**Chapter 8: Economic Development – Downtown Revitalization**

Instructions / Application

Downtown revitalization projects address prevention or elimination of slum and blight as their national objective, but a downtown revitalization is made up of much more than just infrastructure improvements. It’s about creating or retaining the economic vitality in your downtown. Think of the downtown as a sense of place and as an outdoor mall. Therefore, the following ranking criteria look at the larger effort, rather than just the ICDBG project component.

I. **Organization (75 points):** This criterion measures the strength and depth of local commitment to the revitalization effort and the narrative should describe how the community is actively organized to plan and implement the downtown revitalization process.

1. Describe the public visioning process for the downtown revitalization. The description should also explain how the process encouraged opportunity for all citizens to participate. Community engagement activities could include open houses, signage, website, social media, etc.

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1. Who is providing the leadership for the downtown revitalization project?

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1. Is there a downtown revitalization committee or stakeholder group (city personnel, small business owners, chamber of commerce, downtown association, volunteers) to provide feedback and guidance regarding the downtown revitalization and activities? If yes, explain their role and what they have accomplished.

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1. What city staff has been dedicated to working on the downtown revitalization?

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II. **Economic Assessments (75 points):** These criteria measures the comprehensiveness of the assessments that direct the implementation of the community’s downtown revitalization plan.

1. Downtown Survey:

A market survey of downtown business owners and/or downtown customers regarding their perceptions of the downtown. The study should indicate what is determined to be highest needs, issues, desired amenities, activities, and target markets.

1. Assessment of Downtown Redevelopment Area:

1. What are the internet broadband access options available for businesses and individuals in the downtown redevelopment area? What are the broadband upload and download speeds that are available for businesses?

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1. Over the last two years have business opening exceeded closing or vice versa?

Click or tap here to enter text.

1. What actions are being implemented or proposed to make the downtown at least a 16-hour place?

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1. Assess and identify barriers to downtown revitalization, which may include some or all of the following: sidewalks / streets / sewer and water lines / surface water drainage / zoning / building codes / walkability / pedestrian, bike, and auto traffic patterns / speed limits / parking / illumination and lighting / benches / private investment / public ADA accessibility / business ADA accessibility / active alleyways / maintenance / directional signage / criminal activity / business signage / cultural facilities / business hours /urban heat island / trees / electronic vehicle (EV) charging stations / broadband capability / public art.

Click or tap here to enter text.

*Writer’s Guide - Survey results and Assessment of the Downtown Redevelopment Area information should be included in the Downtown Revitalization Plan. Attach Downtown Revitalization Plan.*

III. **Implementation (200 points):** The ability of a community to demonstrate recent tangible efforts from its downtown assessment process and revitalization plan.

* + - * 1. **Preparedness (100 points):** A developed and separately bound downtown revitalization plan that has been accepted by the city should have been developed. Remember, a plan can help people get a sense of what they want to do and where they want to go.

From the Economic Assessment above—at a minimum—the downtown revitalization plan should include:

* Established goals for the downtown.
  + Action items to achieve the goals.
    - Timeline and cost to implement action items.
* Description of the public visioning process.
* Brief history of downtown.
* Survey results evaluated and summarized.
* Narrative of downtown assessment (identify the specific barriers to improving the downtown vitality and subsequent chosen activities to reducing the barriers).
* Property and building inventory.
* Proposed designs / layouts / schematics.

*Writer’s Guide - Attach Downtown Revitalization Plan.*

* + - * 1. **Design professional activities (50 points):** This measures the readiness and engagement of the project’s design professional. If using city staff, go to #4.

1. Has an RFP been prepared and advertised?

Yes No

If yes, include RFP in appendices.

1. Have the proposals been evaluated?

Yes No

If yes, include evaluation forms in appendices.

1. Has a design professional been hired?

Yes No

1. Are concepts, sketches, schematic or design plans complete?

Yes No

If yes, include plans in appendices (if not part of revitalization plan).

