** DOWNTOWN DEVELOPMENT DISTRICTS (DDD)**

 **DDD Rebate Program Application Exhibit**

 **Project Description - Conformity to District Plan**

Applicants applying for a Large Project Reservation or Small Project Rebate are **required** to submit this form as part of the complete application package.

**INSTRUCTIONS FOR INVESTORS**

* Investors must complete **Section A**, sign and submit to the appropriate District in **Word format**. The District will complete **Section B,** sign and return the form to investor. Districts require a **minimum of 10-business days** to complete, sign and return. Refer to the DDD Rebate Program Guidelines, **Appendix D**, for District contact information.
* Investors must submit the completed form (**Section A and B**) to DSHA by the appropriate application deadline.
	+ ***Large Projects*** *- submit form with Reservation application by* ***posted application deadline***
	+ ***Small Projects*** *- submit form with Rebate application within* ***60 days*** *of the project’s
	 placed-in-service date*

**INSTRUCTIONS FOR DISTRICTS**

If the information presented by the investor in **Section A** is complete and the project description is satisfactory, please complete **Section B**, **sign, convert to PDF, and return to the investor**. If the investor did **not** complete **Section A** satisfactorily, please return to investor and have them resubmit.

**Use the “Tab” key to navigate form fields.**

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| **SECTION A: This section is to be completed by the Investor.** |
| **Contact Information** |
| **Contact Name:** | Type here |
| **Contact Email:** | Type here |
| **Mailing Address:** | Type here |
| **City/State/Zip Code:** | Type here | **Phone:** | Type here |
| **Investor and Real Property Information** |
| **Investor Name:** | Type here |
| **Property Address:** | Type here |
| **City/State/Zip Code:** | Type here |
| **Parcel Number(s):** | Type here |
| **Parcel Number(s):** | Type here |
| **District Location:** |  | **County:** |  |
| **Property Type:** |  | **Eligible Use:** |  |
| **Investor Type:** |  | **Activity Type:** |  |
| **Application Type:** |  |

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| **List all *active* Reservations and Rebates received for the last *5 years* for this investment property.** |
| **ACTIVE Reservations (Date and Amount)** | **SP and LP Rebates Received (Date and Amount)** |
| Type here | Type here |
| Type here | Type here |
| Type here | Type here |
| Type here | Type here |
| Type here | Type here |
| Type here | Type here |
| **Description of Planned or Completed Investment** |
| Provide a narrative of the planned or completed investment: include building/property description, current use and planned use, description of the scope of work, current and/or anticipated commercial tenants. **Districts will not complete** **Section B** **if the narrative does not provide sufficient information about the planned or completed investment**. |
| Type Here |

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| **Large Project Reservation Applicants**  |
| **1. Has construction of the project commenced?** |  |
|  **a. If yes, percentage of construction completed to date:** | 0 % |
|  **b. If no, estimated construction start date:** | mm/dd/yyyy |
| **2. Estimated completion date:** | mm/dd/yyyy |
| **3. Has a Building Permit been issued for the project?** |  |
| **Small Project Rebate Applicants**  |
| **1. What was the start date of this project (construction activity start date)?** | mm/dd/yyyy |
| **2. Placed-in-Service Date:** | mm/dd/yyyy |  |
| **Investor or Authorized**  |
| I, the undersigned, as the qualified district investor or as a representative of the qualified district investor, as part of applying to the Delaware State Housing Authority (DSHA) for a DDD funding reservation or rebate, attest that the information provided is, to the best of my knowledge, accurate.By signing this Acknowledgement, I agree that my electronic signature is the legally binding equivalent to my handwritten signature. Whenever, I execute an electronic signature, it has the same validity and meaning as my handwritten signature. I will not, at any time in the future, repudiate the meaning of my electronic signature or claim that my electronic signature is not legally binding.**Certification of Understanding**: I also understand, acknowledge, agree and certify that:1. I accept my responsibilities in the use of electronic signatures as described on this form;
2. My execution of any form of an electronic signature function is legally binding equivalent of my traditional handwritten signature, and that I am accountable for actions performed under such an electronic signature; and
3. I may not share components of my electronic signature such that my signature could be executed by another individual.
 |
| **I electronically certify that all of the above is true:**  |
| **By: /s/**  Type name here |  | mm/dd/yyyy |
| ***Applicant Signature (Authorized Signer)*** |  | ***Date*** |
| Type title here |  |  |
| ***Title*** |  |  |

After completion of section A, save this Word document and forward the Word file to the District Administrator for signature. The District will complete section B, sign, PDF and return directly to the investor. Investors are required to submit the completed form (sections A and B) to DSHA as part of the application package by the established deadline.

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| **SECTION B: This section is to be completed by the District.** |
| **1. Is the Investment located within the boundaries of the designated District?** |  |
| **2. Is the parcel number(s) provided by the Investor correct?**  |  |
|  **a. If no, please provide correct parcel number(s) below.** |
| Type here |
| **3. What date was the property incorporated into the District?** | mm/dd/yyyy |
| **4. Is this property *specifically* identified as a priority in the District Plan?** |  |
| **5. Does the project conform to the goals of the District Plan?** |  |
| **a. Describe how the project conforms or doesn’t conform to the District Plan. Additionally, if the property/project is identified as a *priority* project please describe the location of this information in the District Plan (Section and page number(s)).**  |
| Type here |

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| **6. What District incentives is the investor eligible for upon successful completion of the Investment?**Please list incentives with monetary value only. Provide the actual or estimated value  of each incentive listed below. (Technical assistance is not considered an incentive.) |
| Type here | Type here  |
| **7. Does the District/municipality have an ordinance in place, such as “Clean Hands”, or any other written requirement that prevents the District from issuing approvals, permits and/or licenses for this project due to outstanding obligations?**  |
|  **a. If yes, is the Investor in compliance with such ordinances/restrictions?**  |  |
|  **b. If Investor is *not* in compliance, please explain below.** |
| Type here |
| *Examples, but NOT limited to:  unpaid property taxes, water and sewer connection and usage charges, vacancy fees, application fees, permit and inspection fees, business license fees and/or interest, penalties, court costs and/or attorney’s fees related to the collection of any of the previous listed obligations.* |
| By:  | **Wet-Ink Signature Required** |  | mm/dd/yyyy |
| ***Signature of District DDD Administrator*** |  | ***Date*** |
| Type here |  | Type here |
| ***Name (Please print)*** |  | ***Title*** |

**District – After completion and signature, please save as a PDF and email PDF to investor.**