

## **WPB SSA #33 District Safety Rebate Program POLICY**

### **Purpose:**

WPB SSA #33 (Special Service Area #33) is interested in improving safety and quality-of-life in the SSA district by encouraging measures to deter crime and vandalism that is found on storefronts and other buildings in the SSA district. These safety measures include:

1. Installing or upgrading a store's security cameras
2. Installing "anti-graffiti" and/or "anti-smash" film to storefront windows
3. Repairing or replacing glass to remove graffiti damage or glass that has been broken
4. Installing exterior lighting

### **Program Guidelines:**

WPB will assist property owners or tenants by providing a rebate for a portion of *security camera installation, graffiti prevention and removal, glass repair/replacement/anti-smash upgrades and exterior lighting*.

For graffiti to the exterior of buildings (non-glass surfaces), please note that this is not an eligible Neighborhood Safety Rebate expense, and a 311 service request should be generated with the City of Chicago:

[https://www.cityofchicago.org/city/en/depts/streets/provdrs/graffiti\\_blasters/svcs/mayor\\_daley\\_s\\_graffiti\\_blasters.html](https://www.cityofchicago.org/city/en/depts/streets/provdrs/graffiti_blasters/svcs/mayor_daley_s_graffiti_blasters.html)

*Security camera installation* – generally defined as the new installation of one or more exterior cameras at street level that **must** include at least one camera facing the public right-of-way. Upgrades to existing security cameras will 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. Project funding includes installation of product but not ongoing maintenance or subscription costs. Interior cameras and/or "Dummy" cameras (e.g. cameras that attempt to act as a criminal deterrent but are not actually hooked up) are not eligible. **Please note, the City of Chicago requires property owners to obtain a Public Way Use permit for security cameras installed on building exteriors adjacent to the public way.**

*Graffiti prevention* – generally defined as the installation of "anti-graffiti film" to existing glass storefronts, e.g. a protective film on glass surfaces that protects glass from permanent damage due to paint, markers, scratching, acid etching, etc. It is also a requirement of this program that all parties applying for graffiti prevention assistance **must** have clean glass, free of damage, at the time of installation. In the event that glass is damaged, the damaged glass must be replaced or repaired simultaneously with the installation of anti-graffiti film.

*Glass repair* - generally defined as buffing or polishing glass to remove graffiti damage, paint, markers, scratching, acid etching, etc. It is a requirement of this program that all parties applying for glass repair assistance **must** install "anti-graffiti film" or "anti-smash film" to newly repaired or replaced glass. In other words, an application for glass repair or replacement alone will NOT be accepted.

*Glass replacement* is defined as the removal and replacement of glass due to graffiti damage or because glass has been cracked or broken (typically due to vandalism, burglary or attempted burglary.) It is a requirement of this program that all parties applying for glass replacement assistance **must** install "anti-

graffiti film” or “anti-smash film” to newly repaired or replaced glass. In other words, an application for glass repair or replacement alone will NOT be accepted.

*Glass anti-smash upgrades* are generally defined as the installation of “anti-smash film” to existing glass storefronts, e.g. a protective film on glass surfaces that protects glass from completely breaking (generally due to vandalism or an attempted break-in). It is also a requirement of this program that all parties applying for graffiti prevention assistance **must** have clean glass, free of damage, at the time of installation. In the event that glass is damaged, the damaged glass must be replaced or repaired simultaneously with the installation of anti-smash film.

*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 WPB Façade Rebate Program.)

**Program Eligibility:**

In order to be eligible for assistance, the property must be located within the boundaries of the WPB SSA #33. Owners and tenants of tax-contributing commercial or residential property located on Ashland, Milwaukee, Western, North, Division and Damen as defined on the SSA Boundary Map are eligible. If a tenant wishes to apply for assistance, they must have express written consent from the property owner to conduct these neighborhood safety measures.

