

**CPTED BID ASSESSMENT REBATE PROGRAM**  
DOWNTOWN SPOKANE PARTNERSHIP (DSP) AND BUSINESS IMPROVEMENT DISTRICT (BID)

It has been said that money goes where it is best protected. To that end, private investment, the siting of business, as well as the residential, tourism and retail markets all rely on a safe environment for a downtown economy to thrive.

Resources for police and security presence are finite, and while additional officers are needed; practically speaking they nor private security can be in all places at all times. The designing and modification of a property's physical environment can go a long way toward reducing criminal and nuisance behaviors. When guided by best practice research, these improvements are proven methods to leveraging those scarce resources in both the deterring and solving of crimes.

In recognizing this, the downtown Spokane Business Improvement District (BID) Ratepayer Advisory Board (RAB) and its contract manager the Downtown Spokane Partnership (DSP) created a rebate program in which BID assessment dollars will be used to assist property owners in making investments to improve the safety and sense of safety within the BID boundary.

### **Rebate Program**

The Downtown BID is committing a total investment of \$26,000 generated from BID assessment fees to fund rebates. The RAB, at their discretion, may recommend increased funding in coordination with the DSP as the BID manager should this program prove successful in reducing criminal and nuisance behavior within the BID boundaries.

The Downtown BID will establish a "Committee" (BID CPTED Committee) to formalize and build on the following criteria and who will have sole authority to determine eligibility for applicant requests:

- Applicant must be a BID ratepayer in good standing.
- The property owner must undergo a certified CPTED review by a CPTED trained officer of the Spokane Police Department (SPD) or Downtown BID Ambassador; identifying specific CPTED investments recommended that are likely to reduce criminal activity at that location.
- Property owner, authorized representative, or tenant with owner permission, must submit a completed application to the Committee in order to be considered.
- Applicants must receive rebate approval from the Committee prior to beginning any work for that work to be eligible. Any investments begun or completed prior to official Committee approval will not be eligible for rebates.
- Successful applicants must submit receipts for work done and allow a Police Officer or appointed BID staff or Committee member to survey the work to ensure it meets the criteria prior to final approval of the rebate.
- Rebates will be a dollar for dollar match, **up to a maximum of \$2,500 per property.**
- Rebates will be offered in the form of a discount in the BID property owners following year's assessment as approved by City Council.
- To be eligible for rebate, all work must be approved, completed and inspected as specified above, prior to September 1 of the calendar year, for the rebate to be applied in the subsequent year's assessment. Rebates may be applied over consecutive years of assessments until the rebate is applied in full.

### **Qualifying investments eligible for rebate, subject to Committee approval and at the discretion of the applicant:**

1. Adding new or updating current light sources with LED or Metal Halide bulbs to under lit areas.
2. Modifying vegetation growth to CPTED standards: Keep shrubbery height maximum of 2 feet from ground and keep tree branches trimmed to a minimum height of 6 feet from ground.
3. Removal of opaque walls that serve to block sight lines to problem areas or potential problem areas and replace these walls with fencing or windows that allows natural surveillance to occur in these areas.
4. Improving two way visibility in store/business fronts facing public spaces.

5. Placing signage that helps to show ownership and area restrictions to the general public, or that the area is under surveillance.
6. Camera and security system installation or upgrades that meet CPTED standards (see spec document for more details).
7. Removal or physical access restriction to unsafe ambush areas such as recessed doorways, dead-end areas, alleys, etc. This can be done through installation of a gate, hostile vegetation (thorny bushes) or reconstruction.

The Committee has determined that in order to be most effective in reducing negative activity in the Downtown BID, the initial focus of this grant will be applied toward properties within or adjacent to areas of elevated criminal or nuisance activity as identified in partnership with – and by using – Spokane Police crime statistics. This includes the areas inside and adjacent to the following:

- Stevens-Washington/Riverside-Sprague
- Bernard-Brown/Riverside- Sprague
- Howard-Stevens/Main-Riverside
- Post-Wall/Riverside-Sprague
- Post-Wall/Main-Riverside

### **Application Process**

Initial application

- Contact the DSP at 509.456.0580 or visit [www.downtownspokane.org](http://www.downtownspokane.org) to request and schedule a CPTED assessment.
- Once the assessment is complete, submit the completed application with selected recommendations to the office of the DSP care of Paul Lower, Vice President of Clean and Safe Programs at 818 W. Riverside Ave., Ste. 120, Spokane, WA 99201, or email [plower@downtownspokane.org](mailto:plower@downtownspokane.org).
- Applicants will be notified that the application has been received and whether anything is missing.
- Incomplete applications will not be considered.

