

SPECIAL SERVICE AREA (SSA #3 & SSA #59) REBATE APPLICATION PACKET

INTRODUCTION:

The Rebate Program provides incentives in the form of a reimbursement for physical improvements to storefronts and businesses along the public way. The goal of the Program is to beautify and revitalize the Special Service Area (SSA) district, attract and retain businesses, enhance the streetscape, and to emphasize the character and qualities of the area. SSA #3 & SSA #59 are the funding source used to provide rebates for improvements on commercial and residential property within its boundaries. The SSA Rebate Program will reimburse eligible applicants for renovation in the following categories:



Façade Rebate



Awning Rebate



Safety Enhancement Rebate



Graffiti Removal Rebate

SPECIAL SERVICE AREA (SSA #3 & SSA #59)

REBATE APPLICATION

APPLICATION PACKET CHECKLIST

Ensure all the following items are completed and submitted with the application. Incomplete applications will not be reviewed nor presented for approval.

- Completed Application Form
- GSDC-SBDC Client ID #
- Property Owner's Signature
- Supplemental Documents
 - Property Tax Bill
 - Copy of Business License (for commercial applicants)
 - "Before" Pictures of Project
 - Two Estimates (Façade Applicants ONLY)
- Begin applying for City Permits (if applicable)
- Other: _____

HOW TO SUBMIT YOUR REBATE APPLICATION

After the application is complete, applicant is required to schedule and attend a one-on-one consultation meeting to review SSA rebate application and supplemental documents.

To schedule an appointment with one of our Business Advisors, please reach out to us via:

E-mail: rebates@greatersouthwest.org
 Phone: **(773) 436-1000**
 Address: **Greater Southwest Development Corp.
 2601 W. 63rd Street
 Chicago, IL 60629**

FOR OFFICE USE ONLY

Business Name: _____ Business Owner: _____

GSDC-SBDC Client ID #: _____

PIN #(s): _____

Date Application Received: _____ By: _____

Rebate Type(s): Façade Awning Safety Graffiti Removal

Rebate Decision: Approved Denied (see attached document)

Rebate (s) Approved: Façade Awning Safety Graffiti Removal

Date Voted On by SSA Board: _____

Amount of Rebate(s): Façade: _____ Awning: _____ Safety: _____ Graffiti Removal: _____

Date Approved: _____ SSA #: _____

Referral Type: _____ Ward: _____

A. SSA REBATE APPLICANT INFORMATION

This information refers to the primary applicant to the Rebate Program and the project location where project funds will be utilized. The applicant is generally a business or property owner but may also be an authorized officer of an organization or company.

Business Name: _____ Business Owner: _____

Preferred Mailing Address: _____

City: _____ State: _____ ZIP: _____

Contact Phone: _____ Contact Email: _____

Project Address: _____

City: _____ State: _____ ZIP: _____

PIN #(s): _____

B. GSDC-SBDC Client ID

1. Please complete GSDC's Client Intake Form (<https://ilsbdc.ecenterdirect.com/signup>)
2. In STEP 2 select "Illinois SBDC @ Greater SW Dev. Corp." as the Center that will be assisting you.
3. After completion, please provide us with your GSDC-SBDC Client ID below.

GSDC-SBDC Client ID #: _____

4. Once a Client ID # is obtained, please schedule an appointment with a GSDC Business Advisor @ (773) 436-1000 or rebates@greatersouthwest.org.



C. TYPE OF REBATE (select all that apply)

- Façade – (Funding from 25%-75% of eligible costs, with a maximum of \$5,000)**
Front Enhancement; the entire exterior front surface of a building of a 1st floor commercial property. It includes all damaged elements of storefronts, lighting, display windows, entrances, upper façade or upper signs.
 - Channel Letters
 - Signage
 - Doors and/or windows
 - Tuck-pointing
- Awning – (Funding up to 100% of eligible costs, with a maximum of \$1,500)**
Awnings often add a place for signage and vitality to a storefront, as well as protect pedestrians from inclement weather and provide shade for the business.
- Safety Enhancement – (Funding from 25%-75% of eligible costs, with a maximum of \$1,000 for SSA #3 or \$1,500 for SSA #59) You need to have be in business for at least 6 months to qualify for this reimbursement.**
Security cameras and other safety enhancements are vital components for creating a safe environment and increasing customer confidence in the local business district.
 - Security Cameras
 - Buzzer
 - Roll-down shutters
 - Exterior lighting
- Graffiti Removal – (Funding up to \$300 of eligible costs)**
Resurfacing and replacement of glass that has been damaged from graffiti.

