Lincoln Avenue Special Service Area #35-2015
Lincoln Park Chamber of Commerce
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Chicago, Illinois 60614
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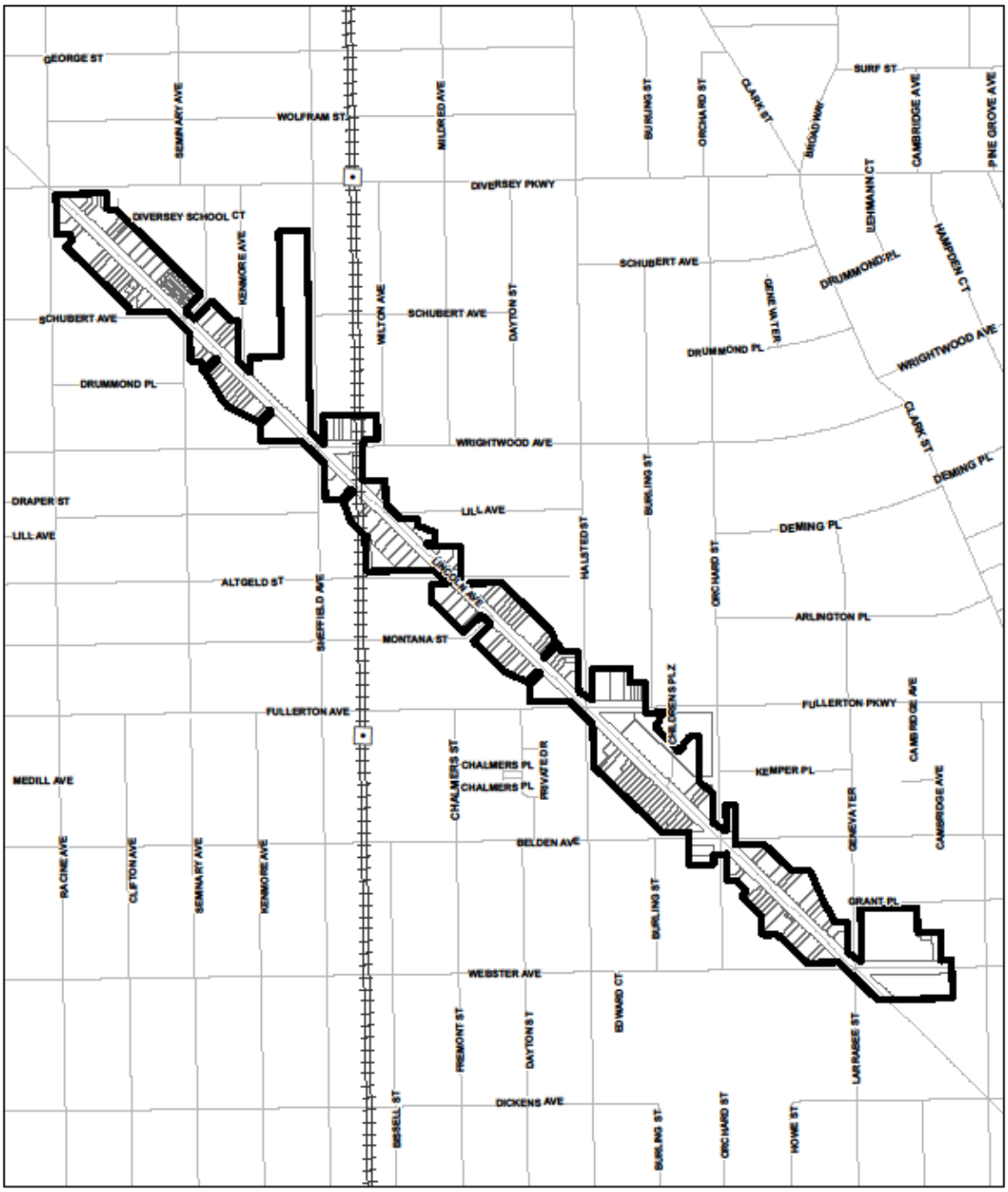
2017 Security Rebate Program – Lincoln Avenue SSA #35-2015

****Applicants that have begun or completed a project prior to approval from the Security Rebate Committee are ineligible to receive security rebate funds. ****

DESCRIPTION

The security rebate program is designed to provide rebates for security enhancements to a property, business, or space surrounding them. The program is managed by the Lincoln Park Chamber of Commerce and is intended to increase safety in the commercial corridor and throughout the designated service area. The **Lincoln Avenue Special Service Area (SSA) #35-2015** is the funding source used to provide rebates for security enhancements on commercial or residential property within its boundaries. The boundaries are all properties along Lincoln Avenue from Diversey Parkway to Webster Avenue, including some adjacent blocks. The boundaries include the properties highlighted in the map below.

