



Town of Georgetown Downtown Development District

Launch Presentation

January 10, 2017





Today's Agenda

- › Welcome & Introductions
- › Office of State Planning
- › KCI Technologies, Inc.
- › Town of Georgetown
- › Sussex County
- › Delaware State Housing Authority
- › Wrap Up



Welcome & Introductions

› State of Delaware

- David Edgell, Office of State Planning
- Penny Pierson, Delaware State Housing Authority
- Karen Horton, Delaware State Housing Authority
- Diane Laird, Delaware Economic Development Office

› Sussex County

- Gina Jennings, Finance Department

› Town of Georgetown

- Gene Dvornick, Town Manager
- Jocelyn Godwin, Planning Administrator

› KCI Technologies, Inc. (Town Planning Consultant)

- Debbie Pfeil, Associate/Planning Manager
- Lauren Good, Project Planner



Welcome & Introductions



On August 10, 2016 Governor Jack Markell announces
the Town of Georgetown's designation as a
Downtown Development District



Delaware Downtown Development Districts

www.stateplanning.delaware.gov/ddd

How do you revitalize downtowns?

- Governor Jack Markell asked the Office of State Planning Coordination to research this topic and advise
- He wanted to design a State program to encourage downtown revitalization

OSPC Research

- Researched downtown revitalization generally.
- Using Census data, identified cities and towns with similar population and demographic characteristics to Delaware municipalities.
- Narrowed research to East Coast – New England to Mid-Atlantic
- Conducted interviews and online research into similar communities

Characteristics of Successful Districts

- Geographic Concentration
- Prioritization / Key Projects
- Infrastructure
- Transparency
- Streamlined Process
- Land Use Regulations
- Targeted Incentives
- Commitment to Success

Identified a Model State Program

- Virginia Enterprise Zone Program
 - Statewide program
 - Grant funds available from the State to businesses and investors in targeted districts
- Adapted this program for Delaware
 - Added residential use
 - Added a reservation process for predictability

Downtown Development Districts Act

- Governor proposed in State of the State – Jan. 2014
- Senate Bill 191 – Introduced Apr. 2014; passed by both House and Senate (unanimously); signed by the Governor June 5, 2014.
- What the DDD Act did:
 - Authorized creation of Districts
 - Laid out the application process
 - Authorized DSHA to issue DDD Grants, subject to annual funding

Dual Purposes of DDD Program

1. Housing & Community Development:

Help build stable community of long-term residents in Districts and neighborhoods

- Improve housing for persons of all incomes and backgrounds
- Increase homeownership
- Reduce number of vacant houses

Dual Purposes of DDD Program

2. Economic Development:

Improve commercial vitality of Districts and neighborhoods

- Stimulate job growth
- Help build diverse array of businesses
- Harness attraction of our downtowns

Central Business District (CBD)

- An area around the downtown portion of the city or town allowing for higher intensity residential uses as well as commercial, office, personal services, governmental and similar uses intended to serve the community and surrounding areas of the city or town.



Current Status


- FY14 Application Cycle – 9 applications reviewed
 - Governor designated Dover, Seaford and Wilmington on January 11, 2015
- FY16 Application Cycle – 9 applications reviewed
 - Governor designated Smyrna, Harrington, Milford, Laurel and Georgetown on August 10, 2016

Once Designated. . .

- District designation is for 10 years
 - Two five year extensions are possible
 - CCSPI recommends, Governor approves extensions
- Must comply with District Plan
- Must implement and maintain local incentives

www.stateplanning.delaware.gov/ddd

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Office of State Planning Coordination >> Downtown Development Districts Program

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2015 Designated Towns
[Seaford](#)
[Dover](#)
[Wilmington](#)
[Delaware DDD Map](#)



Town of Seaford, DE

Program Description

The Downtown Development Districts Act of 2014 (the Act) was enacted by the General Assembly in order to:

- Spur private capital investment in commercial business districts and other neighborhoods;
- Stimulate job growth and improve the commercial vitality of such districts and neighborhoods;
- Help build a stable community of long term residents by improving housing opportunities; and
- Assist municipalities in strengthening neighborhoods while harnessing the attraction that vibrant downtowns hold for talented people, innovative small businesses and residents from all walks of life.

[Read More](#)

What's Going On...

Three Towns Designated as Downtown Development Districts
On Sunday January 11, Governor Markell announced he has selected Seaford, Dover, and Wilmington for designation as Downtown Development Districts. Through the application and evaluation of 9 applications, these three towns demonstrated the most need for revitalization of their downtown districts. See more in the Governor's announcement.

[View All Applications and Forms](#)

Grant and Incentive Information

Contact Info

Questions / Discussion

Contact us at:

Office of State Planning Coordination

(302) 739-3090

ddd@state.de.us

<http://stateplanning.delaware.gov/ddd/>



Town of Georgetown Downtown Development District Approach





A diagram illustrating the stakeholders involved in the Downtown Development District Task Force. The central element is a large, light blue circle containing the text "Downtown Development District Task Force". Surrounding this central circle are eight smaller, light blue circles, each containing the name of a stakeholder. These circles are arranged in a ring around the center, with each circle overlapping slightly with its neighbors. The stakeholders listed are: Town, County, Property Owner, Business Owner, Investor, Housing Organization, Medical, and Chamber of Commerce. Outreach Organization is also listed but is not represented by a circle in the diagram.

```

graph TD
    Central((Downtown Development District Task Force))
    Town((Town))
    County((County))
    PO((Property Owner))
    BO((Business Owner))
    Investor((Investor))
    HO((Housing Organization))
    Medical((Medical))
    CC((Chamber of Commerce))
    Outreach((Outreach Organization))

    Central --- Town
    Central --- County
    Central --- PO
    Central --- BO
    Central --- Investor
    Central --- HO
    Central --- Medical
    Central --- CC
    Central --- Outreach
  
```




Approach Community Outreach

Why provide community outreach?

- › Gain community support
- › Gather project input
- › Promote positive projects
- › Create a collaborative effort



DOWNTOWN DEVELOPMENT DISTRICT PLAN: SWOT ANALYSIS

<p>The Circle Historic Location Scale Walkability Continuing Education Traffic Visibility Town Leaders & Staff Airport Proactive Businesses Cultural Diversity Business Mix Available Space 18 Mile Parking Professional Businesses Broadband availability Supporting local businesses Friendly local service</p>	<p>Number of events Street enhancements Daytime safety Natural gas People want more opportunities downtown, NOT strip malls</p>	<p>Litter / Upkeep East/West Traffic Crosswalks M-F Gov't Business Lack of Retail / Restaurants Closed after 5 Character - Property Maintenance/Streets/Clean Existing Property Owner Buy-in Recreational Amenities 18 Mile Unsafe feeling at night Lack in variety Difficult/inconvenient to park and walk Very limited dining opportunities Poor lighting Vacant storefronts Farmers' market move to 18 Mile Sidewalk widths preclude outdoor dining Condemned buildings, especially at gateways Character - property maintenance/streets/cleanliness</p>
<p>STRENGTHS</p>	<p>WEAKNESSES</p>	
<p>Cultural Gap Cultural Generation Beach Overdeveloped Bike Trail Rail Police Safety Better signage Improve on urban tree canopy Attract neighborhood retail Encourage mid-to upscale housing Encourage outdoor public space Business Improvement District Downtown Merchants' Association Options for nighttime activities</p>	<p>Balance between greenery/ foliage and buildings Additional activities for younger generation Information kiosks/online information Build on "Well Rounded" and marketing campaign Parking garage for court use Test run "First Friday" or Merchants' Night Changing perception of parking issue Better advertise Town's Facade Improvement Grant Inclusion of additional acreage in boundary (Race Street) parking for special events/prior communication</p>	<p>Unsafe feeling at night Perception of slums and tenants Settling for status quo Lack of downtown attraction/businesses Vacant storefronts Run-down appearances of nearby housing Demolition of neglect of historic properties Lack of inclusion of multi-cultural presence Lack of businesses/entertainment for under 40s Conversion of single-family homes to apartments Need to go to Route 1 for day-to-day amenities</p>
<p>OPPORTUNITIES</p>	<p>THREATS</p>	



Approach Community Outreach

How do you provide
community outreach?

