



Application: Critical Improvements Program (Begin FY 2024)

Critical Improvements for Downtown Properties (Dover)

UPDATED 2-19-24

Downtown Dover property owners who are planning critical improvements to their downtown Dover properties, may now submit an Application for funding consideration. Application to the program does not imply receipt of funds to the applicant as it is a competitive process.

**You must be the property owner to complete an Application.
Remember to complete a separate application for each property.**

For detailed instructions on this Application, and to view a pdf of the actual Application prior to completing it online, visit: <https://www.downtowndoverpartnership.com/ddp/critical-improvements-program/>

Priorities of the Program:

1. ADA improvements (handicap accessible compliance/improvement such as rest rooms, ramps, audible/visual "sensory: alarms, etc.
2. Life safety (such as, but not necessarily limited to fire suppression, alarms, electrical, egress, etc.
3. Commercial Kitchen fit-out: Kitchen equipment attached to building structure, such as stove/ansul system.
4. Residential if above first floor commercial space, or other if in support of master plan, as approved by CIP review panel. <https://tinyurl.com/CapitalCity2030>
5. Properties located within the designated DDD (Downtown Development District by DSHA) boundary for Dover. For the DDD boundary map visit: <http://tinyurl.com/DDDBoundaryMap>

The following are NOT eligible uses of grant funds:

- Signage
- Purchase of interior furnishings, fixtures, or equipment, except: Consideration will be given to the purchase of kitchen fixtures and equipment attached to building structure and/or required for establishment of a commercial kitchen.
- Construction of a new structure or facility, replacement of an existing structure with a new one.
- Demolition of an existing building.
- Acquiring title to a structure or a property.
- "Costs of doing business" such as operating or overhead.
- Legal fees, insurance premiums, licensing and permitting fees, or fees related to loans, or for activities otherwise ineligible for grant funding.

If funds are allocated to your project, you will be required to meet with the City of Dover Planning Office to discuss your project to ensure it is feasible, therefore it is recommended that you meet with planning staff early in your project considerations. Call (302) 736-7010 to make an appointment.

This Application must be completed in ONE sitting. It may take 20-30 minutes to complete. Be sure to have all your documents at hand prior to beginning.

If you wish to receive a copy of your Application once it's complete, contact Jordan@DowntownDoverPartnership.com or call the DDP office at 302-678-2940.

To complete the Application, continue now.

* 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)?



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About the property:

* 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.
- Other or Comment: (optional)
- 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

* 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
- Bar/Pub/Tavern
- Healthy Living: gym, yoga, health
- Healthy Eating: began, organic, smoothies
- Other or Comment (please specify)
- Farm Fresh/Ethnic/Green Grocers/Food Mart
- Apparel/Shoes/Accessories
- Jewelry, Gift and Novelty Destination Boutique
- Personal Service (comment below)
- Specialty: wine cheese, nuts, confections, oils, flowers
- Recreation/Experiential (add comment in box below to 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)



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

* 14. Have you met with the City of Dover Planning office to review your proposed project with planning staff?

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 may 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:

* 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)

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)

Other (Specify)

* 22. Total price quote for improvements in ADA category category:

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

No commercial kitchen improvements

Kitchen fixtures

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

Other

Other

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

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

*** 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/Façade improvements

doors

windows

siding

brickwork

railing

moulding

lighting

Other (Specify)

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 doors/windows

electrical/lighting

plumbing

HVAC

ceiling

flooring

Other (Specify)

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)

#3 (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, detail below a list of public/private/other funding sources that you anticipate using to complete this project and the anticipated \$ amount of funding in the "Amount" box.

	Yes	No	Possibly
DSHA/Downtown Development District (DDD) (up to 20% of project) Amount: <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kent County Matching Grant to DDD (Up to \$10,000) Amount: <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
City of Dover DDD incentives Amount: <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
State Historic Tax Credits Amount: <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Federal Historic Tax Credits Amount: <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
New Markets Tax Credits Amount: <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
DDP Facade Improvement (not to exceed \$3,000) Amount: <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
DDP Architectural	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

(not to exceed
\$3,000)



Amount:

Loan: (source to be
determined)



Amount:

Other (Specify
source/amount in
box below):



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

I will have the quotes within the next two weeks and will provide them to DDP upon receipt.

Comment:

* 37. Using Total price quote you are using to plan the cost of this project, is it a Small, Medium, or Large project?

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

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

Large (over \$125,000/completion NO LATER THAN November 2025)

I am concerned that my project may take longer to complete than November, 2025 (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.

Comment:

* 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 or I must meet with the Planning Office of the City of Dover (as soon as possible) to determine if the project is feasible.
- 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.
- I have provided information in this application and related documentation that is true and correct, to the best of my knowledge.

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

- Person(S) with disability
- Veteran
- Woman
- N/A
- Other (please specify, if commenting to this question)

* 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 **Proof that property owner/business is in "good standing"** as illustrated by active business licenses, and current payment of tax verification from City of Dover, Kent County and State of Delaware.
- o **Two detailed price quotes for improvements** from registered and licensed contractor, preferably State of Delaware contractors, with itemized pricing.

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.

Questions? 302-678-2940

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

* 45. Today's date: