



CITY OF
HARRINGTON
DELAWARE

LAUNCH
PRESENTATION

10/24/2016

DOWNTOWN DEVELOPMENT DISTRICT





CITY OF
HARRINGTON
DELAWARE

WELCOME & INTRODUCTIONS

OFFICE OF STATE PLANNING

CITY OF HARRINGTON

DELAWARE STATE HOUSING AUTHORITY

KENT COUNTY LEVY COURT

WRAP UP

TODAY'S
AGENDA



WELCOME & INTRODUCTIONS



CITY OF

HARRINGTON

DELAWARE

- State of Delaware
 - Office of State Planning, Connie Holland
 - Delaware State Housing Authority, Penny Pierson
 - Delaware State Housing Authority, Karen Horton

- Kent County Levy Court
 - Economic Development, James Waddington

- City of Harrington
 - Teresa Tieman, City Manager

- KCI Technologies, Inc. (City Planning Consultant)
 - Debbie Pfeil, Associate/Planning Manager
 - Lauren Good, Project Planner

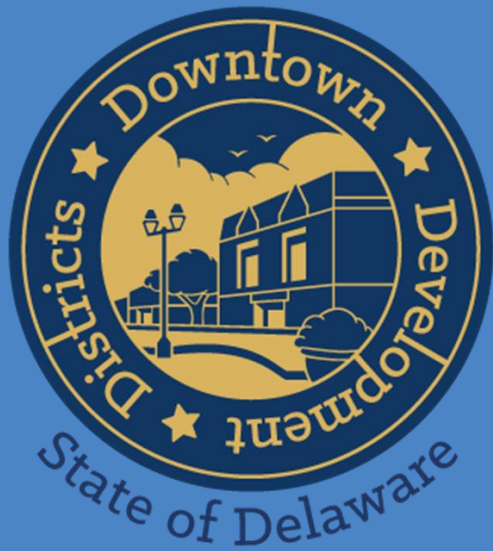
WELCOME & INTRODUCTIONS



CITY OF

HARRINGTON

DELAWARE



On August 10, 2016 Governor Jack Markell announces the City of Harrington'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

Delaware.gov | Text Only Governor | General Assembly | Courts | Elected Officials | State Agencies



Office of State Planning Coordination >> Downtown Development Districts Program

HOME

- About The Office
- Cabinet Committee
- Planning Meetings
- Contact Information
- Office Locations


SERVICES

PLUS

- Downtown Development Districts
- Geospatial Resources
- Municipal Annexation
- Planning Assistance
- Capital Budget
- Public Meetings

INFORMATION


- Development Trends
- Local Government
- Demographics
- Publications



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/>



Office of State Planning Coordination Services:

- Preliminary Land Use Service (PLUS)
- Annual Report to the Governor (Released 10/2015)
- Strategies for State Policies & Spending (2015 complete)
- Downtown Development District
- Comprehensive Plans
- Delaware Geographic Data Committee (DGDC)
- First Map

STATE
AGENCY
ASSISTANCE
OSPC





CITY OF
HARRINGTON
DELAWARE

Debbie Pfeil
Associate /
Planning Manager

Lauren Good, AICP
Project Planner

DOWNTOWN DEVELOPMENT DISTRICT





CITY OF
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DELAWARE



- 1. WHERE ARE WE NOW?**
- 2. WHERE DO WE WANT TO BE?**
- 3. HOW DO WE GET THERE?**

ASSESSMENT



PROJECT TIMELINE WITH INITIATIVES



CITY OF
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- September 7, 2005 ★ City Council approves Ordinance 05-07 providing tax incentives for revitalization activities in the Downtown area
- November 20, 2006 City Council approves Ordinance 06-13 rewriting the Zoning Ordinance relating to the Board of Adjustment
- January 16, 2007 ★ City Council approves Ordinance 07-01 rewriting the Zoning Ordinance relating to the Planning Commission, Site Plans, and the Approval Process, creating the two-tier expedited review process (Category A & B)
- April 2, 2007 City Council approves Ordinance 07-02 amending regulations applicable to C-3 Service Commercial Zone by permitting uses allowed in the C-1 Neighborhood Commercial and C-2 Central Commercial Zones
- April 16, 2007 City Council approves Ordinance 07-04 amending regulations applicable to permit any use permitted in R-1 zoning district to be placed in R-3 and R-4 districts
- June 4, 2007 City Council approves Ordinance 07-05 replacing the Land Subdivision Regulations of 2004 in its entirety

