



Pre-Application: Critical Improvements Program FY '24
(Launched Dec. 2023)

Critical Improvements for Downtown Properties (Dover)

Property owners who are in good standing and are seriously considering critical improvements to their downtown Dover properties are eligible to submit a [Pre-Application](#) at this time. You must be the owner of the building for which you are submitting a Pre-Application.

NOTE: We anticipate that funding requests will exceed the amount of funding available through the Critical Improvements Program. If you choose to proceed with this Pre-Application, you must complete it in ONE sitting, and it will take approximately 15 -20 minutes, assuming you have all your information ready to input.

To review a pdf of the Pre-Application, click here and it will come up in a new window. You can keep this window open to use as a reference as you complete this pre-application, or you can close this survey link and come back to it when you have the information you need to complete it.

Project Purpose

The overarching purpose of this “Critical Improvements to Downtown Properties” grant program is to address improvements to existing properties in specified areas of downtown Dover and to bring many now-vacant and underutilized buildings up to today’s building standards, making them safer and more leasable.

Further, these kinds of retrofits, improvements, and additions are intended to stimulate economic growth of the commercial core of Delaware’s Capital City by making existing buildings more competitive for leasing alongside new construction, getting qualified tenants in them, and thereby reducing vacancy - an important goal of the program.

Priority Improvements and Retrofits will address:

1. **Life safety** (fire suppression, alarms, electrical, egress, etc.) improvements;
2. **ADA (Americans with Disabilities Act)** for handicap accessible compliance/improvement (restrooms, ramps, handrails, widened doors/passages, etc.)
3. **Establishment of commercial kitchens** and even possibly “ghost kitchens” to address the extreme lack of restaurant and food opportunities in the downtown business district
4. **Improvements to apartments** that are adjacent/upstairs within a commercial building may be considered for improvements, but the first floor commercial portion must have improvements completed or be subsequently underway.

While additional kinds of improvements, such as exterior/façade improvements (including doors, windows, siding, brickwork, railing, molding, roofing, lighting, etc.) and interior improvements will be considered for project awards, priority will be given to grant requests that focus on “Priority Improvements and Retrofits.”

Completion of this [pre-application](#) does not assume project is eligible for an award. It is not an application for funds, and it is not a commitment that the applicant will receive funds. Submitting a request for funding will come in later steps with submission of a Project Application, once the project is deemed feasible.

To complete the pre-application, continue now.

* 1. Property Owner First Name

* 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)

* 6. How many Pre-Applications do you plan to submit for funding consideration?

- One
- Two or three
- More than three



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About the property:

* 7. Address of the property for which improvements are proposed in this Pre-Application:

* 8. Do you own this property?

- Yes
- No
- If you co-own this property, provide name of co-owner(s), and an email address and phone # for the co-owner(s):

* 9. What is the square footage of the property? (The portion of the leasable space for which improvements are proposed?)

* 10. Have you begun to make improvements to this property?

- Yes
- No

* 11. Is the property currently vacant?

- Yes
- No
- No, but I anticipate it will be vacant soon

If "vacant soon" when do you anticipate it will be vacant Month/Year?

12. If the property is now vacant, how long has it been vacant? (Months & Years)

13. If the property is now vacant, what types of Business or Business Category are you seeking to occupy the space? (restaurant, retail, professional office, other. Be as specific as you can.

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

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



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Types, cost, and timeline for proposed improvements:

Complete below what kinds of improvements this property needs and associated costs. (If you are later approved to file a full application, you will need to have formal, written estimates. For now, include realistic but approximate costs.)

16. **Life safety** (such as, but not necessarily limited to fire suppression, alarms, electrical, egress, etc.)

- fire suppression
- alarm
- electrical
- Other (please specify)
- egress
- security system

17. Total estimated cost for improvements in Life Safety category:

18. **ADA (Americans with Disabilities Act)** for handicap accessible compliance/improvements

- restrooms
- ramps/handrails
- widened doors/passages
- Visual or auditory signals/alarms
- Other (please specify)

19. Total estimated cost for improvements in ADA category category:

20. **Establishment of a commercial kitchen**

- kitchen fixtures
- kitchen equipment attached to building structure, such as stove/ansul system
- Other (please specify)

21. Total estimated cost for improvements in Commercial Kitchen category:

22. Exterior/Façade improvements

- doors
- windows
- siding
- brickwork
- Other (please specify)
- railing
- moulding
- lighting
- roofing

