



**Development Coordination  
Concluding 2016 Annual Report  
Department of Community Service and Development  
City of Wooster**

Provided by:  
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## **EXECUTIVE SUMMARY – DRAFT**

Development Coordination is responsible for supporting Economic and Community Development under the direction of the Administration. Development Coordination pursues various community development grants, manages local tax incentive programs, and serves as a point of contact for businesses seeking assistance in locating to or expanding in Wooster. Among the programs managed, highlights from 2016 include:

**Enterprise Zone Program (EZ)** – *Real estate tax abatement program focusing on major commercial.*

14 agreements were managed through 2015. Four new applications were processed, with two approved.

- *LuK USA LLC* received a 10-year, 75 percent EZ to invest \$40M and create 200 jobs while retaining 1,859.

**Community Reinvestment Area (CRA) Program** – *Real estate tax abatement program for rehabilitation.*

This Office managed 27 active CRA agreements, processed four new applications, and two transfers in 2015.

- *JAS LLC* received a 10-year, 50% abatement to rehabilitate 2375 at Benden Drive and create 10 new jobs.
- *North Pole Holdings LLC* earned a 10-Yr, 50% abatement to rehabilitate 105 E. Liberty
- *Brian and Tammy Polen* received a 10-Yr, 100% abatement to save 148 W. Liberty from demolition
- *Planet Fitness* received a 10-Yr, 50% abatement to reinvest in 2312 Akron Road
- Assisted one other firm where the formal agreement is still in process (Wooster Lofts, 10-Yr, 50%)
- Administratively provided one qualifying home project for an abatement

**Local Job Creation Tax Credit (L-JCTC)** – *Offered on new income taxes when creating 25 or more jobs.*

The Local JCTC grant offers firms up to a 50% credit on new local income taxes from qualifying created jobs (generally, primary-industry) for up to five years. Program requires participation in a State JCTC program.

- *LuK USA LLC* was awarded a 5-Yr, 50% job creation tax credit for creating 250 new jobs starting 2016.

**Community Development Block Grant Program (CDBG)** – *Grants for public infrastructure or benefit.*

The City of Wooster is eligible to compete for CDBG funds to support community development.

- Secured **\$379,000** in 2016 for the replacement of five traffic signaling systems along Liberty and its intersections with Bever, Buckeye, Market, Grant, and Columbus. Also expanded medical services at VSFC.

**Assisted other Departments in Securing Additional Grants** – *Grant pursuits to aid public infrastructure.*

- Obtained a **\$717,600** Transportation Alternatives Program grant for Phase II of the Wooster Bike Trail Loop, covering dedicated trailway along Oldman Road, Burbank, and also Portage Road. Planned for 2018-2019.
- Assisted with other grant requests, including Safe Routes to School.

**Business Consultation** – *Responds to Requests for proposals.*

- Partnered with WEDC on Incentive Proposals to prospective firms and contributed to marketing exercises.
- Consulted with businesses on WEDC BizConnects and individually regarding various expansion efforts.

**Downtown and Community Development Support** – *Ongoing efforts to enhance downtown environment.*

- Assists with downtown public projects, assists Main Street Wooster, and offers a waste collection scheme.
- Developed wayfinding plan for public parking (directional and interior) with aid of community buy-in.

**Wooster Growth Corporation** – *This office provides project management to the not-for-profit corporation.*

- Responsible for arranging monthly agendas, research requested by the Board, and oversight of land holdings.
- Coordinated efforts to support projects for GOJO Industries, Amtek Tekfor, Chemviron, and ABS.

**Community Development** – *This office provides project management to the not-for-profit corporation.*

- Assisted residents facing termination of utilities at Larwill mobile home site due to landlord.
- Coordinated process to obtain new waste collection services and a city-wide transition to waste carts.
- Provided analysis and support for ongoing investigations into various development opportunities.

