

Security Rebate Program

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

Overview

Uptown United's Security Rebate Program allows business and property owners to enhance the security of their business/property as well as the safety of public areas in the commercial sections of Uptown. This program offers a rebate of up to 50% of qualifying expenses with a maximum rebate of \$2,500 for security enhancements for commercial businesses, property owners, and condominium associations complying with program requirements. Applications will be considered in the order they are received subject to available funding. Applicants must be licensed businesses, property owners/managers, and/or condominium associations located within the Uptown SSA boundaries.

Eligible Applicants

Eligible applicants are limited to business or building owners located within the Uptown SSA (*see attached map on page 8*). The boundaries include:

- *Both east and west sides of North Broadway from Irving Park Road on the south to Foster Avenue on the north*
- *Both east and west sides of Sheridan Road from Irving Park Road on the south to Foster Avenue on the north*
- *Both the east and west sides of Winthrop Avenue from Argyle Street on the south to Foster Avenue on the north*
- *The west side of Clarendon Avenue from Montrose Avenue on the south to Lawrence Avenue on the north*
- *The east side of Clarendon Avenue from Wilson Avenue on the south to Lawrence Avenue on the north*
- *The south side of Foster Avenue from North Broadway on the west to Sheridan Road on the east*
- *Both the north and south sides of Argyle Street from North Broadway on the west to Sheridan Road on the east*
- *Both the north and south sides of Lawrence Ave. from Magnolia Ave. on the west to Clarendon Ave. on the east*
- *Both the north and south sides of Leland Avenue from Racine Avenue on the west to Sheridan Road on the east*
- *Both the north and south sides of Wilson Avenue from Clark Street on the west to Clarendon Avenue on the east*
- *Both the north and south sides of Montrose Avenue from Clifton Ave. on the west to Clarendon Ave. on the east*
- *Both the north and south sides of Buena Avenue from Kenmore Ave. on the west to North Broadway on the east*
- *The north side of Irving Park Road from Kenmore Avenue on the west to Clarendon Avenue on the east*

Applicants are eligible for a rebate of up to 50% of their project cost, with a maximum rebate of \$2,500. If the business owner is not the owner of the building, permission of the building owner is required with the application. Rebates are awarded after project is approved by the Security Rebate Committee, completed in the allotted time, paid in full, all necessary documents have been submitted to Uptown United, and the rebate disbursement is granted by Uptown United, the SSA Commission, and/or the Security Rebate Committee. Applicants will be considered once the security rebate application is submitted and rebates will be awarded until all the funding is designated.

Program Requirements

Applications must be submitted to Uptown United and approved prior to installation. The cost of equipment and installation must be paid upfront and expenses for security enhancements must not be paid in cash. A cancelled check or credit card statement must be provided to verify proof of payment. Additionally, upon project completion, applicants must submit a completed form to register their security camera system (if applicable) with the Chicago Police Department's CHICAGO Plan initiative. The CHICAGO Plan initiative asks businesses and property owners to register their privately-owned closed-circuit security camera systems and devices. As police respond to criminal incidents in the community, they can use this registration to request footage gathered from registered security cameras to assist in the apprehension and prosecution of the criminals involved.

Businesses seeking to qualify for this grant must meet the following requirements:

- The business must be fully licensed and provide proof with application.
- If a corporation, proof of Good Standing with the Illinois Secretary of State must be submitted.
- Commercial tenants must receive written authorization from property owner/landlord.
- Property tax payments for the associated parcel(s) must be up-to-date or legally on appeal.

Residential and mixed-use properties must meet the following requirements:

- A condominium association must provide proof of Good Standing with the Illinois Secretary of State at time of application.
- The condominium association, property owner, or management company must give written authorization.

