DOWNTOWN DEVELOPMENT DISTRICT
WELCOME & INTRODUCTIONS
OFFICE OF STATE PLANNING
CITY OF HARRINGTON
DELAWARE STATE HOUSING AUTHORITY
KENT COUNTY LEVY COURT
WRAP UP
WELCOME & INTRODUCTIONS

- 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
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
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
1. WHERE ARE WE NOW?

2. WHERE DO WE WANT TO BE?

3. HOW DO WE GET THERE?
<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 7, 2005</td>
<td>City Council approves Ordinance 05-07 providing tax incentives for revitalization activities in the Downtown area</td>
</tr>
<tr>
<td>November 20, 2006</td>
<td>City Council approves Ordinance 06-13 rewriting the Zoning Ordinance relating to the Board of Adjustment</td>
</tr>
<tr>
<td>January 16, 2007</td>
<td>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 &amp; B)</td>
</tr>
<tr>
<td>April 2, 2007</td>
<td>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</td>
</tr>
<tr>
<td>April 16, 2007</td>
<td>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</td>
</tr>
<tr>
<td>June 4, 2007</td>
<td>City Council approves Ordinance 07-05 replacing the Land Subdivision Regulations of 2004 in its entirety</td>
</tr>
</tbody>
</table>
## PROJECT TIMELINE WITH INITIATIVES

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 18, 2007</td>
<td>City Council approves Ordinance 07-07 consolidating City fee charges for various municipal services and locating them in one section: Chapter 180, Municipal Fees</td>
</tr>
<tr>
<td>September 4, 2007</td>
<td>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</td>
</tr>
<tr>
<td>April 7, 2008</td>
<td>City Council approves Ordinance 08-01 expanding the area covered by the Downtown Revitalization Tax Incentive Program</td>
</tr>
<tr>
<td>August 4, 2008</td>
<td>City Council approves Ordinance 08-03 adopting new Source Water Protection Regulations</td>
</tr>
<tr>
<td>December 15, 2008</td>
<td>City Council approves Ordinance 08-07 consolidating all approved and adopted Ordinances into “The Code of the City of Harrington”</td>
</tr>
<tr>
<td>April 5, 2010</td>
<td>City Council approves Ordinance 10-01 updating the Zoning Map</td>
</tr>
<tr>
<td>November 7, 2011</td>
<td>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</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
</tr>
<tr>
<td>--------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>March 5, 2012</td>
<td>City Council approves Ordinance 12-05 adopting a new district map reflecting reapportioned districts nearly equal in population</td>
</tr>
<tr>
<td>December 16, 2013</td>
<td>City Council approves Ordinance 13-04 adopting the new Comprehensive Land Use Plan</td>
</tr>
<tr>
<td>June 5, 2014</td>
<td>Downtown Development Districts (DDD) Act enacted by the Delaware General Assembly</td>
</tr>
<tr>
<td>July 20, 2015</td>
<td>City Council approves Ordinance 15-06 replacing Chapter 440 Zoning to revise the Zoning Code in its entirety</td>
</tr>
<tr>
<td>July 20, 2015</td>
<td>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</td>
</tr>
<tr>
<td>2015</td>
<td>City of Harrington received $40,000 Neighborhood Building Blocks Fund Grant to develop a DDD Plan</td>
</tr>
<tr>
<td>December 1, 2015</td>
<td>DDD Task Force Meeting No. 1 – Kick-Off</td>
</tr>
</tbody>
</table>
### PROJECT TIMELINE WITH INITIATIVES