# DIVISION GOALS AND OBJECTIVES

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## 2017 Division Goals and Objectives

- **Enhance Tools for Portfolio:** With several tools now available to market programs and guide clients through the process to attain incentives and services, additional tools are needed to strengthen certain programs, such as the Local Job Creation Tax Credit. This office is currently working to formalize documentation and processing for this growing program that has been pivotal in attracting new business to Wooster. Additionally, with new technology, certain reporting and applications will start transitioning to web-based applications in 2017.
- **Increase Community Outreach:** This remains an on-going need of the Department so that businesses are aware of options when seeking expansion and that the community has more visibility on the City’s offerings and how they relate to return on investment.
  - This Office has held additional fair housing trainings in 2016, and intends to continue doing so in 2017 with a greater emphasis on economic development as well as the development process.
- **Ongoing efforts to manage CDBG and CHIP programs:** Continue to grow the administrative capacity of the CHIP and CDBG programs to maximize opportunities for future funding. This Office will seek a CHIP application for 2017 that will fund housing rehabilitation in the City through the next few years.

## 2017 through 2021 Division Goals and Objectives

- **Direct Community Outreach / Culture of Entrepreneurship:** Strengthen working relationships with partners to ensure better access to City’s programs. Increase number of outreach events, such as courses.
- **Continue to Identify and Pursue Development Opportunities with WEDC.** This Office partners with other agencies and entities, particularly the Wayne Economic Development Council, in identifying possibilities for future development, both in terms of responding to inquiries, and in preparing for the future. Several sites have been identified over the last year for future development. Better coordination is needed to determine funding opportunities for site development, whether pre-empting inquiries or to be ready to respond to site selectors. With much analysis complete, it will be the goal of this department to promote opportunities for action.

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## TAX INCENTIVE PROGRAMS

This division works to coordinate the City's tax incentive programs between the City Administration, Finance, Wooster Growth, WEDC, Main Street, Chamber of Commerce, and general public. The City offers a Community Reinvestment Area (CRA), Enterprise Zone (EZ), and Job Creation Tax Credit (JCTC) for businesses relocating or expanding in the area. The incentive is meant to spur activity that would otherwise not occur, and generally results in an immediate real estate tax gains and also income tax gains. Businesses, at the same time, are encouraged to reinvest and expand within the City.

### Community Area Reinvestment Program (CRA)

The City of Wooster's CRA program provides property tax abatements to qualifying residential home and commercial projects within the City's historical neighborhoods and areas. Homeowners may receive 10 year (or 12 if new construction) 100 percent abatements on the improved value of their homes resulting from a project by filing a simple application. For commercial projects, prospective projects flow a similar process to the EZ Program, with the City meeting with developers on prospective projects to explain the process and provides guidance. If accepted after review by the City Administration, the Office creates a Summary Report and provides notification to applicable school districts, in addition to presenting the proposal to Wooster Growth and then the Wooster City Council. Commercial projects are usually limited to a 50 percent abatement for 10 years (or 12 years if there is new construction), but may be higher with an approving vote by the primary school district, a process which takes approximately 90 days. CRA typically runs south of Akron Road and Bowman Street, with a few exceptions. Through 2016, this Division managed 31 active CRA agreements.

As of 12/2016, the City had **35 active Residential CRA abatements** in place and **31 active Commercial CRA agreements**. Coordinating with the Finance Director and Wayne County Auditor, the Development Coordinator is responsible to completing annual status reports and working with the Ohio Development Services Agency. The City accepted **four Commercial CRA applications** in 2016, while offering authorization for a fifth agreement that remains pending. The City also accepted and processed **three Commercial CRA transfer requests** (which require an application and Council approval).

The CRAs approved in 2016 represented the creation of **17 new jobs** with **\$392,913** in payroll, with the retention of **nine jobs** and **\$429,920** in payroll, with a total construction investment of **\$2,712,950**.



**JAS LLC** was awarded a 10-Yr, 50% abatement to reinvest \$612,950 into updating 2375 Benden Drive into a senior day-care facility, a first-of-its-kind service in Wooster. The project committed to the creation of at least 10 new jobs. Though finishing work remains on-going, the Gilcrest Center of Wooster will hold its grand opening in February of 2017.



**North Pole Holdings**, to assist it with rehabilitating a three-story building on Wooster's Public Square at 105 E. Liberty and retain 7 jobs, earned a 10-Yr, 50% abatement. The effort created a permanent home for Briggs Financial Group, while also refurbishing the first floor for future retail. Westfield Bank later chose the spot for one of its first-ever retail banking sites.



