

# ANDERSONVILLE SSA #22 - SECURITY CAMERA REBATE PROGRAM

## WHAT YOU NEED TO KNOW BEFORE YOU START THE APPLICATION

For an application to be considered complete, it must include:

- Completed** application form
- \$30 processing fee
- Photo (s) of existing building and surrounding property
- Written approval from the property owner
- Detailed plans, drawings, or specifications
- Detailed cost estimates from two different contractors

## Final Steps to Getting Your Rebate

- Inspection of project to ensure compliance with plans
- Copies of all paid invoices and canceled checks or credit card receipts for all eligible work

For more information, questions, or referrals please contact the Andersonville Chamber of Commerce at [info@andersonville.org](mailto:info@andersonville.org) or by phone at 773-728-2995.

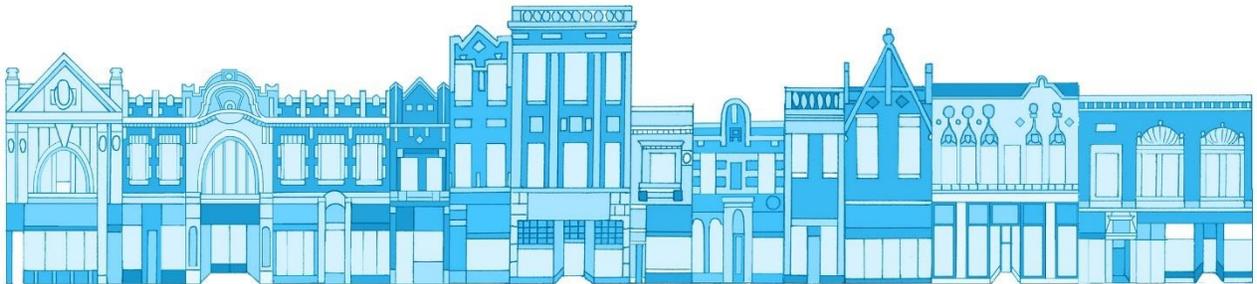
**Applications are reviewed on a first come, first serve basis as this program has finite annual funding. All submissions will be reviewed within a 7-10 day time frame.**

**You MUST submit a completed application and NO work may begin before approval to receive the security camera rebate funded by SSA #22.**



# Security Camera Rebate Program

## Guidelines and Application



A Program of the Andersonville Special Service Area #22

5217 N. Clark St., #3 • Chicago, Illinois 60640

Phone: 773-728-2995

[www.andersonville.org](http://www.andersonville.org)

# SECURITY CAMERA REBATE PROGRAM GUIDELINES AND PROCEDURES

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## Introduction

Andersonville Chamber of Commerce's Security Camera Rebate Program (SCRCP) encourages the safety of our businesses by granting an incentive to install security measures to help keep Andersonville a wonderful and safe place to shop, dine, and walk. This rebate program offers up to 50% of qualifying expenses with a maximum rebate of \$750 for security enhancements for commercial businesses or property owners complying with program requirements. The program is managed by the Andersonville Chamber of Commerce, and funded solely by Special Service Area #22. This program provides financial assistance to the owners and tenants of buildings that have street level commercial space within the published Special Service Area #22 boundaries.

## Location

The Security Camera Rebate Program is applicable to properties located within the SSA #22 boundaries: **North Clark Street between Ainslie and Victoria.**

### **Map of SSA #22**

#### **(Clark Street between Victoria and Ainslie Street)**

##### **Extends to Ashland:**

Victoria Street  
Edgewater Avenue  
Hollywood Avenue  
Olive Avenue  
Catalpa Avenue  
Balmoral Avenue  
Foster Avenue

##### **Extends to the Alley between Glenwood and Ashland:**

Summerdale Avenue  
Berwyn Avenue  
Winona Street  
Carmen Avenue  
Winnemac Avenue  
Argyle Street  
Ainslie Street

## Eligible Applicants

- Owners and tenants (with owner's written consent) of street level commercial and industrial property within the SSA #22 district.
- If applicant is a tenant, they must have a leasehold interest in the property according to a lease agreement for at least 3 years, and have written property owner approval.
- Preference will be given to applicants who show that the funding assistance is necessary to help them complete the proposed project.
- Preference will be given to applicants and buildings that have not participated in the program before.