The approval process will require

- An onsite CPTED evaluation will be scheduled and completed by CPTED trained BID or SPD staff, to be followed by a written report that includes all improvements eligible for rebate.
- Property Owner or authorized agent will submit estimate for work to be done on the approved location consistent with the written recommendations provided by BID or SPD staff after completion of onsite CPTED evaluation.
- Once reviewed by the Committee any item(s) meeting the Committee’s approval will be specified in a letter sent by DSP staff, together with a commitment of rebate award.
- Once received, the applicant may proceed with purchase and installation of approved improvements.
- Once completed, applicant will invite DSP/BID representative onsite to review and provide final written approval of CPTED improvements.
- Applicant will provide copies of invoices and proof of payment to the DSP.
- Once final acceptance of completed work is issued by the Committee, DSP staff will apply rebate to the property owner’s next year’s BID assessment.
- Due to limited funds and staffing, there is no appeal available for the rebate approval process.

### **Program Requirements**

- The applicant’s acceptance of ALL terms of this rebate as required by the BID and DSP
- Location of property must be inside the BID boundary and deemed as important to the safety of downtown by the Committee or SPD.
- Applicant must be the owner, legal representative, or tenant with owner permission of eligible property within the BID boundary and a BID ratepayer in good standing on BID assessment.
- Owner must be operating legally, properly registered, licensed with the city and current on all taxes, including but not limited to taxes, licenses, utility bills etc.
- All installed equipment will be owned and under the sole responsibility of the rebate recipient.
- If security cameras are approved, owner must maintain sufficient lighting to meet SPD recommendations.

- Agreement to maintain camera and lighting equipment in operable condition as outlined in this agreement for a minimum of 5 years.
- Allow DSP to map the location of any camera system approved as a part of this program, and to share this information with SPD to be used solely for crime prevention and investigation purposes
- Agreement to provide SPD with current 24/7 contact information for dedicated staff in charge of the system with the authority and permission to package video segments in an expedited manner upon request of SPD for the sole purpose of investigating crimes.
- The DSP/BID funding is limited to a maximum of \$26,000 for this rebate program. Once those dollars are expended, the program will cease to exist unless otherwise extended by the BID and DSP Boards.
- Projects within areas with special design controls or within historic districts must comply with those requirements.
- All terms and conditions stated in application and this document as well as such other terms and conditions that may be required by the BID and the DSP from time to time.

### **Camera System Requirements**

- Camera systems with minimum 1080 DP resolution cameras unless otherwise agreed on
- Outdoor rated cameras or internal cameras located to capture external sidewalk/street views
- Capable of recording color images during daylight hours and black and white during hours of low light
- Tailored to each eligible property taking into consideration:
  - The distance to the target image;
  - The “lux rating” or compatibility with the amount of light available to include excessive amounts of sunlight; and
  - The view angle of camera in relation to area of desired coverage
  - Have a clear and unobstructed view of outside areas of desired coverage
  - Lighting deemed acceptable by SPD as sufficient to aid in image clarity and in deterring crime

### **Digital Video Recordings (DVR) Requirements**

- Provide one dedicated channel for each camera in operation.
- Record at least 640 X 480 recording resolution levels.
- Have the capacity to record at fifteen (15) frames per second, per camera.
- Have sufficient memory to retain 30 days rolling data storage (2TB).
- Possess the ability to view and retrieve data while the system remains in operation.
- Possess the ability to produce a DVD copy of desired data for evidentiary purposes in a format playable via Windows Media Player (or comparable media players) or a standard DVD player.
- Be placed in a locked and secured location to prevent destruction or tampering.

*All costs eligible for rebate reimbursement must be determined by SPD to directly improve the ability to deter or resolve crimes and nuisance activities.*

*The DSP will continue to manage the BID in a manner that deploys Ambassadors and Clean Teams in the most effective way possible, however, the rebate recipient’s agreement to provide SPD with access to recorded data shall in no way constitute any obligation, responsibility or liability on the part of DSP, BID or SPD.*