**Brian & Tammy Polen**, in combination with Wooster's first ever State Historic Tax Credit, the City extended a 10-Yr, 100% abatement to the new owners of 148 W. Liberty Street, a 120-year old tin-clad iconic downtown building on the verge of collapse after having been left abandoned for several years. The Polens committed to rehabilitating the structure, retaining two jobs, and creating one new position.



**Wooster Fit Holdings (Planet Fitness)** earned a 10-year, 50-percent CRA abatement to assist it with a \$1,150,000 rehabilitation project to bring 2312 Akron Road back to life, once Wayne County's busiest retail destination until after being left largely empty for the last several years. As of 2017, the new business has become a popular attraction. A minimum of six full-time equivalent jobs with a \$150,000 payroll were committed.

2014 Tax Incentive Review Report, offering the most recent data available, noted that existing CRA agreements had resulted in **\$27,893,792** in new property improvements while creating **87 jobs** and retaining **289 jobs**, primarily within Downtown Wooster. The City collected **\$107,057** in income tax related to CRA-created jobs in 2014, in addition to **\$66,418** from retained jobs. Not calculated are qualitative impacts of rising property taxes from neighboring properties resulting in a higher grade for certain areas.

<b>Community Reinvestment Area Agreements</b>	<b>Jobs Created / Retained (2015)</b>	<b>Amount Invested</b>	<b>2016 Status</b>
<b><i>New In 2016:</i></b>	<b><i>Retain 9/Create 17</i></b>	<b><i>\$2,712,950*</i></b>	
16-001 JAS LLC (Rehabilitation)	<i>Create 10</i>	\$612,950*	N/A
16-002 North Pole Holdings LLC (Rehabilitation)	<i>Retain 7</i>	\$250,000*	N/A
16-003 Brian Polen, Tammy Polen (Rehabilitation)	<i>Retain 2/Create 1</i>	\$700,000*	N/A
16-004 Planet Fitness (Rehabilitation)	<i>Create 6</i>	\$1,150,000*	N/A
<b><i>On-going Agreements:</i></b>			
15-001 Liberty Street Partners Ltd (Rehabilitation)	<i>Retain 2</i>	\$350,000	Continue
15-002 Morrison Enterprises LLC (Rehabilitation)	<i>Retain 2</i>	\$500,000	Continue
14-003 Echo Kole LLC (Rehabilitation)	<i>18.5 / 0</i>	\$700,000	Continue
14-002 Wootown Properties LLC (Rehabilitation)	<i>2 / 0</i>	\$150,000	Continue
14-001 C & C Wellert Properties (Rehabilitation)	<i>2 / 0</i>	\$82,725	Continue
13-003 Xcess Limited LLC	<i>0 / 0</i>	\$200,000	Continue
13-002 Palm House Apartments II, LLC	<i>0 / 2</i>	\$4,289,814	Continue
13-001 Condor Pacific Properties	<i>2 / 7</i>	\$1,620,000	Continue
12-004 TAJ Investments (Formerly G&G Properties of Ohio)	<i>0 / 2</i>	\$ -	Continue
12-003 S & D Realty, LLC	<i>3 / 4</i>	\$255,000	Continue
12-002 Just Basic Sports, Inc. and Retail Rentals LLC	<i>0 / 5</i>	\$337,646	Continue
12-001 Brasfond USA Corp.	<i>5 / 3</i>	\$ -	Continue
11-001 CM Properties-Wooster LLC	<i>10 / 0</i>	\$503,000	Continue
10-002 Merchants Block LLC	<i>2 / 0</i>	\$ -	Continue
10-001 Coyote Group LLC	<i>11 / 0</i>	\$265,000	Continue
07-006 MRR Properties	<i>0 / 0</i>	\$96,840	Continue
07-005 Gentry Estates (Formerly S Properties LLC)	<i>3 / 0</i>	\$320,000	Continue
07-004 Liberty Market Properties	<i>32 / 0</i>	\$842,700	Continue
07-003 Coyote Group LLC	<i>4 / 0</i>	\$337,000	Continue
07-002 CCM Real Estate LLC	<i>2 / 0</i>	\$430,000	Continue
07-001 544 LLC – Recommended	<i>31 / 5</i>	\$1,290,000	Continue
06-005 Gold Star Holdings, LLC	<i>13 / 0</i>	\$521,500	Continue
06-004 Coyote Group LLC	<i>3 / 0</i>	\$415,000	Continue
06-003 HAYNN Construction Inc.	<i>4 / 0</i>	\$118,250	Continue
06-002 Liberty Market Properties LLC	<i>20 / 0</i>	\$1,355,000	Continue
06-001 Michael R. Rose	<i>0 / 0 (Transition)</i>	\$224,200	Continue
05-001 Wooster Republican Printing Company	<i>0 / 55</i>	\$1,900,666	Continue
<b>TOTAL INVESTMENT IMPACT:</b>	<b>144/114</b>	<b>\$28,259,409</b>	

