



PARTICIPATION PROGRAM

Stimulating downtown development with public infrastructure

Table of Contents

Overview & Goals.....	3
Statutory Framework.....	4
Best Practices.....	5
Eligible Expenses.....	6
Easements.....	8
Key Program Conditions.....	9
Typical Participation Program Process.....	10
Type 1: One Time Assistance.....	11
Type 2: General Assistance.....	12
Type 3: Transformative Assistance.....	15
Type 4: Capital Improvement Project Coordination.....	16
Type 5: Property Disposition (CCDC-owned property).....	17
SCORECARD.....	18
PROGRAM DEFINITIONS.....	21
1. Activate Dormant / Disinvested Sites.....	22
2. Reuse of Targeted Sites.....	23
3. Environmental Remediation.....	24
4. Utility Infrastructure.....	25
5. Connectivity.....	26
6. Compact Development (1 Only).....	27
7. Parking Placement & Design.....	28
8. Targeted Uses.....	30
9. Walkability.....	31
9. Walkability: Figures.....	32
10. Sustainable Building.....	33

Overview & Goals

The Participation Program is CCDC's development assistance policy and is designed to advance the aims of urban renewal and economic development in downtown Boise, as well as goals identified for downtown Boise in the Boise City comprehensive plan, Blueprint Boise. The Program is crafted to be transparent, understandable, and responsive in order to encourage private investment in Boise. The Program is intended to be comprehensive providing both structure and flexibility in assisting development projects within CCDC's downtown Urban Renewal districts. The Program is the Board's policy on how CCDC funds public/private partnership projects. It is not an entitlement, and any individual project is subject to prior approval by the Board via written agreement. The Program may be amended from time to time, suspended, or terminated, and may also be revised for future districts to fit the characteristics of different urban renewal areas.

The program identifies five approaches to anticipated participation with development interests called "Types":

Type 1 - One Time Assistance

Type 2 - General Assistance

Type 3 - Transformative Assistance

Type 4 - Capital Improvement Project Coordination

Type 5 - Property Disposition

The primary goal of the Participation Program is to align resource use with CCDC's mission to ignite diverse economic growth, build vibrant urban centers, and promote healthy community design achieved by pursuing the following key strategies:

1. Economic Development
2. Infrastructure
3. Mobility
4. Place Making
5. Special Projects

Statutory Framework

CCDC is enabled by two sections of Idaho Code, the Urban Renewal Law and the Economic Development Act (key excerpts provided):

Idaho Code 50-2002 URBAN RENEWAL LAW (excerpt)

“...It is found that there exist in municipalities of the state deteriorated and deteriorating areas which constitute a serious and growing menace...” “...It is further found and declared that certain of such areas, or portions thereof, may require acquisition, clearance, and disposition...in such a manner that the conditions and evils hereinbefore enumerated may be eliminated, remedied or prevented...”

Idaho Code 50-2902 ECONOMIC DEVELOPMENT ACT (excerpt)

“...It is hereby found and declared that there exists in municipalities a need to raise revenue to finance the economic growth and development of urban renewal areas, to encourage private development..., arrest the decay of urban areas..., promote needed public improvements..., facilitate the long-term growth of their common tax base..., encourage private investment...”

This enabling legislation informs the purview of everything CCDC does as an urban renewal agency. As such, the Participation Program provides a framework to promote compliance with Idaho law.

Best Practices

CCDC's Participation Program is anchored by Idaho Code and tailored to work in downtown Boise. However, there are some generally accepted best practices described by professional associations. These practices, guided by state law and, coupled with actual experience in the business of redevelopment, form the basis of the Program. The below summarizes key ideas incorporated into the Program.

- Statutorily compliant participation (both letter & intent)
- Serves the public interest (legally eligible & politically sensible)
- Consistent with Boise City plans
- Consistent with CCDC's Urban Renewal plans and other agency strategic policies
- Capped participation (within and below anticipated income collections of tax increment generated by the project)
- Proactive agency-driven approach
- Ensure due diligence for larger projects (evaluate risks, financing, issues, conflicts, partners, capacity, experience, stakeholders)
- Ensure a transparent process
- Accountability (conduct financial analysis, determine identifiable community needs, assess potential project impact of larger projects)
- Accessibility (program is broadly available)
- Emphasize early intergovernmental communication and coordination
- Program and contracts are publicly, proactively communicated
- Measure effectiveness of results
- Review program regularly to adjust and improve
- All contracts are subject to CCDC Board approval
- Eligibility requirements to participate are clearly identified
- Eligible Expenses are clearly defined and emphasize public improvements
- Scoring criteria uses clear, standardized approach
- Specialized ad hoc advisory teams may be used for review and advice on large projects or intergovernmental projects
- All Participation Program Agreements are approved in public meetings and may include opportunity for advance public comment on the project
- Maintain open records on program utilization and awards
- Actively promote program
- Administer program consistently
- CCDC funded improvements benefit the public at large and not one single project

Eligible Expenses

The Program can assist private and public development projects with improvements that benefit the public, which are located in the public right of way. These are called Eligible Expenses. All Eligible Expenses are paid by project owner/developer as expenses are incurred, and CCDC reimburses for Eligible Expenses after the project is complete. CCDC will pay for standard public improvements as defined in the Boise City Streetscapes Standard manual.

Eligible Expenses generally include:

- Sidewalks, street lights, and furnishings (benches, bike racks, trash receptacles, etc.)
- Streets/road paving, curb and gutter
- Street trees, irrigation, and suspended paving systems when required
- Awnings located over public right-of-way that meet the criteria outlined in the Program Definitions (under Section 9. Walkability)
- Main utility lines (power, water, geothermal water, sewer, phone, fiber)
- Certain expenses for exterior façade restoration improvements for buildings deemed to be of significant historic and/or aesthetic value to the public and conditioned upon a perpetual building façade easement* being accepted by the City of Boise Historic Preservation Commission Public plazas and/or parks that meet the criteria outlined in the Program Definitions (Under Section 5. Connectivity) and are approved by the Boise City Parks and Recreation Department and in a perpetual open space easement
- Public art – when selected **and** approved by the City of Boise Arts and History Department as outlined in Program Definitions (Under Section 9. Walkability)
- Certain environmental remediation improvements as may be preparatory to construction are evaluated on a case by case basis. An example of an eligible environmental remediation cost would be the hard costs for the removal of an underground storage tank in the public right of way. Soft costs, such as environmental assessments and costs within a private building, such as asbestos abatement, are not eligible for general assistance.
- Extended sidewalks areas/plazas that are approved by the Boise City Design Review and in a dedicated public easement area accepted by the City of Boise

The project including the associated public improvements must be approved by Boise City and/or appropriate public agency with jurisdiction (i.e. ACHD, ITD). Certain Eligible Expenses must meet specific criteria defined by CCDC's "Program Definitions" found at the end of the document (after the Type 2 Scorecard).

Ineligible Expenses:

Expenses that encompass costs which are outside of the public improvements are not Eligible Expenses. Ineligible expenses include: design and engineering, permitting, mobilization and overhead, land costs (including costs of land in easements, and dedicated rights of way), or a developer's profit/overhead/administration fee. CCDC generally pays for "time/labor and materials."

New curb cuts and driveway approaches are generally not eligible for reimbursement. Exceptions to this include alley approaches and may include projects that consolidate or otherwise significantly reduce the number or width of previously existing driveways on a frontage.

