



DOWNTOWN DEVELOPMENT DISTRICTS (DDD)

DDD Rebate Program

Small Project *Rebate* Application Checklist

To apply for a **Small Project Rebate**, investors must complete the following **required exhibits** and submit them to DSHA **within 60 days of placed-in service date**. Program guidelines, application forms and materials can be accessed by clicking [here](#).

Label each application exhibit as a separate file (e.g. E2 Proof of Site Control) and submit the **completed** application package to Appdocs@destatehousing.com. Exhibits may need to be sent in multiple e-mails. **Incomplete** applications will be returned for resubmission.

For security purposes, DSHA **cannot** accept files delivered through Google, Dropbox or any similar file sharing system. Additionally, only 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

- Investors must 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.
 - Please allow **10-business days** for the District to complete, sign and return the form. Districts will return the form directly to the 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 in this exhibit.

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 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 Condition

- Digital images (photos) that demonstrate the **improvements** to the real property. Include a photo of the building's front exterior.
- Submit **up to 10 images total**, both interior and exterior in JPEG, PNG or TIF format. If necessary, resize prior to submitting.

EXHIBIT 4: Final Placed-in-Service Documentation

- Copy of the **final** placed-in-service document issued by the locality for the completed real property investment (e.g. Certificate of Occupancy). The final placed-in-service document should be dated within 30 days of project completion.
- The District must reaffirm the property is in compliance with all municipal ordinances and is eligible under any municipal “Clean Hands” statute (or similar) to apply for rebate. Refer to Section B:7 of **DDD Rebate Application Conformity to District Plan**

EXHIBIT 5: Proof of Investment

- Investors are required to complete and submit the **Qualified Real Property Investment (QRPI)** form provided by DSHA, to estimate eligible costs.
- Provide a copy of the General Contractor contract, if applicable.
- Provide **organized** copies of itemized invoices or American Institute of Architects - AIA forms including subcontractor invoices for **program-eligible costs only**. Invoices must clearly demonstrate a breakdown of the scope of work performed and the itemized costs. Additionally, invoices/AIA must contain the following information:

- Contractor’s name, address and phone number
- Location of where work was performed
- Bill address should match Investor’s name and address
- Date(s) work was performed
- Copies of DE Business licenses for the GC and all contractors that performed work
Effective dates of all licenses must coincide with the dates work was performed.

Organization of Documents
Proof of payment should follow all invoices/receipts. Copies of DE Business Licenses for all contractors are also required.

- Provide **organized** copies of receipts for **program-eligible costs**. Receipts must include:

- Vendor name (e.g. Home Depot, Lowes, Supplier, etc.)
- Transaction date
- Detailed description of goods or services purchased
- Amount paid
- Form of payment (e.g. check, credit card, etc.).

Important
The proof of site control document, the applicant/investor and the payment instrument names must be **identical**, unless otherwise approved by DSHA.

- Provide **organized** copies of proofs of payment for **program-eligible** costs.
 - Cleared checks with check numbers (front/back) - generally available online from most financial institutions. Made payable to business name on contractor’s DE business license.
 - Credit card receipts and credit card statements (only if statement itemizes transaction).
 - When costs are financed through a bank loan and the bank issues the checks directly to the contractor/vendor, DSHA will determine proof of payment on a case-by-case basis.

EXHIBIT 6: 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 rebate.

EXHIBIT 7: 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 clicking [here](#).

For assistance contact:



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