D. APPLICATION TYPE

Questions in this section help define what kind of applicant you are within the context of the SSA Program.

Please check only one.

Small Business Owner / Not-for-Profit Organization (NFP)

- As a tenant, the applicant operates an existing business or Not-for-Profit Organization OR is starting a new one at the project property defined above.

Property Owner or Landlord

- The applicant owns the project property defined above either as an individual or through a legal entity.

Both, Small Business Owner and Property Owner

- The applicant is an “owner-operator” and has ownership in the businesses at the property.

1. SMALL BUSINESS OWNER / NFP INFORMATION

Please answer these questions only if you checked “**Small Business Owner / NFP**” or “**Both**” in Applicant Type section.

Name of the Business (Legal entity and DBA): _____

Business Category: Commercial Industrial Not-for-Profit organization

Is the business a start-up? Yes No Years in Business: _____

Do you own or rent the subject property? Own Rent

Are there other business locations? Yes No

If there are other business locations, list addresses:

2. PROPERTY OWNER OR LANDLORD INFORMATION

Please answer these questions only if you checked “**Property Owner or Landlord**” or “**Both**” in Applicant Type section.

Property Category: Commercial Industrial Mixed-Use Other

Who (or which entity) has legal title to the property? _____

Do you currently have tenants at the property? Yes No

If “Yes” to the above, please list all tenants:

E. PROJECT CONSTRUCTION AND BUDGET INFORMATION

Questions in this section refer to how SSA rebate funds will be utilized.

Note: All projects with a Letter of Approval must be completed by **December 11, 2020 at 3pm CST** or will need to reapply in 2021.

In order to receive funding, projects must conform to specific guidelines (PG.7). Work which is potentially damaging to the building, such as the use of incorrect tuck-pointing materials, will not be reimbursed.

Applications must be submitted to Greater Southwest Development Corporation at least one (1) week prior to the next SSA meeting for review and SSA board approval for design prior to beginning project development. No work should begin before receiving SSA Board Approval.

1. PROJECT DESCRIPTION

Please include a DETAILED description of the job for each rebate for which you are applying.

** (use additional sheets if necessary) **

2. ITEMIZED PROJECT BUDGET (E.G. TUCK-POINTING | \$15,000 | ACME CONSTRUCTION CO)

WORK ITEM - for each rebate	COST	CONTRACTOR
1.	\$	
2.	\$	
3.	\$	
4.	\$	
5.	\$	
6.	\$	
7.	\$	

3. PROJECT FINANCING & CONTRACTOR INFORMATION

Does the applicant currently have funding or financing available? Yes No

Will the applicant be seeking a loan or financing to fund construction? Yes No

Does the applicant need help securing a loan to fund project(s)? Yes No

Does the applicant need help finding contractors for the project(s)? Yes No

Notes:

F. ADDITIONAL APPLICANT INFORMATION

***OPTIONAL**

In this section, we are asking the primary applicant to supply the following data regarding themselves and their businesses for statistical purposes only. **YOUR ANSWERS WILL HAVE NO EFFECT ON THE CONSIDERATION OF YOUR APPLICATION.**

Sex: Male Female

Ethnicity or Race (select all that apply):

- African American Asian Hispanic
 Middle Eastern Native-American Caucasian

Age of Business: _____ Family-Owned Business: Yes No

How did you learn about the SSA Rebate Improvement Fund? (i.e., postcard, Aldermanic office, Local Community Organization, etc.) _____

G. PROPERTY OWNER AUTHORIZATION

*** Mandatory for ALL Tenants**

ALL work is subject to the SSA's design guidelines and must be completed in order to receive reimbursement. If the applicant is not the property owner, Greater Southwest Development Corporation requires here below the property owner's signature, authorizing improvements to the property.