PROJECT TIMELINE WITH INITIATIVES



CITY OF
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DELAWARE

- June 18, 2007** City Council approves Ordinance 07-07 consolidating City fee charges for various municipal services and locating them in one section: Chapter 180, Municipal Fees
- September 4, 2007** City Council approves Ordinance 07-10 eliminating the requirement that lots where multi-family dwellings are placed remain under single ownership for the life of the building
- April 7, 2008** City Council approves Ordinance 08-01 expanding the area covered by the Downtown Revitalization Tax Incentive Program
- August 4, 2008** City Council approves Ordinance 08-03 adopting new Source Water Protection Regulations
- December 15, 2008** ★ City Council approves Ordinance 08-07 consolidating all approved and adopted Ordinances into “The Code of the City of Harrington”
- April 5, 2010** ★ City Council approves Ordinance 10-01 updating the Zoning Map
- November 7, 2011** City Council approves Ordinance 11-07 requiring all new construction to include installation of sidewalks and curbing on street frontages, corner lots, and sides exposed to traffic

PROJECT TIMELINE WITH INITIATIVES



CITY OF
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DELAWARE

- March 5, 2012** City Council approves Ordinance 12-05 adopting a new district map reflecting reapportioned districts nearly equal in population
- December 16, 2013** City Council approves Ordinance 13-04 adopting the new Comprehensive Land Use Plan
- June 5, 2014** Downtown Development Districts (DDD) Act enacted by the Delaware General Assembly
- July 20, 2015** City Council approves Ordinance 15-06 replacing Chapter 440 Zoning to revise the Zoning Code in its entirety
- July 20, 2015** City Council approves Ordinance 15-07, a Comprehensive Rezoning to align property zoning to the Future Land Use Map adopted as part of the Comprehensive Land Use Plan and amending the Zoning Map to reflect zoning changes
- 2015** ★ City of Harrington received \$40,000 Neighborhood Building Blocks Fund Grant to develop a DDD Plan
- December 1, 2015** ★ DDD Task Force Meeting No. 1 – Kick-Off

PROJECT TIMELINE WITH INITIATIVES



CITY OF
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January 11, 2016	Downtown Survey opens to all residents, business owners and operators, property owners, renters, employees, and visitors to the City
January 12, 2016	DDD Task Force Meeting No. 2 - Visioning
February 5, 2016	Community Outreach Event – Love Your Downtown Open House
February 16, 2016	Community Outreach Event – Senior Center Birthday Celebration
February 19, 2016	Downtown Survey closes with a total of 88 responses received
March 10, 2016	DDD Task Force Meeting No. 3 – Goals & Objectives
March 16, 2016	Governor Markell announced second round of DDD applications
March 23, 2016	DDD Task Force Meeting No. 4 - Incentives
March 28, 2016	City Planning Consultant (KCI) develops Development Toolkit
April 14, 2016	Joint meeting of the Harrington City Council, Planning Commission & DDD Task Force to hear a public presentation on the DDD Plan – all Downtown stakeholders were invited. Also served as the public release of the DDD Plan document.

PROJECT TIMELINE WITH INITIATIVES



CITY OF
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- April 15, 2016** Opening of Public Comment period and delivery of DDD Plan to the Office of State Planning Coordination (per NBBF Grant requirements)
- April 24, 2016** Public Hearing Legal Notice published in the Delaware State News
- April 27, 2016** Public Hearing Legal Notice published in The Journal
- May 9, 2016** Public Hearing before the Harrington City Council and close of the Public Comment period
- May 9, 2016** ★ City Council approves Ordinance 16-06 adopting the Downtown Development District Plan
- May 16, 2016** ★ City Council approves Ordinance 16-07 adding Chapter 157, Economic Development and Redevelopment to the Code of the City of Harrington and providing for DDD-specific and Citywide economic development incentives
- May 31, 2016** ★ City Planning Consultant (KCI) submits DDD Designation Application on behalf of City of Harrington