The maximum rebate amount in 2017 is $1,000 for projects granted conditional approval in 2017. Rebates are awarded after work is approved by the Security Rebate Committee, completed in the allotted time, paid in full, and all necessary documentation has been submitted to the Lincoln Park Chamber of Commerce (see below). Applications will be considered once submitted within the Security Rebate Program timeline and will be awarded until all the funding is designated. All applications must meet the guidelines outlined and are subject to review and approval by the Security Rebate Committee.



Lincoln Avenue
SSA #35-2015

NORTH

WORK PRODUCT
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TYPE OF ASSISTANCE

Property owners; business owners/tenants with property owner approval who plans to improve the safety of their building which includes a safety option available to the public may receive a grant for the project.

PROGRAM ELIGIBILITY

Applicants

- The building must be located within the Lincoln Avenue SSA #35-2015 boundaries (see above).
- Strong preference will be given to applicants who show that the funding assistance is necessary to allow them to complete the proposed project.
- Strong preference will be given to spaces that have not previously participated in the Security Rebate Program
- Tenant must have written consent from the owner of the property.
- SSA Commissioners are eligible to participate in the Security Enhancement Rebate Program, provided they meet all other Program eligibility criteria and abstain from reviewing and voting on ALL Security Enhancement Rebate Program applications during the period beginning when their application is submitted until their Rebate check is approved and processed.

Eligible Projects

- Projects must include enhancements that will benefit the community by including the public-right-of-way.
- Project funding includes installation of the product, **not ongoing maintenance or subscription costs.**
- Examples of projects include:
  - Security Cameras (at least one camera must face the public-right-of-way)
  - Exterior lighting, including motion-sensor lighting
- All improvements must be compatible with city and building zoning regulations.
- Applicants are encouraged to register security cameras with the Chicago Office of Emergency Management and Communications' (OEMC) Private Sector Camera Initiative. For more information please contact OEMC at (312) 746-9111.
- All enhancements are subject to review by the Security Rebate Committee. This committee is comprised of commissioners from Lincoln Avenue SSA #35-2015 and Lincoln Park Chamber of Commerce staff.
- In order to maximize the number of projects and to equitably distribute projects that receive assistance, the Security Rebate Committee may, at their sole discretion, award a rebate at an amount less than the allowable maximum.

Ineligible Projects

- Projects that have started prior to project approval
- Projects that do not include a public-right-of-way component (e.g., security camera only installed in the interior of a building)

Security enhancement applicants are required to submit **two detailed estimates** for enhancement projects. The Security Rebate Committee reserves the right to deny any questionable estimates.

Guidelines & Requirements

- Rebates will be applied only once per building per funding cycle on which approved enhancements are made.

- Improvements must be in compliance with the City of Chicago building and zoning requirements, and any other applicable state and city laws. Visit: www.cityofchicago.org to obtain this information.
- All proof of city permits, if applicable, must be submitted prior to start of improvements. You will most likely need to obtain a Public Way Use permit for installing security cameras or exterior lighting.
- Applicant must fully and timely comply with all the requirements and deadlines set forth in this Security Enhancement Program Application (and accompanying timeline).
- If any change in ownership of a property participating in the program occurs, it will result in the removal of the project from the program. The new ownership is welcome to re-submit the project application if the project has not begun.

Security Enhancement Rebate Application Process and Administrative Procedures

APPLY

Completed applications must be submitted to the Lincoln Park Chamber of Commerce by the designated 2017 dates. Submit the following items along with the application:

- $50 non-refundable application fee in the form of credit card, check, or money order made payable to the Lincoln Avenue SSA #35-2015
- Color photographs of the existing building and the proposed project area
- Detailed plans and specifications for the proposed project
- Cost estimate for proposed improvement project from two contractors (specifying which one you prefer), any other specifications or material samples that would support the vision for your project. The Security Rebate Committee reserves the right to reject any questionable estimates, as well as implement such additional program rules and regulations as it deems reasonable.
- An owner's deed and title insurance policy showing proof of ownership. If the applicant is a tenant, they will also need to submit written consent and contact information from the owner who will also need to show proof of ownership
- The summary of total project costs attached to the application