Residential CRA Program:

One qualifying Residential CRA application was received by this office in 2016.

Program Marketing:

The programs continue to be promoted with help through Main Street Wooster and the Chamber of Commerce. Information about the program is also passed along by the Property Maintenance Division.

CRA Housing Council:

This Office conducts an annual visual inspection of all CRA properties each year for review by the CRA Housing Council, as required for program compliance. 2016 will constitute a new year of the appointment term for all current CRA Housing Council members.

**Enterprise Zone Program**

The City of Wooster’s Enterprise Zone program allows for negotiated property tax abatements of up to 75 percent for ten years on the improved value of a new or expanded facility in return for the creation or retention of at least 10 positions. Applications must be administratively approved before being provided to applicable school districts for comment and or approval. Wooster Growth also votes on providing a recommendation to Wooster City Council, which is ultimately responsible for approving applications. The zone encompasses all of Wooster’s 2004 Corporation limits. Areas annexed following 2004 are also eligible for an Enterprise Zone, but the incentive is provided through a separate Enterprise Zone managed by the Wayne County government (approval is required from the Wayne County Commissioners following authorization by Wooster City Council.) All abatements are reviewed annually by a local Tax Incentive Review Council.

As of 12/2015, the City had **14 active EZ agreements**<sup>1</sup>. There was one Enterprise Zone abatement extended in 2016, which was awarded to LuK USA to aid it in a historic expansion in Wooster:



**LuK USA LLC** received a 75-percent, 10-year tax abatement for committing an investment of up to \$50,000,000 in order to construct a 90,000 square-foot addition to its 3401 Old Airport Road manufacturing facility, its second-largest project even within the City in terms of square footage. The firm specializes in torque-converters for large vehicles and serves a global market. The project included additional office space as well as equipment lines. A minimum of 200 jobs were committed with a projected \$8,000,000 in new payroll, while retaining the current 1,859 workers with a retained \$101,116,000 payroll. LuK USA LLC remains Wooster’s top employer and rivals the JM Smucker Company for the top-employer of the County.

<b>Enterprise Zone Agreements</b>	<b>Jobs Created / Retained (2016)</b>	<b>Amount Invested</b>	<b>2015 TIRC Status</b>
<i>New In 2016:</i>			
389-15-01 LuK USA LLC	0/1,859	\$3,500,000	N/A
<i>On-going Agreements:</i>			
389-15-01 LuK USA LLC	100/1,759	\$3,500,000	Continue (75%)
389-15-02 Wooster Growth / Tekfor USA	0/250	\$1,750,000	Continue (75%)
389-13-02 Certified Angus Beef LLC	5 / 78	\$1,100,000	Continue (75%)
389-13-01 Daisy Brand LLC	0 / 0	\$125,429,660	Continue (75%)
115C-14-01 Daisy Brand LLC* (Wayne County EZ)	0 / 0	\$125,429,660	Continue (75%)
389-13-02 McConnel Wooster Properties dba Bauer Corp.	36 / 0	\$2,500,000*	Continue (75%)
389-13-01 LuK USA LLC	1,133 / 449	\$12,626,342	Continue (75%)
389-12-02 ABS Materials	8 / 19	\$2,447,433	Continue (75%)
389-12-01 Seaman Corporation	0 / 141	\$2,533,740	Continue (50%)
389-08-01 Technigraphics Inc. ET. AL.	0 / 0	\$6,200,000	Continue (0%)
389-07-01 Bosch Rexroth Corp.& Chesterland Estates	0 / 39	\$1,845,421	Continue (75%)
389-06-04 COMPAK Inc.	15 / 0	\$4,000,000	Continue (75%)
389-06-03 Westerman, Inc.	69 / 87	\$6,224,549	Continue (75%)
389-06-01 Eldorado Stone LLC & Chesterland Estates	34 / 0	\$4,813,674	Continue (75%)
389-05-01 United Titanium Inc.	7 / 112	\$4,813,674	Continue (75%)
389-04-01 Technigraphics Inc. ET. AL.	No Data	\$4,490,161	N/A
<b>TOTAL INVESTMENT IMPACT:</b>	<b>162 / 2,492</b>	<b>\$110,068,234</b>	