PROJECT TIMELINE WITH INITIATIVES



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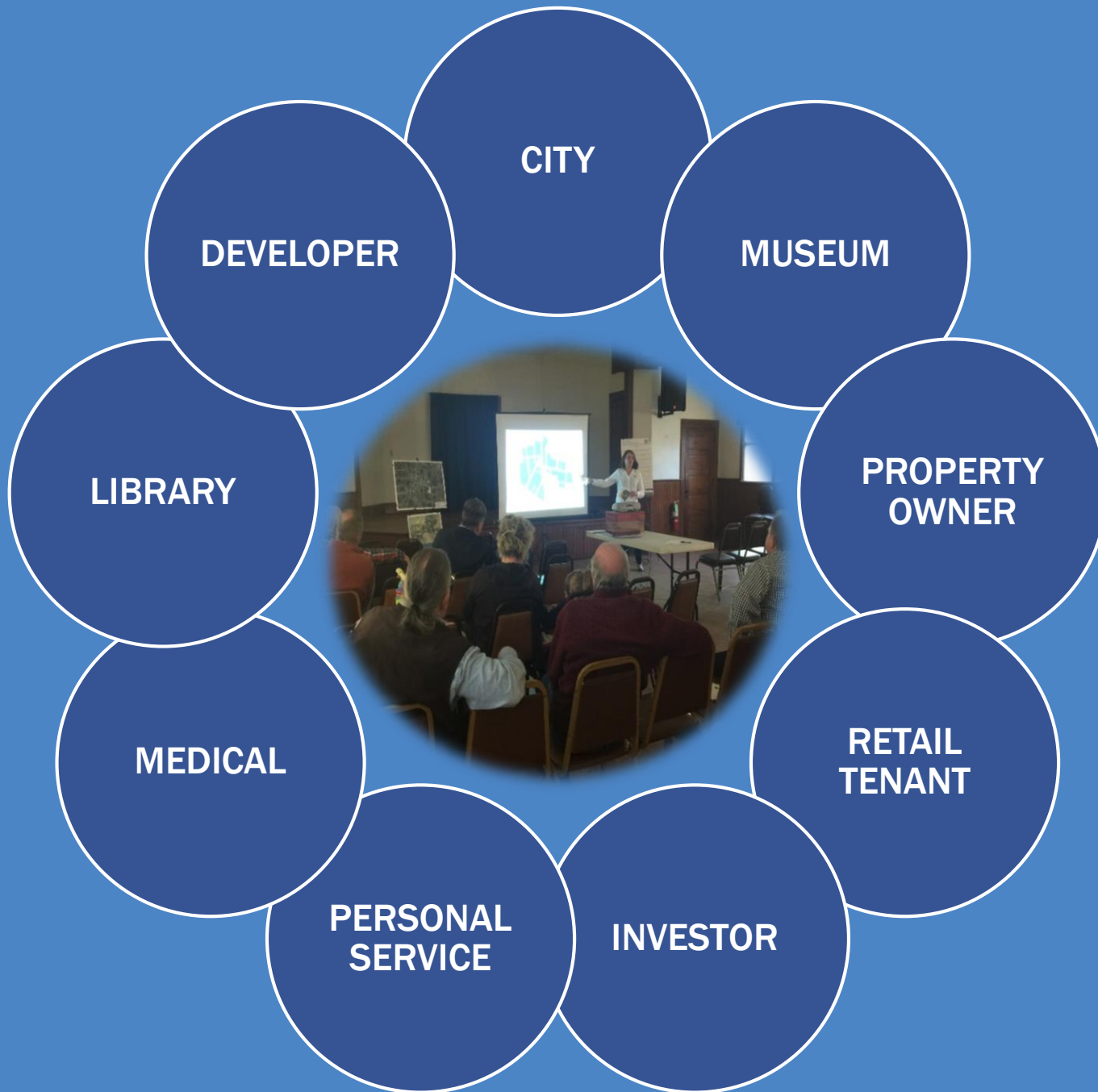
- July 5, 2016 City Council approves Ordinance 16-09 adding water and sewer impact fee waivers for single-family detached dwellings constructed in FY 2017
- July 5, 2016 City Council approves Ordinance 16-10 adding a sewer impact fee step increase schedule allowing for a reduction from the current sewer impact fee from FY 2017 to FY 2021
- August 10, 2016 ★ Governor Jack Markell announces City of Harrington's designation as a Downtown Development District
- October 13, 2016 DDD Task Force Meeting No. 5 – Updates
- October 24, 2016 DDD Launch Meeting with Downtown Stakeholders
- Nov/Dec 2016 ★ *KCI to prepare and submit an application for the second round of the Neighborhood Building Blocks Fund Grant to provide complete additional implementation items in the DDD Plan*



**DOWNTOWN
DEVELOPMENT
DISTRICT
APPROACH**



CITY OF
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DELAWARE



APPROACH

**CREATE A
TASK FORCE**





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DELAWARE

PROJECT PROMOTION

- Media Buzz
- City Resources
- Talk It Up

BRANDING

Harrington is rich in railroad history and this was an amazing underutilized asset to promote the Downtown.

APPROACH

CAMPAIGN



It's good to be in the Hub...



WHY PROVIDE COMMUNITY OUTREACH?