Property Owner's Printed Name Property Owner's Signature Date

H. APPLICANT CERTIFICATION

Applicant certifies that the information provided on this application is true and correct and that they have received, read, and understood the **SPECIAL SERVICE AREA (SSA #3 & SSA #59) REBATE APPLICATION PACKET.**

Signature: _____ Date: _____

Printed Name: _____ Title: _____

****Any work started prior to receiving a Letter of Approval from Greater Southwest Development Corporation will be considered an ineligible project and disqualified from the SSA Rebate Program****

If you have any questions or need assistance, please contact us via email at rebates@greatersouthwest.org.

HOW TO SUBMIT YOUR REBATE APPLICATION

After the application is complete, applicant is required to schedule and attend a one-on-one consultation meeting to review SSA rebate application and supplemental material. To schedule an appointment with one of our Business Advisors, please reach out to us via:

E-mail: rebates@greatersouthwest.org
Phone: (773) 436-1000
Address: Greater Southwest Development Corp.
2601 W. 63rd Street
Chicago, IL 60629

I. GUIDELINES – FOR APPLICANT

ALL Applications need to provide the following supplemental material along with your application for any and all types of rebate.

- Copy of a Property Tax Bill (to prove property ownership)
- Copy of Business License (for commercial applicants to prove authorized business owner)
- “Before Picture” of Project (to display the work that is needed for the site)

**Please be advised, rebate project(s) must comply with all city requirements to receive reimbursement(s) (i.e. building permits, signage permits, fees)*

Additionally, below are rebate specific guidelines for your review:

Façade

- Grants only, in the form of reimbursement
 - Funding from 25%-75% of eligible costs
 - Funding up to **\$5,000 of eligible costs**
 - If needed, a lottery must be held in the event that applications exceed available funding with a waiting list created
 - **REQUIREMENTS:**
 - **Minimum of two estimates from two different contractors is required** at time of application review
 - A few **eligible** façade improvements may include but not limited to:
 - Tuck-pointing and masonry
 - Façade repair, including restoration
 - Structural aspects of permanent signage
 - Exterior Lighting
 - Window/door replacements
 - New signage or sign graphics
-

Awning

- Grants only, in the form of reimbursement
- Funding up to 100% of eligible costs
- **\$1,500 annual maximum** assistance per commercial business
- If needed, a lottery must be held in the event that applications exceed available funding with a waiting list created
- **REQUIREMENTS:**
 - Most modern awnings are fixed frame awnings rather than retractable awnings. There are two types of fixed frame awnings: straight or curved (bubble). The straight awning with an open side and hanging valance is the only one acceptable.
 - Awnings should be made of **canvas** not vinyl or plastic. Metal, wood shingle and other non-canvas materials will not be reimbursed.

Safety Enhancement *You need to have been in business for at least 6 months to qualify for this reimbursement.*

- Grants only, in the form of reimbursement
- Funding from 25%-75% of eligible costs
- Funding up to **\$1,000 of eligible costs for SSA #3**
- Funding up to **\$1,500 of eligible costs for SSA #59**
- If needed, a lottery must be held in the event that applications exceed available funding with a waiting list created
- **REQUIREMENTS:**
 - At least one camera must face the public right-of-way.
 - Cameras must have resolution of 1080p HD quality or higher.
 - Equipment must remain in the building for at least three years.
 - Program must offer the opportunity for recipients to participate in OEMC’s Private Sector Camera Initiative Program.
 - SSA service provider must provide a list and map to the Chicago Police Department (CPD) of camera locations in the SSA district.
 - SSA Commissioners are eligible to participate but must recuse themselves from voting on all security rebate applications from the time of their submission to receipt of the rebate check.
- A few **eligible** façade improvements may include but not limited to:
 - Eligible Security
 - Enhancement Items
 - Security cameras
 - Security windows/anti-smash upgrades
 - Exterior lighting Intercom installations
 - Security gate/fencing installation
 - Graffiti prevention