NOTE: Awnings serve a public purpose and help promote a walkable and livable downtown by providing protection from the elements to anyone using the sidewalk. Awnings that cover sidewalk/patio dining allow the public to enjoy the public space throughout all of Boise's seasons and stimulate economic opportunities for local businesses. To be considered an eligible expense, awnings must be located in the public right of way or public easement area, and must meet the standards defined in the Program's Definitions (under Section 5. Connectivity). Acceptable eligible expenses for awnings will be determined by comparing the request to conventional, commercially reasonable estimates, which are evaluated on a per square foot basis as part of the Participation Program application. Eligible expenses must be approved by the Board Commissioners and CCDC may determine that some but not all of the awning expenses are in the public's best interest.

Easements

If a public improvement is constructed outside of the right of way, it must be located in permanent public easement area in order to be considered an Eligible Expense. The easement must be accepted by Boise City or other public agency with jurisdiction prior to CCDC Reimbursement.

If the improvements require an easement, participant must work with appropriate Boise City Department (or other public agency) to draft the easement agreement prior to CCDC Participation Program Agreement Approval. CCDC can help direct participant to the appropriate agency and/or City Department contact.

Improvements being made outside of the right of way, and in an easement area, should be predetermined in collaboration with CCDC and Boise City as part of the project design, and need to be approved by appropriate Boise City Department (Design Review, Parks & Recreation, and/or Arts & History).

Public art attached to a building façade may require a license agreement in place of a public easement. Boise City Department of Arts & History will determine the appropriate agreement, which must be in place for art to be considered an Eligible Expense.

A final easement must be accepted and recorded by Boise City before CCDC Reimbursement can take place.

Key Program Conditions

- The improvements eligible for CCDC funding must be located in the public right of way, or a permanent public easement area, which is accepted by Boise City or public agency with jurisdiction.
- A project can only receive funding from a single Program Type, and can only be approved for one Participation Agreement per development (i.e. a project cannot request additional funding several years later).
- CCDC will only pay for Eligible Expenses as approved by the Board and not otherwise paid for by another public entity.
- Program eligibility is at the sole discretion of CCDC and its Board of Commissioners.
- Parties seeking Participation Program assistance should contact CCDC as early in the development process as possible and preferably before design has been finalized.
- Applications must be submitted before building permits are obtained.
- Projects located on properties with delinquent property taxes are not eligible.
- All individual projects must advance urban renewal plans.
- The CCDC Board may consider a program exception if, in its sole judgment, certain necessary and sufficient conditions exist to warrant the modification of one or more of the program requirements for a project.
- CCDC's contracts have been extensively vetted and will be used as the basis for all Participation Program Agreements.
- The following uses are ineligible activities and will not be considered for CCDC funding: bikini bars and sexually oriented businesses as defined by Boise City Code.

Typical Participation Program Process

Step 1

- Contact CCDC and discuss project
- Staff will guide developers on which Participation Program Type best fits the project and funding availability
- It is best to talk to staff early on in the process (before entitlements and design are finalized)

Step 2

- Developer Submits Application
- Identify how project meets all required program criteria and advances urban renewal goals
- **Application should be submitted before building permits are received**

Step 3

- Staff will present project to the Board for Designation as Eligible for a Participation Project
- Board may provide feedback at this time
- Project must have Design Review or equivalent approval before Designation

Step 4

- Staff will present Participation Program Agreement to the Board for approval including Estimated Eligible Expenses requested for funding

Step 5

- Developer completes project and associated public improvements

Step 6

- Developer notifies CCDC of project completion, submit cost documentation, and schedules inspection

Step 7

- Staff verifies cost documentation for Eligible Expenses and issues a Confirmation Letter

Step 8

- CCDC reimburses for public improvements / Eligible Expenses
- This could be a one-time reimbursement, or paid over a period of time depending on Participation Type

**CCDC may revise/alter this process based on specifics of project.*

Type 1: One Time Assistance

Objective: This program Type will provide resources of up to \$200,000 for public improvements and is intended to assist smaller projects on their own schedule, often triggered by a tenant improvement. The funding is based on a dollar for dollar match with the private developer's investment.

Eligible Expenses: The Type 1 (T1) allows assistance for public improvements in the right-of-way or easement area. See page 4 for a list of Eligible Expenses.

Timing: T1 applications can be submitted anytime throughout the year and are processed based on available resources set forth in the budget and Capital Improvement Plan. The applicant should submit before building permits have been obtained. T1 agreements will generally be considered for approval by the CCDC Board after approval of a design review or relevant development application that includes the proposed improvements. The project is typically seen by the CCDC Board twice. First, as an opportunity to introduce the project to the board and request project "designation" as eligible for CCDC funding. The second time is generally to approve the T1 Participation Agreement.

Reimbursement: T1 projects are paid after project completion. The reimbursement for eligible expenses are defined in the Type 1 Agreement, and is based on actual costs as documented after project completion. Actual Eligible Expenses must be verified and approved by CCDC and will include only reasonably incurred costs. All costs must be verified through invoice documentation and a schedule of values.

The reimbursement will not exceed \$200,000 and will be based upon a matching funds invested by the private developer. For instance:

Example	Private Improvement	Public Improvements	Total Budget	CCDC Reimbursement
New Construction Housing Project	\$1.2 million	\$300,000	\$1.5 million	\$200,000
Exterior Remodel (includes awnings and streetscapes)	\$800,000	\$150,000	\$950,000	\$150,000 (can only reimburse for public improvements)
Public Improvements Only (i.e. Awnings)	\$0	\$150,000	\$150,000	\$75,000
Awnings and Exterior Paint	\$50,000	\$150,000	\$200,000	\$100,000

Type 2: General Assistance

Objective: Type 2 (T2) participation provides general assistance for public improvements and is intended to assist larger projects and include a broader scope of Eligible Expenses. The T2 Scorecard is a key feature of this assistance (pages 18-20). The legal parcel(s) constitutes the site for a project. However, at the Board's discretion, a phased development may be scored independently if this better advances program goals. The scoring criteria and point values are an extension of the statutory charge of urban renewal and the associated adopted plans, and are aimed at advancing the Agency's 5 key strategies. Scoring results are identified as Level A, B and C; with Level A being the highest scoring Level. Please note, the attached scorecard is used for downtown districts - Westside, 30th Street, River Myrtle-Old Boise, and Shoreline. Please talk to staff about scoring for Gateway East.

Eligible Expenses: The Type 2 Participation allows assistance for public improvements in the right-of-way or easement area. See page 4 for a list of Eligible Expenses. :

Timing: Type 2 assistance can be applied for at any time prior to obtaining building permits but preferably before or during project design in order to maximize a project's score. T2 Participation Program Agreements will be considered for approval by the CCDC Board after approval of a development application that includes the proposed public improvements. It can be helpful to obtain a Type 2 scorecard and discuss the project design with CCDC prior to submitting drawings to the City. The Type 2 Scorecard incentivizes urban design, and a project could qualify for a higher Level rating by making certain, sometimes minor, adjustments.

Reimbursement: T2 projects are paid upon completion of the project for a determined period of time **AFTER** actual tax increment generated by the project has been received by the Agency. The Reimbursement is paid using actual tax increment revenue generated by the Project and received by CCDC. . Assistance is limited by the lesser of:

- 1) The agreed upon Eligible Expenses of the project or
- 2) A portion of the project's tax increment value as determined by its scorecard ranking for the qualified reimbursement term.

