



Criminal Damage Repair Program

INTRODUCTION

The Special Service Area (SSA) Criminal Damage Repair Program (“the Program”) provides assistance to businesses making emergency storefront repairs in response to criminal damage or vandalism by offering a rebate of 50% of repair expenses not covered by insurance, up to a maximum of \$2,000. Eligible applicants must file police reports for any damage being repaired.

The goal of the Program is to attract and retain businesses, encourage reporting incidents to the police and ensure prompt repair of damaged storefronts. The Program is subject to the approval of and administered locally by Rogers Park Business Alliance, the SSA Sole Service Provider for Howard Street & Jarvis Square SSA #19, Clark/Morse/Glenwood SSA #24, Devon Avenue SSA #43 and Sheridan Road SSA #54. Funding is limited – applications will be considered in the order in which they are received.

Participation in this program is not a bar to eligibility for participation in the [Business Improvement Program \(BIP\)](#), nor does participation in the BIP impact eligibility for this program. Applicants are encouraged to pursue funding through BIP or other sources for security upgrades such as lighting and security shutters if eligible.

Eligibility Guidelines

1. Applicants must fully and timely comply with all the requirements and deadlines set forth in the Application.

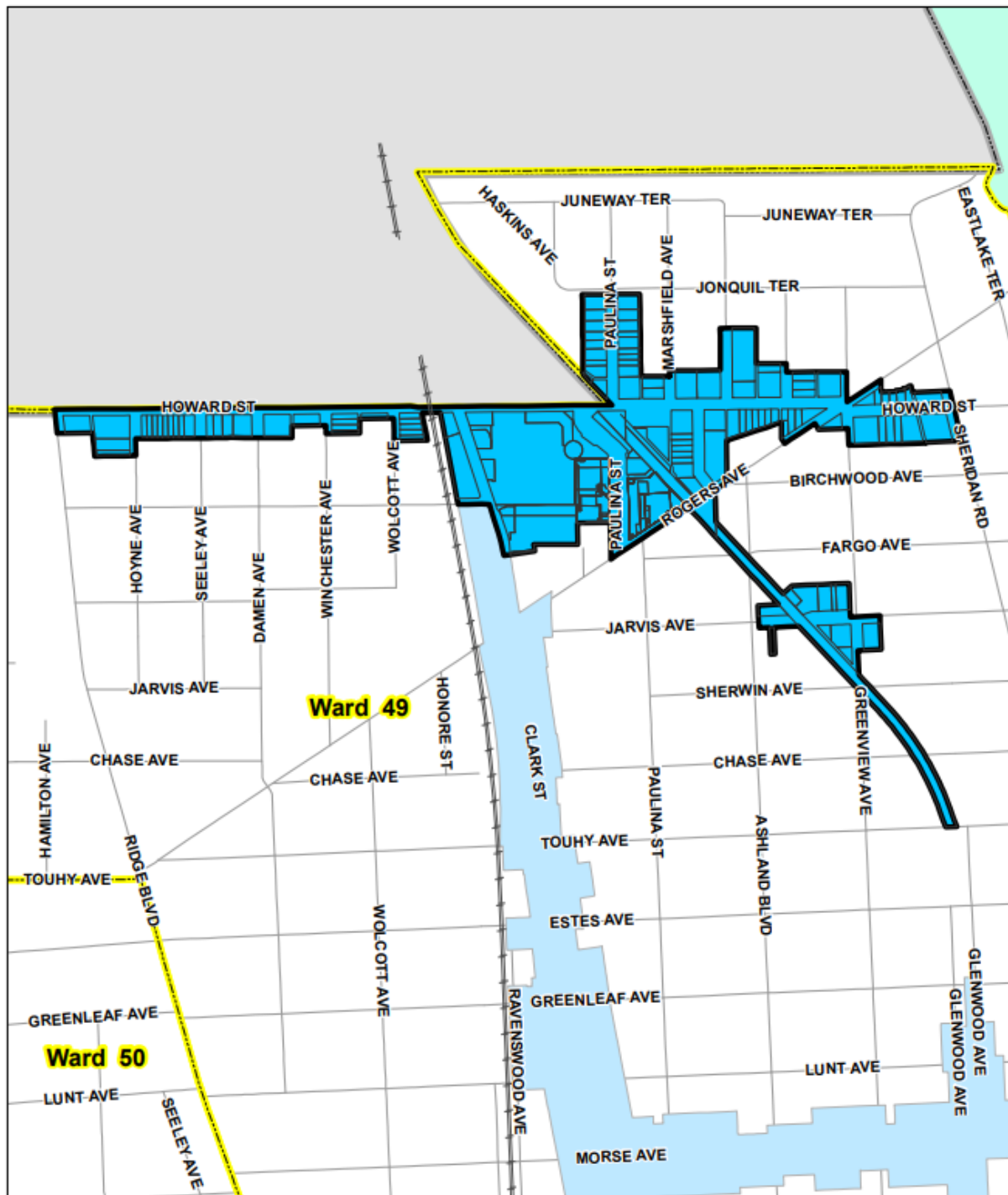
2. Applicants will only be considered if they are seeking funding for repairs to storefronts located within the boundaries of SSA #19, #24, #43 or #54. See maps on pages 3-6 for SSA boundaries.
3. Eligible repair work is restricted to only those facade features directly damaged as a result of a criminal incident that has been reported to the police. Funding requests will not be granted for repairs being made in response to normal wear and tear or severe weather conditions.
4. Applicants must submit a police report for the incident(s) that caused any damage being repaired, and must attest to the amount of insurance coverage (if any).
5. In cases where the owners of freestanding franchise businesses apply to the program, each case will be reviewed individually.