**You MUST submit a completed application and NO work may begin before approval by the commission to receive the security camera rebate funded by SSA #22.**

## Eligible Projects/Expenses

- Security Cameras and exterior lighting including motion-sensor lighting (excluding ornamental lighting that can be covered in the Andersonville Façade Rebate Application).
- Projects must include coverage of the public-right-of-way.
- Camera/surveillance systems that includes at least one camera that is 1080p hi-def quality or better are highly encouraged in order to ensure facial recognition on footage.
- Installation of the product, not ongoing maintenance or subscription costs
- All improvements must be compatible with the City of Chicago's city and building zoning regulations ( The Andersonville Chamber of Commerce or SSA #22 is not responsible for obtaining or approving permits.)
- All applicants are encouraged to register security cameras with the Chicago Office of Emergency Management and communications' Private Sector Camera Initiative. For more information please call 312-746-9111.
- All applications are subject to be reviewed by the Security Camera Rebate Review Committee which includes members of SSA #22 Commission and/or the staff of the Andersonville Chamber of Commerce, the SSA #22 sole service provider.
- Where the applicant is the contractor or supplier, profits and overhead are not eligible expenditures.

- Applicants are required to submit two sets of cost estimates for review and the Security Camera Rebate Review Committee reserves the right to reject questionable estimates. Even if the applicant plans on completing work themselves they must obtain two cost estimates in addition to their own.
- In order to maximize the number of eligible projects that receive assistance, the Security Camera Rebate Review Committee may award a rebate at an amount less than the allowable maximum.

## **Ineligible Projects/Expenses**

- **Projects that have started prior to project approval.**
- **Exterior lighting for aesthetics for awnings, lighting that is directed upwards on a building, etc. are generally not eligible for this program. For these types of lightning please review the Andersonville Façade Rebate Program for assistance.**
- Ongoing costs of monthly monitoring, maintenance, or subscription costs.
- Projects that do not include a public-right-of-way component (for example interior security cameras).
- Installation of burglar bars or roll down security barriers.
- Projects that reduce the display area of window areas.

## **Project Sequence & Administrative Procedures**

### **Step 1: Application**

The applicant must submit the following:

- Completed application form
- \$30 non-refundable processing fee in the form of a check or money order made payable to the Andersonville Chamber of Commerce.
- Written approval from the property owner for the proposed work (if applicant is a tenant).
- Detailed **cost estimates from two different contractors**. Specify which of the contractors you wish to use. The Committee reserves the right to reject questionable estimates. If the applicant plans to serve as a contractor or supplier on the project she/he will still need to obtain two cost estimates in addition to his/her own estimate.
- The Committee reserves the right to reject questionable estimates. If the applicant plans to serve as a contractor or supplier on the project she/he will still need to obtain two cost estimates in addition to his/her own estimate.

## **Step 2: Security Camera Rebate Application Review**

The Security Camera Rebate Review Committee is made up of representatives from the Special Service Area #22 Commission and Andersonville Chamber of Commerce staff. The Committee will review all applications and may take up to 7-10 business days to consider the degree to which the proposed project follows the program goals and guidelines.

The applicant may be asked to address any questions/concerns the Committee has regarding the application and will have the opportunity to meet with the Committee to answer/ask any questions. If the project is eligible, the applicant will be told the rebate amount he/she can expect to receive for the proposed project. If the project is not eligible, an explanation will be given. The Committee reserves the right to reject applications and they may give preference to properties that have not recently received funds from the program.

## **Step 3: Installation**

Once the bids and permits (if necessary) have all been received and approved, the applicant will proceed with its improvement project in accordance with the plans and specifications submitted to the Security Camera Rebate Review Committee. All work must be completed within 180 days of receiving a design approval from the Committee, otherwise the rebate may be directed toward another applicant. Applicants may ask for an extension of up to an additional 180 days. Requests for extensions must be made to the Andersonville Chamber of Commerce in writing before the initial 180 day project period is closed.

## **Step 4: Issuance of Rebate**

Upon completion of the project, a member of the Security Camera Rebate Review Committee will inspect the project to ensure compliance with the approved plans and cost estimates. Rebate checks will be sent as quickly as possible, but may take approximately four weeks after the following documentation has been submitted:

**Written verification that all of the agreed upon work has been completed correctly.  
Copies of all paid invoices and cancelled checks or credit card receipts for all eligible work.**

**Checks are released pending fiscal year availability of funds. In some cases applicants who complete work in the later part of the fiscal year may not received funds until the early part of the following fiscal year.**

## **Compliance**

Applicants must certify that they will not either sell or leave the property for three years from the date of the application.

## **City Permit Information**

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 Street Room 800, 312-744-6060.

## **Security Best Practices**

- Look into HD Video systems that provide clear Internet Protocol (IP)/ high definition video.
- Choose a camera that filters glare and look for an infrared cameras that reduce glare of headlights;
- Look into a Panoramic-style camera. They are great for businesses that require extensive coverage
- Place high away from vandalism and opt for one that is covered or encased
- Maintain generally clear and uncluttered display windows free of most obstructions;
- Attend your local bi-monthly Community Justice Center meetings and regular CAPS meetings;
- Maintain lighting outside your business and change when necessary
- Maintain clear lines of sight into the interior space from the exterior public way;
- Educate your staff on best safety practices.

## **Helpful Information**

### **3 Types of Cameras**

- Fixed Cameras that are locked into place
- Mechanical Pan, Tilt, Zoom that can be manually adjusted by an operator. Note: the camera can only record the current area viewed
- Panoramic cameras can be manually adjusted by an operator over a small area and the system can record the entire area covered.

**Consult with your local security camera installation company to ensure the best solution for your security needs.**

**Be sure to check with your insurance company about potential discounts for adding a security camera.**

## **Security Camera Referral Companies**

Prairie Signal Company  
(Local to Andersonville)

Jeff Lewis-Mathieu & Buck Lewis-Mathieu  
(773) 334-5400

DTech Network Solutions  
773-807-7887

DTechNetSolutions@gmail.com

Weber IT Services  
851 W. Gunnison Street., Unit P  
Chicago, IL 60640

ADT Security Services  
(888) 239-5730

ABT Electronics  
1200 N. Milwaukee Avenue  
Glenview, IL 60025  
847-967-8830

**ANDERSONVILLE SSA #22 - SECURITY CAMERA INCENTIVE PROGRAM  
APPLICATION**

**Project Address**

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Street Address	City	State	Zip
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**Applicant Information**

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Business/organization name or property owner (i.e., entity to which rebate check should be made)

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Street Address	City	State	Zip
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**Contact Person**

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Name

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Home telephone	Work telephone
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Fax number	E-mail
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Indicate whether the Applicant is a tenant, business and property owner or solely the property owner

- Tenant
- Business and property owner
- Owner of property but not of current business

Indicate whether the Applicant is an individual or legal entity and, if legal entity, indicate the type of entity below.

- |   |  |
|---|--|
| <input type="checkbox"/> Individual                 | <input type="checkbox"/> Limited Partnership       |
| <input type="checkbox"/> Business Corporation       | <input type="checkbox"/> Limited Liability Company |
| <input type="checkbox"/> Not-for-Profit Corporation | <input type="checkbox"/> Joint Venture             |
| <input type="checkbox"/> General Partnership        | <input type="checkbox"/> Sole Proprietorship       |
- Other Entity (please specify) \_\_\_\_\_

State of incorporation of organization, if applicable \_\_\_\_\_

If Applicant is a private corporation, partnership or limited liability company, list below the name, business address and percentage of ownership interest or control of each partner, member or owner.

<b>Name</b>	<b>Business Address</b>	<b>% Interest or Control</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If Applicant is a public or non-profit corporation, list names and titles of the executive officers and directors/board members of the corporation.