- Gain Community Support
- Gather Project Input
- Promote Positive Projects
- Create a Collaborative Effort



DOWNTOWN DEVELOPMENT DISTRICT PLAN: SWOT ANALYSIS

<ul style="list-style-type: none"> Central location Low taxes Truck bypass Space availability Rail system Public utilities DART bus locations Walkability Public library Comp Plan in place Freedom Park Museums open to public Parking availability Emergency services Easy planning process Friendly City staff Parks & Rec Railroad 	<ul style="list-style-type: none"> Only railroad tower in DE Great housing stock Variety of businesses "Main Street" program Council desires to see City grow Uniqueness of shops Quality & service Friendly local service Local businesses Senior Center 	<ul style="list-style-type: none"> Lack of signage for truck bypass Signage for parking Lack of public involvement Lack of employment Lack of promotion Lack of community events Lack of stakeholder organizations Lack of positivity - looking to the next person Lack of unity - positive message Railroad Communication - can be difficult to find information, especially for those not using social media 	<ul style="list-style-type: none"> Wayfinding signage for downtown Council divided on how and where City should grow Loitering teenagers & adults Poor lighting Housing in disrepair Thru-traffic No visible police presence Lack of variety Customer traffic
<p>STRENGTHS</p> <p>OPPORTUNITIES</p> <ul style="list-style-type: none"> Ability to reroute traffic to truck bypass for downtown events Railroad/historic train Provision of kiosk/map for downtown information Harrington's history Expand business variety/ offerings Learning from each other - making connections (stakeholder outreach program) Thru-traffic Become center of community activities Grow Heritage Day to its former stature 	<p>WEAKNESSES</p> <p>THREATS</p> <ul style="list-style-type: none"> Crumbling infrastructure Future demand for infrastructure Lack of unity Route 13 competition Drugg problem - real or perceived Crime - real or perceived Vacant houses Lack of child/teen-focused activities No "gimmick" such as Riverwalk or Circle Business commitment to staying downtown 		

CITY OF HARRINGTON DELAWARE
 KCI TECHNOLOGIES
ENGINEERS | PLANNERS | SCIENTISTS | CONSTRUCTION MANAGERS



CITY OF
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DELAWARE

APPROACH COMMUNITY OUTREACH



HOW DO YOU PROVIDE COMMUNITY OUTREACH?

- Existing Event Participation
- Create Online / Paper Surveys
- Organize a Promotional Event
- Walk & Talk within the District



Senior Center Monthly
Birthday Celebration



Love Your Downtown
Event – February 2016



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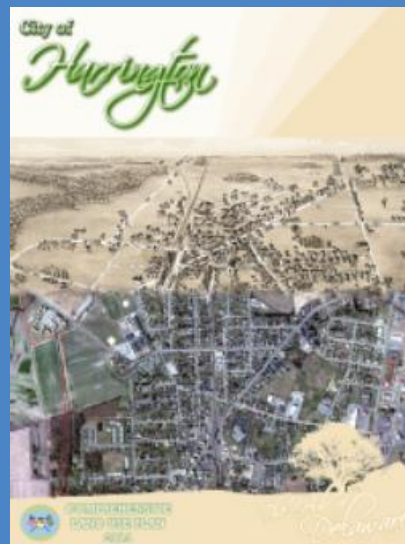
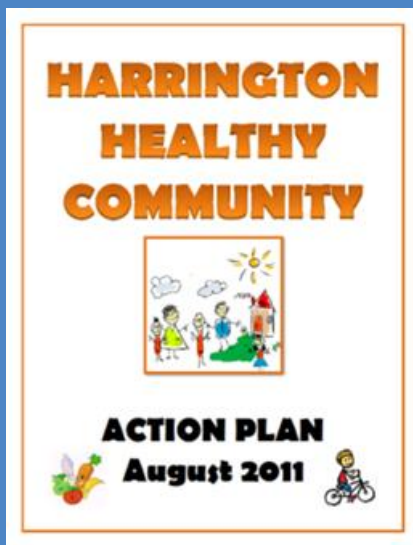
APPROACH

COMMUNITY
OUTREACH



Existing Documents

- Comprehensive Plan
- Healthy Community Action Plan
- New Zoning Code
- Strategies for State Policies & Spending



CITY OF
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DELAWARE

THE PLAN

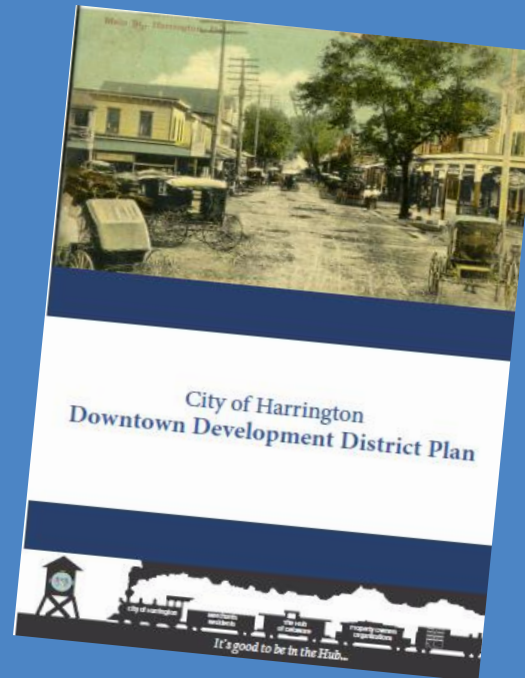
RESEARCH





Nine Chapters

- Introduction
- Data
- Vision (8)
- Goals, Objectives & Strategies (10 goals)
- Implementation
- Incentives
- Evaluation
- Maps
- Appendix