Graffiti Removal-

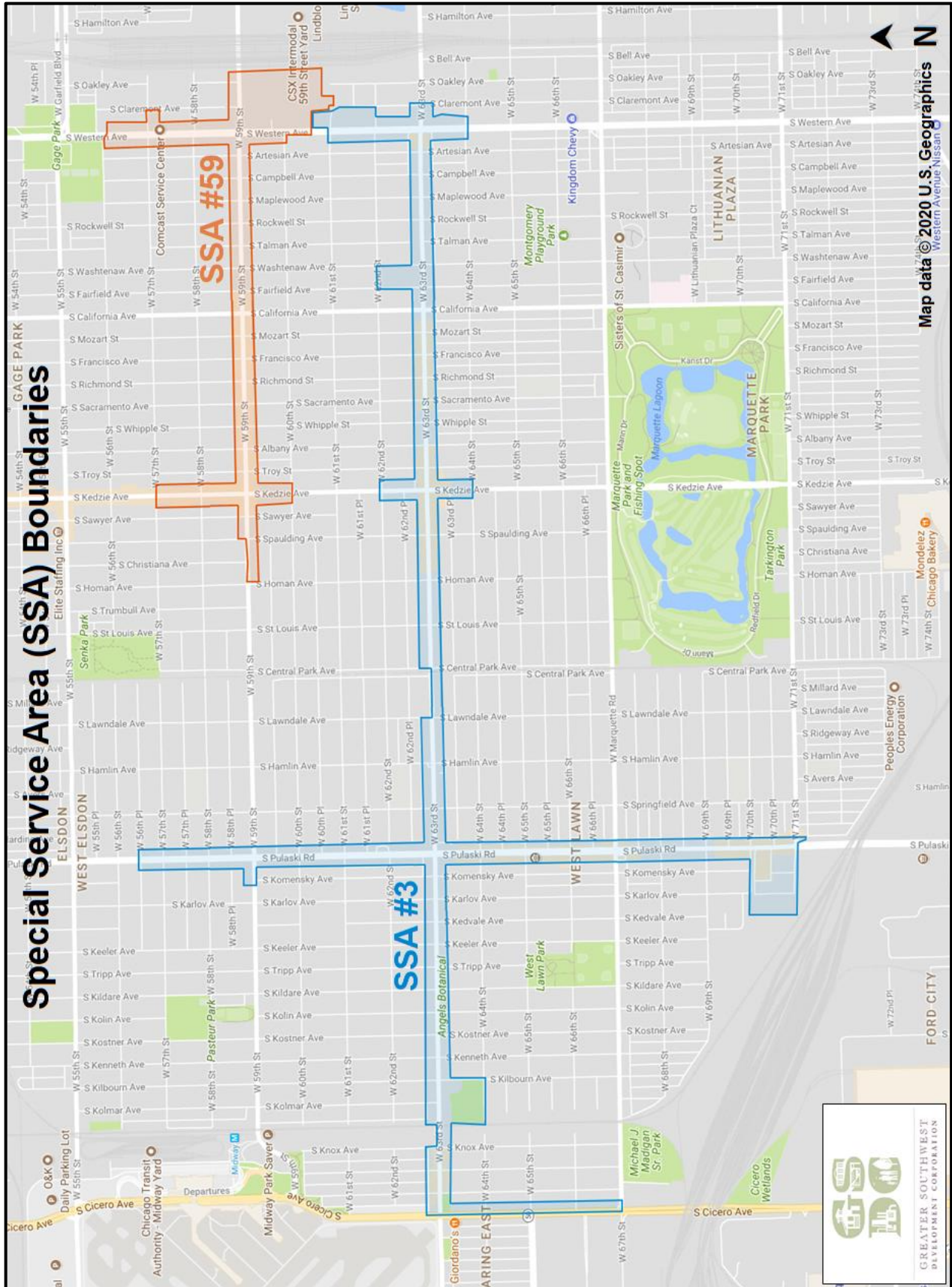
Resurfacing and replacement of glass that has been damaged from graffiti.

