how your business used its grant funds.

Begin by entering the name of your business and its Employer Identification Number (EIN) at the top of the page, in the green-shaded cells with **red font**. Please enter this information exactly as it appears on your company’s IRS Form W-9 and other tax documents.

Next, fill in the required information for your first eligible business expense in **row 1**. Complete all of the green-shaded cells in each of the rows where you enter an eligible business expense:

- **Payee** – Type the name of the company, agency, other organization, or individual that you paid.
- **Eligible Expense Type** – Use the drop-down menu to select the category that matches the expense. You can refer to the “List of Eligible Expense Types” tab for a more detailed explanation of each category.
- **Description** – Provide a brief description of the expense. For example, 6 months of rent, furniture for one office, annual cannabis license renewal fee for 2024, etc.
- **Expense Amount** – Enter the dollar value of the expense that you paid. A total of the expenses in your list is calculated at the bottom of this column. The total will update as you add each new expense amount.
- **Date Incurred** – Enter the date on which the expense happened. For example, the date on the invoice, bill or receipt. Remember that CCC Development Grant funds may be used to cover eligible expenses that were incurred by the Grantee at any time after the date that its cannabis license was issued.
- **Date Paid** – Enter the date on which you paid the expense. If you bought items at a retail store, “date paid” will be the same as “date incurred.” If you received an invoice for goods or services, the “date paid” will probably be after the “date incurred” – that is, when you submitted a check or electronic payment to pay the invoice.
- **Form of Payment** – Use the drop-down menu to select how payment for the expense was made: cash, check, credit card, debit card, electronic funds transfer/automatic clearing house payment (EFT/ACH) or wire transfer.

Follow the same process for the rest of your eligible business expenses, until the **TOTAL** at the bottom of the “Expense Amount” column is equal to the amount of your CCC Development Grant.

****Remember to save the Itemized Expenses Form regularly so that you do not lose your work.****

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The “FILE UPLOAD DETAILS” columns on the Itemized Expenses Form will help the CCC Development Grants team correctly match your itemized list of eligible expenses with the corresponding document uploads. Acceptable expense document uploads are described below in “Acceptable Documents for Each Itemized Expense.”

You may choose to either:

(a) Upload each of your acceptable expense documents as a separate file;

OR

(b) Combine your acceptable expense documents into a single file for uploading.

If you are uploading separate files for each itemized expense (option a), enter the file names of the documents you are uploading in the FILE UPLOAD DETAILS columns.

If you are combining all of your expense documents into a single file (option b), indicate in the FILE UPLOAD DETAILS columns the page number where the expense document related to each line item can be found. Several example entries are included at the top of the Itemized Expenses Form, for reference.

When you have completed all of the green cells for every eligible business expense on which you spent your CCC Development Grant funds, the Itemized Expenses Form is complete and ready to **upload in the Document Uploads section of the Survey**. **Please upload your Itemized Expenses Form as a Microsoft Excel file (file name ending in .xls or .xlsx).**

Acceptable Documentation for Each Itemized Expense

Except for the Itemized Expenses Form described above, all other documents uploaded as part of your Expense and Impact Survey must be submitted in one of the following file formats:

- PDF (strongly preferred)
- BMP
- GIF
- JPG
- PNG
- TIFF

Acceptable documents must be provided for each eligible business expense on your Itemized Expenses Form, including:

- A. Evidence that the Grantee **incurred** the expense after the date on which its cannabis license was issued
- B. Evidence that the Grantee **paid out** funds to cover the expense

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A. Evidence the Expense was Incurred

On each document provided to BED as evidence that an itemized eligible business expense was incurred, the following information must be present, visible and readable:

- Name of the entity being charged for the expense (the Grantee)
- Name of the entity requesting payment
- Date of payment request
- Brief description of the goods or services provided to the Grantee
- Dollar amount of the payment request

The table below defines what is acceptable documentation that the Grantee incurred an expense for each type of eligible business expense under the CCC Development Grant program.

List the name of each document upload in the “Evidence Expense was Incurred” column of the **Itemized Expenses Form**, to enable BED to match your itemized list of eligible expenses with the corresponding document uploads.