<sup>1</sup> Number does not include 389-05-01 Tekfor, which requested termination from the program in 2009, nor 389-04-01, which is out of agreement. Additionally, agreement 389-05-01’s incentives expired on 1 Jan. 2016.

### **Local Job Creation Tax Credit**

The Local Job Creation Tax Credit (Local JCTC) is processed by the Finance Director (Andrei Dordea, 2015). This Office provides supporting information to interested companies, including providing City representation for prospective projects at the State of Ohio's Tax Credit Authority. Obtaining a State Job Creation Tax Credit (State JCTC) is a prerequisite for receiving a Local JCTC. The Local JCTC credits up to 50 percent of income tax revenues received from qualified new employment at a term of five years, or longer if in order to match a State JCTC. The City of Wooster works closely with WEDC when considering these types of incentives, which are reserved for firms hiring 25 or more persons within a three-year period. One new agreement was authorized in 2016 for LuK USA LLC.



**LuK USA** was authorized a local Job Creation Tax Credit in conjunction with a State Job Creation as part of an incentives package to encourage the firm to invest in Wooster is a 90,000 square foot office and industrial space expansion at 3401 Old Airport Road. 200 Jobs With the commitment of creating 244 new jobs and \$12,045,000 in annual payroll, the City offered a **6-year, 50 percent income tax credit**, with an estimated value of \$510,000. This was in conjunction with a granted State of Ohio six-year, 60-percent income tax credit, commencing 2016 and ending 2021.

At present, the City has four active Job Creation Tax Credits<sup>2</sup> with the following firms:

<b>Active Local Job Creation Tax Credits</b>	<b>Percentage and Term</b>	<b>Credit Expiration</b>
LuK USA LLC (2016)	50%, 5 Years	2021
GOJO Industries	50%, 6 Years	2021
LuK USA LLC (2015)	50%, 5 Years	2020
Artiflex Manufacturing LLC	50%, 5 Years	2019
Daisy Brand LLC	50%, 5 Years	2019
Westerman <sup>3</sup>	35%, 7 Years	2018

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<sup>2</sup> Additional firms have received State of Ohio Job Creation Tax Credits, but have not elected to secure a Local Job Creation Tax Credit. As of 2016, the Local JCTC requires a higher level of employment (25 jobs) than required for a State JCTC (10 jobs). A local JCTC will match the terms of a State JCTC, with exception to a 50 percent maximum level of income tax credit per any year.

<sup>3</sup> Please note, certain agreements offer variable rates throughout the duration of the prescribed term.

## DOWNTOWN AND COMMUNITY DEVELOPMENT SUPPORT

This Division works to support multiple downtown and community development efforts through managing the City’s Community Development Block Grant (CDBG) program, overseeing the Community Housing Impact and Preservation (CHIP) program, the Fair Housing program, and several other projects as needed to assist other Divisions and partnering agencies with economically-linked or quality-of-life projects. Main Street Wooster, the Wayne Metropolitan Housing Authority, Wayne County Commissioners, the Ohio Development Services Agency, the Chamber of Commerce, and the Ohio Department of Transportation are vital partners.

