



HOBBY AREA DISTRICT

Crime Prevention Grant

Application & Assessment Checklist

The Hobby Area District is providing financial assistance to property and business owners to help make property improvements that reduce the likelihood of criminal activity. Improvements can be as simple as adding lighting, changing vegetation, managing access points, installing cameras on site and/or applying other techniques known in the crime prevention industry as “CPTED”.

What is CPTED?

Crime Prevention Through Environmental Design (CPTED, pronounced “sep-ted”): is an approach to deterring criminal behavior through the effective design and use of the built environment. The objective is to encourage a reduction in the fear of crime, a reduction in the actual number of crimes, an improvement in community safety, an improvement in the perception of safety, and an improvement in the overall quality of life in a community. CPTED strategies have proven to influence offender decisions that precede criminal acts, thereby deterring criminal activity.

CPTED improvements generally fall into four categories:

- 1. Natural Surveillance:**
 - Increase visibility of public spaces to deter crime.
 - Examples: windows overlooking streets, open sightlines, adequate lighting, appropriately placed and maintained landscaping, security cameras (with live feed and audio).
- 2. Natural Access Control:**
 - Guide people entering and leaving a space through design to discourage unauthorized access.
 - Examples: fencing, walkways, gateways, and placement of entrances.
- 3. Territorial Reinforcement:**
 - Use physical design to express ownership and encourage care.
 - Examples: signage, decorative fencing, landscaping that defines property boundaries.
- 4. Maintenance and Management:**
 - A well-maintained area signals that people care, which can deter vandalism and disorder.
 - Based on the “Broken Windows Theory”: neglect invites crime.



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The Hobby Area District CPTED Grant

The District will award grants with a match (50%) up to \$10,000 for those applications focusing on Natural Surveillance, Natural Access Control and Territorial Reinforcement. Applications for Maintenance and Management are eligible for an-kind match up to \$5,000. Each HCAD address is limited to \$10,000 in grant funds during a single program year (including the Building Improvement Grant or other grants offered by the District). Funding may not be used for salaries or any other administration costs. In-Kind efforts by the applicant shall not be considered eligible for match.

All grants are subject to grant funding availability at the time of award. In the event there are more qualified applicants than the program can accept, the District's Public Safety Committee will consider the relative subjective CPTED improvement of each applicant.

The funding cycle is from January 1st to December 31st for each fiscal year. The grants will only be considered in a year in which the program is included in the HAD budget.

No disbursement will be considered for work started, completed, or covered by insurance. For the business to receive grant funding, and before any work may begin, the application must be reviewed and approved by the Public Safety Committee.

The project must be initiated within 3 months of notification of approved application and completed within 6 months of award notification.

Application Requirements & Contents

All applicants are required to consider and complete the Assessment Checklist to be considered for a Crime Prevention grant. The intent is to allow an applicant to fully understand circumstances and to establish a plan that addresses all aspects crime prevention. The application may represent one phase in a full crime prevention program.

A complete application will include:

- A completed Assessment Checklist
- A fully completed Application Form
- Pictures and/or Plans for Improvements
- Estimated costs for Improvements
- Construction bids

Applicants are required to provide a minimum of two bids for each element of work to be contracted.



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Bids shall be submitted on the contractor's or project architect's letterhead with their name, address, phone number, and dated no earlier than 90 days prior to the request. Bids must be itemized in a manner that shows bid components and authenticity.

Applications that are incomplete or do not provide sufficient information to make an informed decision shall not be considered.

Eligible Applicants

Commercial or Multifamily property owners and businesses located within the boundaries of the Hobby Area District. Applications that include the property owner and (all) business tenants will be prioritized.

Only one application is permitted per program year with priority given to new applicants and those implementing a phase of a CPTED plan being implemented in phases (the full plan must be provided).

Ineligible Businesses and Properties

- Single family residential properties.
- Multifamily owner-occupied properties in which ALL owners are included in the application
- Properties not current in payment of assessments to the District.

Note: Businesses or property owners that are represented by a member of the HAD Board of Directors are eligible to apply for funding; however, board members are not allowed to be grant applicants.