Expense Category	Type of Eligible Business Expense	Evidence Expense was Incurred
Personnel	<ul style="list-style-type: none"> Salaries and wages Employee benefits Employer-paid taxes Salaries, distributions, returns on capital, or other payments to business <u>owners</u> are NOT eligible	(1) Payroll record or register AND (2) Brief description of the work conducted by the employee(s) – e.g., job description or bullet points
Equipment and Supplies	<ul style="list-style-type: none"> Inventory Furniture, Fixtures and Equipment Physical Improvements (building materials) Technology Vehicles Purchased or Leased 	<ul style="list-style-type: none"> Invoice with detailed description OR <ul style="list-style-type: none"> Itemized receipt
Consultants and Contractors	<ul style="list-style-type: none"> Employee Training Physical Improvements (contractors) Professional Services 	<u>For contracts of \$50,000 or less:</u> <ul style="list-style-type: none"> Invoice with detailed description of the work conducted <u>For contracts of more than \$50,000:</u> <ul style="list-style-type: none"> Invoice with detailed description of the work conducted AND <ul style="list-style-type: none"> Signed contract or agreement

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Expense Category	Type of Eligible Business Expense	Evidence Expense was Incurred
Occupancy Costs for the Business Location	<ul style="list-style-type: none"> • Rent • Mortgage • Utilities 	<ul style="list-style-type: none"> • Signed lease agreement, with full landlord/tenant information <p>OR</p> <ul style="list-style-type: none"> • Mortgage billing statement <p>OR</p> <ul style="list-style-type: none"> • Mortgage payoff statement / payoff letter <p>OR</p> <ul style="list-style-type: none"> • Utility bill
Other	<ul style="list-style-type: none"> • Debt 	<p>Executed loan agreement, showing:</p> <ul style="list-style-type: none"> • Borrower name(s) • Financial institution name • Loan terms (e.g., term, interest rate, payment schedule, etc.)
Other	<ul style="list-style-type: none"> • Regulatory Fees 	<p>Cannabis Licensing Fees</p> <ul style="list-style-type: none"> • <u>For Dispensaries</u>: Letter from IDFPR showing the amount(s) owed • <u>For Craft Growers, Infusers and Transporters</u>: Account statement from IDOA showing the amount(s) owed <p>Contact IDOA at AGR.adultuse@illinois.gov to request an account statement.</p> <p>Other Regulatory Fees</p> <ul style="list-style-type: none"> • Invoice, billing statement, letter or receipt from the regulatory agency (e.g., Illinois Secretary of State, local municipality, etc.)

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B. Evidence the Expense was Paid

The table below defines what is acceptable documentation to show that that an eligible business expense was paid. Acceptable documentation depends on the form of payment used to pay the expense. Items in the “Required Information” column **must be present, visible and readable on all documents**.

Form of Payment	Acceptable Documentation	Required Information
Cash	Receipt	<ul style="list-style-type: none">• Date of the payment• Dollar amount of the payment• Cash as the form of payment
Check	Canceled check	<ul style="list-style-type: none">• Name of the account holder making the payment (Grantee)• Name of the payee (entity being paid)• Date of the payment• Dollar amount of the payment• Name of the financial institution or credit card company from which the payment was made
Credit Card	Credit card statement	
Debit Card	Bank statement showing the transaction	
EFT / ACH Payment		
Wire Transfer		

List the name of each document upload in the “Evidence Expense was Paid” column of the **Itemized Expenses Form**, to enable BED to match your itemized list of eligible expenses with the corresponding document uploads.

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REMINDER: Eligible Business Expenses

Grantees **may** use grant funds to support costs related to:

- Business inventory
- Debt incurred to support start-up and operation of the cannabis-based business, which may include personal debt incurred by owners to support the cannabis business
- Employee training and professional development related to operation of a cannabis-based business
- Furniture, fixtures and equipment
- Personnel (i.e., wages, benefits, employer-paid taxes), excluding salaries, distributions/returns on capital or other payments made to business owners
- Physical improvements to the business location (i.e., construction required to prepare a business location for occupancy.)
- Professional services (e.g., architect, accountant, attorney, designer, etc.)
- Regulatory fees, including license renewal fees, but excluding fines, penalties or any other costs related to delinquencies or otherwise not complying with regulations
- Rent or mortgage costs for the business location
- Technology (i.e., hardware and/or software)
- Utility costs for the business location
- Vehicles purchased or leased for use by the cannabis-based business (transporter licensees only)

REMINDER: Ineligible Expenses

Grantees are **prohibited** from using grant funds for:

- Expenses associated with cannabis-based business facilities that are located outside of Cook County
- Expenses of any kind that are not associated with the cannabis-based business for which the grantee applied and received funds
- Fines, penalties or legal expenses associated with litigation involving the State of Illinois or Cook County relating to any regulatory or criminal matter
- Personal expenses of any kind (e.g., travel, entertainment, food, etc.)
- Salaries, distributions/returns on capital, or other payments to business owners
- Taxes of any kind, including but not limited to federal, state, local, property and sales taxes
- Vehicles purchased or leased for use by the cannabis-based business (other than for transporter licensees)