Actual Eligible Expenses must be verified and approved by CCDC and will include only reasonably incurred costs. All costs must be verified through invoice documentation and a schedule of values.

Reimbursement Estimation: Although the reimbursement is from actual increment received from the project CCDC can provide estimates of this payment based on the following formula. See example formula on the following page.

Step 1:

- Start with projects Total Development Cost Estimate (includes land value)
- Example: \$10,000,000 Level 1 project

Step 2:

- Multiply by 80% of Total Development Cost Estimate = Taxable Value
- Example: \$10,000,000 x 80% = \$8,000,000

Step 3:

- Subtract current taxable value = New project value
- Example: \$8,000,000 - \$500,000 = \$7,500,000

Step 4:

- Multiply the New Project value x Levy Rate* = Annual estimate of taxes generated by new project (TIF)
 - Example: \$7,500,000 x 0.013 = \$97,500
- *Levy Rate is adjusted annually by the Assessor

Step 5:

- Multiply the annual tax estimate by the factor indicated by the T2 Scorecard (this will be based on how the project scores, between 40-80% of tax increment) = Annual reimbursement estimation.
- Example: \$97,500 x 80% = \$78,000 annual reimbursement

NOTE: Estimates of tax valuation can be done by CCDC and assume 80% of estimated project cost to account for variances which may occur. Project costs are defined as all costs of the project including, but not limited to: land, hard costs, soft costs, financing costs, fees and permits for on and off site work, public improvements, and buildings. Actual assessed values are determined solely by the Ada County Assessor.

Reimbursement Term:

The Type 2 reimbursement typically begins 18-24 months after the Project is complete. At the time that the Full Assessed Value of the project has been added to the Primary Tax Roll by the Ada County Assessor and the tax assessments have been paid. For projects that are completed within the last four years of a District's life, CCDC may consider utilizing the Occupancy Year, which reflects a pro-rated value, as the first year of increment available to the project for reimbursement. Utilizing the Occupancy Year will be need based and only considered in cases where the Eligible Expenses would not otherwise be fully reimbursed in the remaining District term.

The following chart explains the levels of reimbursement based on project type and scorecard level ranking. Affordable and Mixed-Income/Workforce rental housing projects can qualify for additional term. See definitions below to determine eligibility.

Project Type	Qualification	Reimbursement %	Maximum Reimbursement Term
SCORECARD			
Level A	Score: 140 + points	80% of Tax Increment	4 years
Level B	Score: 120 – 139 pts	60% of Tax Increment	4 years
Level C	Score: 119 and below	40% of Tax Increment	4 years
RENTAL HOUSING DEVELOPMENTS			
Affordable Housing <i>(Low Income Housing Tax Credit project or equivalent)</i>	Serving 60% and below Area Median Income (AMI) on average	Based on Scoring Level	8 years
Mixed-Income/Workforce Housing	Serving 100% AMI and below	Based on Scoring Level	6 years
All Other Housing	Serving 101% AMI and above	Based on Scoring Level	4 years

NOTE: In no circumstance can the reimbursement extend beyond the last fiscal year of the Urban Renewal District in which a project is located.

Requirements for Housing Developments to qualify for additional Reimbursement Term:

1 – Must meet either of the below definitions:

- A. Affordable Housing Definition: A residential project that is funded with Low-Income Housing Tax Credits awarded by the Idaho Housing and Finance Association or equivalent. Project must serve households whose incomes are at or below 60% Area Median Income in Ada County by charging associated rents as defined by current U.S. Housing and Urban Development Department Standards.
- B. Mixed-Income/Workforce Housing Definition: Residential projects with 10 or more dwelling units, in which not less than 10% of the units serve households whose incomes are at or below 100% Area Median Income in Ada County by charging associated rents as defined by current U.S. Housing and Urban Development Department Standards. Income qualified units must be integrated throughout the development cohesively with the market rate units. No visible difference between the income-qualified and market rate units should be obvious from the exterior.

2- Must Income Qualify Residents

Income Qualification Requirements:

In order to obtain an increased reimbursement term, Project’s must income qualify tenants for the income restricted units. Income qualification must be verified at lease up and at unit turn-over through the City of Boise’s Housing and Community Development Division or equivalent Housing Authority (HUD, IHFA). The income qualification period will be negotiated on a project-by-project basis and will be, at a minimum, the CCDC reimbursement term.

Type 3: Transformative Assistance

Objective: The intent of the Type 3 (T3) transformative assistance is to make available a more customized opportunity for transformative projects and to consider certain projects which don't otherwise fit well into the other program types. T3 participation is available to assist large public or private projects that are deemed by the CCDC Board to be transformative in nature and of benefit to the community at large. In general, a transformative project is a higher value project that may include the construction of a significant public facility. The project should have a high likelihood of maintaining an enduring presence in the community. The goal for Intergovernmental/Public projects is to use limited district monies to leverage additional resources (federal, state, local, other) in the downtown revitalization effort. For example, matching a federal grant for construction of a project, or shared funding between intergovernmental units for construction of a public facility.

Criteria: The private to public investment ratio (private project cost divided by CCDC participation) for a transformative projects should generally be 6:1 or higher. For example a \$60 million private project coupled with a \$10 million public facility funded by CCDC would have a 6:1 private/public (CCDC) ratio).

Evaluation: At the Executive Director's request, the Board may consider a project for "Designation" status as a T3 project authorizing more formal evaluation. All final agreements require Board approval. Projects being considered for T3 assistance will receive a greater degree of scrutiny than those considered for T1 or T2 assistance. CCDC may pay for and conduct a financial feasibility study which may include a "but for" test ("but for" the assistance, the viability of the project is questionable). This assessment may also identify Eligible Expenses for project participation and funding alternatives. CCDC may pay for and conduct an economic impact study or may require an examination of a developer project portfolio, financial capacity, and references, etc. CCDC may require community/stakeholder outreach. The project should produce a net positive gain for the community after any public participation.

Eligible Expenses: See page 4. Soft costs may be included in intergovernmental, Public-Public projects.

Timing: Many of the timing elements of T3 assistance are determined on a case by case basis.

Reimbursement:

Private Projects: Private project reimbursement will be based on funding available and may follow the Type 2 protocol for scoring and reimbursement timing.

Intergovernmental/Public Projects: The project cost share will be determined by the Board and governmental partner and will not exceed state law regulations. Because projects for public facilities will most likely be exempt from property tax and will produce little or no tax increment income, such projects should be financially feasible based on other considerations, serve mutual goals, and produce a community benefit. CCDC bonding will be subject to financial review and underwriting requirements. Generally, financial participation will be transacted as a reimbursement or purchase upon project/public facility completion and certificate of occupancy.

Type 4: Capital Improvement Project Coordination

Objective: Type 4 (T4) participation coordinates CCDC-initiated Capital Improvement Plan (CIP) activities with construction activities of private development and/or other public agencies. The CIP is part of CCDC's strategic planning and budgeting process. Adjusting, co-timing and/or accelerating CIP projects in coordination with private development can be beneficial and can create efficiencies in the construction of physical improvements. Projects eligible for T4 participation are generally those identified in the adopted CCDC CIP that is in effect and available on the CCDC website. The Board retains all discretion in determining the projects, timing, design, and locations of capital improvements.

CCDC can design, bid and build a CIP project independently of the private project or intergovernmental project. CCDC can also, in certain circumstances and subject to applicable law, sub-contract construction with a private development on a public project element.