<b>Name</b>	<b>Title</b>
_____	_____
_____	_____
_____	_____
_____	_____

**Property Owner Information** (if Applicant is not the Property Owner)

\_\_\_\_\_

Individual or company

\_\_\_\_\_

Street Address	City	State	Zip
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Contact Person (if a company)

\_\_\_\_\_

Home telephone	Work telephone
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\_\_\_\_\_

Fax number	E-mail
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**Tenant Information** (If Applicant is property owner but not business owner)

Business name

Owner's name

Type of business

Monthly rent (net of taxes, insurance, etc.)

## Project Description

Describe proposed security improvements (attach additional sheets if necessary).

## Needs Statement

Describe why you need funding from the Andersonville Security Camera Incentive Program to complete the proposed project (attach additional sheets if necessary).

Has the property received a rebate through this program before?

\_\_\_yes \_\_\_no If yes, when \_\_\_\_\_

Have you or your company received a rebate through this program for another property?

\_\_\_yes \_\_\_no If yes, when \_\_\_\_\_

The Applicant (print your name) \_\_\_\_\_ asserts that the preceding information is true and correct.

The Applicant fully understands that all work must comply with the Andersonville SSA #22 Security Camera Rebate Program Guidelines and be approved by the SSA 22 Commission. Rebate is contingent upon completion of all facets of the project within six months of approval notification date. The project is not considered approved until the Applicant receives an Acceptance Letter. If the project changes after the Applicant has received an Acceptance Letter the Applicant will have to resubmit all changes and have them approved. **If changes are not approved, the applicant will not receive a rebate.**

The Applicant agrees to comply with all City of Chicago, OEMC, ADA, State of Illinois, Federal, and Andersonville SSA #22 Security Camera Rebate Program guidelines and the specific recommendations of the SSA #22 Commission.

The Applicant agrees to pay a **\$30 non-refundable fee** payable to the Andersonville Chamber of Commerce to cover administrative costs.

If the Applicant is the property owner he/she certifies that he/she will not sell the property within three years of application date.

If the Applicant is a tenant he/she certifies that he/she will remain in the property for the next three years.

The Applicant understands that he/she must submit detailed cost documentation, including cancelled checks/credit card receipts and invoices once the project has been completed.

SSA # and the Andersonville Chamber of Commerce expect all applicants to be **fully responsible** in securing any applicable permits and licenses as part of this project proposal. The Organizations are not responsible for any failure on the part of the business to secure proper documentation for work to be completed.

Along with this application, the Applicant must submit:

- \$30 non-refundable processing fee
- Photos of the existing building and area surrounding the proposed project
- Written approval from the property owner for the proposed work (if the applicant is a tenant).
- Detailed plans, drawings, or specifications for the project.
- Detailed cost estimates from two different contractors (not including yourself if you intend to do the work).

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Applicant (please print name)

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Applicant's signature

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Applicant's Social Security Number or Company Federal ID Number

If the Applicant is other than the property owner of the building, the following must be completed by the property owner.

I certify that I, the trustee and/or owner of the below-cited property give the above-signed Applicant authority to implement the described improvements at the property along with any amendments that may be required by the Andersonville SSA #22 Security Camera Program Guidelines. I further acknowledge that the Andersonville SSA #22, Design Committee, or the SSA #22 Sole Service Provider, the Andersonville Chamber of Commerce, assume no liability in the event of any dispute between the owner/trustee and the tenant of applicant concerning any building improvement work undertaken by the tenant as a result of the tenants' participation in the Andersonville SSA #22 Security Camera Program

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Signature of Owner or Trustee

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Print Owner's or Trustee's name and capacity

If applicable, bank/trust # \_\_\_\_\_

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Address of Property

### **APPLICATION CHECKLIST**

- \_\_\_\_\_ Complete application
- \_\_\_\_\_ \$30 non-refundable processing fee
- \_\_\_\_\_ Photos of existing building and area surrounding the proposed project
- \_\_\_\_\_ Detailed plans, drawings, or specifications for the project
- \_\_\_\_\_ Detailed cost estimates from two different contractors (see attached worksheet)

**Remember, Do Not Start Work Until the Project is Approved!**