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 11, 2016</td>
<td>Downtown Survey opens to all residents, business owners and operators, property owners, renters, employees, and visitors to the City</td>
</tr>
<tr>
<td>January 12, 2016</td>
<td>DDD Task Force Meeting No. 2 - Visioning</td>
</tr>
<tr>
<td>February 5, 2016</td>
<td>Community Outreach Event – Love Your Downtown Open House</td>
</tr>
<tr>
<td>February 16, 2016</td>
<td>Community Outreach Event – Senior Center Birthday Celebration</td>
</tr>
<tr>
<td>February 19, 2016</td>
<td>Downtown Survey closes with a total of 88 responses received</td>
</tr>
<tr>
<td>March 10, 2016</td>
<td>DDD Task Force Meeting No. 3 – Goals &amp; Objectives</td>
</tr>
<tr>
<td>March 16, 2016</td>
<td>Governor Markell announced second round of DDD applications</td>
</tr>
<tr>
<td>March 23, 2016</td>
<td>DDD Task Force Meeting No. 4 - Incentives</td>
</tr>
<tr>
<td>March 28, 2016</td>
<td>City Planning Consultant (KCI) develops Development Toolkit</td>
</tr>
<tr>
<td>April 14, 2016</td>
<td>Joint meeting of the Harrington City Council, Planning Commission &amp; 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.</td>
</tr>
</tbody>
</table>
### Project Timeline with Initiatives

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 15, 2016</td>
<td>Opening of Public Comment period and delivery of DDD Plan to the Office of State Planning Coordination (per NBBF Grant requirements)</td>
</tr>
<tr>
<td>April 24, 2016</td>
<td>Public Hearing Legal Notice published in the Delaware State News</td>
</tr>
<tr>
<td>April 27, 2016</td>
<td>Public Hearing Legal Notice published in The Journal</td>
</tr>
<tr>
<td>May 9, 2016</td>
<td>Public Hearing before the Harrington City Council and close of the Public Comment period</td>
</tr>
<tr>
<td>May 9, 2016</td>
<td>City Council approves Ordinance 16-06 adopting the Downtown Development District Plan</td>
</tr>
<tr>
<td>May 16, 2016</td>
<td>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</td>
</tr>
<tr>
<td>May 31, 2016</td>
<td>City Planning Consultant (KCI) submits DDD Designation Application on behalf of City of Harrington</td>
</tr>
</tbody>
</table>
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
Find Funding
Create a Task Force
Campaign
Community Outreach
The Plan
Implementation
CITY OF HARRINGTON DELAWARE

APPROACH
CREATE A TASK FORCE

DEVELOPER
MUSEUM
PROPERTY OWNER
LIBRARY
MEDICAL
PERSONAL SERVICE
INVESTOR
RETAIL TENANT
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.
WHY PROVIDE COMMUNITY OUTREACH?

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

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

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

DOWNTOWN AREA
108 Parcels
33 Acres
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
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
IMPLEMENTATION - CITY WEB PAGE

City’s website: http://harrington.delaware.gov
IMPLEMENTATION - Downtown Business Map

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 of all properties within the designated district. Inclusion in this inventory includes free advertising 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 the 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 use may include, but are not limited to, creation of the City’s Downtown Development District Implementation Plan and, more specifically, its detailed downtown map. I waive any right to compensation for such use, or to inspect or approve the use thereof. 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 (100 New Road St.) by October 13, 2016.
IMPLEMENTATION - Downtown Business Map

- Commercial
  - Conley Insurance / Nationwide
  - Connections CSP
  - Cook's Tire Center II
  - Downtown Junction
  - Harrington Motor World
  - M&T Bank
  - M&T Bank (parking)
  - McKnatt, Carpenter & Baker Funeral Home
  - OMG Collage
  - PR Builders
  - The Bowers Group
  - TruGreen
  - TruGreen (storage)
  - Varion (utility)
  - Verizon (utility)
  - WSFS Bank - Harrington Office

- Mixed
  - Amber Kaye's Thrift Store / Harrington A...
  - Blue Hen Construction
IMPLEMENTATION - Vacant Lots/Structures

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
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
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
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 |
| **Dover** | $469,721 |
| **Seaford** | $118,275 |
| **Wilmington** | $1,551,093 |
| **Georgetown** | $395,377 |
| **Harrington** | $131,792 |
| **Laurel** | $118,275 |
| **Milford** | $334,550 |
| **Smyrna** | $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

\[ \times 0.20 \]

