

Critical Improvements Program (Begin January 2026)

1. Property Owner First Name (NOTE: If the property is jointly owned, provide the first & last name of the co-owner in parenthesis next to your first name in this answer box.)

2. Property Owner Last Name

3. Property Owner Phone number

4. Property Owner Email Address

5. Home Address of Property Owner: (Street, City, State, Zip) *Not your business address, but your home address.*

6. Do you plan to submit more than one Application for funding consideration, and if so, how many (including this one)?

7. Address of the property for proposed improvements:

8. Use of this property (portion that is being improved in this proposed project) will be:

- ☐ Commercial (service, professional/office, or retail)
- ☐ Restaurant
- ☐ Residential

☐ Other (please specify)

9. Where are you in the process of completing a Downtown Development District (DDD) application? (Check all that apply.)

- ☐ I do not intend to apply for DDD funds
- ☐ I am exploring the possibility of completing an application and am working with Rick Ferrell or Tina Bradbury (or other Business advisor)
- ☐ I have confirmed I am eligible to apply, but have not yet completed the application
- ☐ I have applied and am awaiting an answer
- ☐ I have applied and been approved for an award
- ☐ I have applied and been denied an award
- ☐ I am not eligible because I have been awarded DDD funding previously
- ☐ Comment:

10. Where are you in the process of making improvements to this property?

- ☐ I have not begun work.
- ☐ I have begun work and am less than 50% finished.
- ☐ I have begun work and am more than 50% finished, but do not have a C/O yet.
- ☐ I have completed work on the project, I have a C/O, and I have secured a tenant.
- ☐ I have completed work, I have a C/O, but I do not have a tenant in place
- ☐ Other or Comment: (optional)

11. If the property is now vacant, what type(s) of Business or Business Category(ies) are you seeking to occupy the space? (Note that projects whose tenant represents a business category that are in alignment with the master plan –Retail, Food & Beverage, Recreation – will be given preference in determining most qualified Recipients of funding.)

If you are uncertain, indicate "Uncertain."

You may selected more than one category for which you would consider and believe the space would be suited.

- ☐ **My property is currently leased (comment below)**
- ☐ **Microbrewery/Brewpub/Beer Garden**
- ☐ **Restaurant/Snacks/Desserts/Takeout**
- ☐ **Farm Fresh/Ethnic/Green Grocers/Food Mart**
- ☐ **Apparel/Shoes/Accessories**
- ☐ **Jewelry, Gift and Novelty Destination Boutique**
- ☐ **Healthy Living: gym, yoga, health**
- ☐ **Healthy Eating: began, organic, smoothies**
- ☐ **Specialty: wine cheese, nuts, confections, oils, flowers**
- ☐ **Recreation/Experiential (add comment in box below to specify)**
- ☐ **Other or Comment (please specify)**

12. If the property is currently leased, what is the Name of the Business and Type of Business or Business Category now occupies the space?

13. If the property is currently leased, when does the lease for the current tenant end? (Month & Year)

Considering now the proposed improvements to the property, and costs of proposed improvements:

- 14. Have you met with or spoken with Ann Marie Townshend to review your proposed project with planning staff? (If not, stop completing this application, and contact Ms. Townshend to discuss your project.**

annmarie.townshend@rossitg.com)

NOTE: ALL applicants (including previous applicants) must talk with Ms. Townshend prior to submission of application in order to be considered an eligible applicant. Applicants are not guaranteed an allocation.)

☐ Yes

☐ No

- 15. What is the anticipated completion date (month/year) of the project (obtaining a Certificate of Occupancy)?**

- 16. Detail below realistic, potential obstacles or impediments that you foresee could come in the way of your completing work by your targeted completion date:**

- 17. Architectural drawings Include price quote in box.**

**I will not need
architecturals**

Architectural drawings

Other (detail in box)

18. Total price quote for Architectural drawings:

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19. Life safety (such as, but not necessarily limited to fire suppression, alarms, electrical, egress, etc.) Include price quote in box.