6. Applicants must be the entity paying for the improvements.
7. If the applicant is a tenant, written consent of the property owner is required.
8. The property must be free of liens and legal questions as to ownership of the property, excepting any mortgage liens.
9. Applicants must have proof of proper zoning and City permits for any work being completed.
10. To the extent that the owner or tenant is supplying their own materials or labor for the improvements, profits and overhead are not eligible expenditures for the rebate.
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. The Department of Planning and Development has declared that SSA Commissioners are eligible to participate in the program, provided they meet all other eligibility criteria and abstain from reviewing and voting on ALL applications during the period beginning when their application is submitted until their rebate check is approved and processed.
13. If any change in ownership of the property or business participating in the program occurs while repairs are being made, eligibility for the program will be suspended until a meeting with Rogers Park Business Alliance staff and new ownership is completed and any changes to the original application are approved in writing. There is no guarantee that new ownership will be approved for the same rebate amount as the previous owner. All such applications will be considered on a case-by-case basis.
14. If the same repair project already received funding from insurance or a different grant or incentive program it is ineligible for additional funding through this program

Procedures

1. Applicants must submit a copy of the police report, before & after photos and paid invoices for the repairs made. Submissions should be emailed to cplante@rpba.org and cjuarez@rpba.org.
2. Funding requests for \$500 or less may be approved administratively. Funding requests for more than \$500 will be reviewed and voted on by SSA commissioners at their next scheduled meeting.
3. Upon approval, the applicant will be notified and asked to submit a W9 form for payment.
4. RPBA issues a rebate check.

