



Delaware Downtown Development Districts

FY19 Application Round

Frequently Asked Questions

The following questions were asked during the two Pre-Application Workshops held in March 2019.

Q: How many new Districts will be designated? A: There is no set number of new Districts to be designated in this round. The number of new Districts is at the discretion of the Governor. In both previous rounds we received more applications than could be designated. Expect a competitive round where not all applications will be designated.

Q: When will the new Districts be announced? There is no specific date, but we expect the announcement of new District designations will be made by the Governor this summer.

Q: What population number will be used to determine the maximum boundary size? The 2010 US Census.

Q: Can we use data other than the 2010 Census to demonstrate need and impact? Yes, it is encouraged.

Q: Why is it necessary for the local legislative body to appoint a District Administrator? A: This program is a partnership between the State and your local government. It is necessary for the State to have an official representative, appointed by the legislative body, to serve as our contact and liaison with the town. The legislative body's appointment is necessary because it assures the State that the elected leaders have bestowed the proper authority to the District Administrator.

Q: Can we appoint a position, such as the Town Manager, and have the person change over time as staff changes? A: You may appoint a position, such as Town Manager, with the expectation that should there be a staff change the new incumbent will assume the role. However, the local government must notify the OSPC as soon as there is a vacancy, and an interim District Administrator must be appointed by the local legislative body unless the position is filled immediately. Even if filled immediately, notification is required.

Q: What type of information is expected to answer the question about what resources will be dedicated to DDD program administration (page 12 of the application)? A: We would like to gain an understanding of how your local government will accomplish the required functions to properly administer the DDD program in your community. Please provide an estimate of staff time and/or municipal funds to be utilized to administer the program. Also note any in-kind services or consultant support that is expected.

Q: What Geographic Information System (GIS) data is needed for the DDD Boundary? A: A shapefile of the District Boundary should be submitted if available. We use this data to verify the acreage of the proposed District. We strongly prefer to use the town's GIS data if at all possible, but if no GIS data is available we will digitize the boundary to verify the acreage.

Q: How will the local incentives be evaluated? Will smaller towns be penalized because they cannot offer as many incentives as larger towns? A: We evaluate the local incentives in the context of the town and its unique circumstances and government functions.

Q: Do the local incentives have to be adopted at the time of application? A: No. However, draft ordinances establishing local incentives must be provided with the application. The application should also propose a timeline for adopting the local incentives if the District is designated. The DSHA will not provide the DDD Rebate incentive to any projects in a District until the local incentives have been adopted, are in full force and effect, and available to the project investor.

Q: What are the disadvantages of selecting the maximum acreage for the District Boundary? A: The District Plan and original boundary are a good starting point, but new opportunities may arise as redevelopment begins in your community. Most of the existing Districts have found it desirable to expand the boundaries of their Districts to encompass projects that were not anticipated when the original boundaries were being drafted. If the boundary acreage is maximized from the beginning, this will not be possible. Experience has shown that it is better to retain some acreage for future expansion.