THE PLAN

CONTENTS

District Boundaries



CITY OF
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DELAWARE



THE PLAN

DISTRICT
MAP





Simple Definition of INCENTIVE:

“Something that encourages a person to do something or to work harder”

Review Incentive Options

- Time
- Money
- Clear Path
- Competitive
- Not all options work
- Careful with Municipal comparisons

THE PLAN

INCENTIVES





IMPLEMENTATION

1 Month:

- City Website Page
- Investment Tracking
- Vacant Structures/Lots
- Tax Incentive Match
- All Incentives



3 Months:

- Downtown Business Map
- Downtown Marketing Brochure
- City Community Calendar
- Community Event Procedure
- Railroad Improvement Meetings

6 Months:

- Downtown Merchants Association
- Buy Local Program

THE PLAN

IMPLEMENT



IMPLEMENTATION-CITY WEB PAGE



CITY OF
HARRINGTON
DELAWARE

Home Government ▾ Departments ▾ Info ▾ **Downtown District ▾** Police ▾ Contact ▾ Search

- Map & Property Information
- Incentives
- Resources
- District Plan
- Presentations

Water System Improvements Referendum

The Harrington City Council is proposing to borrow funds to complete projects to maintain and improve the water system. These bonds will NOT increase utility rates. Please see the Information below, and if you have any questions, please contact City Hall at 398-3530 or your Council Member (listed below). The Projects The water projects this funding pays for include: Larger water mains to replace existing [...]

[Read More...](#)

EVENT CALENDAR

Oct 2016

S	M	T	W	T	F	S
25	26	27	28	29	30	1
2	3	4	5	6	7	8

NEWS & NOTICES

- Downtown Development District
- Mayor's Corner – Water System Improvements Referendum

MEETINGS & EVENTS

- Oct 24, 2016 - [Computer Help Lab](#) at 12:00 PM
- Oct 24, 2016 - [Downtown Development District Launch Presentation](#) at 06:00 PM

City's website: <http://harrington.delaware.gov>

THE PLAN

IMPLEMENT



IMPLEMENTATION-Downtown Business Map



CITY OF
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DELAWARE

- Commercial
 - Conley Insurance
 - Connections CS
 - Cook's Tire Center
 - Cook's Tire Center
 - Downtown Junction
 - Harrington Motel
 - M&T Bank
 - M&T Bank (parking)
 - McKnatt, Carpenter
 - OMG Collage
 - PR Builders
 - The Bowers Group
 - TruGreen
 - TruGreen (storage)
 - Verizon (utility)
 - Verizon (utility)
 - WSFS Bank - Harrington
- Mixed
 - Amber Kaye's T
 - Blue Hen Const

City of Harrington
Downtown Development District
Map Profile Form



The City of Harrington recently received the Downtown Development District designation by the State of Delaware. As part of Harrington's outreach, the City is creating an online inventory on all properties within the designated DISTRICT. Inclusion in this inventory includes FREE ADVERTISEMENT on the City's website for your business, non-profit organization, or for-sale or 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: _____

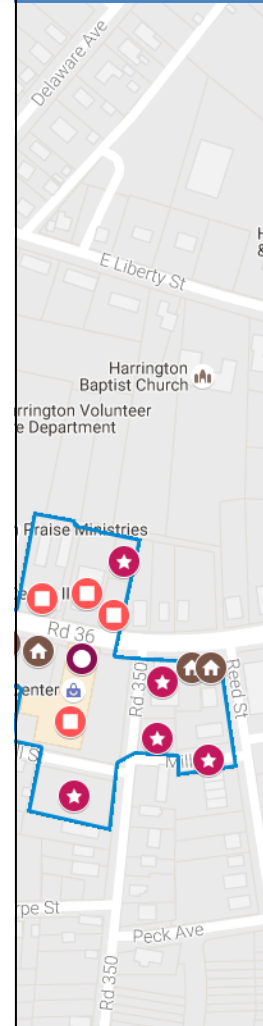
Email: _____

Website: _____

By signing this form, I consent to the City of Harrington and its City Planning Consultant, KCI Technologies, Inc., and all of its officers, employees, and agents, to use the above information and photographs taken by said City and/or Consultant on October 4, 2016. Such uses may include, but are not limited to, creation of the City'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 City of Harrington and its City 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 City Hall (106 Dorman St) by October 11, 2016.

