



# Special Service Area (SSA) 27 Security Rebate Program 2018 Guidelines and Application

*Updated June 7, 2018*

## 1. Description

The Security Rebate Program (the “Program”) is funded by Lakeview Special Service Area 27 (“SSA 27”) and administered by the Lakeview Chamber of Commerce (“Chamber”) to serve the commercial and residential district within the SSA 27 service boundaries. The goal of the Program is to improve the overall security of Lakeview within SSA 27 by providing incentives in the form of rebates to property owners and tenants who install or upgrade **security camera systems** or **exterior lighting**, subject to the conditions outlined in Section 3, Eligible Projects.

Applicants that meet all Program requirements outlined in this document may receive a rebate of up to **50% of eligible costs, not to exceed a total of \$500 per project**. Applications are subject to review and approval by the SSA 27 Board of Commissioners and a property shall only be awarded a rebate once.

## 2. Eligible Applicants

1. **Properties must be located within the following SSA 27 service area boundaries:**
  - Belmont Avenue (Ravenswood to Racine)
  - Lincoln Avenue (Addison to Diversey)
  - Ashland Avenue (Addison to Diversey)
  - Southport Avenue (Byron to Belmont)
2. Applicant must be the entity paying for the project. Properties that have previously received funding through the Security Rebate Program are not eligible to receive another rebate.
3. Property owners and tenants are eligible to receive funding. If applicant is a tenant, he or she is solely responsible for securing property owner approval prior to completing project.
4. Applicant must comply with all requirements and deadlines set forth in these Guidelines and Application and respond to any questions in a timely manner.
5. To the extent that the owner or tenant is supplying his or her own materials or labor for the project, profits and overhead are not eligible expenditures for rebate.
6. The property must be occupied by an operating business in order to be eligible for a rebate, unless the property is residential.
7. Applicants must secure City permits for all aspects of the project requiring permits. The Chamber is not responsible for obtaining or approving City permits.

### 3. Eligible Projects

Applicants may apply to receive rebates for the purchase and installation of **security camera systems** or **exterior lighting**, including upgrades to existing equipment. Ongoing costs, such as those related to maintenance or monitoring of security equipment, are not eligible. The Commission reserves the right to reject any questionable estimates, as well as implement such additional Program rules and regulations as it deems reasonable. Additional conditions that may determine Program eligibility are outlined below.

1. Material and labor costs related to the purchase and installation of, or upgrades to, security camera systems or exterior lighting shall be considered eligible to receive a rebate.
2. **Project must include the public right-of-way.** For security cameras, at least one camera must capture the street or sidewalk. The only type of lighting that shall be eligible to receive a rebate is exterior security lighting, or lighting that illuminates the street or sidewalk with the effect of improving overall safety in the public right-of-way.
3. For security cameras, 1080p high definition cameras are recommended to increase the likelihood of facial recognition. A storage capacity of at least 10 days is also recommended.
4. Projects must meet Program guidelines and are subject to review by the SSA 27 Commission.
5. Projects must comply with all applicable city, state and federal laws and requirements.
6. Projects must be completed in accordance with the specifications described in the approved application, following the scope in the application, reflecting submitted costs and by a contactor whose estimate was submitted with the application.

Applicants or projects that are **not eligible to receive a rebate** include:

1. Projects started prior to the date the application is received and receipt is acknowledged in writing by the Chamber.
2. Properties that have previously received funding through the Security Rebate Program.
3. Any ongoing costs, such as those related to maintenance or monitoring of security equipment.
4. The purchase and installation of security camera systems that do not capture the public right-of-way, or interior lighting.
5. Other security equipment, including, but not limited to, alarm systems, intercoms, or gates.

### 4. Rebate Amounts

**Applicants that meet all Program requirements outlined in this document may receive a rebate of up to 50% of eligible costs, not to exceed a total of \$500 per project.** Rebates are awarded only after the project is approved by the SSA 27 Board of Commissioners, completed in the allotted time, paid in full, and all required documentation has been submitted to the Chamber. Applications will be considered in the order they are received until the all the Program funding is disbursed for the fiscal year. The SSA 27 Board of Commissioners may award a rebate at an amount less than the allowable maximum.

Preference shall be given to:

1. Projects that have the greatest positive impact on security in Lakeview, which may include areas of the neighborhood that have experienced increased criminal activity according to official data.
2. Projects throughout SSA 27 in an attempt to accomplish geographic diversification.
3. Applicants that demonstrate that funding assistance is necessary to complete the project.

## 5. Application Process

To apply for a rebate through the Security Rebate Program, applicants must complete and submit the attached application by email to [ssa27@lakeviewchamber.com](mailto:ssa27@lakeviewchamber.com), or by mail to:

Lakeview Special Service Area 27  
c/o Lakeview Chamber of Commerce  
1409 W. Addison St.  
Chicago, IL 60613

**Applications must be submitted at least ten business days prior to the next meeting of the SSA 27 Board of Commissioners in order to be considered at that meeting.** Applications received later will be considered at the following SSA 27 Commission meeting. The Commission meeting schedule is available at [www.lakeviewchamber.com/ss27](http://www.lakeviewchamber.com/ss27). Individuals who are considering whether to apply for the Program are strongly encouraged to contact the Chamber to discuss Program eligibility prior to completing an application. Please email [ssa27@lakeviewchamber.com](mailto:ssa27@lakeviewchamber.com) or call (773) 472-7171 for assistance.

## 6. Review Process

The SSA 27 Board of Commissioners will review and accept or reject each completed application in its sole and absolute discretion, including determination as to which proposed projects meet the Program guidelines, which projects will provide the most positive impact on the security of Lakeview, which projects have the most need for funding assistance, and how much funding to award each project. Applicants may be asked to clarify elements of the project if requested by the SSA 27 Board of Commissioners. The application may be voted on in the first SSA meeting, or if the SSA 27 Board of Commissioners has questions about the application, a vote may not take place until a future meeting.

Within ten business days of the Commission meeting at which the application was voted upon, the applicant will be sent an approval letter in the mail stating the rebate amount awarded for the project (the "Approval Letter") or an explanation of why the application was not approved.

## 7. Project Implementation

**Applicant may proceed with their project only after the application is received and receipt is acknowledged in writing by the Chamber.** Applicants that begin work on their projects prior to the date the application is received by the Chamber shall be ineligible to receive a rebate. Furthermore, applicants that proceed with their projects after an application is received by the Chamber but prior to receiving an Approval Letter accept the risk that a rebate may not be approved. Work must proceed in accordance with the plans and specifications submitted in the applicant's completed application.

**Applicants must complete the project and submit the Rebate Request within 90 days of the date of the Approval Letter.** Failure to complete such work within the 90-day deadline shall constitute a material breach of the Program requirements resulting in the withdrawal of funding for applicant's project without further notice of any kind. If unforeseen circumstances arise during the construction process that would result in the project not being completed within 90 days or lead to changes to project scope, contractors or costs, applicant must submit an explanation in writing to the Chamber prior to the original 90-day deadline elapsing, requesting approval for changes. Changes to the approved

scope, contractors and award amount, as well as deadline extensions, may require approval by the SSA 27 Board of Commissioners. **Construction deadline extension requests must be submitted with an estimated date of completion.** The Commission's decision to grant an extension or changes to previously approved work shall be in its sole and absolute discretion. If the applicant moves ahead with the project before a vote is made, they risk that the project may no longer be eligible for a rebate.

If any change in the ownership of the property or business participating in the Program occurs before a project is completed, eligibility for the Program will be suspended until a meeting with Chamber staff and new ownership is held and any changes to the original application are approved in writing. There is no guarantee that new ownership will be approved for the same rebate amount as the previous owner. All such applications will be considered on a case-by-case basis.

## **8. Rebate Request and Distribution**

Once the project has been completed, the applicant must request the rebate by submitting the following documentation to the Chamber in writing (the "Rebate Request"):

1. Written verification that all agreed upon work has been completed correctly
2. Photographs of all completed work
3. Screenshots showing the orientation of security cameras, if applicable
4. Documentation, such as paid invoices or credit card receipts, showing work has been paid for

**The applicant must send the Rebate Request within 90 days of the date of the Approval Letter.** Failure to do so will result in the applicant forfeiting the award. Requests for deadline extensions must be made to the Chamber in writing before the initial 90-day project period elapses, per Section 7.

After the Rebate Request has been received, a member of the Chamber staff will schedule a meeting with the applicant to inspect the project to verify compliance with Program guidelines and pre-approved plans. The inspection is limited to a review of the completed project only in connection with the applicant's application under this Program, and in no way shall be deemed an inspection as to whether or not the project was completed in good order and satisfactory condition. It shall be applicant's responsibility to verify adequacy of all work, and applicant's failure to verify the adequacy of the work shall not relieve applicant of any expenses or responsibilities resulting from such failure, nor shall the SSA or its representatives have any liability or obligations to applicant arising from such failure.

A rebate check will be sent within 30 days after the final inspection has taken place, provided the inspection confirms compliance, and pending fiscal year availability of funds. In some cases, applicants that complete work in the later part of a fiscal year may not receive funds until the following fiscal year.

## **9. OEMC Private Sector Camera Initiative**

Applicants that install security camera systems are encouraged to participate in the Chicago Office of Emergency Management and Communication's Private Sector Camera Initiative. The initiative links Chicago-based organizations, companies and sister agencies' camera systems into the City's state-of-the-art unified video surveillance network, providing Emergency Management officials and Homeland Security directors additional points of contact throughout the city that can be accessed during an emergency. For more information, visit [www.cityofchicago.org/oemc](http://www.cityofchicago.org/oemc) or call (312) 746-9111.

