

CRA PROPERTY SAFETY ENHANCEMENT PROGRAM MONITORING FRAMEWORK

I. Monitoring Framework (What to Track and How Often)

- **Tracking Phases**

	PHASES	Purpose	Frequency
1	Application and Approval	Establish Baseline	One-time
2	Reimbursement & Closeout	Verify Completion	One-Time
3	Retention Period	Ensure Compliance	Annually (Years 1-3)
4	Exception & Repair Log	Ensure Compliance	Annually (Year 1-3)
5	Program Outcomes	Measure Success	Annually (Year 1-3)

II. Core Tracking Mechanisms

- **Compliance Sheet** (Primary Tool)

General Information

- CRA Area: NPF or CC
- Property Address
- Parcel ID/Folio #
- Applicant Type: *Property Owner, Tenant, Owner & Tenant, Non-profit*
- Application ID
- Approval Date
- Funding Tier (\$7,500/ \$10,000)
- Approved Funding Amount
- Total Project Costs

Improvement Details

- Improvement Type(s) (Lighting, CCTV, Landscaping, etc.)
- CPTED Assessment Date
- Improvement Installation Date
- Final Inspection Date
- Reimbursement Amount Paid
- Reimbursement Date

Retention & Monitoring

- Retention Start Date
- Retention End Date
- Year 1 Inspection Completed (Y/N)
- Year 3 Inspection Completed (Y/N)
- Compliance Status (Compliant/ Non-Compliant/ Corrected)

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- Notes/ Corrective Actions

Outcome Metrics

- Reported Incidents Before (if available)
 - Reported Incidents After (optional)
 - Business Owner Feedback (Yes/No)
 - Project Success Rating (Staff)
-
- **Annual Retention Inspection** (Required for Year 1-3)
 - i. Once per year during the 3-year retention period
 - ii. May be desk review or site visit (policy can allow both)

III. Annual Inspection Form (Field or Desktop Review)

A one-page standardized form that staff completes and enters into excel.

IV. Workflow – How it feeds into Excel

1) Complete Inspection Form

- Application ID: [Year 2026 is 26 – 0001] , [2nd Year 2027 is 27-0002]

2) Enter Key Fields into Master Excel – Inspection date, compliance status notes.

3) Update Compliance Flags

- Conditional formatting (Green= compliant, Red = non-compliant)

4) Save Inspection Form to project folder (by Application ID)

V. Optional Tracking Enhancements (still excel-based)

- Compliance Dashboard Tab
 - Number of active retention project
 - % inspections completed on time
 1. Of non-compliance cases
 2. Of approved exceptions

B. Automated Reminders

Use Excel columns for:

- Next Inspection Due Date
- Outlook reminder or calendar sync

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VI. Program Success Metrics to Track Annually – Process and outcome indicators:

- Number of properties improved
- Types of security improvements installed
- Percentages of project compliant after 3 years.
- Business owner satisfaction (simple Yes/No or 1-5 scale)
- Reduction in maintenance or vandalism reports (if available)

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Compliance Tracker

CRA PROPERTY SAFETY ENHANCEMENT (PSE) PROGRAM COMPLIANCE TRACKER																				
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
CRA Area (SELECT)	Application ID	Property Address	Parcel ID	Property Owner	Tenant (if applicable)	Approval Date	CPFED Assessment Date (ENTER M/D/YR)	Total Project Costs	Funding Tier (SELECT)	Approved Funding Amount	Improvement Types (SELECT 4 TYPES)	Installation Completion Date (restricted 2026-2027)	Final Inspection Date (restricted 2026-2027)	Reimbursement Amount	Reimbursement Date (restricted 2026-2027)	Retention Start Date	Retention End Date (Ends 3 Yrs after Reimbursement)	Current Compliance Status (SELECT)	Next Inspection Due Date	Notes
4	Central City CRA	26-0001	914 NW 6 Street						\$7,500 Tier		Security and CPFED	4/1/2026	6/8/2026					Compliant		
5	Central City CRA	26-0002	914 NW 6 Street						\$10,000 Tier		CRA Discretion Items	1/25/2027	1/6/2027					Compliant		
6	Central City CRA	26-0003	916 NW 6 Street															Non-Compliant		
7	Central City CRA	26-0004	916 NW 6 Street															Compliant		
8	Central City CRA	26-0005	917 NW 6 Street															Compliant		
9	Central City CRA	26-0006	918 NW 6 Street															Non-Compliant		
10	Central City CRA	26-0007	919 NW 6 Street															Non-Compliant		
11	Central City CRA	26-0008	920 NW 6 Street															Compliant		
12	Central City CRA	26-0009	921 NW 6 Street															Non-Compliant		
13	Central City CRA	26-0010	922 NW 6 Street															Compliant		
14	Central City CRA																	Compliant		
15																		Non-Compliant		
16																		Non-Compliant		
17																		Non-Compliant		
18																		Compliant		
19																		Compliant		
20																		Compliant		
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32																		Compliant		
33																		Compliant		
34																		Compliant		