### Community Development Block Grant Program

The City of Wooster expended \$574,976 in CDBG funding in 2014 through two separate community development block grants (CDBG). Currently, one awarded grant is open for 2016.

The City of Wooster previously earned the status of an entitlement city through the Ohio Development Services Agency’s (ODSA) Small Cities Program. Each year, the City is permitted to apply for uncompetitive funding (Up to \$79,000 in 2016) for qualifying public improvements and/or programs dedicated to assisting low-to-moderate income neighborhoods, such as sidewalks, roadwork, housing revitalization, and community amenities. The program also qualifies the City to apply for competitive grants, often amounting up to \$300,000 for similar projects, such as a Targets of Opportunity Grant to assist private property owners in rehabilitating downtown buildings or the Critical Infrastructure Grant which funds up to 50% of a major public project, two grants that this office successfully pursued in 2016.

For 2016, the City applied for and secured a \$79,000 Allocation Grant coupled with a competitive<sup>4</sup> 50-percent matching Grant of up to \$300,000 for the Liberty Street Signalization Project. The project would replace two traffic poles at the Liberty/Bever, Liberty/Buckeye, Liberty/Market, Liberty/Grant, and Liberty/Columbus intersections. This work follows the previous North Street Signalization Project from a year prior, which targeted four intersections. The City also has approval to utilize \$5,016 in the City’s Economic Revolving Loan Fund for the project. The project will also install new pedestrian crosswalk signals, which have never been available at four of the five intersections. The project represents a significant safety enhancement.

#### Active CDBG Grants

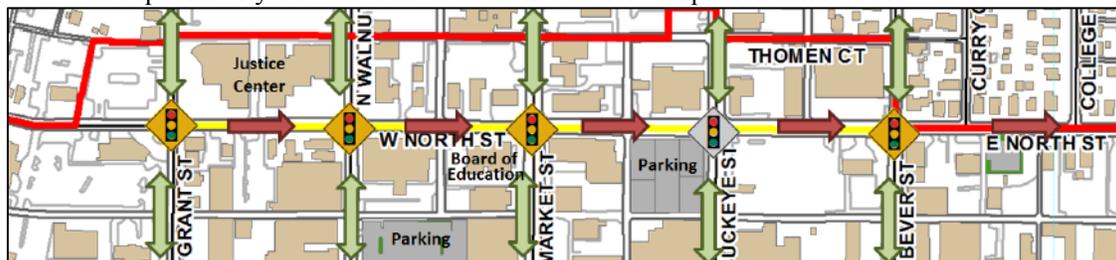
	Amount	Status (As of 1/2017)
A-E-13-2EQ-1 Economic Grant – Daisy Sanitary Sewer	\$500,000	Complete / Reporting 2017
A-F-15-2EQ-1 Allocation & Critical Infrastructure – Signals	\$375,000	Awarded / Execution 2017
A-F-16-2EQ-1 Allocation & Critical Infrastructure – Signals	\$377,000	Awarded / Execution 2017

#### A-E-13-2EQ-1 Economic Grant: \$500,000 – Completed (Reporting through 2017)

The City of Wooster continues work on closing out its first CDBG Economic Grant, which funded \$500,000 of the approximate \$740,000 cost of extending water and sewer service to a new food processing plant owned by Daisy Brand. This office coordinated with Engineering and Daisy Brand on status reports and project close-out. Funds were completely expended by the end of 2015. In return for the \$500,000 in funds, Daisy Brand LLC committed to creating 89 jobs, including 47 to be made available to low and moderate-income persons.