REVIEW

After the completed application is received it will be reviewed by the Security Rebate Committee comprised of Lincoln Avenue SSA #35-2015 commissioners and Lincoln Park Chamber of Commerce staff. The committee will review each application, and, in its sole and absolute discretion, decide which proposed projects meet the program guidelines, which projects will provide the most positive impact on the service area's safety, and which projects have the most need for funding assistance. The Security Rebate Committee, at their sole discretion, determines the amount of rebate to be awarded for each project, not to exceed the maximum amount.

The committee will meet as needed as applicants submit proposed projects. All applicants will receive a response regarding the eligibility from the Lincoln Park Chamber of Commerce within approximately four weeks of the receipt of the completed application. The applicant may be asked to clarify design elements and costs at that time if requested by the committee.

CONSTRUCTION AND PROGRAM DEADLINES

(Please see attached graphic.)

Once an applicant has been approved by the committee, they will receive an approval letter in the mail (the "Approval Letter"). Within 30 days of the date of the Approval Letter, applicant must submit the proper city building permits if not previously submitted (or evidence of application for such permits) to the Program Director of the Lincoln Avenue SSA #35-2015. Provided that the applicant has applied for the proper city building permits within 30 days of the Approval Letter, if there is difficulty obtaining the issuance of these permits in a timely fashion (60 days from the

issuance of the Approval Letter), it is necessary for applicant to in writing within 70 days from the issuance of the Approval Letter provide copies of all permit applications to the Program Director of the Lincoln Avenue SSA #35-2015 and formally request an extension. If for any reason the Project cannot be completed within 180 days of the date of the Approval Letter (and provided the applicant has made timely application for its building permits as required above) the applicant may request an extension. To receive an extension the applicant must apply in writing (within 90 days of the date of the Approval Letter) to the Lincoln Avenue SSA #35-2015 Program Director for an extension by submitting documentation and explanation for why such an extension should be granted. (the "Extension Process"). Failure to timely submit such extension request shall constitute a waiver of applicant's rights to participate in the Extension Process. The committee's decision to grant an extension shall be at its sole and absolute discretion.

Once the appropriate documentation has been received by the committee, the applicant will be notified in writing to proceed with approved installation of safety features. Installation must commence within 30 days of issuance of city building permits, and be completed within 180 days of receiving notification to proceed via the Approval Letter.
(Excepting only extensions granted in strict compliance with the Extension process as set forth above.) Failure to complete such work within the 180 day deadline shall, notwithstanding anything to the contrary elsewhere in this Application or related program materials, constitute a material breach of the program requirements resulting in the withdrawal of funding for applicant's project without further notice of any kind.

Once work is completed, please contact the Lincoln Park Chamber of Commerce to arrange an inspection*. At that time, the applicant will need to submit copies of all paid invoices for all approved improvements, as well as photographs of the completed project area.

REBATE DISTRIBUTION

Once the safety enhancements have been completed, a member of the committee will complete an onsite review* of the project to determine compliance with program guidelines and pre-approved plans. A rebate check will be sent within four weeks after final review* and the proper final documentation has been submitted.

*The committee member's observation is limited to a review of the completed work 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 materials installed were completed in good order and satisfactory condition or in compliance with city, state or other governmental building codes. It shall be the applicant's responsibility to verify adequacy of all work to be in compliance with zoning and building codes, and any other state laws and ordinances. Applicant's failure to verify the materials installed 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.

CITY PERMIT INFORMATION

SECURITY CAMERAS AND EXTERIOR LIGHTING
Security cameras and exterior lighting that go on or over the public right-of-way require a permit from the Department of Business Affairs and Consumer Protection, Public Way Use Unit, City Hall, 121 N LaSalle St. Room 800, (312) 744-6060
Website: http://www.cityofchicago.org/city/en/depts/bacp/provdrs/public_way.html

SECURITY CAMERA BEST PRACTICES

Focus Your Search on HD Video Systems: You should focus your search on digital systems that provide clear Internet Protocol (IP)/high definition video. Look for this type of system with cameras that have as high of a resolution as you can find. This video clarity will help you identify important details about suspects in the event that a crime occurs.