Review and Selection Process

Staff will review a submitted application for completion. Staff will notify the applicant if the application is successful to move forward. Hobby Area District staff may request a site visit to better understand the application, the on-site assessment, and proposed improvements.

The Hobby Area District Public Safety Committee is charged with review and recommendation for funding assisted with expertise by staff and public safety professionals.

The Board of Directors of the Hobby Area District shall approve or deny an application.

Grant Disbursement

Grant funds are issued on a reimbursement basis upon completion of the project. Disbursement may require a staff site inspection to certify improvements pursuant to grant application guidelines/specifications. Please note that if project expenditures are below the amount estimated, reimbursement will be reduced accordingly to reflect a 50/50 match.

To request reimbursement an applicant is expected to provide:



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- 1. A completed W-9 form**
- 2. Reimbursement Request Letter that includes:**
 - Grant award project information
 - Total project cost
 - Reimbursement amount requested
 - Signature certifying the accuracy of the request
- 3. Proof of Expenditures**
 - Paid invoices and receipts from contractors, suppliers, or vendors
 - Proof of payment (e.g., cleared checks, credit card statements, bank statements)
 - Documentation must match the approved budget categories (e.g., lighting upgrades, fencing, landscaping for surveillance)
- 4. CPTED Compliance Documentation**
 - Before and after photos of the project site
 - Description of improvements made (linked to CPTED principles: surveillance, access control, etc.)
 - CPTED assessment or checklist showing issues addressed
 - If required, a certification or inspection by a CPTED-trained professional
- 5. Permit and Inspection Documents (if applicable)**
 - Building permits
 - Final inspection approvals (e.g., for lighting, fencing, or security systems)
- 6. Proof of Matching Funds**
 - Bank statements, check copies, or donation letters



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Applicant(s) Information

Please provide full contact information.

1. Lead Applicant Name

2. Lead Applicant Business Name

3. Lead Applicant Phone Number

4. Lead Applicant Email Address

5. Lead Applicant Mailing Address

6. Lead Applicant is

Business owner

Property owner

Both

Other, explain _____

7. List All Supporting Applicants, Email, Phone, & Business



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Explain The Issue & Request

- What is the problem that requires support?

- What is the problem you need to address with CPTED funding?

- What have you done so far? If you have spent money, how much and for what?

- Have you established a timeline for improvements? Please describe.

- What resources do you / will you bring to this effort?

- How much of your budget is assigned to maintenance of the property for which you are applying?



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- What is your funding request? (\$10,000 limit)
 - If you have already identified safety improvement, what are they and what is the cost of each?

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-
-
-
-
-
- Are you asking for help in addition to financial? Please explain.

Certification and Signature

I hereby certify that the information provided in this application is true, complete, and accurate to the best of my knowledge. I understand that any misrepresentation or omission may be grounds for disqualification or termination of consideration.

Signature: _____

Printed Name: _____

Date: _____



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Hobby Area District Site Conditions Assessment Checklist

Please use the following scoring system to assess the current condition of your business and/or area as it relates to crime prevention:

- 1 = Very Poor / Not Present
- 2 = Poor
- 3 = Adequate / Partial
- 4 = Good
- 5 = Excellent / Fully Implemented

NOTE: Space is available for additional details where you feel they are appropriate for a full understanding of site conditions. They are not required; however, where appropriate they could also prove helpful to completing an application or responding to the Public Safety Committee.

Community

- Do you know and communicate with neighboring businesses? ____

Notes:

- Do you have a good working relationship with the property owner/manager? ____

Notes:

Interior

Alarm System

TIP: Alarm systems can provide a strong measure of security and are most effective when monitored by a professional and reputable organization. If you have an alarm that is not under permit or activating an alarm, go to www.houstonburglaralarmpermits.org for more information and registration.

TIP: Change keypad codes frequently. Often, employees share codes with people for different reasons and compromise your security. Also, don't use codes like your address number, last four of your phone number, or 1234. Yes, '1234' is still the most common 'security code' year after year.