- › Existing event participation
- › Create online/paper surveys
- › Walk & talk within the District





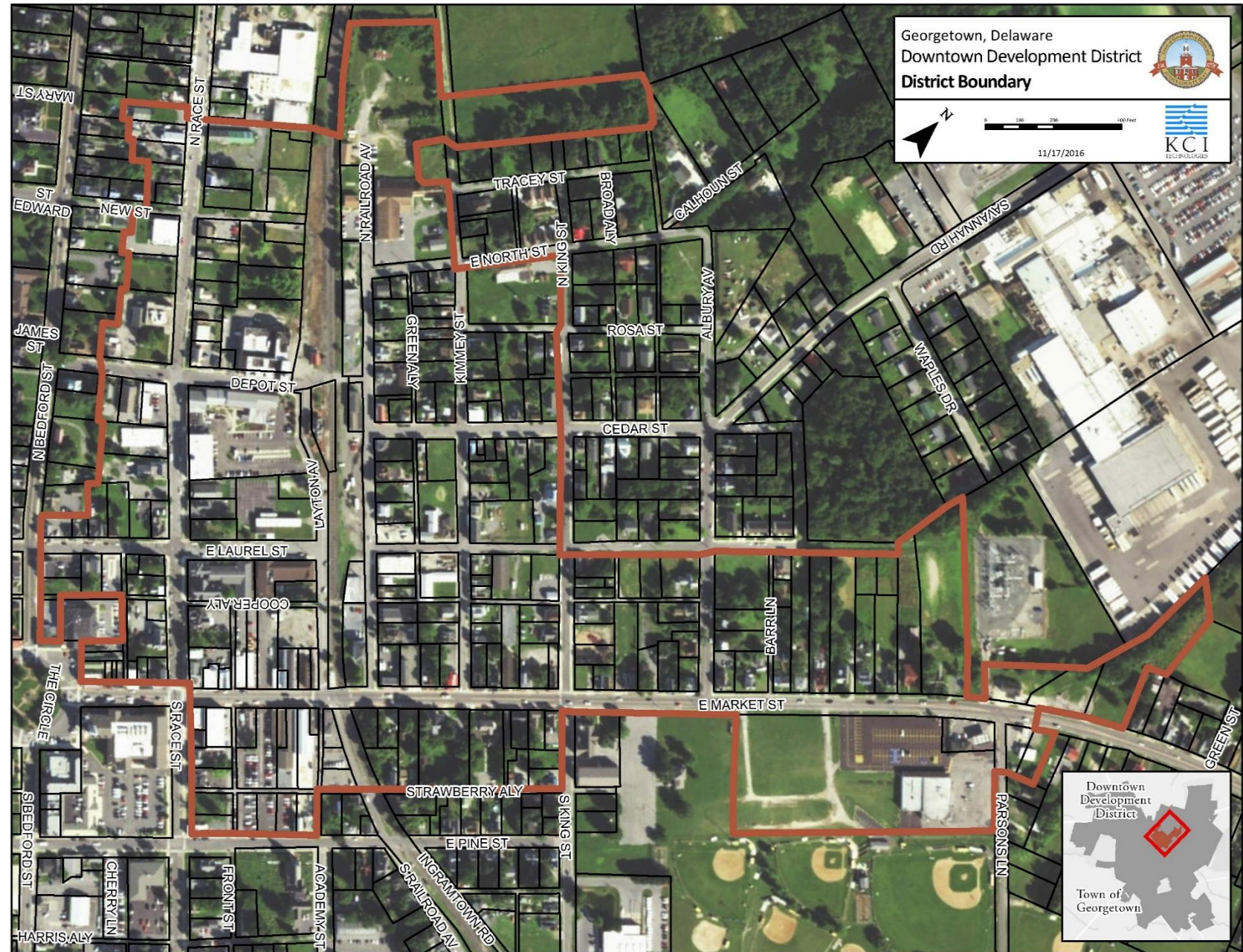
The Plan Contents

- › Introduction
- › District Existing Conditions
- › Goals (19), Objectives (18) & Strategies (55)
- › Implementation Plan (41 items)
- › Local Incentives
- › Conclusion
- › Appendix





The Plan District Map





The Plan Implementation

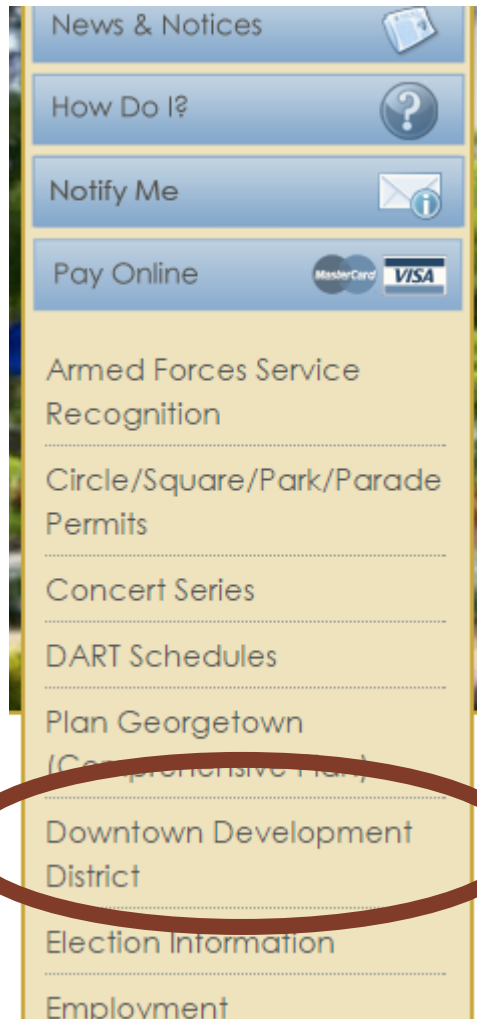
- › Funding Opportunity Guide
- › ~~Property Map & Profile~~
- › Parking Map
- › Downtown Regulation Update
- › Downtown Application Toolkit
- › Downtown Marketing Campaign
- › Downtown Annual Report
- › Spring Clean-Up
- › Community Day