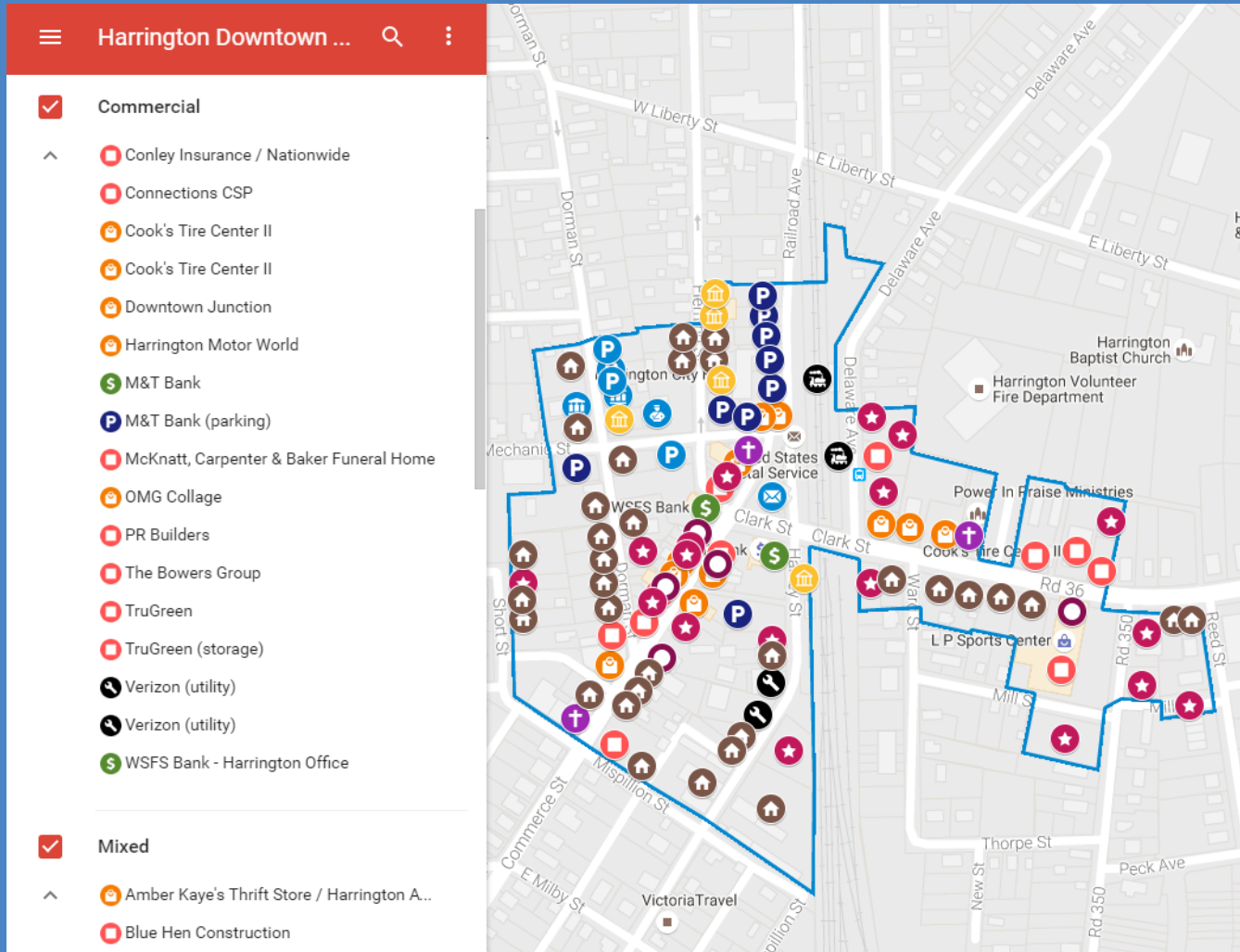


THE PLAN
IMPLEMENT





IMPLEMENTATION-Downtown Business Map



THE PLAN
IMPLEMENT



IMPLEMENTATION-Vacant Lots/Structures



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DELAWARE

Harrington Downtown ...