# Lakeview SSA 27: Security Rebate Program Application

## APPLICATION CHECKLIST

Please ensure that the following items are included in your application. **Incomplete applications will not be considered for approval by the SSA 27 Board of Commissioners.**

- Completed application
- Photographs of the project site showing its current condition
- Plans detailing the location and orientation of security cameras and/or exterior lighting
- Specifications for the proposed equipment, indicating the resolution and storage method and storage capacity of security cameras and/or type of lighting you are planning to install
- Summary of Cost Estimates and signed Statement of Understanding

## LOCATION OF PROPOSED PROJECT

Property must be located within the boundaries of Special Service Area (SSA) 27.

\_\_\_\_\_  
*Property Address* *City* *State* *Zip*

\_\_\_\_\_  
*Property PIN Number*

\_\_\_\_\_  
*Name of Business(es) at above address, if applicable*

Has this property or business received any security rebates through this or any other program before?

Yes     No    Total Amount of Prior Security Rebates (if Yes): \$ \_\_\_\_\_

## APPLICANT INFORMATION

\_\_\_\_\_  
*Business Name, if applicable*

\_\_\_\_\_  
*Contact Name*

\_\_\_\_\_  
*Phone* *Email*

\_\_\_\_\_  
*Mailing Address* *City* *State* *Zip*

What is your relationship to the property? Check all that apply.

Property Owner     Business Owner     Resident

**PROPERTY OWNER INFORMATION**

*(Leave blank if Applicant is the property owner.)*

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*Business Name, if applicable*

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*Contact Name*

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*Phone*

*Email*

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*Mailing Address*

*City*

*State*

*Zip*

**PROJECT DETAILS**

Please describe the proposed project. Attach additional sheets if necessary.

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**PROJECT NEED STATEMENT**

Please describe how funding from the SSA 27 Security Rebate Program is necessary for your property and how it will help to make Lakeview safer for all. Attach additional sheets if necessary.

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**DOCUMENTATION**

Please attach the following documentation with your application:

- Photographs of the project site showing its current condition
- Plans detailing the location and orientation of security cameras and/or exterior lighting
- Specifications for the proposed equipment, indicating the resolution and storage method and storage capacity of security cameras and/or type of lighting you are planning to install

**SUMMARY OF COST ESTIMATES**

Attach relevant cost estimates for each eligible project task and summarize any estimates below. If you plan to complete installation yourself, you must submit two estimates in addition to your own. Refer to Section 3, Eligible Projects, for a list of projects that are eligible to receive a rebate.

**Total Cost of All Tasks: \$** \_\_\_\_\_

**Task #1**

\_\_\_\_\_ \$  
*Contractor/Supplier Name* *Cost*

Please describe the task, noting whether it includes materials and/or labor:

\_\_\_\_\_  
\_\_\_\_\_

**Task #2 (if applicable)**

\_\_\_\_\_ \$  
*Contractor/Supplier Name* *Cost*

Please describe the task, noting whether it includes materials and/or labor:

\_\_\_\_\_  
\_\_\_\_\_

**Task #3 (if applicable)**

\_\_\_\_\_ \$  
*Contractor/Supplier Name* *Cost*

Please describe the task, noting whether it includes materials and/or labor:

\_\_\_\_\_  
\_\_\_\_\_

**Task #4 (if applicable)**

\_\_\_\_\_ \$  
*Contractor/Supplier Name* *Cost*

Please describe the task, noting whether it includes materials and/or labor:

\_\_\_\_\_  
\_\_\_\_\_

**STATEMENT OF UNDERSTANDING**

The applicant (undersigned) acknowledges that he or she has read the entire Security Rebate Program Guidelines and Application and agrees to fully comply with the guidelines and procedures of the Program, including any required documentation and other terms and conditions.

**APPLICANT AGREES TO INDEMNIFY AND HOLD HARMLESS THE LAKEVIEW CHAMBER OF COMMERCE, ITS AFFILIATES, AND ITS RESPECTIVE OFFICERS, DIRECTORS, AGENTS, AND EMPLOYEES FROM ANY AND ALL CLAIMS, DEMANDS, LOSSES, CAUSES OF ACTION, DAMAGE, LAWSUITS, JUDGMENTS, INCLUDING ATTORNEYS' FEES AND COSTS, ARISING OUT OF, OR RELATING TO, ANY EVENT, CONDITION, CONTRACT, OBLIGATION, ACT, OMISSION, NON-FULFILLMENT, NON-ASSUMED LIABILITY, BREACH, INACCURACY, OR NON-FULFILLMENT OF ANY REPRESENTATION, WARRANTY, COVENANT, OR AGREEMENT WITH THE SECURITY REBATE PROGRAM, OR WITH RESPECT TO ANY OF THE TERMS OF THIS AGREEMENT. THIS PROVISION SHALL SURVIVE THE DURATION OF THIS AGREEMENT.**

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*Applicant Signature*

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*Date*

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*Applicant Name (Please Print)*

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*Applicant Title, if applicable*

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*Company FEIN, if applicable*