Availability

Applications will be considered in the order that they are received until all the funding is disbursed for the fiscal year. In the event 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. In order to maximize the number of eligible projects that receive assistance, the SSA Commission reserves the right to award a rebate at an amount less than the allowable maximum of \$2,000

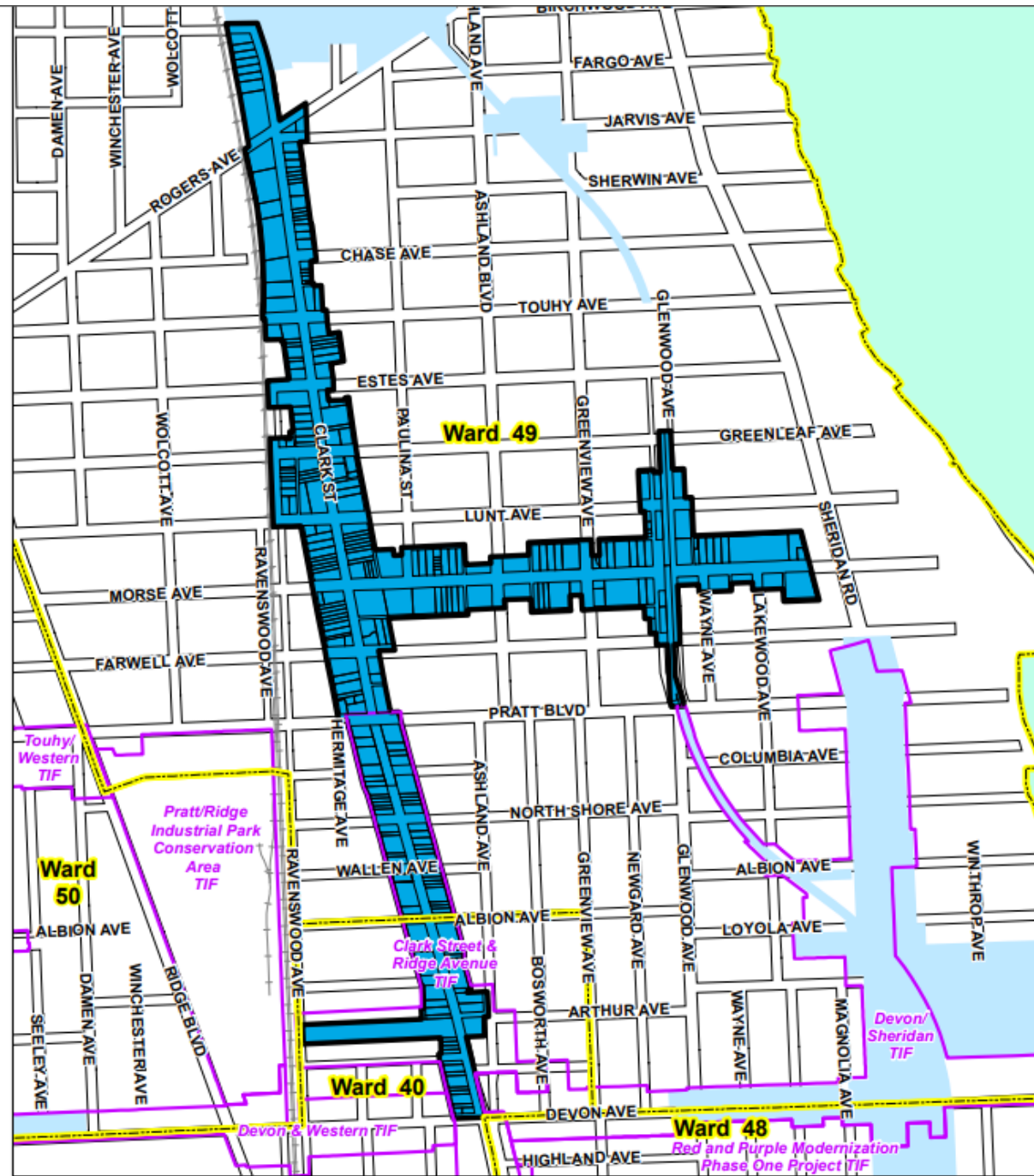


- Legend**
- Howard Street
 - Other SSA
 - TIF
 - Ward

Howard Street SSA #19 (Amended)