Eligible Expenses:

The following components of a security enhancement project qualify for reimbursement:

- Purchase price of equipment and installation, but not ongoing maintenance or subscription costs, of a security system.
- Installation of a camera/surveillance system that includes at least one camera that faces and registers activity on the public way (e.g. sidewalks/streets/alleyways). 1080p hi-def quality cameras or better are highly encouraged in order to ensure facial recognition on footage.
- Alarm system
- Exterior lighting
- Intercom/buzzer system

Ineligible Expenses Include:

- Ongoing costs of monthly monitoring, maintenance or subscription costs.
- Installation of "burglar bars" or roll down security barriers;
- Reduction of display window areas;
- ***Projects completed prior to program approval.***

Things to Keep in Mind:

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.

- Preference shall be given to applicants and buildings that have not previously participated in a security rebate program.
- Preference shall be given to projects that will have the greatest impact on the improvement of safety in the Uptown neighborhood.
- Strong preference will be given to applicants who show that the funding assistance is necessary to allow them to complete the proposed project.
- ***Applicants must certify that they will not either sell or leave the property for three years from the date of application.***

Process & Administrative Procedures

Uptown United, in conjunction with the Uptown SSA, is pleased to offer limited funds to projects on a first-come-first-served basis. All applications will be considered in the order in which they are received until which time funds are no longer available. Once a completed application is received it will be reviewed by the Security Rebate Committee which in its sole and absolute discretion will decide which proposed projects comply with program guidelines. The applicant may be asked for clarification if requested by the Security Rebate Committee. Additionally, all applications:

- Must submit an application and receive an approval letter from Uptown United on behalf of the Uptown SSA in order to proceed;
- Should demonstrate adherence to City Ordinances;
- Will be considered for work to be completed within the current calendar year only;
- Must include written approval from the building owner and/or copy of proof of ownership;
- Must provide at least two competing bids for work to be completed (specify which one you prefer);
- Shall provide a clear, detailed drawings for any improvement projects for which the you are seeking a rebate;
- Shall provide color photographs of the existing building;
- Provide approved permits for all aspects of the project that require permits. (Uptown United or the Uptown SSA will not be responsible for obtaining or approving permits.)

In addition, a signed agreement to maintain and adhere to safety standards will be required. These include, but are not limited to:

- Maintain generally clear and uncluttered display windows free of most obstructions;
- Maintain unhindered and clear lines of sight into the interior space from the exterior public way;
- Maintain functioning and appropriate lighting, or make lighting replacements (if necessary);
- Regular attendance at monthly or bi-monthly Community Justice Center meetings and regular CAPS meetings;
- Education of staff, ownership, and/or residents on safety best practices.

Applications will be reviewed by the SSA Commission and/or Safety Rebate Committee. If planning to complete a project, contact Uptown United as soon as possible in the planning process to discuss available funds and requirements. Rebate applications will be conditionally approved or denied, and Uptown United will communicate the conditional approval (or denial) to the applicant. Once work has been completed on a conditionally approved project, paid in full by the applicant, and the appropriate proof of payment is submitted, Uptown United staff will carry out a final review of the project to determine compliance with program guidelines and pre-approved plans. Applicants must demonstrate proof of payment (e.g. cancelled check, credit card statement). Any portions of the applicant's project paid for in cash **cannot** be reimbursed. A rebate check (up to 50% of qualifying expenses and up to \$2,500 maximum) will be sent within four weeks after final review and proper final documentation has been submitted, if dispersal is granted by the SSA Commission and/or Curb Appeal Rebate committee.

OEMC Program Participation

It is recommended, and in some cases, may be required that public way camera(s) be linked into the City of Chicago Office of Emergency Management and Communications (OEMC) unified video surveillance network or *Private Sector Camera Initiative*. Linkage of private cameras help provide Emergency Management officials and Homeland Security Directors with additional points of contact throughout the City that can be accessed during an emergency. Uptown United will work with applicants and OEMC to ensure that applicants are provided with OEMC's technical standards and that the linkage process proceeds smoothly for the applicant. To encourage participation, eligible expenses for the OEMC hook-up will be reimbursed up to 75%, subject to the maximum rebate of \$2,500 per application.

Questions?