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- Does the property have an intrusion alarm system? ____

Notes:

- Does the property have a surveillance system? ____

Notes:

- If so, is the alarm system monitored by a professional company? ____

Notes:

- Are sensors active, effective, and up to date? ____

Notes:

- Does the alarm system have a backup battery system in case of power failure? ____

Notes:

- Does the alarm system have a cellular or radio back-up in case of a telephone outage? ____

Notes:

- Are all employees trained to operate the alarm system? ____

Notes:

- Do you have an alarm permit, as required by City of Houston City Code? ____

Notes:



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Interior Property

TIP: A business that appears to have someone inside is not a desirable target for a criminal. An occupant will likely call 911 or otherwise report a prowler. Additional deterrents are surveillance or doorbell cameras.

- Are interior lights visible from the outside and left on when the property is unoccupied? ____

Notes:

- Are alternative entry points, such as skylights, crawl spaces, and vents secured or locked? ____

Notes:

- Do you have an inventory of equipment and valuables that is up to date? ____

Notes:

- Does your inventory include pictures, make, model, serial numbers with current condition and value?

Notes:

TIP: A record of the inventory should be created and updated regularly; including photographs, make, model, serial numbers and the condition and value of the property. Some items do not have the data above, so photographs of the property are crucial. A copy of the hardcopy list should be kept off-site from your home. Provide a copy to a trusted friend or family member or save a digital copy to any number of free online databases. In addition, there are several free phone apps available to conduct a home inventory.

Secure small and moderate-sized items in a safe or lockbox. Bolt or secure the portable safes to a wall or floor to prevent being taken and opened later.

Items such as televisions, tools, equipment, or other large devices can have an "Owner Applied Number" engraved on them. An "Owner Applied Number" is a unique number/alpha characters only known to the owner.

Some examples are a brand, logo, series of numbers or letters, a driver license number, etc.; however, we do not recommend engraving your social security number on any device.



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Doors

- Are exterior doors solid hardwood, metal or metal-clad? ____

Notes:

- Do the solid exterior doors have 180-degree peepholes at levels all employees can utilize? ____

Notes:

- Are all exterior doors well lit? ____

Notes:

TIP: Your front door can be one of the most targeted access points to your home. Most people don't consider someone walking up to a front door to have malicious intent. And, if you are not part of a block watch, your neighbors may not know the person in front of your home shouldn't be there. Solid doors are MUCH more difficult to defeat, and peepholes ensure you (and your children) know who is on the other side before you unlock it.

- Are all latch strike plates screwed into the frame with three-inch screws? ____

Notes:

TIP: Exterior door security can sometimes be won or lost on this item right here! Most standard strike plates are installed with short screws that only go into the door molding. Using screws that are three inches long (or longer) guarantee the strike plate is secured to the frame of the door and likely into the frame of the home as well. Add to the mix a deadbolt that is one inch or longer and the security of your home will not likely be breached, even if the door flexes a little when hit.

- Are all deadbolt throws at least one inch long? ____

Notes:



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- Do exterior doors within 40 inches of glass, have deadbolts with double cylinders and a key? ____

Notes:

- Are the double cylinder keys kept separate from the lock? ____

Notes:

- Do service doors have quality deadbolts? ____

Notes:

TIP: Double cylinder means you use a key on both sides of the deadbolt. Doors that are near glass should use double cylinder deadbolts so the lock cannot be defeated by breaking the glass and reaching in. The key should ALWAYS be removed from the deadbolt and stored out of reach for this same reason.

- Are exposed hinges on exterior doors secured with welded pins or security hinges? ____

Notes:

- Was the building rekeyed the last time an occupant moved in or out? ____

Notes:

TIP: This one is pretty obvious, but you might be surprised how often a business property is not rekeyed after someone moved out. Anytime there is a change with key holding employees; consider having the locks changed. This is especially true when you move in, or, a tenant moves out.

- Are all garage doors kept secure when not actively in use? ____

Notes:



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TIP: Crime happens at all times of the day. The vast majority of crimes are crimes of opportunity. An unlocked door in the middle of the day, when it appears everyone in the community has gone to work, may have the criminal thinking it is their lucky day.

