

2018 Erie Downtown Partnership
External Security Camera Grant Guidelines

Applications are due by Monday, April 16, 2018 by 3 PM.

Please submit completed applications by mail or in person to:

Erie Downtown Partnership
Attn: Emily Fetcko
Security Camera Grant Application
140 East 5th Street
Erie, PA 16507

Eligibility:

- 1.) Any person(s) owning property or a business within Erie Downtown Partnership's Neighborhood Improvement District (the "District") boundaries is eligible to apply. If you are a merchant located in Erie Downtown's District area, but do not own the property from which you operate, you may still be eligible with the property owner's approval and consent.
- 2.) For larger buildings where more than one business or storefront exists, each business may be eligible for Security Camera Grant Funds, but separate applications must be made by each business.

Program Requirements:

- 3.) All grant applicants are required, to use the services of Cyber Systems USA who has agreed to work with the Erie Downtown Partnership to procure the required equipment and provide installation. NOTE: If you have an existing monitoring system from any vendor, you are still able to apply for grant funds as long as minimum system requirements are met and approved by the EDP.
- 4.) This grant program funds **EXTERNAL** security cameras only.
- 5.) All video recordings must be maintained for a minimum of 10 days.
- 6.) It is required that the applicant/owner must perform regular maintenance on the equipment and complete all repairs as advised by the security camera technician.
- 7.) The camera equipment and software must be maintained and kept in good condition and must be operable for three years. This is a three-year commitment by the applicant/owner in order to receive any grant funds.
- 8.) Each applicant must comply with the criteria outlined in the Equipment Specification section of this document.

9.) The applicant must agree to provide any law enforcement agencies with access to the video footage as requested.

Equipment Specification:

1. The minimum specifications and requirements for the Digital Video Recorder (DVR) are as follows:

- I. Network capable Digital Video Recorder (DVR) with Ethernet port
- II. Monitor –sixteen (16) inch LED HDTV format
- III. Mouse
- IV. USB port so as to capture video on an external device
- V. Four port PoE switch
- VI. Minimum of two terabyte internal hard drive (storage)
- VII. Three year warranty
- VIII. Software to setup, operate, capture, review, and transfer video

2. The minimum specifications and requirements for the external video cameras are as follows:

- IX. Outdoor weatherproof camera
- X. Day/night capability
- XI. Infrared capability with a range of sixty (60) feet
- XII. Minimum of 1.3 megapixel resolution
- XIII. Six (6) MM lens or proper field of view
- XIV. Three (3) year warranty

Terms of the Grant Award:

Erie Downtown Partnership (EDP) will award External Security Camera Grants to eligible applicants who meet all required criteria and provide all necessary information in the appropriate manner.

Eligible applicants must be current EDP members in good standing and current on all EDP assessments and payments.

These External Security Camera Grant Funds in an amount not to exceed \$2,000 can be obtained per application period for a single externally facing location within the District.

Grants and payments are made on a cost reimbursement basis, following a process of application, review, approval and installation.

Receipt of any grant award is contingent upon submittal of reviewed and approved purchase and installation invoices from bona fide contractors as well as full compliance with all City of Erie codes and ordinances applicable to the project. Project work may not commence until the applicant/property owner receives a written notice from the EDP indicating that the project may proceed under the External Security Camera Grant Program.

When the work is complete and reviewed by the EDP's Grant Review Committee, the appropriate funds will be released to the approved applicant.

All work must be completed upon a mutually agreed timetable, a schedule which may be extended by mutual agreement to accommodate reasonable delays and /or extraordinary circumstances.

External Security Camera Grant Program Procedures:

1. Meet with Cyber Systems USA & obtain a recommended set up and cost estimate.
2. Complete the Grant Application & return the completed application to Erie Downtown Partnership.
3. Each External Security Camera Grant application will be reviewed by a Grant review Committee made up of the EDP's Economic Restructuring Committee, Corporate Security Chiefs, and the City of Erie Police Department, and then approved by the Erie Downtown Partnership Board of Directors.
4. Execution of Project
 - No work may begin until your grant has been approved, a grant contract has been fully executed, and a written notice to proceed has been issued by the EDP to the applicant.
5. Project Completion
 - Within thirty (30) days of receiving copies of invoices and a certificate of completion from the applicant, the Erie Downtown Partnership will reimburse the applicant in accordance with the terms of the grant.
 - Completed work must be in accordance with all grant guidelines to be eligible for reimbursement.