



DOWNTOWN DEVELOPMENT DISTRICTS (DDD)

DDD Rebate Program

Large Project Reservation Application Checklist

To apply for a **Large Project Reservation**, please complete the following required exhibits and submit to DSHA by the posted application deadline. Each exhibit must be submitted as a separate file, labeled with the exhibit number and exhibit name (e.g. Exhibit 2 Proof of Site Control). Submit completed application packages to Appdocs@destatehousing.com. **Incomplete** applications are **not** eligible for Reservation consideration.

Depending on the file size of each exhibit, applicants may be required to submit documentation in multiple e-mails. **DSHA cannot access files delivered through Google, Dropbox or any similar file sharing system.** Additionally, **DSHA can only receive Word files** with the **.docx** extension. Word files with the file extension **.doc** sent via e-mail are **automatically deleted** by DSHA's spam filter, and therefore **cannot be accessed**.

Program guidelines, application forms and materials can be accessed at <http://www.destatehousing.com/ddd>.

LARGE PROJECT RESERVATION APPLICATION CHECKLIST

EXHIBIT 1: Project Description/Conformity to District Plan

- Applicants are **required** to complete **Section A** of the **Project Description/Conformity to District Plan Form**. Upon completion, applicants are required to submit the form to the appropriate District for completion of **Section B** and the District Administrator's signature.
 - Please allow **10 business days** for the District to complete, sign and return the form. The District will return the form directly to the applicant. It is the **applicant's responsibility** to make sure the completed form is submitted to DSHA as part of the application package by the **posted application deadline**.

NOTE: Districts have been instructed **not** to sign incomplete forms or forms that do not have a satisfactory project description.
- Additionally, if a rendering of the project is available, please submit to DSHA as part of this exhibit.

EXHIBIT 2: Proof of Site Control

- If applicant owns the property:
 - Copy of recorded deed.
 - The name on the deed (owner), application, and payment instrument (e.g. check, credit card, loan, etc.) **must be identical**, unless preapproved by DSHA.
- If applicant has a legal agreement to acquire the property:
 - Copy of a valid sales agreement signed by all parties.
 - The name on the sales agreement (buyer), application, and payment instrument (e.g. check, credit card, loan, etc.) **must be identical**, unless preapproved by DSHA.
 - The ability to acquire the property within **120 days** of Reservation.
- If applicant leases the property:
 - Copy of a valid lease signed by all parties.
 - The name on the lease (lessee), application, and payment instrument (e.g. check, credit card, loan, etc.) **must be identical**, unless preapproved by DSHA.
 - **Tenant-Owner Consent Form** completed, signed and notarized.

EXHIBIT 3: Proof of Property Condition

- Photos demonstrating the condition of the real property **before** demolition or improvements are made. Please limit number of total photos to **6 or less**. A before photo of the front of the building should be included.
- Photos must be submitted in JPEG, PNG, TIF, PDF or Word format.
- **If demolition or construction activity has commenced**, include a signed and notarized statement attesting to the construction start date, list of work performed, date performed and itemized costs. If needed, please contact DSHA for guidance.

EXHIBIT 4: Project Timeline

- Detailed project timeline demonstrating the project's ability to meet the following deadlines:
 - Ownership of property within **120 days** of Reservation date, if applicable;
 - Substantially commenced within **12 months** of Reservation date; and
 - Completed within **3 years** of Reservation date.
- Copy of Building Permit, if applicable.

EXHIBIT 5: Project Budget

- Completed **Qualified Real Property Investment Worksheet** demonstrating estimated eligible costs.
 - Completed **Appliances/Equipment Worksheet**, if applicable.
 - Completed **Site Improvements Worksheet**, if applicable
- Budget for Total Development Costs (include eligible and ineligible costs)
- Funding sources and status of funding commitments.
- Copy of the contract between applicant and GC, if applicable.

EXHIBIT 6: Priority Considerations (Used to score and rank applications)

- In the event Reservation requests **exceed** available funding, priority consideration will be given to projects that meet local community and state funding objectives. Applicants are required to provide documentation demonstrating how the project meets funding priorities outlined in [Appendix C](#) and [Appendix D](#) of the program guidelines. Additionally, a PowerPoint presentation to assist applicants with this exhibit can be accessed at <http://www.destatehousing.com/ddd>.

EXHIBIT 7: Completed W-9 Form

- The name on the W-9 form, application, and payment instrument (e.g. check, credit card, loan, etc.) must be identical, unless preapproved by DSHA.
- Forms can be accessed at <http://www.destatehousing.com/ddd>.

ADDITIONAL EXHIBITS, if applicable:

Tenant-Owner Consent Form (includes multiple tenant coordination)

- This form is required when the applicant is a tenant making real property investments to the leased portion of the building or facility. Tenants are required to submit a completed and notarized form to be eligible for rebate consideration.

Multiple Owner Form (includes multiple owner coordination).

- This form is required when the applicant owns a portion of the building or facility. Applicants (owners) are required to submit a completed and notarized form to be eligible for rebate consideration.

For questions or assistance, please contact:

Penny Pierson, Community Development Manager
E-mail: Penny@destatehousing.com
Phone: (302) 739-4263, ext. 246
Direct: (302) 739-0246

Tunisha Scott, Community Development Analyst II
E-mail: Tunisha@destatehousing.com
Phone: (302) 739-4263, ext. 221
Direct: (302) 739-0221