Vacant Buildings

- 12 Commerce Street
- 19 Commerce Street
- 29 Commerce Street
- 40 Commerce Street
- 1 East Street

Vacant Lots

- 6-09-17020-02-1400 / 5 Commerce Street
- 6-09-17020-02-2000 / Commerce Street
- 6-09-17020-02-2100 / Commerce Street
- 6-09-17020-02-2600 / Commerce Street
- 6-09-17020-02-2800 / Dorman Street
- 6-09-17020-02-4100 / Short Street
- 6-09-17020-05-0200 / 100 Delaware Ave...
- 6-09-17020-05-0400 / 106 Delaware Ave...
- 6-09-17020-05-5600 / Clark Street
- 6-09-17020-05-6500 / Delaware Avenue
- 6-09-17908-01-3700 / Hanley Street
- 6-09-17908-01-3800 / Commerce Street
- 6-09-17908-01-6600 / Hanley Street
- 6-09-17908-04-0100 / Clark Street
- 6-09-17908-04-2300 / East & Mill Streets
- 6-09-17908-06-0100 / 45 Clark Street
- 6-09-17908-06-1400 / Reed Street
- 6-09-17908-06-0200 / East Street



← 12 Commerce Street

name

12 Commerce Street

description

Address: 12 Commerce Street

Parcel ID: 6-09-17908-01-3200

Lot Size: 0.05 acres

Zoning: C-2 Central Commercial

Current Land Use: Vacant Building

Future Land Use: Central Commercial

THE PLAN

IMPLEMENT





Downtown Development District Incentives:

1. Business License Fee Waiver for New Businesses
2. Category A or B Plan Review Fee Reduction
3. Category A or B Priority Review Status
4. First-Time Home Buyer Tax Abatement
5. Downtown Revitalization Property Tax Reduction Program

CITY
INCENTIVES





Citywide Incentives:

1. Transfer Tax Waiver for First-Time Home Buyers
2. Sewer Impact Fee Reduction
3. Impact Fee Waiver based on Direct Job Creation
4. Permit & Other Fee Reduction Based on Direct Job Creation for Harrington Residents
5. Single Family Impact Fee Waiver
6. Sewer Impact Fee Step Increase Schedule

CITY INCENTIVES





Kent County will match the DSHA DDD
award up to a maximum of \$10,000.

Kent County Economic Development
James Waddington, Director
555 Bay Road
Dover, Delaware 19901
james.waddington@co.kent.de.us



Downtown Development Districts Grant Program Fall 2016 Funding Round

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, Small Project and Large Project, to ensure that a variety of projects have ample access to funding.

- **Large Project - \$6,758,575**
 - 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
- **Small Project - \$1,000,000**
 - 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 Breakdown

The Large Project set-aside is equally divided into a **General Pool** and a **District Pool** to ensure all Districts have reasonable access to the DDD funding.

General Pool		\$ 3,379,287
District Pool		\$ 3,379,288
<i>Dover</i>	\$ 469,721	
<i>Seaford</i>	\$ 118,275	
<i>Wilmington</i>	\$ 1,551,093	
<i>Georgetown</i>	\$ 395,377	
<i>Harrington</i>	\$ 131,792	
<i>Laurel</i>	\$ 118,275	
<i>Milford</i>	\$ 334,550	
<i>Smyrna</i>	\$ 260,205	
Total Large Project Funding		\$ 6,758,575

District allocations are based on District populations.





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
<i>Maximum Allowed QRPI</i>	<i>\$250,000</i>
	<u>X .20</u>
DDD GRANT	\$50,000





Large Project Grant

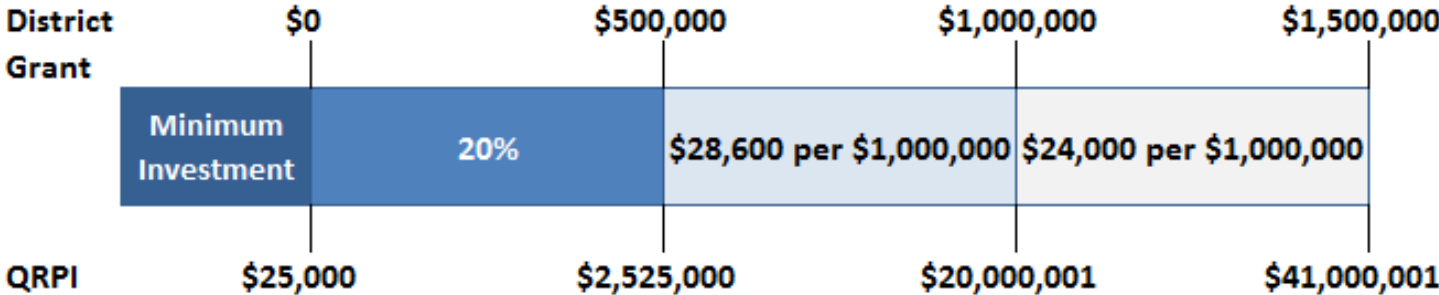
- Investors must apply for a Reservation
- Applications accepted once per year
- Additional minimum requirements:
 - Project must be substantially commenced within 1 year from date of Reservation
 - Project must be completed in 3 years
 - Must engage with a CPA to perform an Attestation of Costs
- Large 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	
<ul style="list-style-type: none"> Identified in District Plan as Priority Project 	3
READINESS TO PROCEED	
<ul style="list-style-type: none"> Building permits secured prior to Reservation application 	2
CREATES PERMANENT JOBS	
<ul style="list-style-type: none"> Creates 5 or more permanent full-time positions * 	1
<ul style="list-style-type: none"> Creates 20 or more permanent full-time positions * 	2
CREATES OR SUSTAINS MIXED-USE DEVELOPMENT **	
<ul style="list-style-type: none"> Includes residential above 1st floor 	1
<ul style="list-style-type: none"> Includes at least 2 uses vertically mixed 	0.5
<ul style="list-style-type: none"> <u>And</u> street level pedestrian friendly uses* 	0.5
EXPANDS HOUSING OPPORTUNITIES	
<ul style="list-style-type: none"> Provides a mixture of housing types or tenure 	1
<ul style="list-style-type: none"> Creates homeownership or converts rental to homeownership via non-profit entity 	1
PROTECTS HISTORIC RESOURCES	
<ul style="list-style-type: none"> Preserves or reuses buildings of historical significance 	1
ADAPTIVELY REUSES EXISTING STRUCTURES	
<ul style="list-style-type: none"> Adapts old structures for new purposes while retaining architectural uniqueness 	1
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

