



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 DSHA_Appdocs@delaware.gov. 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, 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 affirm 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 – submission order: Invoice, proof of payment, business license

- 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.
- 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.).
- 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.

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

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

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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