NBBF Grant Submitted 12/2016



The Plan Implementation – Town Web Page

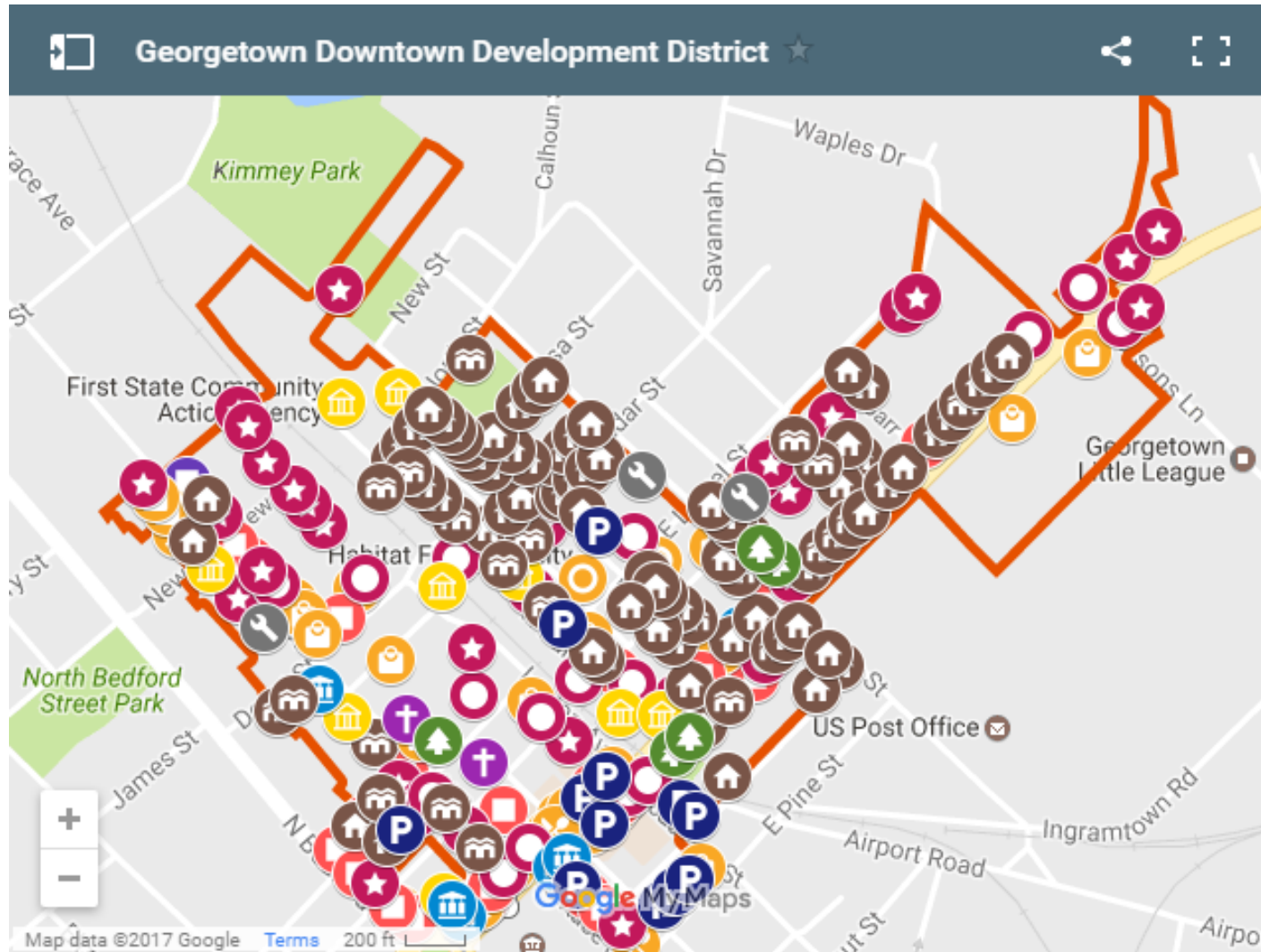


Town's website: www.georgetowndel.com/Downtown-District/



The Plan

Implementation – Downtown Business Map



Town of Georgetown
Downtown Development District
Map Profile Form

The Town of Georgetown recently received the Downtown Development District designation by the State of Delaware. As part of Georgetown's outreach, the Town is creating an online inventory of all properties within the designated District. Inclusion in this inventory includes **FREE ADVERTISEMENT** on the Town's website for your business, non-profit organization, or for-sale/for-rent property. To be included, please provide the requested information below, sign and date this *Map Profile Form*, and return by the date listed at the bottom of the form.

For Businesses & Non-Residential Properties Only:

Business Name: _____

Physical Address: _____

Type of Business: _____

Phone: _____ Fax: _____

Email: _____

Website: _____

Facebook Page: _____

Other Social Media: _____

Hours: _____

For Sale/Rent Properties Only: (circle one)

Physical Address: _____

Agent/Broker: _____ Agency: _____

Phone: _____ Fax: _____

Email: _____

Website: _____

By signing this form, I consent to the Town of Georgetown and its Town Planning Consultant, KCI Technologies, Inc., and all of its officers, employees, and agents, to use the above information and photographs taken by said Town and/or Consultant on October 27-28, 2016. Such uses may include, but are not limited to, creation of the Town's Downtown Development District Launch Campaign, and more specifically, its detailed downtown map. I waive any right to compensation for such uses, or to inspect or approve the uses beforehand. I release the Town of Georgetown and its Town Planning Consultant, KCI Technologies, Inc., its legal representatives and all persons acting under its permission or authority, from any liability resulting from the use of this information.

