

## **WPB Graffiti Abatement Program POLICY 2012**

### **Purpose:**

WPB (Special Service Area #33) is interested in reducing the amount of graffiti that is found on storefronts and other buildings in the neighborhood.

### **Program Guidelines:**

WPB will assist property owners or tenants by providing a rebate for a portion of *glass repair or replacement* and *graffiti prevention*. *Glass repair* is defined as buffing or polishing glass to remove graffiti damage. *Glass repair* is defined as the removal and replacement of glass due to graffiti damage. *Graffiti prevention* in this instance is defined as installing a protective film on glass surfaces that protects glass from permanent damage due to paint, markers, scratching, acid etching, etc. The film will be referred to here as *anti-graffiti film*.

In order to be eligible for assistance, the property must be located within the boundaries of the WPB. Owners and tenants of tax-contributing commercial or residential property located on Ashland, Milwaukee, Western, North, Division, 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 graffiti removal or prevention services.

It is a requirement of this program that all parties applying for glass repair or replacement assistance must install anti-graffiti film to newly repaired or replaced glass. In other words, an application for glass repair or replacement alone will NOT be accepted. 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. Preference will be given to applicants who have already suffered graffiti damage, as an incentive to repair or replace their glass and install graffiti prevention to guard against future damage. Applicants with undamaged glass will also be considered, however, applicants with damaged glass will be considered priority.

### **Amount of Assistance:**

WPB will reimburse 50% of the cost of glass repair or replacement, a maximum of \$1000 per location per year, whichever is less. WPB will reimburse 50% of the cost of graffiti prevention, a maximum of \$1000 per location per year, whichever is less.

### **Application Process:**

Applications will be accepted starting April 1, 2012. Applications will be reviewed as they are submitted and will be awarded on a first come first served basis. Once the WPB budget for graffiti prevention is exhausted for 2012, no more applications will be reviewed. Applications will not be accepted after December 1, 2012. 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 glass repair or replacement or graffiti prevention that is 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. A list of vendors and prices is provided to assist applicants in the process of finding a service provider, however, WPB neither endorses nor guarantees the vendors listed. A vendor not on the list may also be chosen.

Funding will be provided in the form of a rebate once work is completed. The application, however, must be submitted prior to beginning work. The application must include the bid from the selected vendor, 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.
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 glass repair or replacement and/or graffiti prevention installation.
5. Applicant submits receipts or canceled check for work completed to the WPB.
6. WPB verifies completion of work, and issues rebate to Applicant.

**Please Note:**

- The graffiti abatement program is only available for properties within WPB's boundaries.
- Monetary assistance will be provided in the form of a rebate upon completion of work and verification by WPB.

**More Information**

All materials (this policy, the application, and informational brochure) are available on line at [www.wickerparkbucktown.org](http://www.wickerparkbucktown.org). Please contact WPB at 773.235.6385 or [info@wickerparkbucktown.com](mailto:info@wickerparkbucktown.com) if you need further assistance.