Clark Street Special Service Area (SSA) #23
Lincoln Park Chamber of Commerce
2468 N. Lincoln
Chicago, IL 60614
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Vandalism Repair Rebate Program – Clark Street SSA #23

***Only windows and doors damaged by vandalism are eligible for rebates. ***

1. DESCRIPTION

The Vandalism Repair Rebate Program provides incentives in the form of a rebate for physical repairs to windows and doors of commercial spaces along the public way due to vandalism. The goal of the Vandalism Repair Rebate Program is to ensure that the Clark Street Special Service Area (SSA) district is not mired by broken, damaged or boarded up windows, and that businesses can receive financial assistance if vandalism occurs. The **Clark Street SSA #23** is the funding source used to provide rebates for business repairs to commercial property within its boundaries. The Vandalism Repair Rebate Program is administered by the Lincoln Park Chamber of Commerce, which is the SSA Service Provider agency, under the oversight of the Chicago Department of Planning and Development.

2. REBATE AMOUNTS

Approved applicants who make repairs that follow the guidelines of the Vandalism Repair Rebate Program may receive a rebate according to the following guidelines:

- Windows and/or doors: up to a $500 rebate according to the costs incurred for repairs.

3. ELIGIBLE IMPROVEMENTS

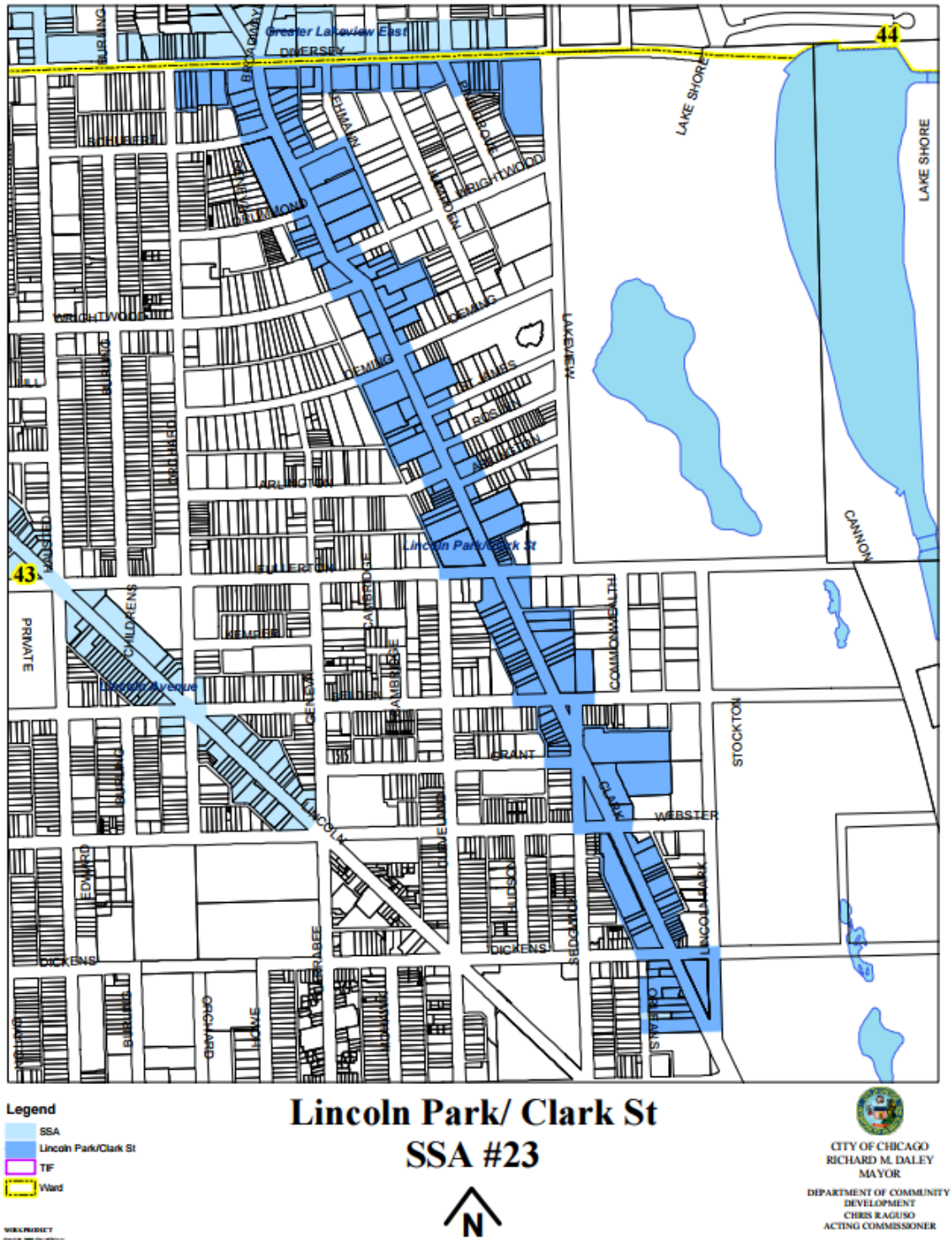
- Replacement of broken glass
- Repair/restoration of glass damaged with acid etching or glass carving.

Repairs eligible for the rebate must be:

1. Needed solely due to the occurrence of vandalism.
2. Visible from the public right-of-way and have a positive impact on the building-front appearance.
3. Completed in accordance with the specifications described in the approved application.

4. ELIGIBLE PROPERTIES: SSA BOUNDARIES

Only commercial properties within the boundaries of SSA #23 are eligible for rebates through the Vandalism Repair Rebate Program. See the attached map of the SSA boundaries.