Preference will be given to applicants who have already suffered broken/cracked glass damage or graffiti, as an incentive to repair or replace their glass, and remove graffiti. Applicants with undamaged glass or exterior buildings will also be considered.

**Amount of Assistance:**

WPB will reimburse 50% of the cost of a neighborhood safety measure. Applicants can apply for more than one safety measure category, with a maximum of \$1000 per location per year in each safety measure category.

Example 1: After acid etching and graffiti on glass, applicant has to repair the glass (\$400) and install “anti-graffiti” film (\$500). Applicant also chooses to install a security camera facing the sidewalk at a total cost of \$600.

Total rebates = **\$750**  
(50% of \$400 = **\$200**, 50% of \$500 = **\$250**, 50% of \$600 = **\$300**)

Example 2: After a break-in where one of the storefront windows was broken, applicant has to replace the one window glass (\$700) and install “anti-smash film” to all storefront windows (\$2,500). Applicant also chooses to install exterior lighting by the front door and front windows (\$1,500).

Total rebates = **\$2,100**  
(50% of \$700 = **\$350**, Max. **\$1,000** for anti-smash film, 50% of \$1,500 = **\$750**)

Example 3: After a break-in where one of the storefront windows was broken, applicant replaces the one window glass but does not install anti-graffiti film or anti-smash film. In this case, applicant receives NO rebate because “parties applying for glass replacement assistance *must* install “anti-graffiti film” or “anti-smash film” to newly repaired or replaced glass.”

**Application Process:**

Applications will be reviewed as they are submitted and will be awarded on a first-come, first-served basis. Once the WPB budget for the rebate program is exhausted for 2017, no more applications will be reviewed. A new application must be completed each year, and any changes in the program requirements will need to be met.

WPB assumes no responsibility for the quality of neighborhood safety measures that are acquired through this program. The role of WPB is to assist in the payment of such services. Each applicant is responsible for procuring the appropriate services.

Funding will be provided in the form of a rebate once work is completed. *The application, however, must be submitted prior to beginning work (exceptions to this rule may be granted in the case of completely broken storefront glass, however please contact WPB as soon as possible.)*

The application must include the bid from the selected vendor and a police report (if applicable), and should be returned to WPB with a letter from the property owner authorizing the work to be done. WPB will notify the applicant within 1 week (5 business days) regarding its decision to support the applicant. Once work is completed, receipts and a valid proof of payment (such as a copy of a cancelled check) must be submitted to WPB in order to issue the rebate. WPB will then verify that the work has been completed, and issue the rebate. Receipt of the rebate is subject to an inspection by WPB staff and the submission of complete documentation of project costs, including invoices and/or contracts, and the applicant's canceled checks or receipts showing the costs have been paid in full.

**To clarify, the steps of the process are:**

1. Applicant completes and submits full application, along with a bid for the proposed work and a letter from the property owner authorizing the work to be done, to WPB. In the case of vandalism, burglary, or another crime, a police report *must* be filled out and submitted to WPB as well.
2. WPB reviews the application (verify eligibility, review bid, etc).
3. WPB communicates decision to Applicant, with indication of the amount of rebate that will be provided upon completion of work.
4. Applicant executes neighborhood safety rebate measure(s).
5. Applicant submits receipts or canceled check for work completed to WPB.
6. WPB verifies completion of work, and issues rebate to Applicant.

**Please Note:**

- Monetary assistance will be provided in the form of a rebate upon completion of work and verification by WPB.
- Individuals or businesses receiving a rebate must submit a W-9 to the Wicker Park Bucktown Chamber of Commerce. Rebates will not be paid until a W-9 form is received. The form is

available for download here: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.

**More Information**

All materials (this policy, the application, W-9 form, and informational brochure) are available online at [www.wickerparkbucktown.org](http://www.wickerparkbucktown.org).

For more information, please contact us at 773.384.2672 or [info@wickerparkbucktown.com](mailto:info@wickerparkbucktown.com).