Eligible Expenses: Eligible Expenses are capped based on the project budget in the adopted CIP, and must align with CCDC's project implementation plan and goals.

Timing: Many of the timing elements of Type 4 assistance are determined on a case by case basis.

Reimbursement: Private projects will be reimbursed upon completion of the project after CCDC has verified cost documentation and inspected and approved the construction of the improvements. CCDC can enter into intergovernmental agreements to cooperatively participate in joint capital improvement projects.

Planning: CCDC invites conversation about future private project plans and timing to inform development of upcoming CIP plans.

Type 5: Property Disposition (CCDC-owned property)

Objective: Type 5 (T5) participation is the disposition of property owned by CCDC for a redevelopment purpose. The property disposition process is governed by state statute and differentiates between disposition to a for-profit or private use, to a non-profit, and to a public or governmental body. This program meets or exceeds the statutory requirements in providing for competitive processes in property disposition (not required for disposition of land to public entities).

Process: CCDC's property disposition process for private/non-profit development use will involve a competitive process, typically a Request for Proposals and/or Qualifications (RFQ/P) process for properties. The RFP will provide conditions and requirements of the development project as determined by CCDC (i.e. type of project, housing income guidelines, design elements, etc.). Properties may be transferred to another public entity without an RFP and smaller remnant parcels may not warrant an RFP. This process may require a commercial appraisal, a re-use appraisal, and the proposed project will be in accordance with the applicable urban renewal plan and law. The details of each disposition may differ based on the unique property being disposed of.

Timing: CCDC's property disposition process will stipulate a minimum timeframe for development to occur.

Eligible Expenses: A project may qualify for a reduction in land price up to an amount determined by a third party appraisal, which is based on the proposed project's expenses and financial proforma. The disposition of any property for private or nonprofit development will be formalized in a Disposition and Development Agreement (DDA) which will require a determination of fair value for the proposed use, which may be stipulated or restricted, based on the property redevelopment objectives. A re-use appraisal or similar method suitable to the individual property redevelopment goals will be used to establish pricing and shall include the cost to construct necessary public improvements as part of the pricing. A separate reimbursement for these public improvements will not be considered. A commercial appraisal will also be done to establish a price for initial disposition of the property. Any private entity will be required to purchase the property from CCDC and pay that initial price. If any rebate of property value, as advised by the re-use appraisal is determined, it will only be made after project completion as a reimbursement.

Reimbursement: Based on the re-use appraisal CCDC Board can choose to reimburse for the land costs based on the project being built as proposed by the private company.



SCORECARD

To be used for all Type 2 projects and as needed and at the discretion of CCDC for other Program Types.

CCDC PARTICIPATION T2 PROGRAM SCORECARD

NOTE: This Scorecard is used for downtown districts - Westside, 30th Street, River Myrtle-Old Boise, and Shoreline. Please talk to staff about scoring for Gateway East.

SCORING LEVELS

Level A +140 points Level B 120-139 points Level C 100- 119 points

1 Activate Dormant/Disinvested Sites (1 Only)	a reuse of existing building	20
	b convert surface parking	18
	c replace blighted building	16
	d reuse of vacant land	10
2 Reuse of Targeted Sites (1 Only)	a reuse of historic register building	20
	b reuse of automotive site	15
	c reuse of dry cleaner site	15
3 Environmental Remediation (1 Only)	a >\$100,001 costs	20
	b \$50,001-\$100,000 costs	16
	c \$10,000-\$50,000 costs	12
4 Utility Infrastructure (all that apply)	a replace or expand geothermal	15
	b stormwater mitigation	15
	c replace or expand fiber	15
	d replace or expand power	15
	e replace or expand sewer	15
	f replace or expand water	15
5 Connectivity (all that apply)	a add a street	20
	b add a ground level plaza / park	19
	c add an alley	17
	d add a pathway	15
	e add or substantially improve a sidewalk	10
6 Compact Development (1 Only)	a 4.0 to 5.0+ FAR	10
	b 3.0 to 3.9 FAR	9
	c 2.0 to 2.9 FAR	8
	d 1.0 to 1.9 FAR	7
	e 0.5 to 0.9 FAR	6

CCDC PARTICIPATION PROGRAM SCORECARD CONTINUED

Level A +140 points Level B 120-139 points Level C 100- 119 points

7	Parking Placement & Design (1 Only)		
	a	structured parking below grade	20
	b	structured parking above grade	18
	c	no surface parking	15
	d	parking location is to rear or interior of building	10
	e	parking is screened by wall, fence, sunken	8
8	Targeted Uses (1 Only)		
	a	Affordable/Mixed-Income/Workforce Housing	10
	b	technology	10
	c	corporate HQ	10
	d	education	10
	e	artisan	10
	f	light manufacturing/assembly	10
9	Walkability (all that apply)		
	a	=/> 70% of sidewalk/setback is abutted by ground floor building face	20
	b	=/> 60% ground floor glazing on street frontages (30% res)	18
	c	=/> 12' ground floor height	15
	d	main entry is prominent, ground floor, and faces street/not parking	15
	e	=/> 75% ground floor frontage has functional awnings (30% res)	10
	f	public art element	5
10	Sustainable Building (1 Only)		
	a	Living Building Certification	10
	b	LEED platinum or equivalent	8
	c	LEED gold or equivalent	7
	d	LEED silver or equivalent	6
	e	Connection to and use of geothermal system	5
	f	LEED Certified / or using Boise City Green Building Code	5
	g	Energy Star Certified	4



PROGRAM DEFINITIONS

*Definitions and minimum specifications for Eligible Expenses
and scorecard point allocation*

Notes on Eligible Expenses

- a) Reimbursement is for hard costs and does not include soft costs. CCDC limits eligible hard costs to materials and labor. (Examples of soft costs not eligible for reimbursement include but are not limited to architectural and engineering design, permits, traffic control, mobilization, and developer overhead/administration fees.)
- b) This scoring system for points that rank potential projects includes private development activity, but should not be interpreted that CCDC will participate in those activities with CCDC funds automatically. Rather those items are for purposes of evaluating the project eligibility and scoring for qualification for funding by CCDC for public improvements.
- c) The Eligible Expenses paid for in this program will only include those approved expenses as detailed in an executed agreement and not otherwise paid for by another public entity.
- d) Eligible expenses must be located in the public right of way or easement area.

1. Activate Dormant / Disinvested Sites

Purpose: It is the statutory purpose of urban renewal and related redevelopment to arrest the decay of urban areas by improving the utilization and value of underutilized and undervalued property. Therefore the program grants credit to those projects that make fuller use of dormant and underutilized buildings.

- a. **Reuse of Existing Building:** Reuse of a building that includes change of use including either: 1) conversion of vacant space to improved occupied space, with “vacant” defined as space unoccupied for 12 months or more; or 2) change of automotive use to retail, restaurant, office, performance, recreation or similar use; or 3) change in occupancy from a non-residential use to a residential use; or 4) change in occupancy or use classification (i.e. retail shop to restaurant, office to retail, etc.) resulting in increase in assessed value per square foot or increase in total assessed value of parcel; and a) the change of use applies to 50% or more of the building ground floor as measured by gross floor area; or b) for buildings with multiple floors, 25% or more of the building as measured by gross floor area.
- b. **Conversion of Surface Parking:** Development of land currently in use as surface parking, such that greater than 75% of the land used as parking is converted to another use (building, streetscape, plaza, park, etc.) See 7c for definition of “surface parking.”
- c. **Replace Dormant Building:** Development of site including the removal and replacement of building of 500 gross square feet or more and unoccupied for a period of 36 months or more.
- d. **Reuse of Vacant Land:** Reuse of land currently not occupied by a building, parking lot, outdoor recreational use, public park or plaza.