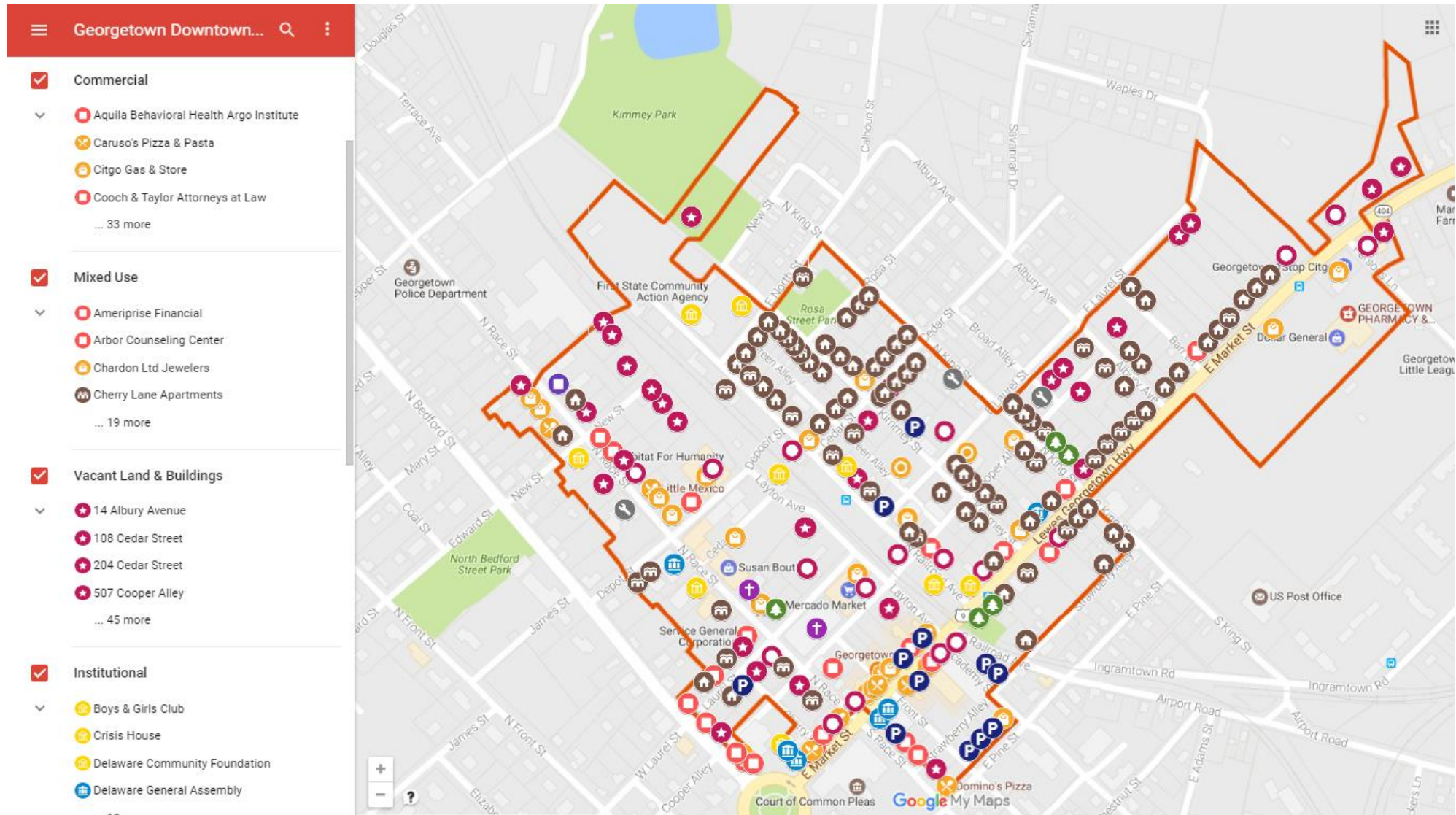
Signature _____ Date _____

Please return form to Lauren Good at lauren.good@kci.com or Town Hall (39 The Circle) by January 21, 2017.



The Plan

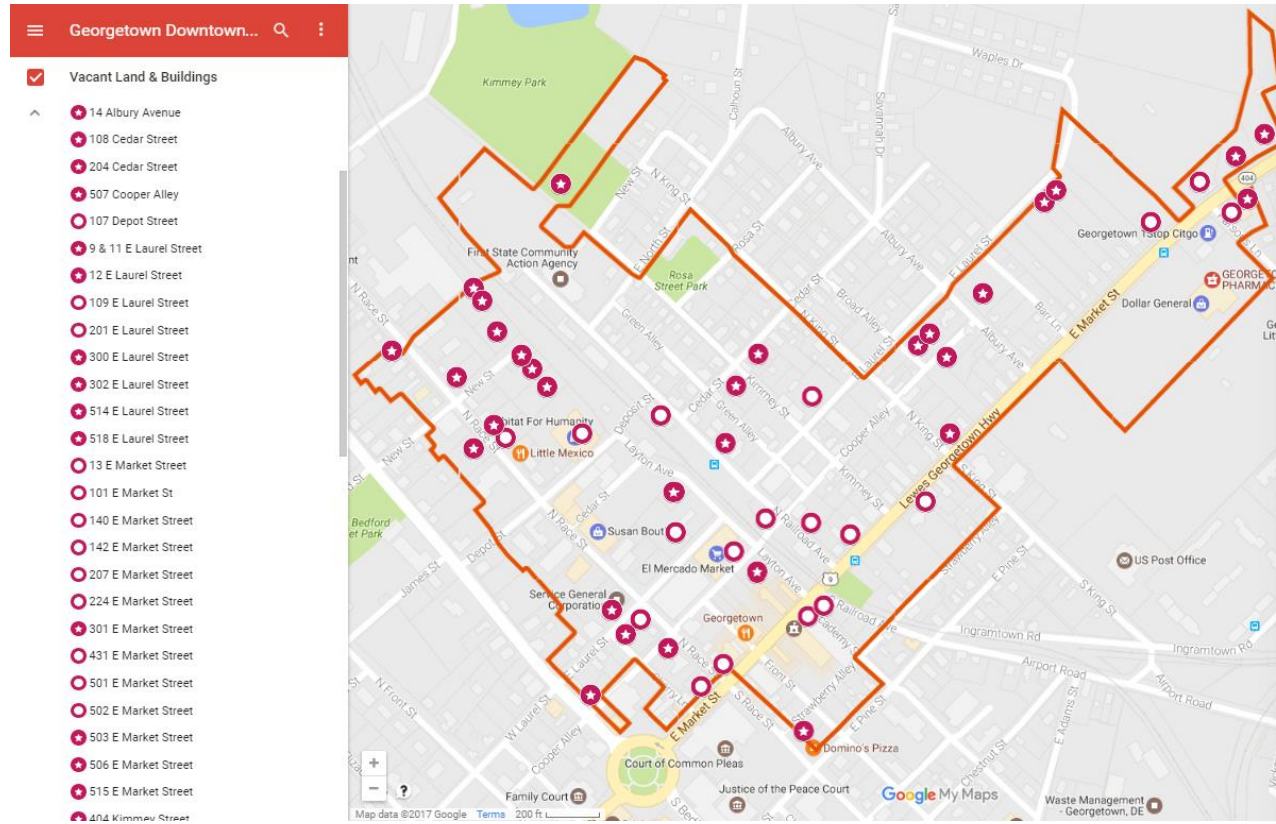
Implementation – Downtown Business Map





The Plan

Implementation – Vacant Lots/Structures



← 140 E Market Street

name

140 E Market Street

description

Address: 140 E Market Street

Parcel ID: 135-14.20-220.00

Lot Size: 0.05 acres

Zoning: HD Historic

Current Land Use: Vacant Building

Future Land Use: Downtown Revitalization-Historic
Preservation Emphasis



Town Incentives

Downtown Development District Incentives

- › Property Tax Increase Phase In
- › Business License Fee Waiver
- › Accelerated Development Review Process
- › Building Permit Fee Reduction
- › Emergency Services Fee Reduction
- › Georgetown Recreation, Education, and Arts Trust Fund Fee Reduction
- › Water Impact Fee Reduction
- › Sewer Impact Fee Reduction
- › Sign, Façade, and Awning Grant



Sussex County will provide a matching grant that represents \$0.50 for every \$1 in State grant award up to a maximum of \$10,000.

There is no separate application process.

The maximum amount allocated for FY 2017 is \$100,000.



Once the award is received from DSHA,
the investor should contact:

Sussex County Finance Director/COO

Gina A. Jennings

gjennings@sussexcountype.gov

(302) 855-7741



Downtown Development Districts Grant Program

DELAWARE STATE HOUSING AUTHORITY

18 The Green

Dover, DE 19901

(888) 363-8808

Please visit us at www.destatehousing.com.



Downtown Development Districts Act

Created to *leverage state resources* in designated downtown areas to:

- Spur private investment
- Improve commercial vitality
- Build a stable community of long-term residents





Downtown Development Districts Act

Under this Act, funding is allocated by the General Assembly to DSHA to:

- Establish and administer the DDD Grant program

The DDD Grant is the key incentive to **support and *further encourage* investment** within the designated Districts.





Downtown Development Districts (DDD) Grant

Grant is for investors making real property investments within a designated District

- Investments must be for the expansion, rehabilitation or new construction of a commercial, industrial, residential, or mixed-use building or facility
- Grant is up to 20% of the Qualified Real Property Investment (QRPI)*

*QRPI is the total of eligible costs.





