



## **Private Security Incentive Program (PSIP)**

**To access the application, click on**  
<https://ecda.citykankakee-il.gov/>

## **I. GENERAL INFORMATION**

### **Introduction**

The Economic and Community Development Agency (ECDA) of the City of Kankakee, provides Federal, State, and local funding strategies to address issues of housing, public safety, public services, and development.

The Private Security Incentive Program creates an incentive for residents, businesses, nonprofits, and religious institutions to purchase and install security cameras and/or lighting that is intended to help deter crime and assist law enforcement with investigations. The program offers rebates for the purchase of security cameras and lighting systems.

### **Submission Requirement**

Applicants can apply for a rebate of up to \$200 per camera and \$200 for lighting for residential address and \$100 per camera and \$100 for lighting per address of a property zoned for anything other than residential. The camera and or/lighting must be purchased and installed on the property after July 1, 2024 and before all available program funds are expended. The amount of the rebate shall not be more than the cost of the purchase of the camera and/or lighting fixtures.

- The maximum allowable reimbursement for cameras on residential property is \$200.
- The maximum allowable reimbursement for lighting on residential property is \$200.
- The maximum allowable reimbursement for cameras for any other property zoned other than residential is \$100.
- The maximum allowable reimbursement for lighting for any other property zoned other than residential is \$100.

Only one application per property address is eligible. Security cameras and lighting fixtures must be installed on the exterior of a building.

If a previous applicant received funding for cameras in the Private Security Camera Incentive Program, they are eligible to apply for a lighting reimbursement at the same property. Those previous applicants applying will be eligible for up to \$200.00 for lighting installation for residential properties and \$100.00 for properties zoned for anything else other than residential.

### **Availability of Funds**

Funding is available under this program from **July 1, 2024** until the funds are expended. All rebate expenditures must occur within this time frame. Any costs that are incurred either before the start of the project period or after the expiration of the project period are not allowable.

Program funding levels are contingent on continued investment into the program.

### **Application Information**

The electronic application must be submitted to the Economic and Community Development Agency no later than the date the funds are expended. Applications can be found at <https://ecda.citykankakee-il.gov/>. Applications received manually will be accepted at 275 E. Court St., Suite 201, Kankakee, IL 60901. Please be advised that it is the applicant's responsibility to ensure that the application is submitted electronically and should follow up with ECDA to make sure it is received.

Any application received after funds are expended will be notified and will NOT be reviewed for funding.

**Applicant information is not shared with any other department within the City of Kankakee. All applications are stored in a locked filing cabinet in the ECDA office. No list of applicants will be kept at any City department regarding this program. There is no camera registry for this program.**

### **Award Notification**

The Economic and Community Development Agency will notify all applicants of the final rebate decision within 14 business days of the determination. Payments will be made within 45 business days of the determination. For those applicants receiving funding, this notice will include the amount of funds to be rebated and note any reduction in funding from the initial request.

### **Grievance Process**

Denied applicants may request an explanation of non-award decisions in writing to:  
Economic and Community Development Agency  
ATTN: Application Inquiry – Private Security Incentive Program (PSCIP)  
275 E. Court St.  
Suite 201  
Kankakee, IL 60901  
Email: [yourvoice@citykankakee-il.gov](mailto:yourvoice@citykankakee-il.gov)

### **Payment Provisions**

The City of Kankakee shall make payments on amounts in accordance with the terms of the rebate agreement, which results from this program process. At any time or times before, final payment and three (3) years thereafter, the Government of the City of Kankakee may conduct an audit of the application and the statements made in the application.

ECDA shall not be liable for any costs incurred in the preparation of applications. Applicants agree that all costs incurred in developing the application are the applicants' sole responsibility.

ECDA may conduct pre-award on-site visits to verify information submitted in the application.

If there are any conflicts between the terms and conditions of the grant agreement and any Federal or District law or regulation, or any ambiguity related thereby, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

### **Review Process and Decision on Awards**

Applications will be screened to determine whether the applicant meets all eligibility requirements, whether the applicant meets the priority considerations, and whether the applicant has submitted all required documentation. Once the above requirements are verified, ECDA will contact the applicant to set up a site visit for verification purposes, if necessary.

Once final verification of security camera and/or lighting installation is made, awards will be distributed in accordance with the applicable regulations governing this program.

## **II. Application Instructions**

### **Applicant Profile**

Each applicant must include all information requested in the application and verified by the authorized official. The authorized official must be the person with the legal authority to sign on behalf of the applicant.

If the applicant is an individual property owner, the authorized official must be the person who is the legal owner of the property.

If the applicant is a business, non-profit, or religious institution, the authorized official must be the person with legal authority to sign on behalf of the business, nonprofit, or religious institution. To prove legal authority signature on application must be the same signature for the City business license on file.

If the individual, business, nonprofit, or religious institution is not the legal owner of the property on which the private security camera and/or lighting fixture will be installed (i.e., they are a tenant of the property), the individual, business, nonprofit, or religious institution submitting an application must submit a statement from the legal property owner at the address where the private security camera and/or lighting fixture will be installed verifying that the individual, business, nonprofit, or religious institution has the permission of the property owner to install the private security camera.

### **Verification of Security Camera Purchase and Receipt**

Each applicant must submit proof of security camera and/or lighting fixture purchase.

Proof of purchase may include a sales receipt, shipping receipt, and/or a delivery receipt. Only security cameras purchased after July 1, 2024 qualify for this program.

### **Verification of Security Camera Installation**

A security camera and/or lighting fixture shall be verified as installed before it is eligible for the rebate. An Applicant shall verify installation by the following means:

- 1) If the security camera and/or lighting fixture is installed by a business with a valid Business License that is engaged in the installation of security cameras and lighting, the business shall certify the installation of the camera and/or lighting at the property, including photographic evidence; or
- 2) if the security camera and/or lighting fixture is installed by the property owner, business owner, or another person without a valid Business License, the Applicant shall notify ECDA for an on-site visit to verify the installation of the security camera and/or lighting system.

### **Permission of the Property Owner (if applicable)**

As stated above, when the applicant is not the property owner of the address where the security camera and/or lighting fixture is to be installed (i.e., a tenant), the applicant must provide a letter from the property owner stating that the property owner has given permission for the installation of the security camera and/or lighting fixture at the address. For any tenants applying, this letter must be submitted together with the application.

### **What an Application Must Include**

#### Application Checklist

The following information constitutes a complete application and must be submitted before funds are expended:

- Application
- Receipt of camera and/or lighting purchase
- Statement of permission from the property owner (if applicable)
- Proof of installation (if applicable)