



Delaware State Housing Authority

Priority Consideration Scoring Guidelines

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Overview

- DDD Funding Rounds may be competitive.
- Projects will be scored only when funding is competitive, meaning there are more Reservation funding requests than available funding.
- The scoring guidelines can be found in Appendix C of the DDD Rebate Program Guidelines.





Scoring Guidelines

PRIORITY CONSIDERATIONS	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 	3
CREATES PERMANENT JOBS	
<ul style="list-style-type: none"> Creates <u>5</u> or more permanent full-time positions * 	1
<ul style="list-style-type: none"> Creates <u>20</u> or more permanent full-time positions * 	3
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 <u>2</u> 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"> Participates in a Delaware Sustainable Energy Utility (DSEU) Program. <p>Residential Programs: https://www.energizedelaware.org/residential/</p> <p>Non-Residential Programs: https://www.energizedelaware.org/nonresidential/</p>	1

*Refer to [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

The project is specifically mentioned in the District Plan as a priority project.

- The page number will need to be referenced in the Reservation application.*

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





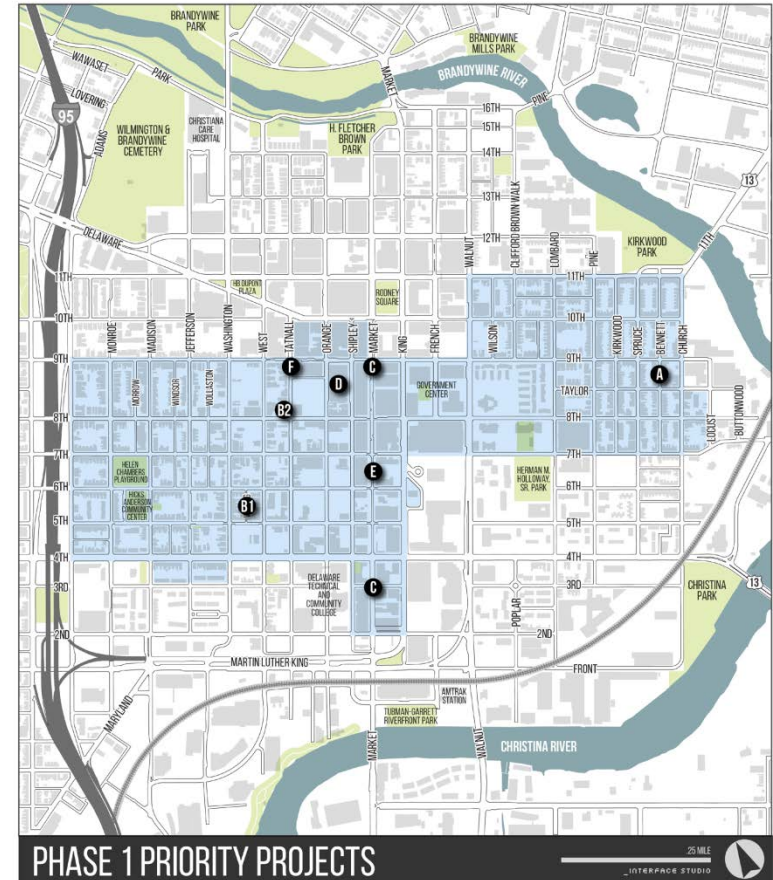
Examples of Priority Projects



Pricilla Building
Dover, DE

PHASE 1: PROJECTS UNDERWAY WITHIN 6-12 MONTHS

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



List of Priority Projects
Wilmington, DE



Readiness to Proceed

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

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

PRIORITY CONSIDERATIONS	SCORE
READINESS TO PROCEED	
<ul style="list-style-type: none">• Building permits secured prior to Reservation application	3





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 the Reservation application.*

PRIORITY CONSIDERATIONS	SCORE
CREATES PERMANENT JOBS	
• Creates <u>5</u> or more permanent full-time positions *	1
• Creates <u>20</u> or more permanent full-time positions *	3





Creates Permanent Jobs

- A 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.*
- 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; or*
 - *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.*
- The mix of uses must be verified from the development proposal and site plan.

PRIORITY CONSIDERATIONS	SCORE
CREATES OR SUSTAINS MIXED-USE DEVELOPMENT **	
• Includes residential above 1 st floor	1
• Includes at least <u>2</u> 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 CONSIDERATIONS	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	POINTS	WEIGHT	SCORE
PROTECTS HISTORIC RESOURCES			
• Preserves or reuses buildings of historical significance	1	X1	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

NFS 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





Adaptively Reuses 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)*

Adaptive Reuse
Wilmington, DE



PRIORITY CONSIDERATIONS	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

Participates in a Delaware Sustainable Energy Utility (DSEU) Program:

- Access information for residential programs at <https://www.energizedelaware.org/residential/>.
- Access information for non-residential programs at <https://www.energizedelaware.org/nonresidential/>.
- Must submit a signed DSEU letter certifying participation with reservation application.

PRIORITY CONSIDERATIONS	SCORE
PROMOTES SUSTAINABLE PRACTICES	
<ul style="list-style-type: none">• Participates in a Delaware Sustainable Energy Utility (DSEU) Program. Residential Programs: https://www.energizedelaware.org/residential/ Non-Residential Programs: https://www.energizedelaware.org/nonresidential/	1





Required Documentation

Appendix D
of the DDD
Rebate Program
Guidelines
provides a
summary of
the required
documentation
for *Priority*
Considerations.

PRIORITY	DOCUMENTATION
PROJECT 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 rebate
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 Includes at least 2 uses vertically mixed 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 Creates homeownership or converts rental to homeownership via non-profit entity 	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 A non-profit applicant with stated proposal (mission and proof of 501(c)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"> Participates in a Delaware Sustainable Energy Utility (DSEU) Program <p>Residential Programs: https://www.energizedelaware.org/residential/</p> <p>Non-Residential Programs: https://www.energizedelaware.org/nonresidential/</p>	<p>Submitted with Reservation application - Signed DSEU letter certifying participation</p> <p>Submitted with Final application - Signed DSEU letter certifying completion</p>