2. Reuse of Targeted Sites

Purpose: The reuse of sites and buildings within a developed area of the community is in the public interest as there is an existing public investment already made by streets and utilities and, to the extent reuse attracts people and business activity, full utilization helps to support the vitality of neighboring properties. Reuse of historically significant buildings supports the authenticity and identity of the city and creates that often intangible asset referred to as “character”. Additionally, reuse of sites and buildings, and especially buildings of historic significance, is challenging because the renovation of existing buildings – bringing buildings into compliance with current building and fire codes – is costly and complex. Furthermore, existing sites may have environmental hazards from previous uses, especially if the prior uses include storage and distribution of petroleum products, auto repair, or laundry and dry cleaning. Removing building and site contamination is beneficial to public health and removes obstacles to productive use.

a. Reuse of National Historic Register Building: Reuse of a building that either 1) is and will remain listed on the National Register of Historic Places; or 2) will be listed on the National Register of Historic Places; or 3) in the opinion of Boise City Department of Planning and Development Services is eligible to be on the National Register of Historic Places according to the criteria of the National Park Service.

b. Reuse of site used in current or prior use as automotive or trucking use : Reuse of a site for a use other than an automotive or trucking use, with “automotive use” defined as either 1) fuel filling station; or 2) automotive or truck engine or tire repair; or 3) automotive, truck, or recreational vehicle sales; or 4) automotive or truck body or upholstery repair; or 5) automotive or truck wash or detailing; or 6) automotive or truck impound lot; or 7) automotive or truck salvage facility.

c. Reuse of laundry dry cleaning site: Reuse of a site and/or building used current or formerly as a wholesale or retail laundry dry-cleaning service. Sites/buildings formerly used as a dry cleaning qualify if they have not been adapted or site has not been remediated for a use other than dry cleaning.

3. Environmental Remediation

Purpose: Existing sites may have environmental hazards created by previous uses, especially if the previous uses include storage and distribution of petroleum products, auto repair, or laundry and dry cleaning. Removing building and site contamination is beneficial to public health and removes obstacles to productive use.

a. More than \$100,000 costs: Costs are for those conditions identified by a formal environmental assessment or declared by a third party to be environmentally hazardous.

b. \$50,001 - \$100,000 costs: Costs are for those conditions identified by a formal environmental assessment or declared by a third party to be environmentally hazardous.

d. \$10,000 - \$50,000 costs: Costs are for those conditions identified by a formal environmental assessment or declared by a third party to be environmentally hazardous.

4. Utility Infrastructure

Purpose: The finance and construction of utilities and related infrastructure is fundamental to urban renewal and redevelopment. Idaho urban renewal law explicitly includes the furnishing of public utilities as an eligible activity. Finance and construction of utility infrastructure not only stimulates private investment but generates public benefits that are typically distributed broadly in expanding services in both the short term and long term.

Utility Infrastructure Eligibility Definition:

Includes Replacing/re-routing a main line, increasing the capacity of a main line, or extending a main line to a development site. It does NOT include connecting to an existing service line or adding a new line to connect to an existing main line.

a. **Geothermal:** See above

b. **Replace or Expand Fiber:** See above

c. **Replace or Expand Power:** See above

d. **Replace or Expand Sewer:** See above

e. **Replace or Expand Water:** See above

f. **Storm Water Mitigation:** Project qualifies if
1) it includes the construction of new storm water treatment facilities on or adjacent to the site, and; 2) the project's storm water treatment facilities meet the standards of Boise City and Ada County Highway District for retention, and; 3) the design of storm water treatment facilities has received Boise City design review approval.

5. Connectivity

Purpose: The finance and construction of streets and related infrastructure is fundamental to urban renewal and redevelopment. Idaho urban renewal law explicitly includes the furnishing of public streets as an eligible activity. In addition, the finance and construction of streets and pathways for pedestrians and bicyclists improves access to businesses and recreational amenities. The design of streets is essential to the physical form of development and the extent to which it supports clustering of economies that thrive on the synergy of multiple businesses, institutional uses, and social activities utilizing commercial enterprises.

- a. Add a Street:** The addition or extension of a public street providing pedestrian access and meeting the definition of “Public Street” pursuant to Chapter 9-20 of the Boise Municipal Code (Boise Subdivision Ordinance) or as approved by Boise City and Ada County Highway District. In order to meet this criterion, improvements should be made for a minimum length of 25 feet for at least part of the roadway and including curb, gutter and sidewalk.
- b. Add a Ground-Level Plaza or Park:** For the Park or Plaza to qualify, it shall have a minimum surface area of 800 square feet that is functionally suitable for walking, standing, or sitting. A Park must be approved by the Boise City Department of Parks and Recreation and in the right of way or a dedicated public easement area granted to Parks and Recreation. A Plaza must be approved by the Boise City Design Review and in the right of way or a dedicated public easement area granted to Boise City Planning and Development Services Department. At the discretion of the City, owner will be required to assume maintenance and operations responsibility to include custodial and security services that ensure safe and optimum conditions for public use unless otherwise agreed upon. The park/plaza must meet the goals as defined in the Parks and Recreation Downtown Public Parks and Spaces Plan that provides general guidance for future needs based on scale and function in relation to ‘energy zones’ and the project’s proximity to and location within active and civic service gap areas. The park/plaza must be clearly marked with monument signage as a public space, and must be available for public use 24/7.
- c. Add an Alley:** The addition or extension of a public alley as defined by Chapter 9-20 of the Boise Municipal Code (Boise Subdivision Ordinance) or as approved by Boise City and Ada County Highway District. In order to meet this criterion, improvements should be made for a minimum length of 25 feet for at least one half the width of the alley.
- d. Add a Pathway:** The addition or extension of a pathway providing access across the site linking origins and destinations off the development site and for non-motorized transportation and having a minimum width of six feet. To be an eligible expense the pathway must be in the right of way a dedicated public easement area.
- e. Add or Substantially Improve a Sidewalk:** The addition, extension, or substantial improvement to the surface for a minimum of 6 feet in width and 25 feet in length. Substantial improvement is defined as the addition of a new concrete, brick or other approved surface and, as directed by the Downtown Boise Streetscape Standards or approved by Boise City, the addition of street trees, historic street lights, and other amenities pursuant to the Downtown Boise Streetscape Standards. A sidewalk differs from “pathway” in that the former is typically adjacent to and parallel with a curb and street. A pathway is typically not adjacent to and parallel with a curb and street.

6. Compact Development (1 Only)

Purpose: Urban economists have long understood the importance of density as a key element in the economic and social health of cities and city downtowns in particular. Urban density provides the critical mass necessary to support business activity where land and construction prices are often higher. The proximity of businesses and individuals to one another provides economic linkages through buyer and seller relationships, which are essential to supporting vibrant central city economies. Density creates a concentration of people, which attracts other people, which in turn supports business activity and a sense of urban safety and security.