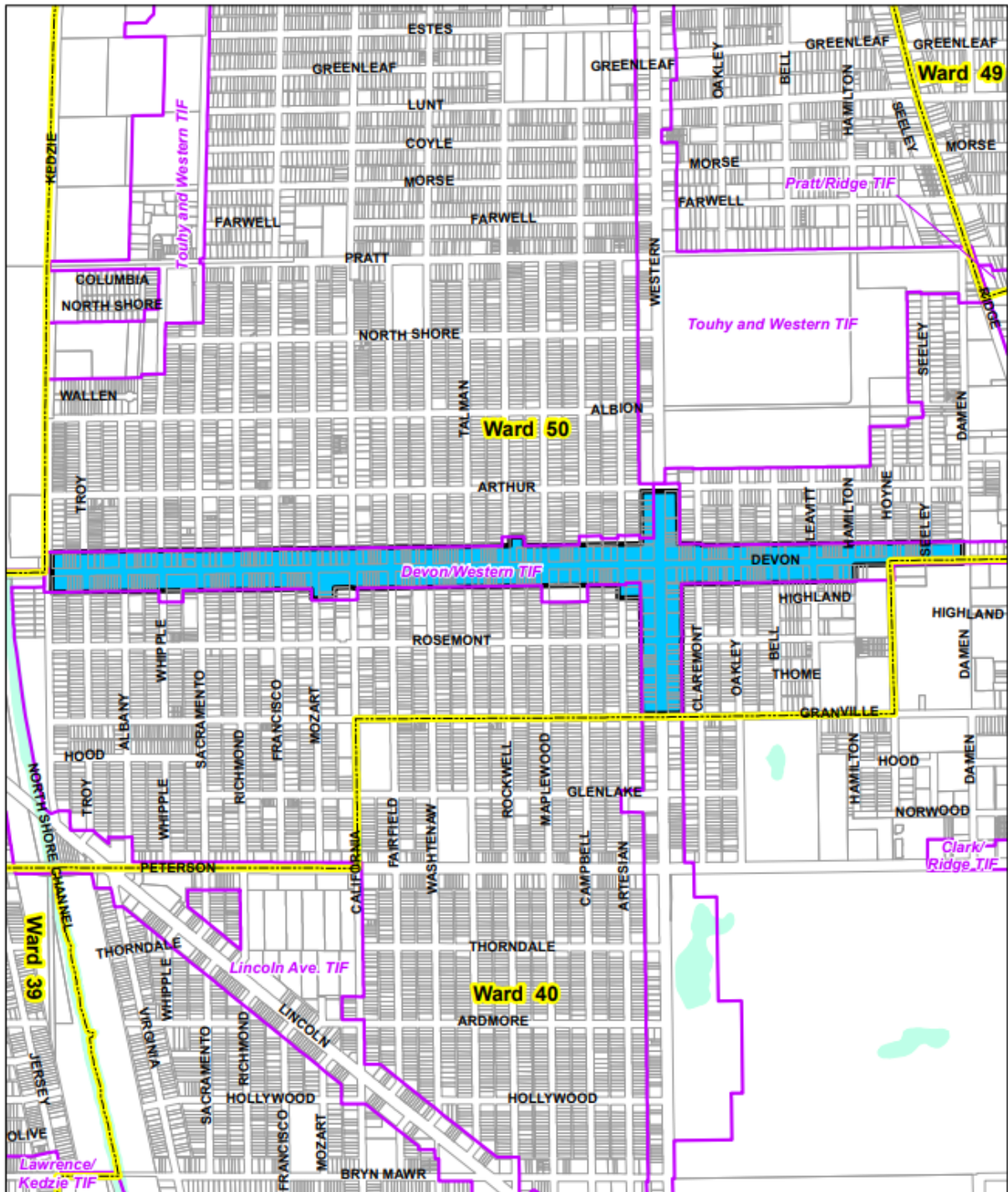


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Clark St (Rogers Park) SSA #24





- Legend**
- SSA
 - Devon Ave
 - TIF
 - Ward

Devon Ave SSA #43



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