

# **West Town Special Service Area Security Grant Program Guidelines and Application**

The Security Rebate Program is offered through West Town Special Service Area (SSA29-2014), a special taxing district, whose overall purpose is to:

Maintain and improve the shopping, dining and nightlife within the SSA boundary by providing a cleaner, safer and more attractive commercial environment for consumers, residents and business owners.

To this end, the Security Rebate Program is designed to help property owners and tenants within the West Town SSA improve the safety of their building and business, as well as the public spaces surrounding them by providing up to a \$1,500 grant for 1<sup>st</sup> time installation of an eligible security system and up to a \$500 grant for any eligible systems subject to an update. Grant amount subject to SSA Commission approval.

## **TARGET AREA**

The Security Rebate Program is only open to properties located within the West Town SSA boundaries:

- Chicago Ave. (Halsted Western)
- Damen Ave. (Chicago to Huron)
- Ashland Ave. (Chicago to Division)
- Milwaukee Ave. (Erie to Augusta [both sides] and Augusta to Division [East side only])
- Division St. (Milwaukee to the Kennedy Expressway [South side only])
- Ogden Ave. (Fry to the Kennedy Expressway)

## **TYPE OF ASSISTANCE**

Building owner/Business owner/ Tenant with building 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-**

### **Eligible Applicants**

- The space must be located within the West Town SSA boundaries.
- Building must be owner occupied, or tenant must have written consent from the owner of the property.
- Preference shall be given to:
  - ~ Applicants who show a need for funding assistance in order to complete the project.
  - ~ Project spaces that have not previously participated in the Security Rebate Program.

### **Eligible Projects**

- Projects must include the public right-of-way and have a positive impact on the community.
- Project funding includes instillation of product but not ongoing maintenance or subscription costs.
- Examples of projects include:
  - ~ Security Cameras (at least one camera facing the public right-of-way)
  - ~ Security Systems
  - ~ Alarm System
  - ~ Exterior lighting
  - ~ Intercom / Buzzer Systems
  - ~ Installation or removal of gates

### **Ineligible Projects**

- Projects completed prior to program approval

### **APPLICATION PROCESS**

To apply for funds through the Security Rebate Program, applicants must complete and submit the attached application to:

West Town SSA Program Director  
West Town Chamber of Commerce  
1819 W. Chicago Ave.  
Chicago, IL 60622

Along with the application, please submit:

- A schedule showing estimated start and end dates of the project.
- Photographs of the existing project site and the proposed project.
- Detailed plans and specifications for the proposed project.
- At least three detailed estimates for the proposed improvement project; specifying the preferred contractor. If the applicant plans to do his or her own construction, the applicant must submit three outside estimates in addition to his or her own estimate. (The SSA Commission may request additional information and documentation.)
- The Summary of Total Project Costs attached to the application.

### **REVIEW PROCESS**

The West Town SSA Commission will review each application as it is received. The committee will review each proposed project to determine if it:

- Meets the required guidelines.
- Will have a positive impact on the area's safety.
- Has a need for funding assistance.
- Is not for a space that received approval earlier in the same funding cycle.

Applicants will receive a response regarding the project's eligibility within approximately six weeks of submission of the completed application. At that time, the applicant may be asked to clarify elements of the proposal.

### **IMPLEMENTATION PROCESS**

After the Committee has approved a project, the applicant will be sent an Approval Letter.

The West Town SSA Program Director will contact the applicant for status of the project to report back to the SSA Commission. Significant delays in the project will require a written explanation from the applicant, with a revised schedule.

Failure to provide updates, or failure to submit a request for an extension if or when needed, may result in the project being dropped from the program and the applicant will no longer be eligible to receive reimbursement.

### **REIMBURSEMENT PROCESS**

Once the project is completed, applicant contacts the SSA Program Director to arrange an inspection to verify that the work was done in compliance with program guidelines and pre-approved plans\*.

In addition, the applicant submits copies of all paid invoices for the approved project and photographs of the completed work so the before and after pictures may be compared and made public. A reimbursement check will be sent to the applicant within six weeks of the inspection and submission of documents.

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\* The inspection is limited to reviewing the work in connection with the Security Rebate Program only. It is the applicant's responsibility to verify the adequacy of the work done. A failure to do so shall not relieve applicant of any expenses or responsibilities resulting from such failure. Neither the West Town SSA 29-2014 Commission, the West Town Chicago Chamber of Commerce, nor any its representatives have any liability or obligations to applicant arising from such failure.

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**Security Rebate Application- West Town SSA**

Proposed Project Address:

\_\_\_\_\_  
(Street) (City) (State) (Zip)

Applicant Name \_\_\_\_\_

Applicant Address \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Applicant is: (please mark any that apply)

Property Owner

Business Owner

Resident

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

Owner Name \_\_\_\_\_

Owner Address \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Project Description (please attach photos, plans, etc.)

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

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

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

Has this project received any Grants through this or any other program before?

Yes  No If yes, please describe:

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

***Statement of Understanding***

The applicant (undersigned) agrees to fully comply with the guidelines and procedures of the West Town SSA Security Rebate Program and the outlined specifications as agreed to by the applicant and the SSA Commission. It is understood by the applicant that cost estimates, implementation schedule, contracts, invoices, and proof of purchases are required documentation; and that he/she has read the entire Security Rebate Program guidelines and agrees to be fully bound by the terms and conditions. **APPLICANT RELEASES THE WEST TOWN SSA29-2014 AND THE WEST TOWN CHICAGO 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 SECURITY REBATE PROGRAM.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Name (Please Print)

***Statement of Ownership***

I, \_\_\_\_\_, certify that I am the owner of the property located  
at \_\_\_\_\_.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

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

I, \_\_\_\_\_, authorize the applicant to apply for reimbursement under the West Town SSA Security Rebate Program and undertake the approved project.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

**Attachment**

**SUMMARY OF TOTAL PROJECT COSTS**

**TOTAL COSTS**

BID #1 (preferred bidder) \$ \_\_\_\_\_

BID #2 \$ \_\_\_\_\_

BID #3 \$ \_\_\_\_\_

**MATERIAL & LABOR COSTS BREAKDOWN FOR PREFERRED BIDDER**

Materials/Supplies List

Price (itemized cost)

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

5) \_\_\_\_\_

6) \_\_\_\_\_

7) \_\_\_\_\_

8) \_\_\_\_\_

9) \_\_\_\_\_

10) \_\_\_\_\_