



DOWNTOWN DEVELOPMENT DISTRICTS (DDD)

DDD Rebate Program

Large Project Reservation Application Checklist

To apply for a **Large Project Reservation**, investors must complete the following **required exhibits** and submit them to DSHA by the **posted application deadline**. Program guidelines, application forms and materials can be accessed at www.destatehousing.com.

Label each application exhibit as a separate file (e.g. E2 Proof of Site Control) and submit the **completed** application package to DSHA_Appdocs@delaware.gov. Exhibits may need to be sent in multiple e-mails. **Incomplete** applications will **not** be reviewed for reservation consideration.

For security purposes, DSHA **cannot** accept files delivered through Google, Dropbox or any similar file sharing system. Additionally, Word files with the **.docx** extension are accepted. Word files with the **.doc** extension will be **automatically deleted by DSHA's spam filter**.

REQUIRED APPLICATION EXHIBITS

☐ **EXHIBIT 1: Project Description – District Conformity**

- Complete **Section A** of the **Project Description-District Conformity** form provided by DSHA. Upon completion of Section A, submit the form to the District Administrator for completion of **Section B** and signature.
- Allow **10-business days** for the District to complete, sign and return the form. Districts will return the form directly to the investor (applicant). **Investors are responsible** for making sure the completed form is submitted as part of the application package to DSHA by the **posted application deadline**.
- If available, include a rendering of the project.
- End use of project must be stated in narrative

☐ **EXHIBIT 2: Proof of Site Control**

Investor owns the property ⁽¹⁾	<ul style="list-style-type: none">• Provide a copy of the recorded Deed
Investor has a legal agreement to purchase the property	<ul style="list-style-type: none">• Provide a copy of a <u>valid Sale and Purchase Agreement signed by all parties</u>• Demonstrate ability to purchase property within <u>120 days</u> of reservation
Investor leases the building or space in the building	<ul style="list-style-type: none">• Provide a copy of a <u>valid Capital or Operating Lease signed by all parties</u>• Provide a completed, signed and notarized Tenant-Owner Consent form. Form provided by DSHA.

Important: For purposes of this program, **the proof of site control document, the applicant/investor and the payment instrument names must be identical**. For example, if the applicant/investor name is "Builders LLC" then the proof of site control must be in the name of "Builders LLC" and all payments must come from a source owned by "Builders LLC".

- (1) Investors owning only a portion of a building must **complete and submit the Multiple Owner form as part of Exhibit 1**. Form provided by DSHA.

☐ **EXHIBIT 3: Proof of Property Conditions**

- Provide digital images (photos) demonstrating the **current** condition of the real property. Include a photo of the building's front exterior when applicable.
- **If construction has commenced**, include photos of the property **prior** to construction. Additionally, include a signed and notarized statement attesting to the construction start date, the scope of work performed, date performed and itemized costs. If needed, contact DSHA for guidance.
- Submit **up to 10 images** total; interior and exterior in JPEG, PNG or TIF format. If necessary, resize prior to submitting.

☐ **EXHIBIT 4: Project Timeline**

- Provide a construction timeline. Timeline should break down construction by various stages of the project and be able to demonstrate ability to meet the following deadlines:
 - Full-site control within **120 days** of Reservation date, if applicable.
 - Substantial Commencement within **12 months** of the Reservation date.
 - Complete within **3 years** of the Reservation Date.

☐ **EXHIBIT 5: Project Budget**

- Investors are required to complete and submit the **Qualified Real Property Investment (QRPI)** form provided by DSHA, to estimate eligible costs.
- Provide a project budget that demonstrates the total development cost (TDC).
- Provide project funding sources and status of funding commitments (e.g. commitment letters).
- Provide a copy of the General Contractor contract and General Contractor State of Delaware business license.
- Provide copy of building permits to display readiness to proceed

☐ **EXHIBIT 6: Scoring Worksheet (Used to score and rank applications)**

The Scoring Worksheet must be completed by investor and submitted with the application.

☐ **EXHIBIT 7: Certification of Application Submission**

Provide a completed and signed **Certification of Application Submission** form provided by DSHA. This form must be signed by the property owner or a member or officer of the entity applying for the reservation.

☐ **EXHIBIT 8: IRS Form W-9**

- Provide a completed and signed **IRS Form W-9**. Name on the W-9 must be the same as the applicant/investor name. Please verify address is correct for IRS purposes. A fillable W-9 form can be accessed by visiting www.destatehousing.com.

THE DELAWARE FREEDOM OF INFORMATION ACT

- By submitting a Small or Large Project Application, the applicant acknowledges and agrees that the Application shall be deemed a “public record” for the purposes of the Delaware Freedom of Information Act (“FOIA”), codified at **29 Del. C. §§ 10001 - 10005**.
- If information included in an application is exempt from disclosure, such as trade secrets, commercial, or financial information of a privileged or confidential nature, DSHA will protect such information from disclosure to the extent permitted by § 10002(g)(2) of the FOIA. DSHA shall determine in its discretion whether application material is exempt from disclosure. Applicant acknowledges and agrees that any portion of the application which is determined by DSHA to **not** constitute confidential financial or trade secret information exempt from disclosure under FOIA shall be subject to public examination and copying.
- It is the policy of DSHA not to release to any third party any application materials until after the ranking of projects, and allocation of Reservations funds have been announced or a rebate has been disbursed. DSHA expressly reserves its authority to withhold all such information from third party requests pending the completion of the review and ranking process, to the extent permitted by the FOIA. DSHA will endeavor to respond to FOIA requests for application materials as promptly as possible, and absent unusual circumstances, will release to any requesting party public documents related to application materials within 15 days of a written request to **DSHA_FOIACoordinator@delaware.gov**.

For assistance contact:

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