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

\[ \times 0.20 \]

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

<table>
<thead>
<tr>
<th>QRPI</th>
<th>District Grant</th>
<th>Minimum Investment</th>
<th>Grant Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>$25,000</td>
<td>$0</td>
<td>20%</td>
<td>up to $500,000</td>
</tr>
<tr>
<td>$2,525,000</td>
<td>$500,000</td>
<td>$28,600 per $1,000,000</td>
<td></td>
</tr>
<tr>
<td>$20,000,001</td>
<td>$1,000,000</td>
<td>$24,000 per $1,000,000</td>
<td></td>
</tr>
<tr>
<td>$41,000,001</td>
<td>$1,500,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- 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

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

* 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

<table>
<thead>
<tr>
<th>Priority</th>
<th>Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Identified as Priority Project</strong></td>
<td>Reference page in DDD plan</td>
</tr>
<tr>
<td>• Identified in District Plan as Priority Project</td>
<td></td>
</tr>
<tr>
<td><strong>Readiness to Proceed</strong></td>
<td>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</td>
</tr>
<tr>
<td>• Building permits secured prior to Reservation application</td>
<td></td>
</tr>
<tr>
<td><strong>Creates Permanent Jobs</strong></td>
<td>Documentation of employer commitment along with number of permanent full-time employees</td>
</tr>
<tr>
<td>• Creates 5 or more permanent full-time positions *</td>
<td></td>
</tr>
<tr>
<td>• Creates 20 or more permanent full-time positions *</td>
<td></td>
</tr>
<tr>
<td><strong>Creates or Sustains Mixed-Use Development</strong></td>
<td>Verified from proposal and site plan</td>
</tr>
<tr>
<td>• Includes residential above 1st floor</td>
<td>Verified from proposal and site plan</td>
</tr>
<tr>
<td>• Includes at least 2 uses vertically mixed</td>
<td>Verified from proposal and site plan</td>
</tr>
<tr>
<td>• And street level pedestrian friendly uses *</td>
<td>Verified from proposal and site plan</td>
</tr>
<tr>
<td><strong>Expands Housing Opportunities</strong></td>
<td>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</td>
</tr>
<tr>
<td>• Provides a mixture of housing types or tenure</td>
<td></td>
</tr>
<tr>
<td>• Creates homeownership or converts rental to homeownership via non-profit entity</td>
<td>A non-profit applicant with stated proposal (mission and proof of 501©3)</td>
</tr>
<tr>
<td><strong>Protects Historic Resources</strong></td>
<td>Copy of SHPO determination of ‘Part 1 – Certification of Historic Property’, SHP Tax Credit Application</td>
</tr>
<tr>
<td>• Preserves or reuses buildings of historical significance</td>
<td></td>
</tr>
<tr>
<td><strong>Adaptively Reuses Existing Structures</strong></td>
<td>Verified from proposal, site plan, pictures and proposal for reuse</td>
</tr>
<tr>
<td>• Adapts old structures for new purposes while retaining architectural uniqueness</td>
<td></td>
</tr>
<tr>
<td><strong>Promotes Sustainable Practices</strong></td>
<td>- See Appendix E for <strong>available funding</strong> and requirements</td>
</tr>
<tr>
<td>• Receives LEED Silver certification</td>
<td>Submitted with Reservation application</td>
</tr>
<tr>
<td>• Participates in a Delaware Sustainable Energy Utility (DSEU) Program</td>
<td>Submitted with <strong>Final application</strong></td>
</tr>
<tr>
<td>(See Appendix F for DSEU Programs)</td>
<td>- Signed DSEU letter certifying participation</td>
</tr>
<tr>
<td></td>
<td>- Signed DESU letter certifying completion</td>
</tr>
</tbody>
</table>
## Additional Grant Funds