Calculation: Floor Area Ratio, or FAR, is a measure of density across various urban land uses. FAR is calculated by dividing the gross floor area for building(s) on a site by the area of the site. Gross floor area is the sum of all horizontal areas within the exterior walls of all above-ground floors of the building. For example, a building with a gross floor area of 100,000 square feet on a site of 50,000 square feet has a FAR of 2.0. Finished basements and exterior stairwells can be included in this calculation.

a. **4.0 to 5.0+ FAR:** See above

b. **3.0 to 3.9 FAR:** See above

c. **2.0 to 2.9 FAR:** See above

d. **1.0 to 1.9 FAR:** See above

e. **0.5 to 0.9 FAR:** See above

7. Parking Placement & Design

Purpose: How parking and loading areas are designed is important for the vibrancy of downtown. Large areas of surface parking erode the density of people and business activity and adversely affect environments for pedestrians. A highly walkable environment is especially important to the health of retail shops, restaurants, and entertainment venues. Locating parking and loading areas at the rear or interior of buildings is a solution that is effective on a small scale. For larger parking needs, the provision of parking within parking garages is generally most effective although structured parking is expensive. For economic and aesthetic reasons the provision of parking below grade is preferred over above-grade parking, although parking below grade is substantially more expensive to build than above grade parking. Where the provision of surface parking adjacent to streets and sidewalks is necessary, the negative effects of such parking may be mitigated by the installation of an attractive wall or fence between the parking and the street right-of-way. The wall and fence serves as a “street wall” providing the vertical element essential for a sense of enclosure for the street and sidewalk.

a. Structured Parking Below: For this criterion structured parking is any parking area consisting of three or more parking stalls covered by a roof with usable space above and surrounded on two or more sides by columns or walls. Free-standing garages and carports, unless they have usable space above the parking area, do not meet this definition. Additionally, in order to meet this criterion, 25% or more of the parking provided on the site shall be located within the parking structure as defined. For example, a development site for which 25 or more of the 100 parking stalls on site are within a structure meets this criterion. A development site with 24 or fewer of the 100 parking stalls on site does not meet this criterion.

b. Structured Parking Above Grade: See above

c. No Surface Parking: Surface parking is any parking that is not covered by a roof and not surrounded on two or more sides by columns or walls

d. Parking Location is to Rear or Interior of Building: The rear of the building is that side of the building opposite the front of the building. For a building fronting on a single street the front of the building is that side abutting the street. For a building fronting on two or more streets, the condition usually characterized as a corner site, the front of the building is that side with the building’s primary entrance. On the other side of the building which abuts a street, no more than 24’ of the parking lot may front the street. See Figures 7d-1, 7d-2, 7d-3 and 7d-4 on the following page

e. Parking is Screened by Wall, Fence, Sunken: To qualify, the project shall include surface parking of which 80% of the edge of the parking area abutting the street, excluding service drives providing direct access to the street, shall be bounded by a fence or combination fence and wall parallel to the street and sidewalk (Figure 7e-1). To qualify, the fence or combination fence and wall shall be at a height of 30” to 48” from finished grade (Figure 7e-2). Walls meeting this criterion shall be constructed of concrete or masonry. Sunken Screening that includes a parking area with a finished grade at a level of 18” or more below sidewalk grade and with a minimum fence height of 12” above sidewalk grade also qualify

7. Parking Placement & Design: Figures

Figure 7d-1: Parking to Rear of Building

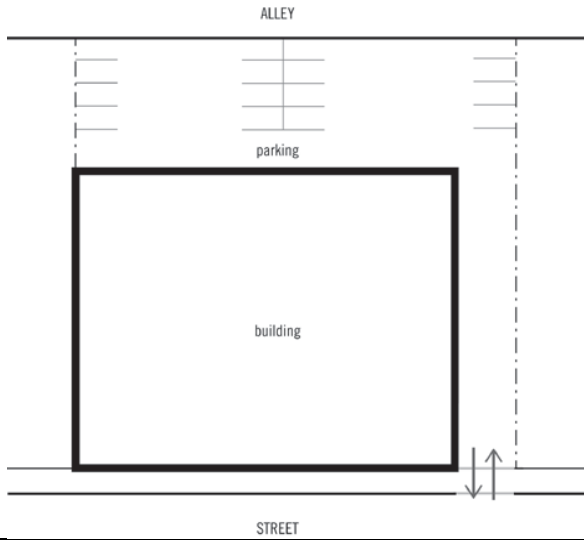


Figure 7d-2: Parking to Interior of Building

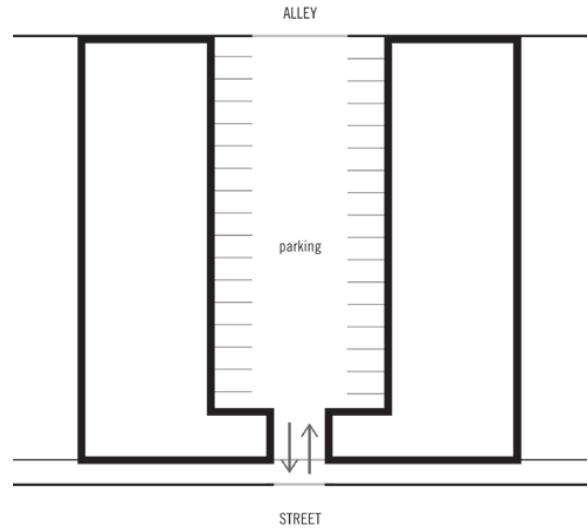


Figure 7d-3: Parking to Rear on a Corner Site, Option 1

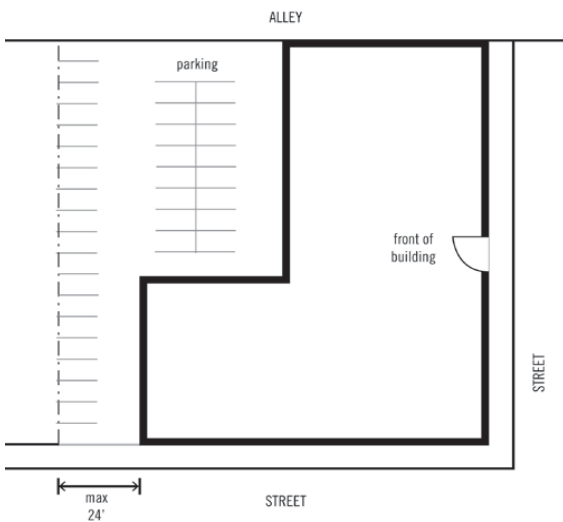


Figure 7d-4: Parking to Rear on a Corner Site, Option 2

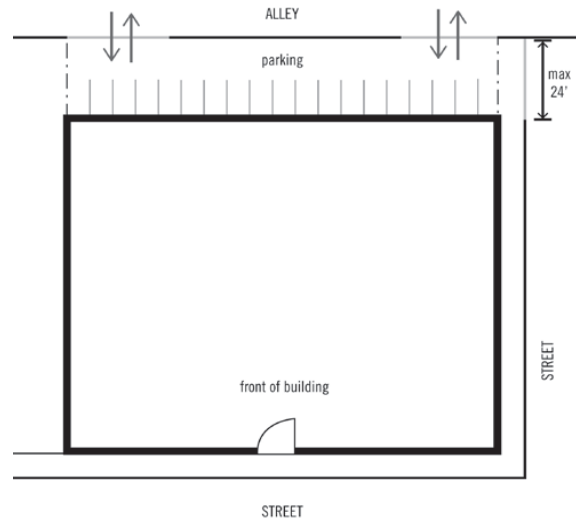


Figure 7e: Screened and Sunken Parking

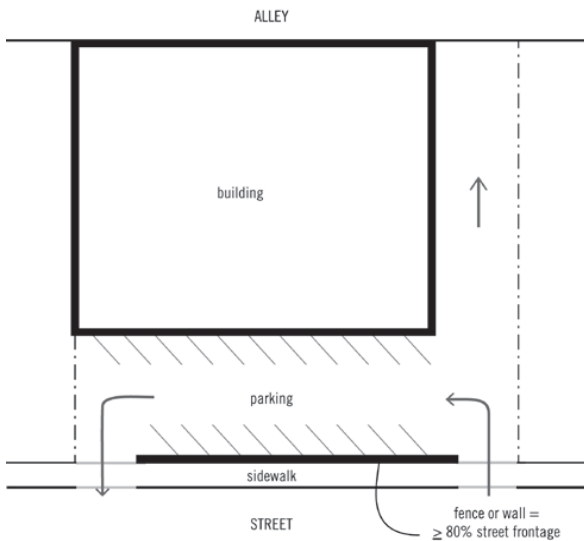


Figure 7f:

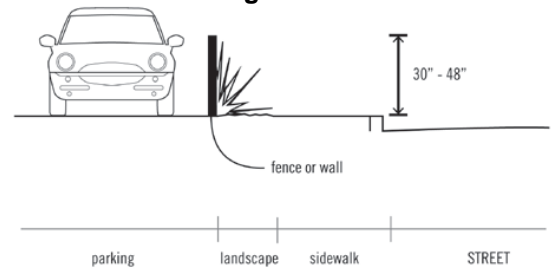
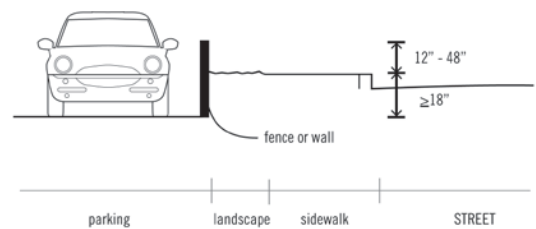


Figure 7e-2



8. Targeted Uses

Purpose: Some uses more than others have the potential to generate secondary activities commonly referred to as “spin- off development”. Some uses perform better than others in producing jobs with relatively high wages and salaries. Some uses are beneficial because they generate products and services that are exported outside the community and region. In addition, some activities are valuable within the mix of uses in downtown Boise but may be missing or in short supply, like housing. The following is a list of uses and business categories with these characteristics. This program awards points as a way to incent and mitigate obstacles for the development of these uses.

a. Affordable/Mixed-Income/Workforce Housing: Residential projects with 10 or more dwellings units. Not less than 10% of the units must be must serve households whose incomes are at are below 100% of the Area Median Income in Ada County as defined by current U.S. Housing and Urban Development Department standards.
Affordable/Mixed-Income/Workforce Housing must integrate the Income Qualified Units throughout the development cohesively with market rate units. No difference between the units should be obvious from the exterior.

Developer must supply CCDC with the project’s rent roll showing that the project meets the above requirement for the Reimbursement Term to qualify for these scorecard points on an annual basis.

Rental projects that meet this criteria may be eligible for an increased reimbursement term in the Type 2 program (see Type 2 information).

b. Technology: “Technology” is any organization with a minimum of 2 members and 50% or more of its workforce employed in Standard Occupation Codes (Federal Bureau of Labor Statistics) 11-1021, 11-2021, 11-3021, 15-1121, 15-1131, 15-1133, 15-1141, 15-1142, or 15-1179; working at the subject location and occupying 5,000 square feet or more of the building on site.

c. Corporate Headquarters: Project site is the principal address for a registered corporation occupying 5,000 square feet or more of the building on site.

d. Education: A primary, secondary, or post-secondary institution licensed by the Idaho Board of Education and occupying 5,000 square feet or more of the building on site.

e. Artisan: “Artisan” is any organization with a minimum of 2 members and 50% or more of its workforce employed in Standard Occupation Codes (Federal Bureau of Labor Statistics) 27- 1010 through 27-2099 excepting 27-2020 through 27-2023; working at the subject location and occupying 5,000 square feet or more of the building on site.

f. Light Manufacturing / Assembly: “Light manufacturing/assembly” is any organization with a minimum of 2 members and 50% or more members of its workforce employed in Standard Occupation Codes (Federal Bureau of Labor Statistics) 51-1000 through 51-9199 excepting 51-3000 through 51-3099, 51-6000 through 51- 6021, and 51-8000 through 51-8099; working at the subject location and occupying 5,000 square feet or more of the building on site.

9. Walkability

Purpose: The success of downtown Boise is due in large part to its walkability. The vibrant social, cultural, and economic environment of a walkable urban environment attracts people and business activity and has that much sought after “sense of place”. The design elements of buildings and open spaces are key to a pedestrian-oriented environment, though sometimes there are market forces that work in opposition to these important design elements. Therefore, the program provides incentives to said design elements to promote economic vitality.

a. \geq 70% of sidewalk/setback is abutted by ground floor building face for new buildings or for existing buildings if more than 50% of building SF on parcel has been removed: Determined by dividing a) the distance of all exterior walls which are adjacent to and approximately parallel with property lines adjoining the public street right-of-way, excluding alleys, by b) the distance of all property lines adjoining the public street right-of-way, excluding alleys (Figure 9a-1). Existing buildings maintaining over 50% of square footage are eligible for these points regardless of the percentage of building face which abuts the sidewalk/setback. In the case of a corner site, 70% of each building face must abut a sidewalk / setback (Figure 9a-2).

b. \geq 60% Ground Floor Glazing on Street Frontages (\geq 30% res): For consistency, the “ground floor” of a building is defined as 12’ tall; any glazing higher than 12’ will not be included in this calculation. Glazing on street frontages includes all transparent windows and doors on exterior building walls on a plane 0 to 45 degrees of the property line adjoining the street (Figure 9b).

c. \geq 12’ Ground Floor Height: The height of the ground floor from sidewalk grade to finished ceiling, irrespective of suspended ceilings, shall have a minimum height of 12 feet. . The height of the ground floor ceiling is calculated starting from sidewalk grade, irrespective of the height of the finished floor (Figure 9c).

d. Main Entry is Prominent, on the ground floor, and faces street/not parking: The principal ground floor building entrance shall face the street, be visible from the street and not shielded by columns, fences, or landscaping, nor shall it be separated from the street by surface parking (Figure 9d). In the event of a building site with multiple street frontages, any street shall qualify.

e. \geq 75% of ground floor frontage has functional awnings with a minimum depth of 5’: Functional awnings include awnings or canopies of a durable material including but not limited to metal, polycarbonate, and durable fabric. Awnings meeting this definition shall be located on a building plane parallel with the property line adjoining public right-of-way, have a minimum depth of five feet, and extend five feet over public right-of-way (Figure 9e). Awnings must not be more than 15’ above the sidewalk level. Awnings located in the public realm must obtain the necessary approval by the Boise City Design Review Commission and an encroachment license from Boise City and/or Ada County Highway District, which is revocable. Awning maintenance is the responsibility of the building owner.

f. Public Art Element: To qualify as an Eligible Expense, Public Artwork must be **selected** through the Boise City Department of Arts and History’s Public Art Program process. The art will also need to be approved by Boise City as part of the process. Public art must be located in the public right-of-way or a dedicated Public Art Easement / License Agreement. Ownership and maintenance will be determined by Boise City, and in most cases the building owner will retain ownership of artwork and be responsible for ongoing maintenance with a minimum lifespan prescribed in an associated agreement (i.e. a maintenance agreement and/or Art Façade Easement). Reimbursement for public art is capped at 1% of the total project budget.