DDD Grant Funding

Two funding set-asides to ensure that a variety of projects have ample access to funding.

- **Small Project Set-Aside**

- For projects with a QRPI between \$15,000 and \$250,000
- Minimum Qualified Investment is \$15,000 and there is no deductible just a minimum investment
- Maximum Award is \$50,000

- **Large Project Set-Aside**

- For projects with a QRPI greater than \$250,000
- Minimum Qualified Investment Threshold is \$25,000 and is treated in the same way as a deductible
- Maximum Award is \$1,500,000



DDD Grant Minimum Requirements

- QRPI must be:
 - made within the boundary of a District
 - made in conformance with the District Plan
 - in excess of the required MQIT (deductible) or the minimum QRPI depending on set-aside
 - made after the date the real property location is officially incorporated within the boundary of a designated District
- Investor must demonstrate site control
 - legal title, sales agreement or owner's consent





Eligible Applicants

A Qualified District Investor or Investor is any entity or individual making a real property investments in a District:

- Property Owner
 - Occupant or non-occupant
- One of multiple owners
 - Must coordinate with all other owners of the property
- Tenant
 - Tenants with a valid lease may apply with the owner's permission
- Developer

State and local governments are not eligible for a DDD Grant Award.





Qualified Real Property Investment (QRPI)

Eligible Expenses and Activities

- Capital expenditures *necessary* for expansion, rehabilitation or new construction
- Only costs incurred after the real property location is officially incorporated within the boundary of a designated District
- Hard Costs only
- Structurally part of the building or facility
 - Exterior, interior, structural, mechanical or electrical improvements to the building or facility
 - Demolition (must result in a new building), excavations, grading and paving

Capital expenses associated with ensuring accessibility, per Federal and State ADA regulations, are eligible.





Qualified Real Property Investment (QRPI)

Ineligible Expenses and Activities

- ‘Adult Entertainment Establishments’*, check cashing facilities, liquor stores**, pawn or gun shops, tattoo parlors
- Soft costs, such as:
 - Site acquisition, architecture and engineering fees, impact fees, furnishings, permit and zoning fees, utilities, utility hookups, well, septic or sewer systems

Refer to DDD Program Guidelines for full list.

* *As defined in 24 Del. C. 16*

** *Businesses can sell alcohol as long as food is also sold.*





Small Project Grant

- Applications are accepted on a rolling basis, as long as funding is available
- Eligible Investors that make QRPIs between \$15,000 to \$250,000 may apply
- Minimum qualifying investment is \$15,000
- No MQIT (deductible)
- Investors have the **option** to apply for a Lite-Reservation or to wait and apply after the project is fully completed and placed in service





Small Project Grant

Lite-Reservation Application

- Guarantees funding will be available upon completion of project
- Reservation is up to \$50,000 for six months*
- In addition to meeting *minimum threshold requirements*, Investor must provide:
 - Estimate of eligible costs
 - Building Permit
 - Project Description
 - Photos of depicting current condition of property

Investors can still apply within 60 days of building or facility being completed and “placed in service”, *as long as funds are available





Small Project Grant

DDD Grant Application

- Investor applies when project is fully completed, placed in service and all project costs are paid in full
- Application and all required documentation must be submitted within **60 days** of project **placed-in-service date**
- Documentation of QRPI
 - Copies of invoices/receipts and proof of check or credit card payment
 - Cash transactions are highly discouraged, require receipts signed by both parties and confirmation from contractor that work is complete and contract is paid in full

Any contractor conducting business activity in Delaware is required to be registered with and obtain a business license from DE Division of Revenue.

- DSHA confirms information provided is accurate, costs are eligible and work is compliant with Grant Program
- DSHA distributes funds within 60 days



Small Project Grant

Example 1:

Investor spends \$300,000 to expand an existing commercial building. \$230,000 of the investment are eligible capital costs.

Qualified Real Property Investment	\$230,000
	<u>X .20</u>
DDD GRANT	\$46,000

Example 2:

Investor spends \$350,000 to expand an existing commercial building. \$260,000 of the investment are eligible capital costs.

Qualified Real Property Investment	\$260,000
Maximum Allowed QRPI	\$250,000
	<u>X .20</u>
DDD GRANT	\$50,000



Large Project Grant

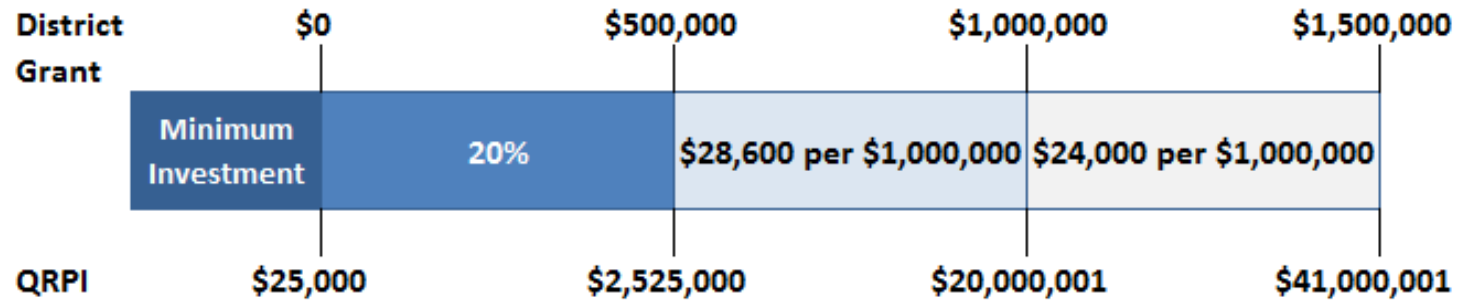
- Investors must apply for a Reservation
- Applications accepted once per year
- Additional minimum requirements:
 - Project must be substantially commenced within 1 year from date of Reservation
 - Project must be completed in 3 years
 - Must engage with a CPA to perform an Attestation of Costs
- Large Projects ineligible for Grant consideration:
 - Projects that have completed more than 35% of the estimated QRPI prior to the date the real property location is officially incorporated within the boundary of a designated District
 - Large Projects that will place in service within 60 days of application deadline





Large Project Grant

Grant Range



- Grants with QRPIs in excess of \$25,000 are calculated at 20% up to \$500,000
 - Reflects a \$2,525,000 investment
- District Grants over \$500,000 calculated at a lower rates
- Grant limit per building/facility is \$1,500,000 over a 5-consecutive year term



Priority Consideration

When Reservation applications exceed the funding available, then applications that address one or more of the following priorities will receive special consideration.

- *Identified as a Key Priority Project in District Plan*
- *Readiness to proceed*
- *Creates permanent jobs*
- *Creates or sustains mixed-use development*
- *Expands housing opportunities*
- *Protects historic resources*
- *Adaptively reuses existing structures*
- *Promotes sustainable practices*

It is the applicant's responsibility to submit the required documentation at the time of Reservation application or points will not be provided.