#### A-F-15-2EQ-1 Allocation / Critical Grant: \$377,000 – Applied / Awarded / In Progress

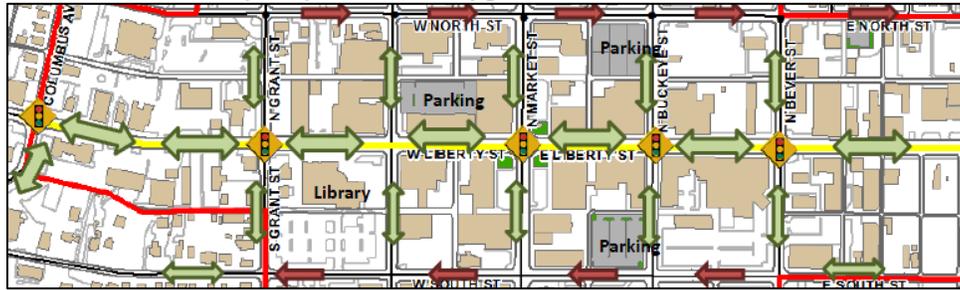
Wooster won its first Critical Infrastructure Grant to help fund the Viola Startzman Free Clinic (\$11,500), our Fair Housing Program (\$100), and the replacement of traffic signaling equipment at four intersections along the North Street corridor (\$365,500) as a means of remediating slum and blighted infrastructure and benefiting the area-wide population of Wooster. North Street serves as the primary west-to-east corridor for Downtown traffic flows, providing parking access to multiple Liberty Street destinations. Schedule for completion is mid-2017.



<sup>4</sup> Approximately 50 percent of Critical Infrastructure Competitive projects were funded in 2015.

**A-F-16-2EQ-1 Allocation and Critical Infrastructure Grants:** \$377,000 – Applied / Awarded

Continuing the work performed on the North Street Corridor, the City applied again for a \$300,000 critical infrastructure in combination with its \$79,000 allocation grant to fund the replacement of five traffic control systems along Liberty Street, downtown’s main thoroughfare with over 8,000 vehicles daily. This project will also install crosswalk signaling across four major downtown intersections for the first time. Funding will continue to support the Viola Startzman Free Clinic (\$11,800), with our Fair Housing Program (\$0) being provided in-kind.



**2016 CDBG Targets of Opportunity Grant Application:** \$192,500 – Awarded / Contract Pending

In coordination with Main Street Wooster, the Ohio Historic Preservation Office, and the Ohio Development Services Agency, this office pursued a 2016 Targets of Opportunity Grant to assist Brian and Tammy Polen with the reconstruction of the imperiled Faber Building. Located at 148 W. Liberty Street, the Faber Building is a 6,300-square foot structure that has sustained extensive damage following years of neglect. To aid the Polens in a \$900,000 investment, the grant will enable the City to create a local grant to reimburse the Polens for certain historic preservation work needed to bring the structure back to life.

**2017 CDBG Grant Applications:** ~\$79,000 – \$500,000 Available

This office is currently working to submit CDBG Grant requests for 2017. A minimum of \$79,000 will be made available for eligible projects either for 2017 or 2018, while the City may petition for two competitive \$300,000 to \$500,000 set-aside grants. Economic Development program grants will remain continually available.

**Community Housing Impact and Preservation (CHIP) Program**

The City of Wooster administered a housing rehabilitation program on behalf of the City of Wooster and Wayne County CHIP Partnership through 2016. Between 2014 and 2016, the program provided **\$850,000** (coupled with **\$50,000** of private investor funds) to repair **20** housing units in the City, and **23** housing units in the County, for a total of **43** total housing units. Over 600 homes county-wide have been repaired since the current version of the program began in 1999. ODSA provides the competitively-awarded funding directly to a qualifying local government, or lead partner of a partnership of governments as is the case for Wayne County and the City of Wooster. CHIP awards are comprised of three separate pools of funding which include CDBG funds, direct HUD funds, and State of Ohio Housing Trust Fund, each with a unique grant agreement.

The City, on behalf of the Partnership, contracts with the Wayne Metropolitan Housing Authority to manage the day-to-day operations of the program, which include qualifying clients, performing inspections, writing specifications, managing projects, and working directly with applicants. This office is responsible for assisting with reporting, marketing the program, coordinating special events, interfacing with state program officials, processing certain files, and assisting the CHIP Administrator from time to time with special projects. Changes in the current cycle and unforeseen complications required *extensive* staff time in 2016 to close out the grant, but this was accomplished successfully.