<table>
<thead>
<tr>
<th>PRIORITY</th>
<th>SCORE</th>
</tr>
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<tbody>
<tr>
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<td></td>
</tr>
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</tr>
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<td>• Participates in a Delaware Sustainable Energy Utility (DSEU) Program (See Appendix F for available DSEU Programs)</td>
<td>1</td>
</tr>
</tbody>
</table>

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 GCBL 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:

<table>
<thead>
<tr>
<th></th>
<th>Rehab</th>
<th>New Construction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investment</td>
<td>$600,000</td>
<td>$10,000,000</td>
</tr>
<tr>
<td>Threshold</td>
<td>- $25,000</td>
<td>- $25,000</td>
</tr>
<tr>
<td>Grant Eligible</td>
<td>$575,000</td>
<td>$9,975,000</td>
</tr>
<tr>
<td>( \times 0.20 )</td>
<td>$115,000</td>
<td>$700,000</td>
</tr>
</tbody>
</table>

reference Investment Range

<table>
<thead>
<tr>
<th>Investment Range</th>
<th>Grant Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$9,500,001 - $10,500,000</td>
<td>$700,000</td>
</tr>
</tbody>
</table>
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

DSHA Staff Resources

Staff Contact for Questions on:

• **DDD Grant**
  – Penny Pierson  Penny@deshousehousing.com

• **Priority Considerations**
  – Karen Horton  KarenH@deshousehousing.com

• **LEED Silver and SOFA Grant**
  – Hillary Austin  Hillary@deshousehousing.com


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

<table>
<thead>
<tr>
<th>Priority</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Identified as Priority Project</strong></td>
<td></td>
</tr>
<tr>
<td>• Identified in District Plan as Priority Project</td>
<td>3</td>
</tr>
<tr>
<td><strong>Readiness to Proceed</strong></td>
<td></td>
</tr>
<tr>
<td>• Building permits secured prior to Reservation application</td>
<td>2</td>
</tr>
<tr>
<td><strong>Creates Permanent Jobs</strong></td>
<td></td>
</tr>
<tr>
<td>• Creates 5 or more permanent full-time positions *</td>
<td>1</td>
</tr>
<tr>
<td>• Creates 20 or more permanent full-time positions *</td>
<td>2</td>
</tr>
<tr>
<td><strong>Creates or Sustains Mixed-Use Development</strong></td>
<td></td>
</tr>
<tr>
<td>• Includes residential above 1st floor</td>
<td>1</td>
</tr>
<tr>
<td>• Includes at least 2 uses vertically mixed</td>
<td>0.5</td>
</tr>
<tr>
<td>• And street level pedestrian friendly uses*</td>
<td>0.5</td>
</tr>
<tr>
<td><strong>Expands Housing Opportunities</strong></td>
<td></td>
</tr>
<tr>
<td>• Provides a mixture of housing types or tenure</td>
<td>1</td>
</tr>
<tr>
<td>• Creates homeownership or converts rental to homeownership via non-profit entity</td>
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<tr>
<td><strong>Protects Historic Resources</strong></td>
<td></td>
</tr>
<tr>
<td>• Preserves or reuses buildings of historical significance</td>
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<tr>
<td><strong>Adaptively Reuses Existing Structures</strong></td>
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<tr>
<td>• Adapts old structures for new purposes while retaining architectural uniqueness</td>
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<td><strong>Promotes Sustainable Practices</strong></td>
<td></td>
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<tr>
<td>• Receives U.S. Green Building Council’s Leadership in Energy and Environmental Design (LEED) Silver certification (See Appendix E for available funding and requirements)</td>
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</tr>
<tr>
<td>• Participates in a Delaware Sustainable Energy Utility (DSEU) Program (See Appendix F for available DSEU Programs)</td>
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</tbody>
</table>

* 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.