If you have any additional questions, or to find out when the next Uptown Special Service Area #34 meeting is scheduled, please contact Justin Weidl at: justin@exploreuptown.org

SECURITY REBATE PROGRAM APPLICATION FORM

Proposed Project Address

Number and Street Name (include unit or suite number)

City, State, Zip

Applicant Contact Information

Applicant's Name (individual / business / association / organization)

Contact Name

Address (if different from above)

Daytime Phone

Cell Phone

Evening Phone

Email Address

Property Owner Contact Information

Property Owner (individual / business / association / organization)

Contact Name

Number and Street Name (include unit or suite number)

City, State, Zip

Daytime Phone

Cell Phone

Evening Phone

Email Address

Project Description

Please describe the project and attach all necessary photos, plans and permit applications as outlined. Tenant applications must attach written authorization from property owner.

Statement

Please describe why this proposed security 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 organizations:

Statement of Understanding

The applicant (undersigned) agrees to fully and timely comply with the guidelines and procedures of the Uptown United Security Rebate Program and the outline specifications and procedures as agreed to by the applicant and Security Rebate Committee. The applicant also agrees to long term best practices for maintaining uncluttered display windows and doorways which will allow greater security and visibility to both occupants and passersby. This includes windows that are generally at least 70% free of plants, shelving, advertising materials or other physical impediments to clear lines of sight. **THE APPLICANT RELEASES UPTOWN SSA #34 AND UPTOWN UNITED (TOGETHER WITH THEIR OFFICERS, DIRECTORS, AND AGENTS) FROM ALL CLAIMS AND CAUSES OF ACTION OF ANY KIND (KNOWN OR UNKNOWN) IN CONNECTION WITH THIS SECURITY REBATE PROGRAM.**

Applicant Signature

Date

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 Uptown United Security Rebate Program and undertake the approved improvements.

Property Owner Name _____

Property Owner Signature _____
Date

Property Lessee Signature (*if applies*) _____
Date

Application Checklist

Please use the checklist below to verify that all required materials are included in your application:

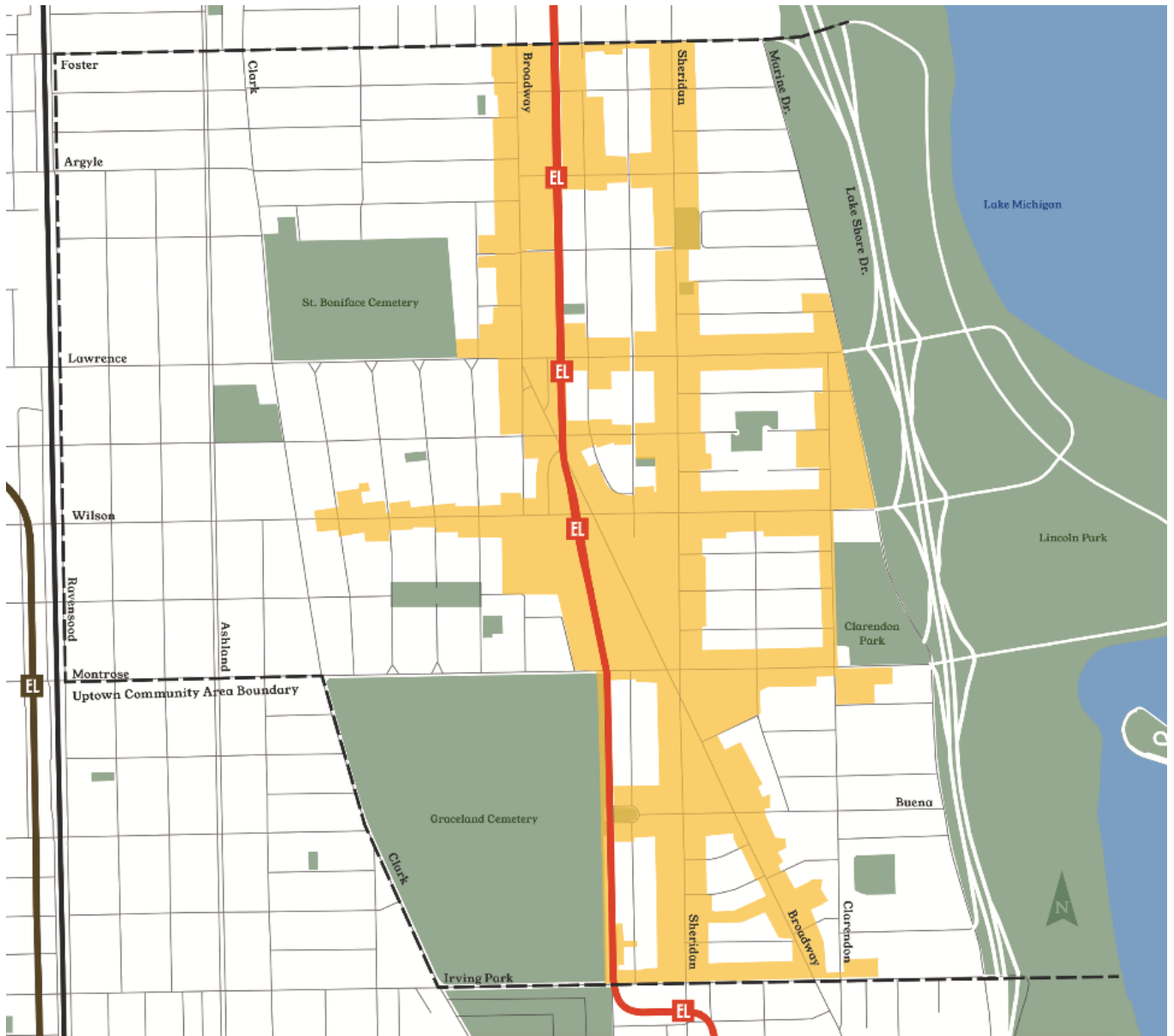
- Written approval from the building owner and/or copy of proof of ownership.*
- At least two competing bids for work to be completed (specifying which one you prefer)*
- Clear, detailed drawings for any security improvement projects*
- Color photographs of the existing building and the proposed project area*
- Signed Security Rebate Program recipient agreement form*

Security Rebate Program Timeline

Below is an outline of steps describing the process and timeline for the Security Rebate Program.

- STEP 1: Applicant submits completed application and all required documentation.
- STEP 2: Security Rebate Committee reviews application, and, if funds are available, conditionally approves (or denies) the rebate project and amount of rebate.
- STEP 3: Uptown United sends applicant conditional approval letter (or denial).
- STEP 4: Applicant begins work on conditionally approved project, including required permitting.
- STEP 5: Applicant informs Uptown United upon completion and sends proof of payment for the project with photo of completed project.
- STEP 6: Security Rebate Committee reviews completed project (including proof of payment) and approves (or denies) distribution of rebate funds.
- STEP 7: Uptown United distributes approved rebate funds to applicant.

Uptown Special Service Area #34



SECURITY REBATE PROGRAM RECIPIENT AGREEMENT

In addition to making the security improvements for which I am applying for a Security Rebate, I understand that:

- As stated in the Security Rebate Program documents, all rebate recipients must agree to the following measures to receive rebate funds.
- Upon inspection prior to distributing rebate funds, program staff find that the I/my business is not adhering to these requirements, some or all of the rebate funds may be denied.

Additionally, to receive Security Rebate funds, I agree to:

- Maintain generally clear and uncluttered display windows free of most obstructions;
- Maintain unhindered and clear lines of sight into the interior space from the exterior public way;
- Maintain functioning and appropriate lighting that illuminates the public way, and make lighting replacements (if necessary);
- Regularly attended at monthly or bi-monthly Community Justice Center meetings and/or regular CAPS meetings for your beat; and
- Educate of staff, ownership, and/or residents on safety best practices and follow these best practices.

Applicant Signature

Date