5. PROGRAM ELIGIBILITY

1. Rebate applications must be submitted within 60 days of the vandalism incident.
2. Rebate applications cannot be approved without proof of a filed police report.
3. The applicant must provide an invoice stating the cost of repairs.
4. The applicant must provide photographic documentation of the damage.
5. The application must be approved by the Vandalism Repair Rebate Committee, which consists of SSA Commissioners and Lincoln Park Chamber of Commerce staff, in order to receive a rebate.
6. Applicant must fully and timely comply with all the requirements and deadlines set forth in the Application.
7. Applicants must be the entity paying for the improvements.
8. If applicant is a tenant, written consent of the property owner is required.
9. Only owners and tenants of street-level property located within the SSA boundaries are eligible for the Program.
10. The property must be free of liens and legal questions as to ownership of the property, excepting any mortgage liens.
11. Applications are considered on a rolling basis through the calendar year. There is no guarantee that funding will be available upon request of rebate.
12. SSA Commissioners are eligible to participate in the Vandalism Repair Rebate Program, provided they meet all other program eligibility criteria and abstain from reviewing and voting on ALL Vandalism Repair Rebate Program applications during the period beginning when their application is submitted until their Rebate check is approved and processed.
13. If the same vandalism repair project already received funding from a different grant or incentive program it is ineligible for additional funding through the Vandalism Repair Rebate Program.

6. APPLICATION PROCESS

A Program application package must be submitted to the Lincoln Park Chamber of Commerce. Incomplete applications will not be considered for approval by the Vandalism Repair Rebate Committee. The Application package must include the following items:

1. Completed application form, including signed Statement of Understanding;
2. Photographs of existing building and damage that was done due to vandalism;
3. Invoice stating the costs incurred for needed repairs;
4. Proof of filed police report;
5. Owner's deed, if applicable;
6. Tenant's lease, if applicable;
7. Written consent from and contact information for the property owner if the applicant is not the owner;

7. REVIEW PROCESS

After the completed application is received by the Lincoln Park Chamber of Commerce, it will be reviewed by the Vandalism Repair Rebate Committee. This entity will review and accept or reject each application in its sole and absolute discretion. The applicant may be asked to clarify any items needed for the application if requested by the Vandalism Repair Rebate Committee.

Once an applicant has been approved by the Committee, a member of the Committee will inspect* the project to verify compliance with the program guidelines and that repairs were made according to the damage that was done. A rebate check will be sent within 14 days after the final inspection has taken place, provided the inspection confirms compliance, and pending fiscal year availability of funds.

*The Vandalism Repair Rebate Committee's inspection is limited to a review of the completed repairs only in connection with the applicant's application under this program, and shall not be deemed an inspection as to whether or not the repairs were completed in good order and satisfactory condition. It shall be the applicant's responsibility to verify adequacy of all repairs, and applicant's failure to verify the repairs 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.

Vandalism Repair Rebate Program Application – Clark Street SSA #23

Date Vandalism Occurred: _____ Date of Repair (s) Made: _____

Location of Repairs

_____

Street Address *City* *State* *ZIP*

_____

Property PIN

_____

Name of Business(es) at above address

Applicant Information

_____

Name of Business

_____

Name of Contact Person

_____

Phone *Email*

_____

Mailing address

Applicant's relationship to property:
____Business Owner/Tenant only
____Both the Business and Property Owner
____Property Owner only

Property Owner Information
Leave blank if Applicant is the property owner

_____

Name of Ownership Entity *Contact Person*

_____

Street Address *City* *State* *ZIP*

_____

Phone *Email*

Repair Description

Please describe the repairs. Attach any necessary photos, plan, etc.

_____

_____

_____

_____

Summary of Cost Estimates

Attach invoice from contractor for the repair task with your application, and summarize costs and task below:

Task:

_____

_____$_____

Contractor

Statement of Understanding

The applicant (undersigned) agrees to fully and timely comply with the guidelines and procedures of the Lincoln Park Chamber of Commerce's Vandalism Repair Rebate Program and the outlined specifications as agreed to by the applicant and the Vandalism Repair Rebate Committee. It is understood by the applicant that a filed police report, invoice for costs of repair(s), and photographs of the damage are required documentation, and that they have read the entire Vandalism Repair Rebate Program Guidelines and Application and agree to be fully bound by their terms and conditions. **APPLICANT RELEASES AND AGREES TO DEFEND AND INDEMNIFY THE LINCOLN PARK CHAMBER OF COMMERCE (TOGETHER WITH THEIR OFFICERS, DIRECTORS, AND AGENTS), THE SSA #23 COMMISSION, AND THE CITY OF CHICAGO FROM ALL CLAIMS AND CAUSES OF ACTION OF ANY KIND (KNOWN OR UNKNOWN) IN CONNECTION WITH THIS VANDALISM REPAIR REBATE PROGRAM.**

Applicant's Signature: _____ Date: _____

Applicant's Name: (Please print) _____

Applicant's Title: _____

Applicant's SSN or Company's 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 Vandalism Repair Rebate Program, and to undertake the approved Repairs outlined in this application package.

Owner's Signature: _____ Date: _____

Application Checklist

Ensure all of the following items are completed and submitted with the application. Incomplete applications will not be accepted.

□ Completed Application Form
- □ Repair Description
- □ Photos of Damage to Building
- □ Filed Police Report
- □ Invoice from Contractor
- □ Owner's Deed (if property owner is filling out application)
- □ Tenant's Lease (if tenant is filling out application)
- □ Owner's Written Consent (if tenant is filling out application)

FOR OFFICE USE ONLY

Application Number: _____

Date Application Received:_____

Rebate: Approved Denied (see attached document)

Total Cost of Project: _____

Date of Inspection: _____

Amount of Rebate: _____

Date of Issuance: _____

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