<table>
<thead>
<tr>
<th>PRIORITY</th>
<th>SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDENTIFIED AS PRIORITY PROJECT</td>
<td></td>
</tr>
<tr>
<td>• Identified in District Plan as Priority Project</td>
<td>3</td>
</tr>
</tbody>
</table>
Examples of Priority Projects

Pricilla Building
Dover, DE

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.

<table>
<thead>
<tr>
<th>PRIORITY</th>
<th>SCORE</th>
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<tbody>
<tr>
<td>READINESS TO PROCEED</td>
<td></td>
</tr>
<tr>
<td>• Building permits secured prior to Reservation application</td>
<td>2</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>PRIORITY</th>
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<tr>
<td>Creates permanent jobs</td>
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<tr>
<td>Creates 5 or more permanent full-time positions *</td>
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<td>Creates 20 or more permanent full-time positions *</td>
<td>2</td>
</tr>
</tbody>
</table>
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.*

<table>
<thead>
<tr>
<th>PRIORITY</th>
<th>SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creates or Sustains Mixed-Use Development **</td>
<td></td>
</tr>
<tr>
<td>• Includes residential above 1st floor</td>
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</tr>
<tr>
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<td>• And street level pedestrian friendly uses*</td>
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</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>PRIORITY</th>
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</tr>
</thead>
<tbody>
<tr>
<td>EXPANDS HOUSING OPPORTUNITIES</td>
<td></td>
</tr>
<tr>
<td>• Provides a mixture of housing types or tenure</td>
<td>1</td>
</tr>
<tr>
<td>• Creates homeownership or converts rental to</td>
<td>1</td>
</tr>
<tr>
<td>homeownership via non-profit entity</td>
<td></td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
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<tr>
<td>PROTECTS HISTORIC RESOURCES</td>
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<tr>
<td>Preserves or reuses buildings of historical significance</td>
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</tr>
</tbody>
</table>
Protects Historic Resources

Part 1 - Certification of Historic Property Application

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

OFFICE USE ONLY

Project No.

DEPARTMENT ONLY

Project No.

Instructions: Read instructions carefully before completing application. No certification will be made unless a complete application form has been received. If additional space is needed, use continuation sheets or attach blank, duplicating property application forms at bottom 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:
   Property 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 state 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
   Lease with a remaining lease exceeding the (5) years (attach a copy of the lease)
   Resident Owner having life tenancy in the property under an agreement with the owner (attach a copy of the tenancy agreement)
   Name: ___________
   Organization: ___________
   E-mail: ___________
   Address: ___________
   City: ___________
   State: ___________
   Zip: ___________
   Telephone Number: ___________
   Date: ___________
   Signature: ___________

4. PROJECT CONTACT (if different from above):
   Name: ___________
   Organization: ___________
   E-mail: ___________
   Address: ___________
   City: ___________
   State: ___________
   Zip: ___________
   Telephone Number: ___________

5. DESCRIPTION OF PHYSICAL APPEARANCE:

   Date of Construction: ___________
   Source of Information: ___________
   Date(s) Alteration:
   If building has been moved, indicate from where and when:

6. STATEMENT OF SIGNIFICANCE:

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

7. PHOTOGRAPHS AND MAPS:
   Attach photographs and maps to application.

   Continuation sheet utilized: ________ yes ________ no

OFFICE USE ONLY

The Delaware State Historic Preservation Office 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 and 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 Office

Staff Reviewer/Telephone No.: ___________
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

<table>
<thead>
<tr>
<th>PRIORITY</th>
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<tbody>
<tr>
<td>ADAPTIVELY REUSES EXISTING STRUCTURES</td>
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<tr>
<td>• Adapts old structures for new purposes while retaining architectural uniqueness</td>
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</table>
Promotes Sustainable Practices

- Participates in a Delaware Sustainable Energy Utility (DSEU) Program.

<table>
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<tr>
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</tr>
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</table>
Promotes Sustainable Practices

  - *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 GCBI 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/