Priority Scoring Guidelines

Appendix C of DDD Program Guidelines

PRIORITY	SCORE
IDENTIFIED AS PRIORITY PROJECT	
• Identified in District Plan as Priority Project	3
READINESS TO PROCEED	
• Building permits secured prior to Reservation application	2
CREATES PERMANENT JOBS	
• Creates 5 or more permanent full-time positions *	1
• Creates 20 or more permanent full-time positions *	2
CREATES OR SUSTAINS MIXED-USE DEVELOPMENT **	
• Includes residential above 1 st floor	1
• Includes at least 2 uses vertically mixed	0.5
• <u>And</u> street level pedestrian friendly uses*	0.5
EXPANDS HOUSING OPPORTUNITIES	
• Provides a mixture of housing types or tenure	1
• Creates homeownership or converts rental to homeownership via non-profit entity	1
PROTECTS HISTORIC RESOURCES	
• Preserves or reuses buildings of historical significance	1
ADAPTIVELY REUSES EXISTING STRUCTURES	
• Adapts old structures for new purposes while retaining architectural uniqueness	1
PROMOTES SUSTAINABLE PRACTICES	
• Receives U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) Silver certification (See Appendix E for available funding and requirements)	2
• Participates in a Delaware Sustainable Energy Utility (DSEU) Program (See Appendix F for available DSEU Programs)	1

* See Appendix A for definitions.

** Creates a mix of uses within a new building/facility OR sustains mixed use within an existing building/facility that, without this assistance, mixed-use is not possible.

Additional Grant Funds Available!



Required Documentation for Points

Appendix D of DDD Program Guidelines

PRIORITY	DOCUMENTATION
IDENTIFIED AS PRIORITY PROJECT	
<ul style="list-style-type: none"> Identified in District Plan as Priority Project 	Reference page in DDD plan
READINESS TO PROCEED	
<ul style="list-style-type: none"> Building permits secured prior to Reservation application 	Copy of obtained building permit, dated appropriately to allow activity to commence within a time frame that allows for completion in accordance with District Grant
CREATES PERMANENT JOBS	
<ul style="list-style-type: none"> Creates 5 or more permanent full-time positions * Creates 20 or more permanent full-time positions * 	Documentation of employer commitment along with number of permanent full-time employees *
CREATES OR SUSTAINS MIXED-USE DEVELOPMENT	
<ul style="list-style-type: none"> Includes residential above 1st floor 	Verified from proposal and site plan
<ul style="list-style-type: none"> Includes at least 2 uses vertically mixed 	Verified from proposal and site plan
<ul style="list-style-type: none"> And street level pedestrian friendly uses * 	Verified from proposal and site plan
EXPANDS HOUSING OPPORTUNITIES	
<ul style="list-style-type: none"> Provides a mixture of housing types or tenure 	Verified from proposal and site plan to provide two or more housing types (i.e., single family, attached, multi-family) and/or both homeownership and rental
<ul style="list-style-type: none"> Creates homeownership or converts rental to homeownership via non-profit entity 	A non-profit applicant with stated proposal (mission and proof of 501©3)
PROTECTS HISTORIC RESOURCES	
<ul style="list-style-type: none"> Preserves or reuses buildings of historical significance 	Copy of SHPO determination of 'Part 1 – Certification of Historic Property', SHP Tax Credit Application
ADAPTIVELY REUSES EXISTING STRUCTURES	
<ul style="list-style-type: none"> Adapts old structures for new purposes while retaining architectural uniqueness 	Verified from proposal, site plan, pictures and proposal for reuse
PROMOTES SUSTAINABLE PRACTICES	
<ul style="list-style-type: none"> Receives LEED Silver certification 	- See Appendix E for available funding and requirements
<ul style="list-style-type: none"> Participates in a Delaware Sustainable Energy Utility (DSEU) Program (See Appendix F for DSEU Programs) 	Submitted with Reservation application - Signed DSEU letter certifying participation Submitted with Final application - Signed DESU letter certifying completion





Additional Grant Funds

PRIORITY	SCORE
PROMOTES SUSTAINABLE PRACTICES	
<ul style="list-style-type: none">Receives U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) Silver certification (See Appendix E for available funding and requirements)	2
<ul style="list-style-type: none">Participates in a Delaware Sustainable Energy Utility (DSEU) Program (See Appendix F for available DSEU Programs)	1

DSHA recently received a Strategic Opportunity Fund for Adaptation (SOFA) grant to pay for **third-party costs** associated with achieving the U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) Silver certification.

- Only applicants receiving a DDD grant are eligible.
- Costs are not eligible expenses under the DDD grant and will not "double-dip" DDD grant funds.
- SOFA grant is capped at **\$30,000 per building or facility** regardless of documented third-party costs.



Process for Applicants Pursuing LEED Silver Certification

- **Submit with Reservation application:**
 - A completed and signed LEED letter of intent
 - A copy of the developer's contract with a LEED Accredited Professional (or LEED consultant)
 - A copy of LEED Accredited Professional's certificate or list of experience
- During the development process the following must also be submitted:
 - A copy of the LEED Scorecard
 - A copy of the online Design Review printout
 - Contact information for USGBC LEED contact who will review project and approve certification
 - A copy of their GCBI LEED Silver Certification when obtained
- Applicants can submit documentation of third-party costs along the design, development, and certification process.
- This separate funding is disbursed after the building is complete and the GCBL's LEED Silver certification is submitted.



Refer to Appendix E of DDD Program Guidelines for details.



Priority Consideration Scoring

Key Points to Remember....

- Large Project applications are scored **only** when applications **exceed** the funding allocated.
- It is the applicant's responsibility to submit the required documentation at the time of Reservation application or points will not be provided.
- **Additional grant funds** are available for applicants pursuing LEED Silver certification!

Refer to the appendices of the DDD Program Guidelines for details.





Large Project Grant

Request for Grant Disbursement

- Grant requests are due to DSHA within 60 days of final project being placed in service
- Includes an independent CPA Attestation of investments (not considered an eligible expense)
- DSHA will conduct compliance review of the final project – including site visit - to ensure final project conforms to project scope outlined in Reservation Agreement
- Grant funds will be disbursed within 60 days of receipt of all required documentation

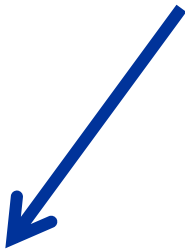




Large Project Grant

Examples:

	<u>Rehab</u>	<u>New Construction</u>
Investment	\$600,000	\$10,000,000
Threshold	<u>- \$25,000</u>	<u>- \$25,000</u>
Grant Eligible	\$575,000	\$9,975,000
	<u>X .20</u>	<i>reference Investment Range</i>
GRANT	\$115,000	\$700,000



Investment Range	Grant Amount
\$9,500,001 - \$10,500,000	\$700,000



Additional Resources

Office of State Planning website:

- **District Incentives**
 - Incentives offered by each of the Designated Districts
- **Other Incentives and Resources**
 - State Historic Preservation Tax Credits
 - Sussex County DDD Grant Match Program, up to \$10,000
 - Cinnaire, Financing Program
 - Energize Delaware Program
- **Interactive Map of Designated Districts**
 - Type address of investment property to see if it is located within a District

<http://www.stateplanning.delaware.gov/ddd>





DSHA Staff Resources

Staff Contact for Questions on:

- **DDD Grant**
 - Penny Pierson Penny@destatehousing.com
- **Priority Considerations**
 - Karen Horton KarenH@destatehousing.com
- **LEED Silver and SOFA Grant**
 - Hillary Austin Hillary@destatehousing.com

<http://www.destatehousing.com/ddd>

888-363-8808 or 302-739-4263





Thank You!