- Are keys removed from parked vehicles and secured separately? ____

Notes:

TIP: Never leave keys inside a vehicle, even if it is inside a closed garage. If a criminal defeats your garage security, now has easy access to your business and vehicle/s.

Windows

- Does every window on the property have a lock and is kept locked? ____

Notes:

TIP: Consider using secondary locks or pins as an added layer of security.

- Are windows kept clean and clear so patrons and passers-by can see inside and employees can see outside? ____

Notes:

TIP: Windows covered and clutter with advertisements or solid window coverings obscures the line of sight of interior/exterior activities, some being suspicious in nature.

Exterior

Outdoor Security & Landscaping

- Are address numbers at least 4-6 inches tall, illuminated and visible from the street? ____

Notes:



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TIP: Large numbers that are well lit are easy for public safety responders to see from the road, including police, fire, and emergency medical. It also assists with wayfinding for patrons and deliveries.

- Can passers, patrons, delivery services, or first responders see your business without obstruction? ____

Notes:

TIP: Properly manicured landscaping and clean business space allows a clear view for neighbors, passersby or patrolling officers to see if there is something suspicious happening.

- Are entryways, sidewalks and delivery areas to the business sufficiently illuminated (at least 50ft visibility and discern facial features) at night? ____

Notes:

TIP: Most criminals don't want to be seen, either committing their crime or approaching their victim. Well lit areas, where people are commonly found, help to deter a criminal from selecting them as a target and provide an opportunity for a criminal to be seen approaching.

- At night, are all areas of the business illuminated every day either by a timer or photo-cell activation? ____

Notes:

TIP: Keeping all parts of your business well lit deters criminals from selecting you as a target. Being seen or getting caught is one of the greatest concerns of most criminals. Making your business unattractive to criminals by being well-lit significantly reduces the risk of victimization.

- Are utility boxes padlocked or otherwise secured to prevent unauthorized access? ____

Notes:

TIP: Keeping exterior utility boxes locked prevents a criminal from turning the environment inside your business to their favor. Consider this, in today's world most land-line phones are cordless (power dependent), and many businesses do not ensure a fresh supply of batteries and a flashlight. A criminal who is able to shut off your power, may limit your ability to call for help and leave you in the dark.



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- Are shrubs and bushes trimmed to a height of 2.5 feet or less? ____

Notes:

- Are tree canopies trimmed to a height of at least six feet above the ground? ____

Notes:

TIP: Keeping trees and bushes trimmed so they provide a clear view between two feet and six feet make it very difficult for a criminal to hide on your property. It also assists in providing a clear view to neighbors and those passing by. Furthermore, it makes it more difficult for a criminal to use your landscaping to sneak up on you.

- Do you use hostile vegetation (thorny/spiny plants or ground cover) along fences or below windows? ____

Notes:

TIP: Yes, they may be a 'pain' to manicure sometimes, but criminals don't like them either. Plants that 'fight back' are great for areas where a criminal may try to access your business or property. Not only are they uninviting but manipulating a window or jumping over a fence is much more difficult when you cannot get close to it.

- Do you use decorative rock or stone that makes noise when someone walks on it? ____

Notes:

TIP: A noisy crunching sound outside your window may be a good clue to call the police and report something suspicious. Not only do these types of ground cover deter criminals (especially with how sound travels at night), but if they do enter onto your property, a little warning is a very good thing.



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Outdoor Property

- Are gate latches, garage doors, and sheds locked with quality padlocks? ____

Notes:

- Is equipment, ladders, tools and other valuables kept locked inside or secured outside? ____

Notes:

- Are trailers and other towable equipment kept behind locked fences, hitches secured with a padlock or both? ____

Notes:

- Are business vehicles kept closed, locked and free of any personal items? ____

Notes:

TIP: Many crimes that happen are crimes of opportunity. Meaning, a criminal travels through a community and looks for unsecured items, open doors and valuables that are easily accessible. Don't 'invite' crime by making it too easy for the criminal. Garage doors left open and valuable items left inside vehicle are some of the most common places for thefts and burglaries.