Retention & Inspection Log

CRA PSE PROGRAM RETENTION & INSPECTION LOG																				
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
CRA Area (SELECT)	Application ID	Property Address	Inspection Year	Inspection Date (Enter MM/DD/YYYY)	Inspection Type (Select: Site, Desk)	Improvements Installed (Select Y/N)	Improvements Maintained (Select Y/N)	Unsanitized Alternations (Select Y/N)	Approved Exception on File (Select Y/N or)	Compliance Determination (Select Y/N)	Follow-Up Required (Y/N)	Respect or	Notes							
4	Central City CRA	26-0001	914 NW 6 Street	2026	3/1/2026	Site	Both	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
5	Central City CRA	26-0002	914 NW 6 Street	2026	3/1/2026	Desk	Site	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N

Exception & Repair Log

CRA PSE Program Exception & Repair Log										
A	B	C	D	E	F	G	H	I	J	K
CRA Area (Select)	Application ID	Property Address	Type of Exception (Repair, Replacement/ Upgrade/ Code Compliance)	Reason For Exception	CRA Approval Date	Approved Replacement Description	Emergency Action Taken (Y/N)	Follow-up Inspection Required (Y/N)	Notes	
4		Address	Zip							
5										
6										
7										
8										
9										
10										
11										
12										
13										

**CRA PROPERTY SAFETY ENHANCEMENT PROGRAM
MONITORING FRAMEWORK**

Program Outcome (Annual Report)

	A	B
1	Program Outcomes - Annual Reporting	
2	Reporting Year	2026
3		
4		
5	Outcome Metrics Table	
6	A	B
7	Metric	Result
8	Total applications Approved	0
9	Total Projects Completed	20
10	Percentage of Projects Compliant	
11	Total Inspections Conducted	
12	Average Days to Compliance	
13	Total Properties in Retention Year 1	
14	Total Properties in Retention Year 2	
15	Total Properties in Retention Year 3	
16		
17		
18		

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Retention Inspection Form

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2	PROPERTY SAFETY ENHANCEMENT PROGRAM												
3	ANNUAL RETENTION INSPECTION FORM												
4	PROPERTY INFORMATION												
5	PROPERTY ADDRESS:									DATE			
6	APPLICATION ID									INSPECTOR			
7	CRA AREA												
8	INSPECTION YEAR												
9													
10	FUNDED IMPROVEMENTS												
11	<input type="checkbox"/> SECURITY MEASURES						<input type="checkbox"/> APPLICANT PREFERRED IMPROVEMENTS						
12	<input type="checkbox"/>						<input type="checkbox"/>						
13	<input type="checkbox"/>						<input type="checkbox"/>						
14	<input type="checkbox"/>						<input type="checkbox"/>						
15	<input type="checkbox"/>						<input type="checkbox"/>						
16							<input type="checkbox"/>						
17	<input type="checkbox"/> CPTED-BASED ENHANCEMENTS						<input type="checkbox"/>						
18	<input type="checkbox"/> Surveillance						<input type="checkbox"/>						
19	<input type="checkbox"/> Access Control						<input type="checkbox"/>						
20	<input type="checkbox"/> Territorial Reinforcement and/ or Target Hardening						<input type="checkbox"/>						
21	<input type="checkbox"/> Other:												
22													
23	<input type="checkbox"/> Exception												
24	<input type="checkbox"/>												
25	<input type="checkbox"/>												
26	<input type="checkbox"/>												
27	<input type="checkbox"/>												
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