* 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) 	<p>Submitted with Reservation application</p> <ul style="list-style-type: none"> Signed DSEU letter certifying participation <p>Submitted with Final application</p> <ul style="list-style-type: none"> 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

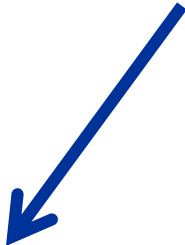




Large Project Grant

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





Important Dates

September 19, 2016

- Fall 2016 Funding Round Opened

December 10, 2016

- Large Project Applications Due
 - **Applications must be submitted by no later than 4:00 p.m.**

Applications, forms, and guidelines can be accessed at
www.destatehousing.com/DDD.





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
 - Kent 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.DESateHousing.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	
• Identified in District Plan as Priority Project	3

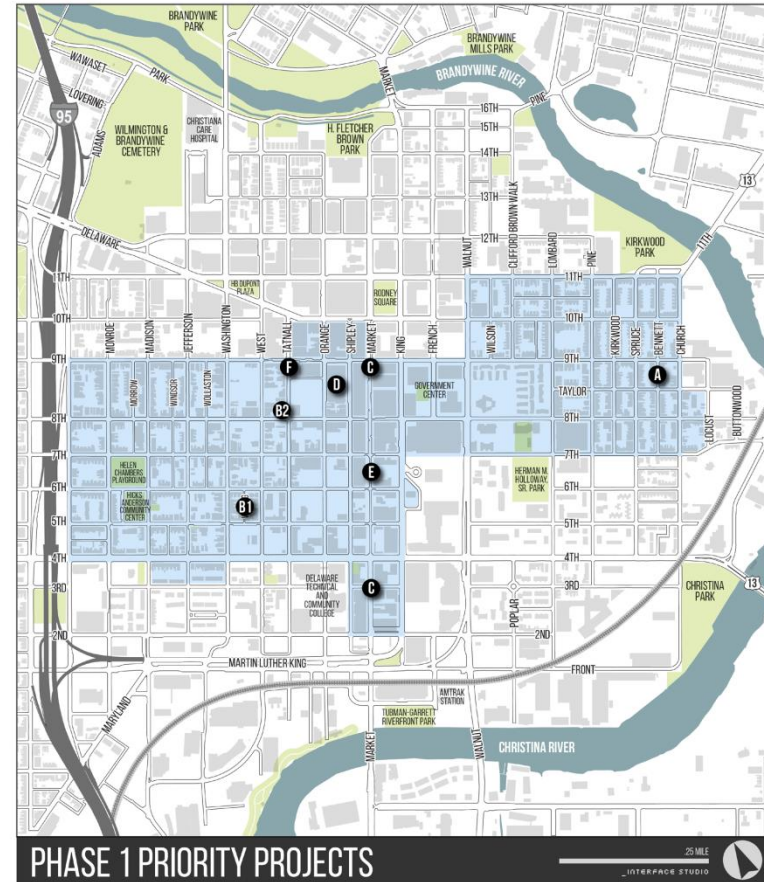




Examples of Priority Projects



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	
<ul style="list-style-type: none"> • Creates 5 or more permanent full-time positions * 	1
<ul style="list-style-type: none"> • 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	
• 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



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:

<http://harrington.delaware.gov/presentations/>



City of Harrington

Merchants
Residents

The Hub
of Delaware

Property Owners
Organizations



It's good to be in the Hub...