**No life safety
improvements**

--

Fire suppression

--

Alarm

--

Electrical

--

Egress

--

Security system

--

Other (specify)

--

20. Total price quote for improvements in Life Safety category:

--

21. ADA (Americans with Disabilities Act) for handicap accessible compliance/improvements. Include price quote in box.

No ADA improvements

--

Restrooms

--

**Ramps/handrails
Widened
doors/passages**

**Visual or auditory
signals/alarms**

--

Other (specify)

--

22. Total price quote for improvements in ADA category:

--

23. Establishment of a commercial kitchen. Include price quote in box.

**No commercial
kitchen improvements**

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Kitchen fixtures

--

**Kitchen equipment
attached to building
structure, such as
stove/ansul system**

--

Other

--

24. Total price quote for improvements in Commercial Kitchen category:

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25. Provide a SUBTOTAL PRICE HERE for improvements that you just listed in the categories of ADA, Life Safety and Commercial Kitchen categories:

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26. I understand that the following three questions represent "non critical improvement" categories that are not anticipated to be funded in this program.

Nevertheless, the DDP seeks to collect the information to gauge total project costs.

☐ Yes I understand

☐ Feel free to comment

27. Exterior/Façade improvements. Include price quote in box.

No exterior/facade improvements

Door

Windows

Siding

Brickwork

Railing

Moulding

Lighting

Other (specify)

28. Total price quote for improvements in Exterior/Façade improvements category:

29. Interior Improvements. Include price quote in box.

**No interior
improvements**

**Wall construction/
repair**

Interior door/windows

Plumbing

HVAC

Ceiling

Flooring

Other (specify)

30. Total price quote for Interior improvements category:

31. Describe other proposed Improvements not noted elsewhere, if any. Include price quote in box.

**No other
improvements**

#1 (specify)

#2 (specify)

32. Total price quote for "other" improvements not noted elsewhere.

33. Provide a SUBTOTAL PRICE HERE for improvements that you just listed in the categories of Exterior/Facade, Interior and Other categories:

34. Using the (two) SUBTOTAL PRICES you provided in questions 26 and 33 above - which should equal ALL proposed improvements - provide a total cost for all the proposed improvements:

35. Using the total cost of improvements that you listed in Question 34, answer "yes" or "no" to show the public/private/other funding sources that you anticipate using to complete this project and the anticipated \$ amount of funding for each in the "Amount" box.

NOTE: All projects to be considered for CIP funds MUST USE DDD (Downtown Development District) rebate and City of Dover DDD incentives.

	Yes	No	Possibly
DSHA/Downtown Development District (DDD) (up to 20% of project)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Amount

City of Dover DDD incentives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Amount

**State Historic Tax
Credits**

☐☐☐

Amount

**Federal Historic
Tax Credits**

☐☐☐

Amount

**New Markets Tax
Credits**

☐☐☐

Amount

**DDP Façade
Improvement (not
to exceed \$3,000)**

☐☐☐

Amount

Loan (source to be determined)

☐☐☐

Amount

Other (specify source/amount in box below)

☐☐☐

Amount

36. Did you obtain contractor quotes for the prices you provided within this application?

☐ Yes

☐ No

☐ Comment

37. From among the categories below, and assuming TOTAL cost of project (not just CIP funds) is it a Small, Medium, or Large project?

☐ Small (not to exceed \$60,000 total cost/completion targeted within three to six months)

☐ Medium (over \$60,000 and up to \$125,000/completion targeted within seven to 12 months)

- ☐ Large (over \$125,000/completion on/about June 2027)
- ☐ I am concerned that my project may take longer to complete than June 2027. (Provide comment below.)
- ☐ Comment:

Acknowledgements and signature

38. Funds, if awarded, will be dispersed upon completion of project and it is confirmed by DDP (or its designees) that the project is completed according to Letter of Award and any DDP-approved modifications; obtaining a Certificate of Occupancy; and Tenancy Requirements are met.

If funds are allocated to this project and considering that you will need to put funding out for the entire cost of the project prior to reimbursement upon successful completion, will you require a loan to bridge the gap between completing the improvements and award funds to be dispersed?

NOTE: If Applicant is unable to obtain a loan, an advisor will be provided to the Applicant - at no cost to applicant - to research additional options.

