

downtown *Billings*

CPTED Incentive Grant Information & Application

Updated 2/27/2023

Downtown Billings Partnership, Inc.
116 N. 29th St, ste. A, Billings, MT 59101 - Tel. 406-294-5060
www.downtownbillings.com

APPROVED CPTED INCENTIVE GRANT PROGRAM

Purpose: To support current owners and tenants with partial reimbursement for recommended and approved, completed improvements based on a full CPTED (Crime Prevention Through Environmental Design) security survey on properties within the North 27th St Urban Renewal District (URD). Reimbursement monies are available to owners and tenants to encourage a higher level of safety through design in the downtown environment. CPTED improvement projects must support the goal of the Downtown Billings Partnership CPTED program, which is to promote a safer downtown by promoting smart urban design that may include but is not limited to changes in exterior lighting, installation of public art, and clarification of public use norms through architectural changes of a façade. Reimbursement will only be available for improvements based upon recommendations made in a requested security survey performed by a CPTED Professional Designated staff of the Downtown Billings Alliance, the Billings Chamber of Commerce, or Billings Police Department and which qualify for assistance per the Montana Code Annotated. (See contact information at end).

The CPTED grant program will provide financial assistance through 1:1 matching grants, not to exceed \$3,000, to business or property owners within the district who have participated in the CPTED security survey program offered through the Downtown Billings Partnership (DBP), the Billings Chamber of Commerce, or the Billings Police Department and have identified project(s) that will improve the safety of their property and the North 27th St URD. The Downtown Billings Partnership has received commitments for financial support from The Northern Hotel (\$5,000) and First Interstate Bank (\$2,500) in addition to the Downtown Billings BID allocating resources for CPTED upgrades. These security surveys will be performed by a Downtown Billings Alliance staff certified CPD by the National Institute of Crime Prevention, and may be done in conjunction with The Billings Chamber of Commerce, and staff from Billings Police Department Crime Prevention department. This program is allowed under MCA 7-15-4202 (2)(a)(3), 4203 (3), 4209 (a), 4252, 4288.

Applicants are reminded that reimbursement awards made by the Downtown Billings Partnership are discretionary in nature and should not be considered an entitlement by the applicant. All reimbursement criteria contained herein are guidelines for awards and successful applicants may receive any amount up to the maximum award. Should an application meet all criteria, a grant may or may not be awarded at the Partnership's discretion due to funding limitations, competing applications, and/or competing priorities of the Partnership.

Time Frame: The bank will be in existence until funding is depleted. Applicants are advised to submit a complete application and all supporting materials per the instructions in this packet; the Partnership will not review incomplete applications.

Funding: The bank will open with a reserve of \$27,500.00.

Grant Eligibility: The program is open to current or potential building owners, tenants, developers or other entities within the Tax Increment Financing who are interested in projects that will promote or improve the safety of downtown in accordance with the Framework Plan.

Application Process:

1. Call the DBA office at (406) 294-5060 to schedule a CPTED security survey.
2. Security survey will be performed according to scheduling availability.
3. Receive recommendations based on a security survey.
4. Procure a bid from a contractor to perform work on some or all recommended improvements.
5. Fill out the application information below and turn it in with reference to recommendations addressed via email or in person at 116 N 29th St, attn: Joe Stout.

Review Process: Applications will be reviewed and assessed for compliance with the program guidelines by Downtown Billings Partnership staff under the supervision of the CPTED team. The Partnership will review applications on a first come, first served basis for the duration of funding availability. In order to be approved, projects must be completed and paid invoices for any work must be presented. Please include pictures of the improvements made, and any information from contractors amending the original bid. Completion may be subject to inspection before reimbursement.

Award Process: Upon receipt and approval of all necessary documents listed below proving the completion and compliance of the project, funds will be disbursed to the applicant. All applicants will be apprised of the status of their application by written communication from the Partnership. Please provide:

1. Paid invoices for work completed.
2. Pictures of improvements made.
3. Any information from contractors which amend the original bid.

CPTED Incentive Grant Application

Please review the following and provide all pertinent information

1. Applicant name _____
2. Business or property name _____
3. Business or property address _____
4. Have you had a CPTED security survey performed? If so, by whom and when?
CPTED certified professional _____
Date _____
5. What is your project? _____
6. Do you have bids from a contractor for the project? If so, please attach bids _____
(Reimbursement is based on 1:1 matching basis)
7. Is the project completed? If so, please attach pictures _____
8. Final information. Is there any other pertinent information the evaluation committee should know?
(Include on separate page)

For Office Staff Only

I, _____ (please print), CPTED Professional Designation, certify that the above application and any and all documentation submitted as attachments to this application or under separate cover adhere to the CPTED evaluation and recommendations conducted on this property.

Signature _____

Title _____

Contact Information

Downtown Billings Partnership
Joe Stout, CPD. Tel. (406) 672-1057
Billings Chamber of Commerce
Dan Brooks, CPD. Tel. (406) 869-3733
Billings Police Department
Officer Tony Nichols. Tel. (406) 657-8464