The four CHIP programs funded in the City of Wooster-Wayne County partnership include:

1. **Private Rehabilitation** – Assists LMI homeowners with major rehabilitating of single-family homes through an interest-free, 85%-forgivable mortgage.
2. **Homeownership Assistance** – Provides partially-forgivable mortgages to assist LMI prospective homeowners in making a down-payment and covering the cost of repairs in purchasing an older home.
3. **Private Rental Rehabilitation** – Offers landlords committing to make units available to LMI tenants for 10 years a 300% matching grant on qualified repairs to older housing units.
4. **Home Repair** – Provides low-income (50 to 60 percent of median income) homeowners grants to make emergency repairs required to correct a safety of health issue.

The City of Wooster again partnered with the Wayne County Planning Department and the Wayne Metropolitan Housing Authority to apply for a CHIP grant for the 2016-2018 cycle, but did not score high enough to secure the grant, in part due to technicalities that may be avoided in the future. Though the grant remains highly competitive, this office believes that a fair likelihood of success remains for future applications. Work is currently underway for a 2017 application.

### **Fair Housing Coordination**

This Office manages Fair Housing concerns for the City, which provides Fair Housing education services, community outreach, and fair housing referrals to those in need. 2016 was the first year that the program was brought in-house, versus utilizing a consultant, saving approximately \$4,000 annually. Additionally, in part due to NEFCO, this office was able to accept a regional Analysis of Impediments to Fair Housing Study in 2016, saving up to \$8,000 in possible expenses for a privately-contracted study. The City maintains a Fair Housing Hotline (Contact: 330.263.5200 Ext. 300) and regularly updates a website (located: [www.woosteroh.com/Fair-Housing](http://www.woosteroh.com/Fair-Housing)) with fair housing information to ensure resources are easily accessible. **A total of 36 calls and/or visits were fielded by this office in 2016** (a few cases have multiple calls, and a handful were not from outside the jurisdiction). The Fair Housing Program is a requirement for CDBG funding, and also provides a primary source for property maintenance complaints, which are forwarded to the Zoning Inspector. Additionally, the City conducted **five** Fair Housing Outreach sessions.



**FAIR HOUSING HOTLINE: 330.263.5200 Ext. 300**

*Wooster Fair Housing Officer: 330.263.5250*

*Wayne County Housing Office: 330.287.5420*

## **WOOSTER GROWTH CORPORATION**

This office provides project management for Wooster Growth Corporation efforts. Wooster Growth is the City's Community Improvement Corporation, an independent not-for-profit public entity focused on promoting economic and community development in the City of Wooster. 2015 efforts included the following:

- **Wooster Growth Agenda** compilation and meeting coordination.
- **Management of a Lease** for 2759 Long Road.
- **Wooster Opportunity Loan Fund** Promotion and Maintenance, including a 2016 WOLF Campaign.
- **L-JCTC Pre-Payment Incentive** for LuK USA LLC as an incentive to expand.
- **Research and or/Reporting** as assigned.

## **ADDITIONAL ECONOMIC AND COMMUNITY DEVELOPMENT EFFORTS**

- Continued partnering with WEDC on Incentive Proposals for prospective business pursuits, including LuK USA expansion and other pursuits in 2016. Collaborated on several BizConnect visits with Wooster firms to continue learning the needs of the business community, and assisting businesses with problems or potential expansions.
- Continued to head the Downtown Waste Collection Program with three billable waste and recycling points for businesses and residences around Public Square while development of a fourth site remains on-going. This program will be transitioning to the Building Department in 2017.
- Continued to represent the City on Main Street Wooster Inc.'s Economic Development Committee, NEFCO (as an Alternate), NEFCO CEDs, and the Ohio Development Services Agency's Technical Advisory Committee (concerning CDBG and CHIP statewide policies).
- Provided in-depth economic analysis of major development proposals, including a 200,000 retail development proposal by Meijers which would create 270 jobs and generate approximately \$500,000 annually in local taxes (City - \$83,000, School District - \$222,000, County / Other Local - \$250,000)
- Quickly responded to general program inquiries and provided referrals. Also handled certain trash complaints and concerns involving the City's Dumpsters from time to time, coordinating with certain neighborhoods when needed.
- Assisted Downtown Business Owners with various requests, including information or assistance with parking arrangements, liquor permits and the revitalization district, networking, and program updates.
- Bike Trail Committee and also secured 2016 ODOT Transportation Alternatives Grant of \$717,600 for Phase II