Penny A. Pierson

Penny@destatehousing.com

Karen E. Horton, AICP

KarenH@destatehousing.com

Delaware State Housing Authority

18 The Green

Dover, Delaware 19901





Delaware State Housing Authority

LARGE PROJECT Priority Scoring Guidelines

Delaware State Housing Authority
18 The Green ☞ Dover, DE 19901
(302) 739-4263 ☞ (888) 363-8808
www.DEStateHousing.com



Overview

- The DDD Large Project Reservation Round may be competitive.
- Applications for Large Project Reservations will be scored when there are more projects than funding available.
- Priority Scoring Guidelines are located in Appendix C of the Program Guidelines.
- Required documentation for scoring are located in Appendix D.



Scoring Guidelines

PRIORITY	SCORE
IDENTIFIED AS PRIORITY PROJECT	
• Identified in District Plan as Priority Project	3
READINESS TO PROCEED	
• Building permits secured prior to Reservation application	2
CREATES PERMANENT JOBS	
• Creates 5 or more permanent full-time positions *	1
• Creates 20 or more permanent full-time positions *	2
CREATES OR SUSTAINS MIXED-USE DEVELOPMENT **	
• Includes residential above 1 st floor	1
• Includes at least 2 uses vertically mixed	0.5
• <u>And</u> street level pedestrian friendly uses*	0.5
EXPANDS HOUSING OPPORTUNITIES	
• Provides a mixture of housing types or tenure	1
• Creates homeownership or converts rental to homeownership via non-profit entity	1
PROTECTS HISTORIC RESOURCES	
• Preserves or reuses buildings of historical significance	1
ADAPTIVELY REUSES EXISTING STRUCTURES	
• Adapts old structures for new purposes while retaining architectural uniqueness	1
PROMOTES SUSTAINABLE PRACTICES	
• Receives U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) Silver certification (See Appendix E for available funding and requirements)	2
• Participates in a Delaware Sustainable Energy Utility (DSEU) Program (See Appendix F for available DSEU Programs)	1

* See Appendix A for definitions.

** Creates a mix of uses within a new building/facility OR sustains mixed use within an existing building/facility that, without this assistance, mixed-use is not possible.



Identified as a Priority Project

Project is specifically mentioned in the District Plan as a Priority Project.

- *Reference page number of District plan where project is mentioned.*

PRIORITY	SCORE
IDENTIFIED AS PRIORITY PROJECT	
<ul style="list-style-type: none">Identified in District Plan as Priority Project	3



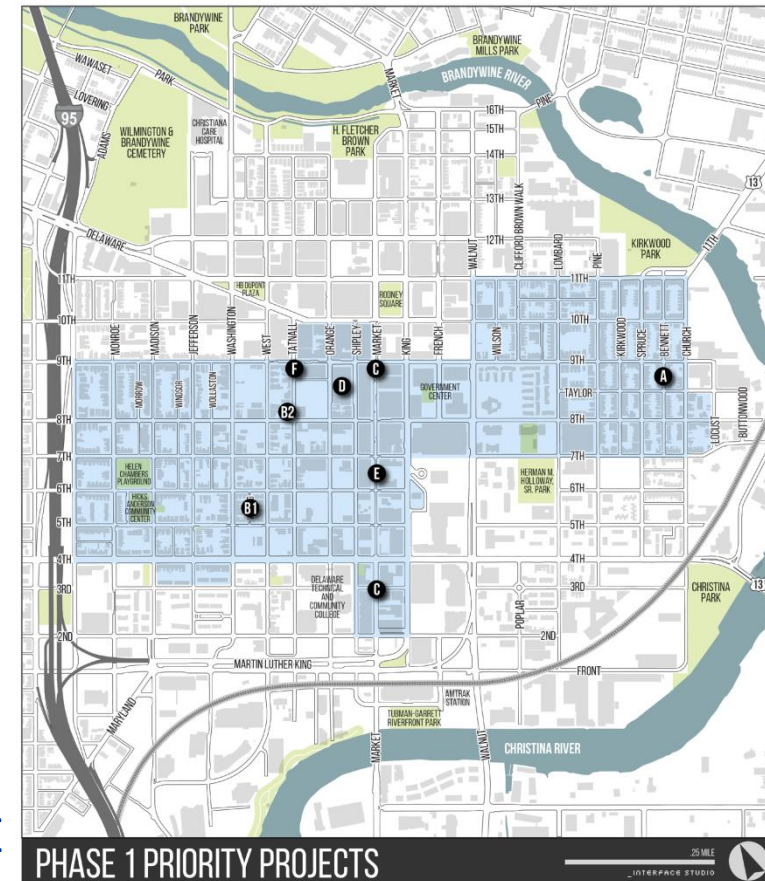
Examples of Priority Projects



Pricilla Building
Dover, DE

PHASE 1: PROJECTS UNDERWAY WITHIN 6-12 MONTHS

- A** EASTSIDE RISING
- B1** CREATIVE DISTRICT (PRIVATE)
- B2** CREATIVE DISTRICT (PUBLIC)
- C** MARKET STREET VILLAGE
- D** MIDTOWN PARK
- E** 600 MARKET
- F** THE VILLAGE AT 9TH



List of Priority Projects
Wilmington, DE



Readiness to Proceed

Building permits are secured for the project before the reservation application is submitted.

- *Include a copy of the building permit, dated appropriately to allow activity to begin within a time frame that allows for completion in accordance with the District Grant.*

PRIORITY	SCORE
READINESS TO PROCEED	
<ul style="list-style-type: none">• Building permits secured prior to Reservation application	2



Creates Permanent Jobs

- A point is awarded if 5 or more permanent full-time positions are created.
- Two points are awarded if 20 or more permanent full-time positions are created from the completion of the project.
 - *Documentation of employer commitment along with the number of permanent full-time employees is required in application.*

PRIORITY	SCORE
CREATES PERMANENT JOBS	
• Creates 5 or more permanent full-time positions *	1
• Creates 20 or more permanent full-time positions *	2



Creates Permanent Jobs

- A permanent full-time position is defined as a job located in a designated District, requiring an employee to report to work in the District and requiring:
 - A minimum of 35 hours of an employee's time per week for the entire normal year (48 weeks) of a business firm's operation
 - A minimum of 35 hours of an employee's time per week for the portion of the calendar year in which the employee was initially hired OR
 - A minimum of 1,680 hours per year
- Permanent full-time positions do not include:
 - Seasonal, temporary, or contract positions
 - A position that is created when a job is shifted from an existing location in the State to a business located in the district
 - Any position that previously existed in the State
 - Positions created by a business that is simultaneously closing facilities in other areas of the State



Creates or Sustains Mixed-Use Development

Creates a mix of uses (residential, commercial, or industrial) within a new building/facility OR sustains mixed use within an existing building/facility *that, without this assistance, mixed-use is not possible.*

- Includes residential above 1st floor
- Includes at least 2 uses vertically mixed
- AND street level pedestrian friendly uses*
- ***Mix of uses must be verified from the project proposal and site plan.***

PRIORITY	SCORE
CREATES OR SUSTAINS MIXED-USE DEVELOPMENT **	
• Includes residential above 1 st floor	1
• Includes at least 2 uses vertically mixed	0.5
• <u>And</u> street level pedestrian friendly uses*	0.5



Creates or Sustains Mixed-Use Development



Ground floor retail
with residential above
Wilmington, DE

Mixed-Use Commercial
and Residential
Dover, DE





Expand Housing Opportunities

Provides a mixture of housing types or tenure.