1. Has the design professional prepared cost estimates?

Yes No

If yes, include estimates in appendices.

1. Has a construction schedule been established for the ICDBG project?

Yes No

* + - * 1. **Previous amount accomplished (50 points):** This measures activities and action items that have been completed or have recently started.

1. What specific action items under the Downtown Revitalization Plan have been accomplished? Please be specific.

Examples: Established an urban renewal district in 2022

Installed directional signage in 2023

Click or tap here to enter text.

1. Status of grant administration services?
   1. Has an RFP been prepared and advertised?Yes No

*If yes, include RFP in appendices.*

* 1. Have the proposals been evaluated?Yes No

*If yes, include evaluation forms in appendices.*

* 1. Has a grant administrator been hired? Yes No

IV. **Slum and Blight (200 points):** All downtown revitalization applications must meet the slum and blight national objective. The points for slum and blight will be awarded as follows:

1. **Need and Impact (100 points):**
   * + 1. **Need (50 points)**: In order to meet the “prevention and elimination of slum and blight national objective” the applicant must provide a downtown infrastructure, building, and property report.

* See Chapter II, Page 13 – Slum and Blight for report details; and
* Redevelopment Resolution, page 9 of this chapter, must be adopted; and
* See page 11 of this chapter for the CDBG Physical Condition Assessment

*Writers Guide - Attach redevelopment report to appendices.*

2**. Impact (50 points):**

a. Will the ICDBG project address the identified substandard infrastructure systems or properties identified in the resolution and report?

Yes No

b. How will the ICDBG project improve the business climate in the downtown? How do you base this conclusion (surveys, best practices, studies, etc.)?

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B**. Relationship to overall plan (100 points):**

1. What is the city doing or has done to improve and encourage the downtown vitality?

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1. Zoning? (sign ordinances, outdoor dining, parking, high density buildings, etc.)

Click or tap here to enter text.

1. Building codes? (the adoption of building codes for renovating older and historic buildings;

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1. Is the city implementing any of the following to entice the installation of broadband in the downtown area?
   * Provide for the installation of broadband fiber.
   * Provide for the installation of city owned empty conduit on a prospective basis when digging is planned for sidewalks or streets.
   * All conduit that is installed is logged into the city’s GIS database.

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1. Invite artists to create public artwork?

Click or tap here to enter text.

1. Implementation of directional and/or unique signage?

Click or tap here to enter text.

1. Installation of an electrical vehicle (EV) charging station(s)?

Click or tap here to enter text.

1. Other activities? (Saturday market, art walk, holiday light show, shop local campaign, etc.)

Click or tap here to enter text.

2. What is the downtown’s specialty or established niche? (pocket park / trailhead / public market / local bakery / blacksmith shop / boutique winery / brewpub / historic movie theatre / library / historical or archaeological site / water access / etc.)

Click or tap here to enter text.

3. How is the city maintaining and building relationships with the downtown businesses and property owners?

Click or tap here to enter text.

4. How is the city proposing to handle the disruption of access to the small businesses during construction of the project?

Click or tap here to enter text.

5. Provide your downtown marketing website, social media presence and/or downtown theme.

Click or tap here to enter text.

V. **Idaho Community Development Block Grant Project (350 points):** CDBG funds alone will not create or sustain communities’ downtown revitalization efforts. Other resources, including financial, need to be dedicated to ensuring successful activities and improvements. The CDBG project can include prior planning, design, and property acquisition. The points will be awarded as follows:

1. **Project local match (100 points):** This measures the percentage of local matching funds committed to the ICDBG project. It is match to just the ICDBG project. Local match includes cash on hand, in-kind, force account, LID/BID, bonds, loan funds, urban renewal funds, or resort city tax.

B. **Project other (government and private funds) match (50 points):** This measures the percentage of non-local funds committed to the project, which includes private, state, and federal sources used to fund the ICDBG project. It is match to the ICDBG project only. Some examples of ‘other match’ include: Idaho Transportation Department, local highway district, LHTAC, chamber of commerce, downtown associations.

*Writer’s Guide - Match information will be taken from the budget sheet in the General Application (Chapter V).*

C**. Related implementation expenditures (60 points):** This measures the percentage of funds (Government, Business, and Private Investment) spent on other revitalization plan actionitems or activities**.** Applicable action items and activities are those that are a part of the overall downtown revitalization plan, but arenot a part of the CDBG funded project scope of work.

Amounts spent on these other action items one year before and after the application is submitted may be included. (Some examples of this type of investment might include a private business painting their storefront, remodeling of a store, city installation of directional signage).

*Writer’s Guide - Only include related implementation expenditures that have been previously approved by Commerce staff and are activities that occurred in or are related to the Redevelopment Area. This does include expenditures used for planning. Provide short narrative and reference support for the expenditure.*

Related Implementation Expenditures:

Action Items Value

Example: City installed new directional signage in downtown, June 2023 $50,000

Total = \_\_\_\_\_\_\_\_\_\_\_

Click or tap here to enter text.

D**. Long-term program (90 points):** This measures the use of other funds to provide additional funds or resources that will assist the community in sustaining its downtown efforts and activities long term.

* + 1. Identify and explain if any of the following activities have been created and/or implemented:
  + Established or created an Urban Renewal District that includes and/or overlaps the redevelopment area.
  + Established or created a Business Improvement District that includes and/or overlaps the redevelopment area.
  + Resort city tax or auditorium district with a portion of funding allocated to the downtown redevelopment area.
  + Small business loan program including façade program established for downtown businesses.
  + Established or creation of a downtown business association.
  + Identify business retention and/or recruitment programs.
  + Established Main Street U.S.A. Program or the Idaho Downtown Improvement Network.
    - Who is responsible to maintain the downtown and how is it funded?
      * Who will assist in meeting the day-to-day needs of the downtown area? (sidewalk pressure-washing, trash pick-up, etc.)

Click or tap here to enter text.

* + - * Who will be responsible for downtown programs or events and marketing them?

Click or tap here to enter text.

E. **ADA accessibility (30 points):** Identify if this project help to improve ADA accessibility?

Click or tap here to enter text.

F. **Public transportation (20 points):** How is this project designed to improve “multimodal” (walking, biking, auto, public transit) public transportation options—OR—if public transportation is not practical in the community, has the city updated the comprehensive plan within the past ten years?

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**Sample**

**Resolution to Establish a Redevelopment Area**

City of Resolution No.

BE IT RESOLVED by the City Council of the City of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_

County, Idaho:

WHEREAS, the City has reviewed the conditions and quality of the Downtown and found a geographic area in which slum and blight conditions exist according to 24 CFR 570.483 (c)(2). The approximate boundaries of this geographic area are (*give general description of boundaries*) and are delineated on Attachment A affixed hereto, which is a map of the subject area defining the limits, boundaries and location of the slum and blight conditions of said district; and

SAMPLE

WHEREAS, the following is a description of the slum and blight conditions which exist in the delineated area:

Infrastructure:

Example:

* Eight hundred (800) linear feet of 4 foot wide sidewalk and eight sidewalk corners are determined to be substandard as they do not meet ADA accessibility requirements. Specifically, the sidewalks do not allow for unrestrictive pedestrian movement because of broken surfaces, as per ADA regulations 28 CFR Part 35.\_\_\_. The sidewalk corners provide no pedestrian ramps as per ADA regulations 28 CFR Part 35.\_\_\_.
* The surface water drainage system within the redevelopment area is determined to be substandard as it does not meet the Clean Water Act, section \_\_\_ and the Idaho Pollutant Discharge Elimination System (IPDES), provision \_\_\_
* Approximately 161,309 square feet of area that makes up the entirety of the Redevelopment Area has pedestrian lighting that has been determined to be substandard as it does not meet City Council Resolution \_\_\_\_\_, Downtown Streets Plan and Design Guide standards and requirements.

Properties:

Example:

* Twenty-three (23) property lots are located within the redevelopment area. Seven properties have been determined to be substandard. Of the seven properties:
* Three are vacant lots,
* two are commercial buildings that have been vacant for over 12 months, and
* two are single family residential homes that based on site and building exterior observation do not meet the CDBG Downtown Building – Physical conditions assessment standards.

Detailed documentation is contained in the downtown assessment prepared by \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_.

WHEREAS, these conditions are risks to public safety, impediments to sound community growth and are considered economic liabilities to the community;

WHEREAS, the City of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ desires to eliminate and prevent slum and blight conditions within the stated geographic area, the City will undertake various activities to eliminate these conditions. These activities will conform to the City’s comprehensive plan; and

WHEREAS, the planned activities may include land acquisition, demolition, and/or clearance, the Idaho Department of Commerce’s “Anti-Residential Displacement and Relocation Plan” will govern any of these activities.

NOW THEREFORE, it is resolved by the Mayor and City Council of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, Idaho that the City shall designate the above-stated geographic area as a redevelopment area and shall take action as necessary to remove and prevent slum and blight conditions.

RESOLVED this \_\_\_\_\_\_ day of (month and year) .

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mayor

**CDBG Downtown Buildings - Physical Condition Assessment – Street View**

Use only on buildings that are likely to be sub-standard. Three or more failed elements would be considered sub-standard, unless vacant or partially vacant. Vacant or partially vacant properties can be considered sub-standard, without conducting this physical condition assessment.

Building Address:Click or tap here to enter text. Inspection Date: Click or tap here to enter text.

|  |  |  |  |
| --- | --- | --- | --- |
| **Building Component** | **Observable Deficiency** | **OK** | **Sub-Standard** |
| ADA Accessibility | Front entry not accessible – steps / entry width / pull-side approach |  |  |
| Doors | Damaged Surface / Frames / Threshold / Trim |  |  |
|  | Boarded-Up |  |  |
| Fire Exit / Escapes | Blocked Egress / Ladders / Missing Components / Unusable |  |  |
| Foundations | Cracks / Gaps / Spalling / Exposed Rebar |  |  |
| Electrical Hazards | Exposed Wires / Open Panels |  |  |
| Lighting | Broken Fixtures |  |  |
| Market Appeal | Graffiti |  |  |
| Roofs | Damaged Soffits / Fascia / Gutter / Downspouts |  |  |
|  | Missing / Damaged Shingles |  |  |
|  | Damaged Chimneys |  |  |
| Walls | Cracks / Holes / Missing Siding |  |  |
|  | Missing Bricks |  |  |
|  | Stained / Peeling / Needs Paint |  |  |
| Windows | Broken / Missing / Cracked Panes / Damaged Sills & Frame |  |  |
|  | Boarded-Up |  |  |
| Signage | Broken / Faded |  |  |
| Awning | Faded / Torn |  |  |
| Broadband Availability | No availability or not more than 25/3 Mbps |  |  |
| **Building’s Site** |  |  |  |
| Fencing and Gates | Damaged / Falling / Missing Sections |  |  |
| Landscaping | Overgrown / Not Maintained |  |  |
|  | Site Drainage / Ponding |  |  |
| Steps | Broken / Missing Hand Railing |  |  |
| Sidewalk / Walkway | Spalling / Heaving / Settlement / Excessive Cracks |  |  |
| Air Quality | Strong Odors Detected |  |  |
| Health and Safety | Garbage & Debris |  |  |
|  | Infestation – Varmints & Insects |  |  |
| Other |  |  |  |

**Total number of sub-standard** Click or tap here to enter text.