Choose a Camera That Filters Glare: One of the common challenges with surveillance video is undesired glare. Sunlight, street lights, shiny surfaces and even your own business's lights can interfere with a clear picture. Choose an IP or analog camera that filters out as much glare as possible. Also, look for infrared cameras that will reduce the glare from the headlights of surrounding traffic. By investing in this type of camera, you won't have to alter your business's current lighting.

Consider a Panoramic-Style Camera: Panoramic-style cameras are ideal for businesses that need extensive coverage. This type of camera provides a wide view of corridors, entry points and other spaces. This is the ideal solution for a medium- to large-sized business that has ample space and multiple doors. If your business operates 24/7 and there is a considerable amount of property to secure, such as parking lots and various wings of buildings, you'll be best served by investing in an ultra-wide dynamic range camera. This camera is ideal for producing clear night images that captures video across a large range of space.

Placement: Another important consideration is where to place your camera(s). Be sure to install your camera as high as possible so that they aren't able to be vandalized. When you are shopping for your surveillance system, opt for one that provides cameras that are encased within a protective enclosure, this will guard the camera from vandals as well as inclement weather.

There are 3 general types of cameras to choose from:
Fixed cameras: the view is locked on to a specific area
Mechanical PTZs (Pan, Tilt, Zoom): the view can be manually adjusted by an operator over great distances but the system can only record the current area viewed
Panoramic cameras: the view can be manually adjusted by an operator over small area and the system can record the entire area covered

***You will want to consult with local security camera installation companies to ensure what specifications and types of cameras will be best for your property.**

***Be sure to check with your insurance provider about potential security systems discounts.**

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Security Enhancement Program Application – Lincoln Avenue SSA #35-2015

Proposed Project Address

_____
(Street) (City) (State) (Zip)

Business or Organization Name _____

Contact Information

_____
(Name) (Email)

_____
(Phone) (Evening Phone)

Applicant is: *(please mark any that apply)*
___ Property Owner
___ Business Owner
___ Tenant

_____
(Name of Tenant) (Business Name)

_____
(Phone)

If applicant is not the property owner, please supply property owner information:

_____
(Name) (Address)

_____
(Phone) (Email)

Business/Organization is: *(please mark any that apply)*
___ Individual Resident
___ Business
___ Not-for-Profit Organization
___ Other (please specify) _____

Project Description (please attach all necessary photos, plans, and permit applications as outlined in Guidelines & Requirements section)

_____

_____

_____

_____

Statement (please describe why this proposed enhancement project and funding is necessary to your business and the community)

_____

_____

_____

_____

Has this property received any rebates through any other program before? ___Yes ___No
If yes, please describe details, including years, scope of work and granting organization:

_____

Statement of Understanding
The applicant (undersigned) agrees to fully and timely comply with the guidelines and procedures of the Lincoln Avenue SSA #35-2015 Security Enhancement Program and the outlined specifications. It is understood by the applicant that two cost estimates, copies of building permits, contracts, insurance, and invoices are required documentation, and that they have read the entire Security Enhancement Program guidelines and agree to be fully bound by their terms and conditions. The applicant certifies that he/she will not sell or vacate this property in the next three years.
APPLICANT RELEASES THE LINCOLN AVENUE SSA #35-2015 AND THE LINCOLN PARK CHAMBER OF COMMERCE (TOGETHER WITH THEIR OFFICERS, DIRECTORS, AND AGENTS) FROM ALL CLAIMS AND CAUSES OF ACTION OF ANY KIND (KNOWN OR UNKOWN) IN CONNECTION WITH THIS SAFETY ENHANCEMENT REBATE PROGRAM.

Date _____

Applicant Signature _____

Applicant Name (Please Print) _____

Applicant's SSN or Company's FIN #_____

**If the applicant is not the property owner, the following must be completed by the property owner:

I certify that I, the owner of the property located at _____, authorize the applicant to apply for a rebate under the Lincoln Avenue SSA #35-2015 Safety Enhancement Program and undertake the approved enhancements.

Property Owner Name _____

Property Owner Signature _____

Date _____

Property Lessee Signature *(if applies)* _____

Date _____

FOR OFFICE USE ONLY
Application Number: _____
Date Application Received:_____
Application Fee Paid: Check Money Order Credit Card
Rebate: Approved Denied (see attached document)
Total Cost of Project: _____
Date of Inspection: _____
Amount of Rebate: _____
Date of Issuance: _____