- Single-family, attached, multifamily and/or
- Both homeownership or rental

Creates homeownership or converts rental to homeownership via a nonprofit entity.

- *Mission and proof of 501(c)(3) nonprofit status must be submitted with proposal*

PRIORITY	SCORE
EXPANDS HOUSING OPPORTUNITIES	
• Provides a mixture of housing types or tenure	1
• Creates homeownership or converts rental to homeownership via non-profit entity	1



Expand Housing Opportunities



Mix of Housing Types
Milton, DE



Townhomes and Apartments
Wilmington, DE



Protects Historic Resources

Preserves or reuses buildings of historical significance

- *Include a copy of Part 1- Certification of Historic Property from the State Historic Preservation Tax Credit Application*



Senior Apartments
Wilmington, DE

PRIORITY	SCORE
PROTECTS HISTORIC RESOURCES	
<ul style="list-style-type: none">• Preserves or reuses buildings of historical significance	1



Protects Historic Resources

Part 1- Certification of Historic Property Application

Rev. 03/29/13

STATE OF DELAWARE HISTORIC PRESERVATION TAX CREDIT APPLICATION PART 1 – CERTIFICATION OF HISTORIC PROPERTY

OFFICE USE ONLY

NPS No. (if applicable):

OFFICE USE ONLY

Project No.:

Instructions: Read the instructions carefully before completing application. No certification will be made unless a completed application form has been received. If additional space is needed, use continuation sheets or attach blank sheets providing property name and address at the top of each sheet.

1. NAME OF PROPERTY:

Address: _____

City: _____ County: _____ State: _____ Zip: _____

Name of Historic District: _____

_____ National Register (NR) historic district _____ Historic district designated under local ordinance

If located in an NR Property which has multiple buildings,
Indicate name of National Register property: _____

2. NATURE OF REQUEST:

I hereby request Certification that the building indicated above:

_____ contributes to the significance of the above-named historic district.

_____ contributes to the significance of the above-named National Register listed property.

_____ is a locally-designated landmark building which is individually eligible for listing in the National Register of Historic Places

3. APPLICANT:

I hereby attest that the information I have provided is, to the best of my knowledge, correct, and that I fall into the category marked below:

_____ Owner of Record

_____ Developer

_____ Lessee with a remaining lease exceeding five (5) years (attach a copy of the lease)

_____ Resident Curator having life tenancy in the property under an agreement with the owner (attach a copy of the tenancy agreement)

Name: _____ Signature: _____ Date: _____

Organization: _____ E-mail: _____

Address: _____

City: _____ State: _____ Zip: _____ Telephone Number: _____

4. PROJECT CONTACT (if different from above):

Name: _____

Organization: _____ E-mail: _____

Address: _____

City: _____ State: _____ Zip: _____ Telephone Number: _____

OFFICE USE ONLY:

The Delaware State Historic Preservation Officer has reviewed the *Historic Preservation Tax Credit Application, Part 1 – Certification of Historic Property* for the above-named property and has made the following determination:

_____ This property contributes to the significance of the above-named district and is a Certified Historic Property under this Program.

_____ This property contributes to the significance of the above-named NR listed property & is a Certified Historic Property under this Program.

_____ This property meets the National Register Criteria for Evaluation and is a Certified Historic Property under this Program.

_____ This property does **not** qualify as a Certified Historic Property under this Program.

Date _____ Delaware State Historic Preservation Officer _____ Staff Reviewer/Telephone No. _____

STATE OF DELAWARE HISTORIC PRESERVATION TAX CREDIT APPLICATION PART 1

OFFICE USE ONLY

Project No.:

Property Name: _____

Property Address: _____

5. DESCRIPTION OF PHYSICAL APPEARANCE:

Date of Construction: _____ Source of Information: _____

Date(s) of Alteration(s): _____

If building has been moved, indicate from where and when? _____

6. STATEMENT OF SIGNIFICANCE:

7. PHOTOGRAPHS AND MAPS:

Attach photographs and maps to application.

Continuation sheets attached: _____ yes _____ no



Adaptive Reuse of Existing Structures

Adapts old structures for new purposes while retaining architectural uniqueness

- Uses the shell of an old structure to create a new use (commercial, residential, or industrial)
- ***Verified from proposal, site plan, pictures, and proposal for reuse.***

Adaptive Reuse
Wilmington, DE



PRIORITY	SCORE
ADAPTIVELY REUSES EXISTING STRUCTURES	
<ul style="list-style-type: none">Adapts old structures for new purposes while retaining architectural uniqueness	1





Promotes Sustainable Practices

- Receives U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) Silver Certification.
- Participates in a Delaware Sustainable Energy Utility (DSEU) Program.

PRIORITY	SCORE
PROMOTES SUSTAINABLE PRACTICES	
<ul style="list-style-type: none">• Receives U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) Silver certification (See Appendix E for available funding and requirements)	2
<ul style="list-style-type: none">• Participates in a Delaware Sustainable Energy Utility (DSEU) Program (See Appendix F for available DSEU Programs)	1



Promotes Sustainable Practices

- Receives U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) Silver Certification.
 - *Applicants pursuing LEED Silver certification must indicate their intentions in the Reservation application by submitting:*
 - *A letter of intent*
 - *A copy of the developer's contract with a LEED Accredited Professional*
 - *A copy of LEED Accredited Professional's certificate or list of experience*
 - During the development process the following must also be submitted:
 - A copy of the LEED Scorecard
 - A copy of the online Design Review printout
 - Contact information for USGBC LEED contact who will review project and approve certification
 - A copy of their GBCI LEED Silver Certification when obtained

A grant of *up to \$30,000* is available to pay for third-party costs associated with achieving LEED Silver Certification.



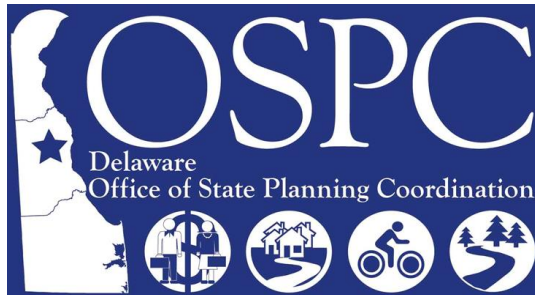


Promotes Sustainable Practices

- Participates in a Delaware Sustainable Energy Utility (DSEU) Program
 - Solar Renewable Energy Credits (SREC) Banking Program
 - SREC Procurement Program
 - Delaware Green 4 Green Program
 - Low Interest Loan Program for Business and Nonprofits
 - SEU Energy Assessments for Nonprofits and Local Governments
 - Home Performance with ENERGY STAR- Downtown Development District
 - Assisted Home Performance Program
 - SEU-Cinnaire Loans Multiple Units and Nonprofits Serving Low and Moderate Income Families
 - Commercial Solar Thermal and Geothermal Incentive Grants
 - Energy Efficiency Investment Fund (EEIF) for Nonprofits
 - Net Zero Energy Manufactured Home Program
- ***Must submit a signed DSEU letter certifying participation with reservation application***



Questions?



Thank you for attending!

Today's Downtown Development Presentation
can be found at:

www.georgetowndel.com/DDD-Presentations/