9. Walkability: Figures

Figure 9a-1: Building Abutting Sidewalk

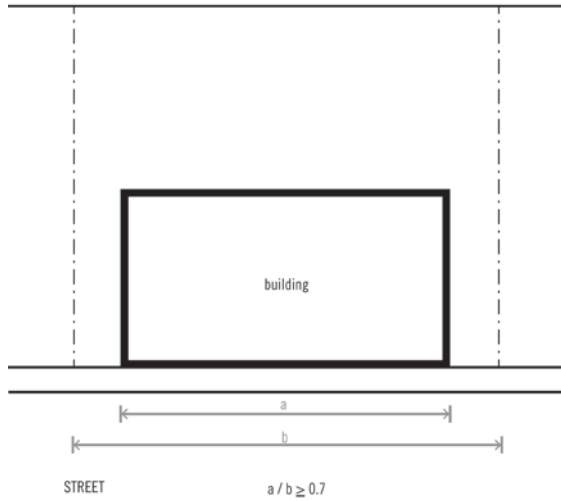


Figure 9a-2: Building Abutting Sidewalk on Corner

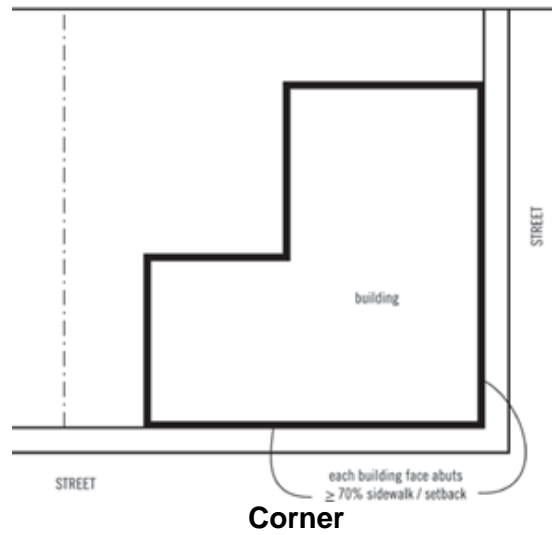


Figure 9b: Ground Floor Glazing

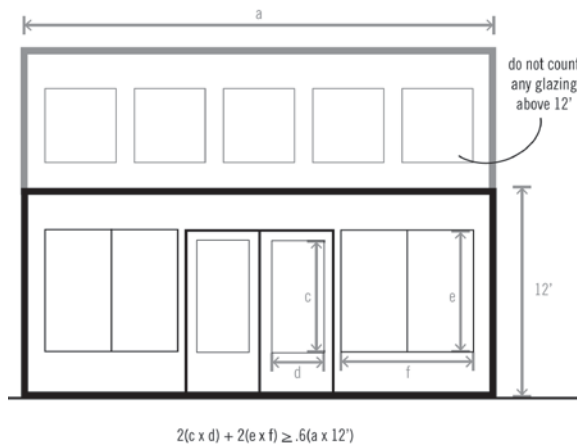


Figure 9c: Ground Floor Height

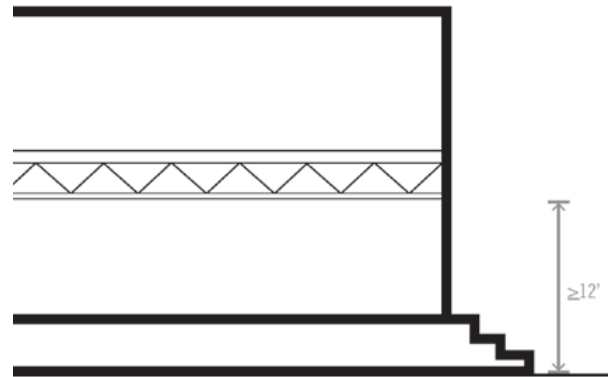


Figure 9d: Main Entry Prominence

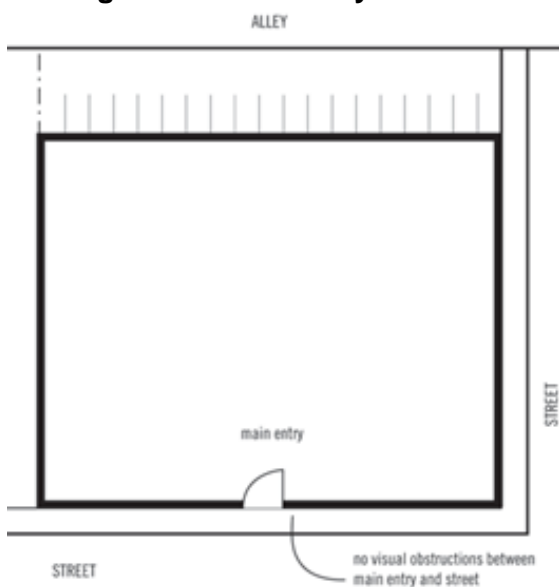
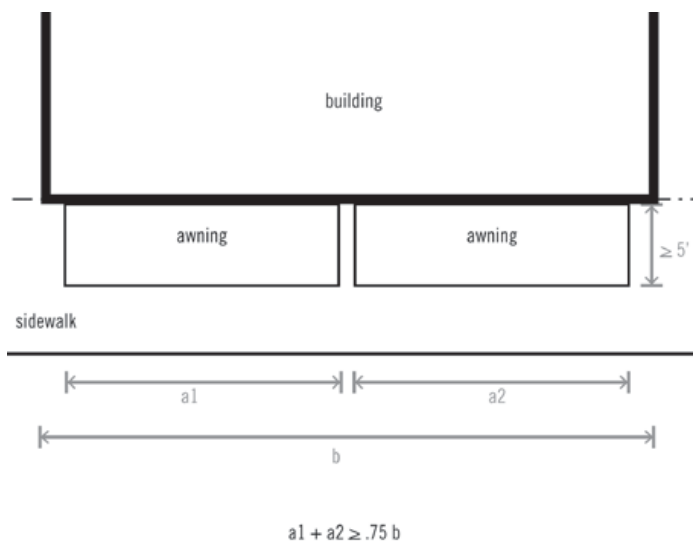


Figure 9e: Ground Floor Awnings



10. Sustainable Building

Purpose: The long term operating efficiency of buildings, like working roads, sewer and other utilities, is important to the long term viability of downtown Boise and address issues such as EPA non-attainment status and heat island mitigation. Energy efficient buildings are commercially sought after, attract strong tenants, and create long term value in the private community infrastructure by leaving more resource capacity available for additional growth.

a. Living Building Certification: As determined by any accrediting agency or third party demonstrating the same or equivalency.

b. LEED Platinum Certification: As determined by any accrediting agency or third party demonstrating the same or equivalency.

c. LEED Gold Certification: As determined by any accrediting agency or third party demonstrating the same or equivalency.

d. LEED Silver Certification: As determined by any accrediting agency or third party demonstrating the same or equivalency.

e. Connection to and use of geothermal system: The project includes and new connection, or maintains an existing connection, to an operating geothermal system.

f. LEED Certified / Boise Green Building Code: As determined by any accrediting agency or third party demonstrating the same or equivalency.

g. Energy Star Certification: As determined by any accrediting agency or third party demonstrating the same or equivalency.