- Grants only, in the form of reimbursement
- Funding up to 100% of eligible costs
- **\$300 annual maximum** assistance per commercial business
- **REQUIREMENTS:**
 - The property owner or business must have been at the present location for a minimum of five months.
 - A copy of the contractor’s City of Chicago business license and insurance policy. *Contractor must be fully licensed with the City of Chicago.*
 - The business must pay the cost of the equipment and installation upfront.

Ineligible Improvements	
<ul style="list-style-type: none"> • New construction or additions • Interior improvements • Minor repairs or improvements to building (very small jobs) • Improvements that are considered regular building upkeep or maintenance 	<ul style="list-style-type: none"> • Residential unit interiors • Roofing improvements • Equipment-related expenses (i.e. cash registers and computers, furniture) • Rear, side, alley, or secondary improvements not visible from the public right-of-way

J. ELIGIBLE PROPERTIES: SSA BOUNDARIES

Only properties within the boundaries of SSA #3 & SSA #59 are eligible for rebates through the Rebate Program. See the attached map to determine if your project is within the SSA boundaries.



K. PROGRAM ELIGIBILITY

1. APPLICATION PHASE

A Rebate Program application packet must be submitted to Greater Southwest Development Corporation. Incomplete applications will not be considered for approval by the SSA Board. The application packet must include the following items:

- ✓ A completed application form with supplemental material. Applicant is required to schedule and attend a one-on-one consultation meeting to review SSA rebate application and supplemental material.
- ✓ If applying for a façade rebate, two estimates from two different contractors is required. The SSA Board reserves the right to reject any questionable estimates, as well as implement such additional program rules and regulations as it deems reasonable. If the applicant plans to complete construction themselves, they must submit two estimates in addition to their own.
- ✓ Photographs of existing building and the proposed project area.
- ✓ Detailed plans and specifications for the proposed project.
- ✓ A list of applicable City permits to be obtained.
- ✓ Authorization from the property owner, if different from the applicant. The authorization accepts that the applicant has the authority of the building owner to make the proposed improvements and participate in the Rebate Program. *(Use enclosed form in application)*

2. APPROVAL PHASE

Completed applications must be submitted one (1) week prior to the next meeting of the SSA Commission. The SSA Commission meeting dates are posted at www.greatersouthwest.org. After the completed application is received, it will be reviewed by the SSA Commission. This entity will review and accept or reject each application in its sole and absolute discretion. The applicant may be asked to clarify design elements if requested by the Commission. The application may be voted on in the first SSA meeting. If the Commission has questions about the application a vote may be postponed until a future meeting.

In order to determine what projects warrant the rebate the following are the criteria for review:

- Proposed projects meet the program guidelines
- Project provides a positive impact on the beautification of the public way
- Projects that demonstrate the greatest need of public assistance
- The size of the requested rebate
- Projects that have not previously been funded
- Applicants who demonstrate that the funding assistance will enhance the business improvements
- Buildings throughout the SSA boundaries in order to accomplish geographic diversification of limited funding

Within ten (10) business days of the SSA Commission meeting at which the application was voted upon, the applicant will be sent an approval letter in the mail stating the rebate amount he/she can expect to receive for the proposed project (the "Approval Letter") or an explanation of why the application was not approved.

3. CONSTRUCTION PHASE

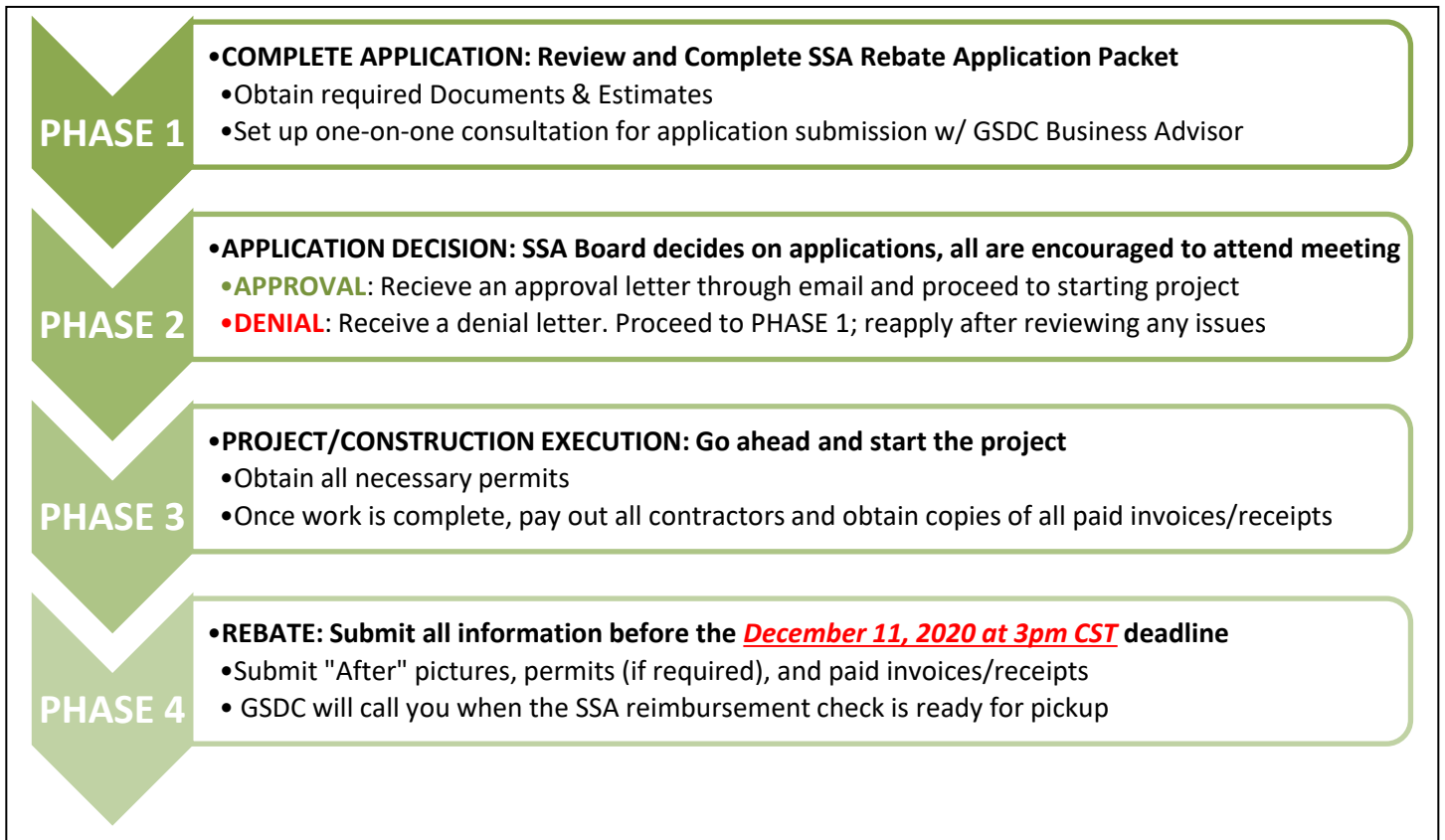
Once the application has been submitted and necessary permits have been obtained from the City of Chicago, the applicant may proceed with the improvements in accordance with the plans and specifications submitted in their application. However, if the applicant moves ahead with the project before receiving the Approval Letter, he/she accepts the risk that the project may not be approved for a rebate. In order to ensure a timely project construction period, and to ensure the awarded funds are distributed within the same calendar year as the project is approved, all improvements should be completed BEFORE THE DEADLINE. Failure to complete such work before the deadline will require an extension request to the SSA Board.

4. REBATE PHASE

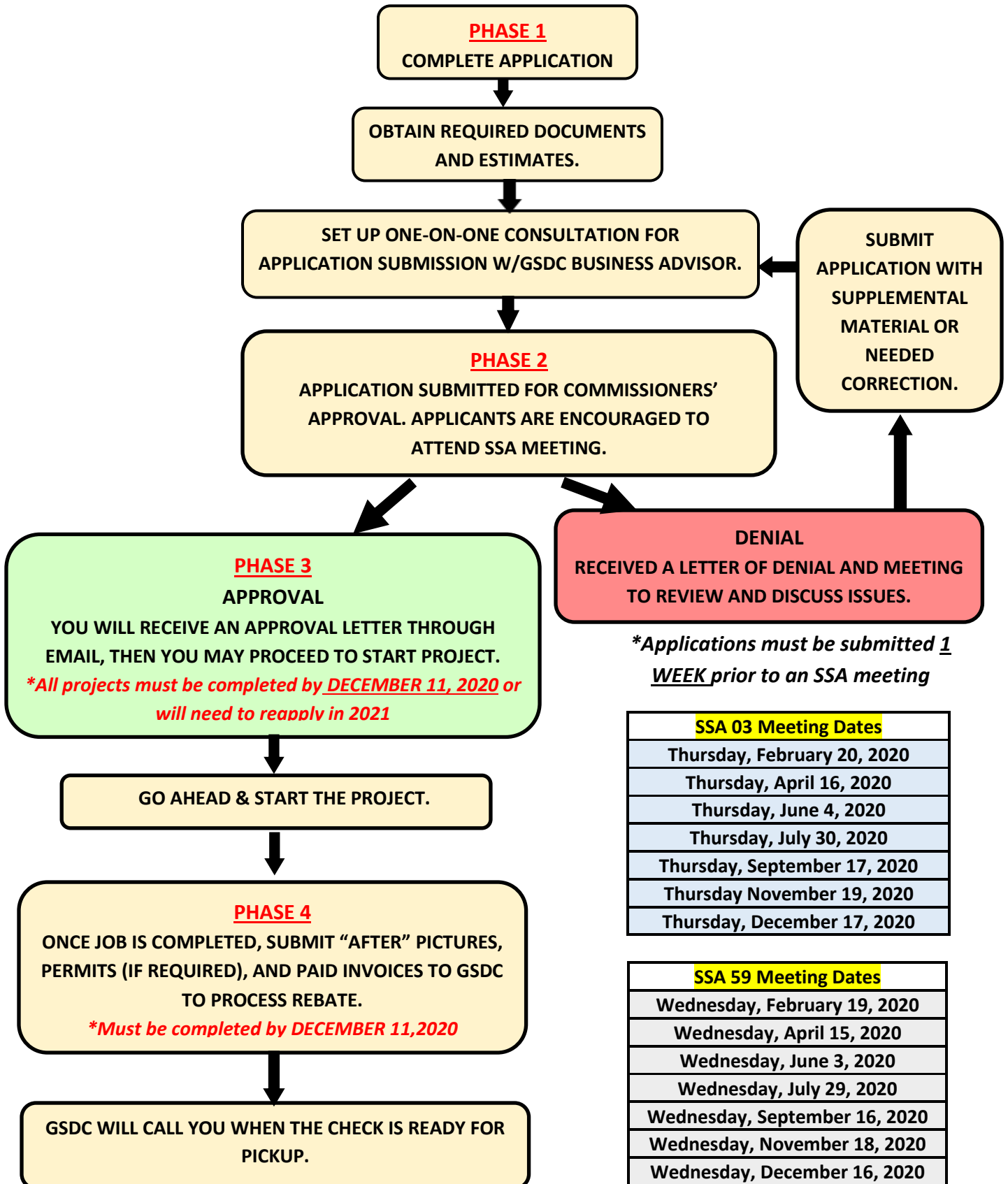
Once the improvements have been completed, the applicant must request the rebate by submitting the following documentation to Greater Southwest Development Corporation:

- ❑ Before and after photographs showing the completed work
- ❑ Copies of all required and applicable City permits, if not given already
- ❑ Copies of all paid invoices from the selected vendor(s)
- ❑ Copies of the cancelled checks or credit card receipts for all eligible work that shows all work has been paid for in full.

Applicant must fully and timely comply with all the requirements and deadlines set forth in the Application, with the deadline of **December 11, 2020 at 3pm CST**. All projects with a Letter of Approval who do not complete by the stated deadline will need to reapply by 2021. After the Rebate Request has been received, Greater Southwest Development Corporation will collate documents and process internally for reimbursement. This process should take around 1-4 weeks.



SSA 03 & 59 -Rebate Timeline



**Applications must be submitted 1 WEEK prior to an SSA meeting*

SSA 03 Meeting Dates
Thursday, February 20, 2020
Thursday, April 16, 2020
Thursday, June 4, 2020
Thursday, July 30, 2020
Thursday, September 17, 2020
Thursday November 19, 2020
Thursday, December 17, 2020

SSA 59 Meeting Dates
Wednesday, February 19, 2020
Wednesday, April 15, 2020
Wednesday, June 3, 2020
Wednesday, July 29, 2020
Wednesday, September 16, 2020
Wednesday, November 18, 2020
Wednesday, December 16, 2020

RESOURCES

(Note: Information on permits is subject to change. Please consult the City of Chicago and/or a licensed architect or contractor for official information about permits. Neither Greater Southwest Development Corporation nor SSA #3 & #59 or its Commissioners accept responsibility for information that is no longer accurate.)

For small business owners, the Guide to Permits offers a concise overview of the permit processes available for small and mid-sized projects.

<https://www.chicago.gov/content/dam/city/depts/bldgs/general/Homeowner/GuidetoPermits110119.pdf>

A. BUILDING PERMITS

1. A building permit is issued by the Department of Buildings, City Hall Room 900, 121 N. LaSalle Street / (312)744-3600 to assure compliance with the Chicago Building Code, which establishes minimum health safety standards for all construction in Chicago. Permits are required for all additions, alterations and new construction. Permits are also displayed for some repair work. Building permits should be clearly displayed at all construction sites. To apply for and access permits online, visit:

<https://www.chicago.gov/city/en/depts/bldgs.html>

2. For façade improvements only, there is no need for architectural elevations; an architect's design sketch would suffice. In cases where a substantial amount of work is to be done, such as structural changes, installation of new window framing, or a change in the size of windows, the Department of Buildings would require a set of architectural drawings. Contact them at (312)743-3600 or <https://www.chicago.gov/city/en/depts/bldgs.html>

B. AWNING / SIGN PERMITS

Awnings, canopies and signs that extend two feet or more over the public right-of-way require a Public Way Use permit from the Department of Business Affairs and Consumer Protection, 121 N. LaSalle St., 8th Floor, (312) 744-6060 (All Public Way Use permits require aldermanic approval). A permit for an awning that extends LESS than two feet over the public right-of-way can be issued by the Department of Buildings. For more information, visit: https://www.chicago.gov/city/en/depts/bacp/provdrs/public_way.html

C. ELECTRICAL PERMITS

Electrical permits are secured by a licensed electrical contractor for light fixtures, neon signs and lighted window displays. Electric permits are issued by the Department of Buildings, Electrical Inspections, City Hall, Room 900, 121 N. LaSalle St., (312)744-3400.

D. AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

Chicago's Human Rights Ordinance requires every business that serves the general public to provide full and equal enjoyment of its services, and to remove barriers in existing facilities, where such removal is readily achievable. For consultative services and technical assistance for business owners, architects and developers who are renovating or building a public accommodation facility contact, City of Chicago Mayor's Office for People with Disabilities (MOPD) at 121 N. LaSalle St., Room 1104, Chicago, IL 60602, (312)744-7050 or visit, <https://www.chicago.gov/city/en/depts/mopd.html>.