23. Total estimated cost for improvements in Exterior/Façade improvements category:

24. Interior Improvements

- wall construction/repair
- interior doors/windows
- electrical/lighting
- plumbing
- Other (please specify)
- HVAC
- ceiling
- flooring

25. Total estimated cost for Interior improvements category:

26. Other Improvements not noted elsewhere

- #1
- #2
- #3

27. Total estimated cost for "other" improvements not noted elsewhere

* 28. Adding up cost estimates you provided for each of the improvement categories, **calculate the total estimated cost for all proposed improvements:**

* 29. What is the anticipated length of time from project start to completion (obtaining a Certificate of Occupancy)? (Months & Years)

* 30. What is the proposed project completion date of this project, if you move ahead with it?
(Month & Year)



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Considering the total "ballpark" cost of improvements:

* 31. Check below the sources of funding you believe your project may qualify for:

- | | |
|--|---|
| <input type="checkbox"/> DDD (Downtown Development District) | <input type="checkbox"/> DDP Architectural Grant |
| <input type="checkbox"/> DDD County (\$10,000 cap) | <input type="checkbox"/> Historic Tax Credits |
| <input type="checkbox"/> City of Dover | <input type="checkbox"/> DE Div. of Small Business (EDGE Grant) |
| <input type="checkbox"/> DDP Facade Grant | <input type="checkbox"/> Other |
| <input type="checkbox"/> Other (please specify) | |

* 32. What is the source and estimated dollar amount of personal funds and loans you plan to invest in THIS project/property? (This number must be AT LEAST 25% of total project cost.)

Loan	<input type="text"/>
Personal Cash	<input type="text"/>
Other	<input type="text"/>

* 33. The funds allocated to projects from the Critical Improvements Program will be dispersed upon completion of project.

To successfully complete this project, will you require a loan to bridge the gap between completing the improvements and award funds to be dispersed (assuming completed per Letter of Awarded, if awarded funds)?

- Yes
- No
- Possibly

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

- \$5000 or less
- \$5,000 - \$15,000
- \$15,000 - 50,000
- \$50,000 - 100,000
- \$100,000 - 250,000
- \$250,000 or more

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

- This is a pre-application and is being submitted to the DDP only to determine if my project may be eligible for funds.
- If, upon review by the DDP CIP (Critical Improvements Program) Review Panel, the project is deemed "may be eligible for funds" I must make an appointment to meet at the proposed project site with representative(s) of the City of Dover Planning Office to assess project feasibility. I understand that I can and am encouraged to meet with the city about the feasibility of my project as soon as possible.
- I will notify the DDP if I decide not to proceed with an application for funding.
- I understand that the DDP Program Review Panel and DDP Board of Directors reserves the right for all final decisions.
- I have provided information in this application and related documentation that is true and correct, to the best of my knowledge.
- I understand that 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.
- This is a program of reimbursement. If awarded funds, I understand work must be completed in accordance with approved plan, a Certificate of Occupancy and a signed lease in hand, and a qualified tenant occupying the building.

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

* 37. Today's date:

Next Steps:

The DDP Critical Improvements Program Review Panel will review your Pre-Application and respond to indicate whether or not the project may be eligible for you to submit a full application. Please note that a DDP response of "eligible" does not assure applicant of receipt of award/funds.

At this time, the DDP encourages you to contact and meet with a representative of the City of Dover Office of Planning to review your proposed project, as well as obtain price quotes from three contractors (three separate bids) for the work to be done.

Be sure to complete a separate application for each project that you have under consideration for improvements. (More information at the end of this page.)

Important dates:

- Pre-Applications are due no later than **February 8, 2024**.
- You will NOT receive a confirmation of completing this pre-application, or a copy of the pre-application. **If you wish to receive a copy of your completed pre-application, contact Diane@downtowndoverpartnership.com to request it.**
- Application to request funding will be available on/about **February 2024**.

Questions? 302-678-2940 or Diane@DowntownDoverPartnership.com

Downtown Dover Partnership

101 W. Loockerman St., Suite 2-B, Dover DE 19904

By hitting "Done" at the end of this page, you will complete the submission process for your Pre-Application to the Downtown Dover Partnership Critical Improvements Program. You will be re-directed to the home page of the Downtown Dover Partnership, where you can begin the process to complete another Pre-Application, if you have multiple properties for which you plan to complete a pre-application.