



Greektown Special Service Area (SSA) 16 Security Grant Pilot Program

2018 Guidelines and Application

Updated 4/26/2018

1. Description

The Security Grant Pilot Program (“Program”) is funded by Greektown Service Area 16 (“SSA 16”) and administered by the West Central Association Chamber of Commerce (“Chamber”) and projects are approved by the Greektown SSA 16 Commissioners (“Commission”). The purpose is to serve the commercial and residential district within the SSA 16 service boundaries. The goal of the Program is to improve the overall security of Greektown within SSA 16 boundaries by providing incentives in the form of grants 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 Grant of up to **\$1,500 for 1st time installation of eligible costs and up to \$500 per updated projects**. Applications are subject to review and approval by the Commission and a property shall only be awarded a **Grant once every three years**.

2. Eligible Applicants

- 1. Properties must be located within the following SSA 16 service area boundaries generally located (see Detailed service Map):**

Halsted Street (Madison to Van Buren)

Monroe (Green to Kennedy Expressway)

Adams (Green to Kennedy Expressway)

Jackson (Green to Kennedy Expressway)

Van Buren (Green to Kennedy Expressway)

2. Applicant must be the entity paying for the project. Properties that have previously received funding through the Security Grant Pilot Program are not eligible to receive another Grant until after three years.
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 or non city certified labor for the project, profits and overhead are not eligible expenditures for Grant.
6. 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 grants 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 Grant.
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 Grant 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 required to increase the likelihood of facial recognition. A storage capacity of at least 30 days is also required.
4. Projects must meet Program guidelines and are subject to review by the 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 contractor whose estimate was submitted with the application.
7. **For Exterior lighting**, generally defined as the installation of lighting on the front exterior of a building that lights the public way immediately in front of a building. Lighting that is located on the sides or rear of a building may be considered on a case-by-case basis, especially if the applicant can demonstrate that the upgrades should have a positive impact on neighborhood safety and quality-of-life. (NOTE: Aesthetic exterior lighting for awnings, lighting that is directed upwards on a building, etc. are generally not eligible for this program. For these types of lighting, please consult the Greektown Façade Rebate Program.)

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

1. Projects started prior to the date the application is received and receipt is acknowledged in writing by the Chamber.
2. Any ongoing costs, such as those related to maintenance or monitoring of security equipment.

3. The purchase and installation of security camera systems that do not capture the public right-of-way, or interior lighting.
4. Other security equipment, including, but not limited to, alarm systems, intercoms, or gates.

4. Grant Amounts

Applicants that meet all Program requirements outlined in this document may receive a Grant of up to \$1,500 of eligible costs for 1st time installation and up to of \$500 of eligible costs for updated systems. Grants are awarded only after the project is approved by the Commission, 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 all the Program funding is disbursed for the fiscal year. If the list of applications received before the next SSA Commission review exceeds the amount of funding for the program a lottery will be held to determine the order in which the projects will be funded and a wait list for funding should it become available.* The Commission may award a Grant at an amount less than the allowable maximum.

Preference shall be given to:

1. Projects that have the greatest positive impact on security in Greektown, which may include areas of the neighborhood that have experienced increased criminal activity according to official data.
2. Projects throughout Greektown SSA 16 in an attempt to accomplish geographic diversification.
3. Applicants that demonstrate that funding assistance is necessary to complete the project.
4. Projects in areas that have not previously participated in the Security Grant Program.

5. Application Process

To apply for a Grant through the Security Grant Pilot Program, applicants must complete and submit \$50 non-refundable application fee in the form of credit card, check, or money order made payable to the West Central Association and; the attached application by email to contact@greektownchicago.org, or by mail to:

Greektown SSA 16
c/o West Central Association
Chamber of Commerce
917 W. Washington Blvd, #173
Chicago, IL 60607

Applications must be submitted at least ten business days prior to the next meeting of the SSA 16 Board of Commissioners in order to be considered at that meeting. Applications received later will be considered at the following SSA 16 Commission meeting. The Commission meeting schedule is available at <https://greektownchicago.org/about/ssa-16/> 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 contact@greektownchicago.org or call (312) 902-4922 for assistance.

SSA Commissioners are eligible to participate, but must recuse themselves from voting on all security rebate applications from the time their personal application is submission to receipt of their rebate check.

6. Review Process

The SSA 16 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 Greektown, 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 16 Board of Commissioners. The application may be voted on in the first SSA meeting, or if the SSA 16 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 Grant 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 Grant. 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 Grant 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 Grant 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, will require approval by the SSA 16 Board of Commissioners. **Construction deadline extension requests must be submitted with an estimated date of completion.** The Commission's decision to grant or deny 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 Grant.

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 Grant amount as the previous owner. All such applications will be considered on a case-by-case basis.

Equipment must remain on or in the building for at least three years. If equipment is removed within three years, the applicant cannot apply for rebate programs in the future. This does not apply if equipment is upgraded at the applicant's expense.

8. Grant Request and Distribution

Once the project has been completed, the applicant must request the Grant by submitting the following documentation to the Chamber in writing (the "Grant 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 Grant 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 Grant 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 compliance with city, state & federal laws. 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 Grant 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 required 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 or call (312) 746-9111.

Greektown SSA 16: Security Grant Pilot 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 16 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
- _____ \$50 non-refundable application fee in the form of credit card, check, or money order made payable to the (SSA Service Provider);

LOCATION OF PROPOSED PROJECT

Property must be located within the boundaries of Special Service Area (SSA) 16.

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 grants through this or any other program before?

_____ Yes _____ No Total Amount of Prior Security grants (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.)

Business Name, if applicable

Contact Name

Phone *Email*

Mailing Address *City* *State* *Zip*

PROJECT DETAILS

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

PROJECT NEED STATEMENT

Please describe how funding from the Greektown SSA 16 Security Grant Pilot Program is necessary for your property and how it will help to make Greektown safer for all. Attach additional sheets if necessary.

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 Grant.

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 Grant Pilot 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 WEST CENTRAL ASSOCIATION 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 Grant PILOT PROGRAM, OR WITH RESPECT TO ANY OF THE TERMS OF THIS AGREEMENT. THIS PROVISION SHALL SURVIVE THE DURATION OF THIS AGREEMENT.

Applicant Signature

Date

Applicant Name (Please Print)

Applicant Title, if applicable

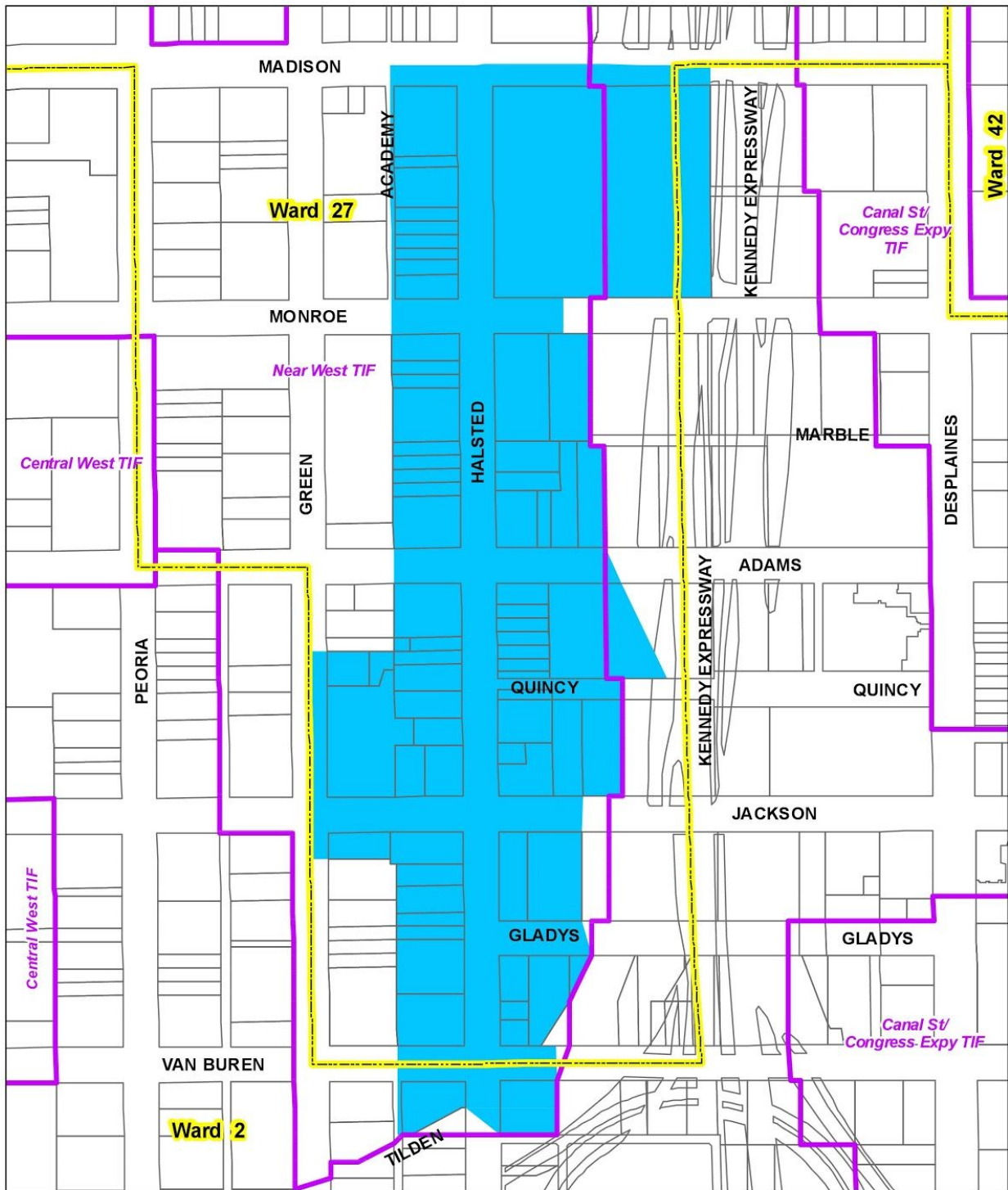
Applicant SSN or Company FEIN

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

I certify that I am the owner of the property located at

_____,
and hereby authorize the applicant to apply for and receive a rebate under the Security Rebate Program, and to undertake the approved Improvements outlined in this application package.

Owner's Signature: _____ Date: _____



- Legend**
- SSA
 - Greek Town
 - TIF
 - Ward

**Greek Town
SSA #16**



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