- ☐ Yes
- ☐ No
- ☐ Possibly

39. If you are considering a loan, approximately how much would you need to borrow?

- ☐ I am not planning to take a loan
- ☐ up to \$20,000
- ☐ \$20,000 - 50,000
- ☐ \$50,000 - 100,000
- ☐ \$100,000 - 250,000
- ☐ \$250,000 or more
- ☐ I need help from a Technical Assistance Provider to determine options.

40. Your checking each box and electronic signature at the end of this pre-application confirm that you understand each of the following:

- ☐ This is an application and it is being submitted to the DDP to determine if my project may be eligible for funds.
- ☐ I have met with, or spoken with, Ann Marie Townshend regarding this project.
- ☐ I hereby state that I am the property owner of this property.
- ☐ I understand that submission of this application does not guarantee that I will receive funds for this project.
- ☐ Funds allocated to projects will determined by the Critical Improvements Program Review Panel based on availability of funds. Amounts will typically be limited to covering a portion of only the Critical Improvement portion of requests.
- ☐ Upon review by the DDP CIP (Critical Improvements Program) Review Panel, DDP may require additional information and/or documents related to the project.
- ☐ To complete my application, I will provide additional materials to the DDP including:
 - Information for the DDP to obtain a personal credit report
 - Verification that I and my business (if I have one) are in good standing
 - Two most recent year income tax statement summary pages
 - Other documents as requested by DDP
- ☐ I will notify the DDP if I decide not to proceed with this application for funding.
- ☐ I understand that the DDP Program Review Panel and DDP Board of Directors reserve the right for all final decisions.
- ☐ I understand that funds dispersed from the Critical Improvements Program are taxable, and recipients will be provided a 1099.
- ☐ Providing falsified information or documents, or any other assertion of incorrect information to obtain grant funds, will disqualify me from applying for, or receiving, funds from the DDP for a period of at least one year from date of application.

41. Select if this represents you/ownership of your business:

- ☐ Person(S) with disability
- ☐ Veteran
- ☐ Woman
- ☐ Minority
- ☐ Other (please specify, if commenting to this question)

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42. Your ethnicity (Optional) You may select more than one.

- ☐ African American
- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Caucasian
- ☐ Hispanic or Latino
- ☐ Native Hawaiian or Other pacific Islander
- ☐ Other (please specify, if commenting to this question)

43. Your Gender

- ☐ Female
- ☐ Male
- ☐ Prefer not to answer

Next Steps:

If your Application is pre-approved, you will be required to provide the following documents electronically, prior to a Letter of Award being issued by the DDP. Alternatively, to expedite the process, applicants may provide these documents upon submission of this Application, by sending all/part of the following to:

DoverImprovements@Gmail.com

- o Proof of ownership of property (legal title and/or sales agreement).
- o Two detailed price quotes for improvements from registered and licensed contractor, preferably State of Delaware contractors, with itemized pricing.

If you are the business owner as Applicant, but not the property owner, provide your DE and Dover business licenses.

NOTE:

If DDD (Downtown Development District) funds have been approved for this project, the price quote accepted by the DSHA (Delaware State Housing Authority) will be accepted by DDP per the State of DE verification of costs.

If the project is self-contracted, you will need to provide one estimate in accordance with DSHA requirements, which the DDP will use for review. For details, visit:

[A Quick Overview of the DDD Large Project Rebate, page 16](#)

[A Quick Overview of the DDD Small Project Rebate, page 16](#)

Website www.destatehousing.com/DDD to view the checklist requirements for both Small and Large

Rebate applications, as DDP requirements will mirror those of DSHA.

Additional requirements, if allocation of funding is approved:

- o Proof of intent to lease the space as illustrated by an active listing with professional broker and a market-rate lease fee.
- o A credit check will be conducted by the DDP, unless already approved by DSHA (DDD program).
- o 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](#).

- o Images of the property confirming the areas to be improved and illustrating the needs.

Be sure to complete and submit a separate application for each project that you have under consideration for improvements.

44. Enter your first and last name below, which will serve as your Electronic Signature:

45. Today's date: