BOARD OF DIRECTORS

Wednesday, May 27, 2026 at 7:30 a.m.

City of Dover Conference Room

AGENDA

Revised 5-26-26 *

1. Welcome
2. Agenda
3. Minutes (April 22, 2026)
4. Executive Committee/Staff Updates
   i. DDP 990 for 2023 and amended 990 for year ending 6-30-24
   ii. Proposed amendments to DDP Accounting Policies & Procedures
   ~~iii. **Proposed edits to DDP By-Laws**~~ **Removed from agenda*
   iv. FY 27 Board Nominations – Nominations Committee recommendations
   v. **New website** * (Same address: https://www.downtowndoverpartnership.com)
5. Grant updates
   i. $2M Fed.- Approp. (Sen. Blunt-Rochester) - Early Child. Edu Ctr. (120 S.Gov.) Sept. 2026
   ii. $500K - Formal notice (Sen. Blunt-Rochester) – workforce housing support 120 S. Gov. Ave.
   iii. ARPA - April monthly report - forecasting/actual submitted (Spend to date: $2,253,102.68)
   iv. Legislative (Bond) request – July 1, 2026
   v. Grant in Aid FY 27 $315,000 request – July 1, 2026
6. Downtown Dover Master Plan
   i. 120 S. Governors Ave.
   ii. Mobility Center –
      - Appraisal of three additional parcels completed
      - Meeting and tour with HUD Federal, State, and DSHA officials
      - Visitation to Kent County Courthouse parking garage
      - Design Build **Amendment #5** * *corrected* # and BID pack
      - Deep excavations & building systems installations – early June
7. ~~**Executive Session: Property**~~ **Removed from agenda*
8. Legislative Updates Other Business
9. Board member updates
10. Public Comment
11. Adjourn

<u>Upcoming DDP board meeting:</u> Wednesday, June 24, 2026

City of Dover Conference Room

Downtown Dover Partnership Board Meeting

Agenda items as listed may not be considered in sequence. Pursuant to 29 DEL. C. 10004(e)(2), this agenda is subject to change to include the addition or deletion of items, including executive sessions, which arise at the time of the meeting.

DOWNTOWN DOVER PARTNERSHIP

Board Meeting
4/22/2026
City of Dover Conference Room

BOARD MEETING MINUTES

ATTENDANCE: Todd Stonesifer, Pete Bradley, Dina Vendetti, Sueduka Gibbs, Sharon Duca, Will Grimes, Terrell Holmes, Zach Prebula, Sarah Keifer, Robin Christiansen, Trey Paradee

GUESTS: John Rice, Ann Marie Townshend

STAFF: Diane Laird, Ken Anderson, Morgan Russum

ABSENT: Dave Hugg, Codi Canasa, Roy Sudler, Jessica Jackson, John Van Gorp, Tricia Arndt

CALL TO ORDER: Todd Stonesifer opened the meeting at 7:31 am.

AGENDA: Agenda revised to remove budget discussion and to include discussion regarding appraisal under item 5.

Robin Christiansen moved to accept the updated agenda. Sarah Keifer seconded the motion. Motion was unanimously approved to accept the updated agenda.

MINUTES (3/35/26 meeting): Robin Christiansen motioned to accept the minutes from the last meeting. Sarah Keifer seconded the motion. Motion was unanimously approved to accept the minutes.

EXECUTIVE COMMITTEE/STAFF UPDATES:

i: Diane provided updated on the ongoing audit investment transition processes -

DDP Audit - Through an ITB process, two auditors (Barbacane Thornton & Co. and Whisman Giordano & Assoc.) were invited to submit proposals. Both candidates provided strong qualifications and non-profit references (Frank, WG - Marilyn Smith, DK MPO; Steven, BT - Karen Speakman, NGP)

Pricing for single audit was quoted at $23,300 from Barbacane Thornton & Co. and $29,000 from Whisman Giordano & Assoc.

Whisman Giordano & Assoc. was selected due to an earlier delivery date (June 30) and a strong recommendation from our current accountant, Tammy Ordway, which we believe will allow for efficient and effective communication as they worked together.

Morgan and I are meeting with the Whisman Giordano & Assoc. team at DDP this Friday to begin the audit process.

DDP Investment - Diane held an initial meeting with Barry Yerger from JPMorgan Chase to begin moving forward with the transfer of investment funds from PNC to JPMorgan Chase. DDP will continue to have most accounts (daily spending, ARPA, commercial loan, EPA, money market) at PNC.

iii: Diane reported on pending and ongoing grant funding

- TAP - (Transportation Assistance Program) application and match commitment ($1.5M/$300K)
- Fed. Appropriation - (Senator Coons) Early Childhood Education Center @ 120 S.Gov. application ($2M)
- ARPA - Quarterly report filed; forecasting to actual expenditures is now being required monthly by State of DE; funds will be expended by/before Dec. 31 of this year. (Spent to date: $1,938,944.51)

MASTER PLAN UPDATES:

i. LIHTEC 4%

As a result of the LIHTEC award, Mosaic and DDP expect to be interacting with HUD at some level. Mr. Charles Anderson, the State Director for the USD Housing and Urban Development, will be visiting DDP office this Tuesday, April 28, from 1 to 2:30 for a briefing and tour of the DDP Project Sites.

ii. Mobility Center

- Site Assessments

Final Phase I and Phase II ESA reports completed on ten parcels associated with the DDMC, seven of which are specific to the DDMC build footprint, and which have been consolidated.

- Water Relocation

Work is complete.

- Lot Consolidations

Substantially completed. Required a slight revision to the Paper Alley description in the Confirmatory Deed. Revised confirmation deed, along with a detailed plot plan, is in the process of being recorded.

- Design-Build Amendment 04

Received this week. Details of the hard costs associated with Bid Pack D were received by EDIS on April 8th. We are continuing to see better-than-expected cost savings for material costs. Next Bid Packs to be released will be the Bids for the agreed to Test Fit Design reflected in our agreed upon lease with Transcore. That Bid Pack is to be released in early May, and the result of those Bids will most likely be reflected in the next Amendment.

Overall, Design- Build Amendment 04 continues to show savings against EDIS cost estimates made in August of 2025, of $887K against the current total project cost at this point in our process. We do expect to see continued savings as we go forward on the remaining items to be bid. We do require a vote for approval and to continue to go forward with the requirements under this Amendment and forthcoming Bid Packs.

Robin Christiansen motioned to approve authorizing EDiS to proceed with the Design – Build Amendment 04. Sarah Keifer seconded the motion. Motion was unanimously approved to authorize EDiS to proceed with the Design – Build Amendment 04.

- Appraisal

Three lots on S. Governors Ave. and Bradford St. that are not within the DDMC footprint and are owned by the CCTA will be appraised for possible alternate use.

Near-Term Anticipated Next Steps:

-Vibrations Monitoring at 129 S. Governor's (Harry Louie)- Imminent

- Shoring Design Mobilization- May 4

- EZ Pass Permit Set- May 29

- Deep Foundation Mobilization- May 18

- Pre-Cast Panel Delivery- Late August

- Parking Structure on track to be completed by EOY; Followed by Retail Core and Shell

MAIN STREET COMMITTEES:

Ann Marie Townshend provided updates on Round 2 and Round 3 Critical Improvement Program projects.

Round 2: There are 3 projects still outstanding. The Old Post, 145 S. New St., and 8 W. Loockerman St.

Round 3: There are 4 qualified applications. 211 W. Loockerman St. ($102k), 146 S. State St. (Grey Fox Grille expansion, $104k), 500 W. Loockerman St. (First State Center, $35k), 126 W. Loockerman Plaza (New Construction, $300k).

LEGISLATIVE UPDATES:

Trey reported that the "Homeless Bill of Rights" was heard in committee yesterday. The bill does not have enough votes to move out of committee. Trey mentioned that even one of the bill sponsors voted against the bill as is.

Dina noted that a large number of local business owners showed up in person and via Zoom for the hearing, which was unusual and encouraging.

BOARD MEMBER UPDATES:

Sueduka – Americare is volunteering at the Modern Maturity Center for their Senior Prom on April 24th.

Terrell – DSU is hosting their Chairman's Golf Tournament on April 24th and a Community Day on April 25th.

Will – NeighborGood Partners is hosting their Raise the Roof event on May 14th from 4-8 pm at Rail Haus.

Dina – Leadership Central Delaware Invitational Reception will be held on May 14th, and CDCC Mini Masters will be at the end of May.

Robin – City Council begins work on the City's FY 2027 budget tonight.

Pete – Dover Days will be in downtown Dover on May 1-2. Dover Speedway will be hosting the All-Star Race in Mid-May.

Sarah – The county continues to see interest in new development.

PUBLIC COMMENTS:

John Rice – YMCA ribbon cutting was a great success. Thank you to everyone who joined. Also thanked Sen. Paradee for introducing SB278.

Ann Marie – Rossi Group is currently working with the City of Dover to help build new housing.

MEETING ADJOURNED: Sarah Keifer motioned to adjourn the meeting. Pete Bradley seconded the Motion. Motion was unanimously approved to adjourn the meeting at 8:38 am. MR

FAW, CASSON & CO., LLP
160 GREENTREE DRIVE, SUITE 203
DOVER, DE 19904
302-674-4305

2023

tax Ret. Amended for year ended 6/30/24

May 14, 2026

CONFIDENTIA L

DOWNTOWN DOVER PARTNERSHIP
CORPORATION
101 WEST LOOCKERMAN STREET
DOVER, DE 19901

Dear TODD:

We have prepared the enclosed amended returns from information provided by you without verification or audit. We suggest that you examine these returns carefully to fully acquaint yourself with all items contained therein to ensure that there are no omissions or misstatements. Attached to each return is an instruction sheet for signing and filing. Please follow those instructions carefully.

Also enclosed is any material you furnished for use in preparing the returns. If the returns are examined, requests may be made for supporting documentation. Therefore, we recommend that you retain all pertinent records for at least seven years.

In order that we may properly advise you of tax considerations, please keep us informed of any significant changes in your financial affairs or of any correspondence received from taxing authorities.

If you have any questions, or if we can be of assistance in any way, please call.

Sincerely,

FAW, CASSON & CO., LLP

Filing Instructions

DOWNTOWN DOVER PARTNERSHIP CORPORATION

Amended Exempt Organization Tax Return

Taxable Year Ended June 30, 2024

Date Due: AS SOON AS POSSIBLE

Remittance: Your amended Form 990 for the tax year ended 6/30/24 shows no balance due.

Signature: You are using a Personal Identification Number (PIN) for signing your return electronically. Form 8879-TE, IRS *e-file* Signature Authorization for an Exempt Organization should be signed and dated by an authorized officer of the organization and returned to:

FAW, CASSON & CO., LLP
160 GREENTREE DRIVE, SUITE 203
DOVER, DE 19904

Important: **Your return will not be filed with the IRS until the signed Form 8879-TE has been received by this office.**

Other: Your amended return is being filed electronically with the IRS and is not required to be mailed. If you mail a paper copy of your amended return to the IRS it will delay the processing of your return.

Form **990**

Department of the Treasury
Internal Revenue Service

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

Do not enter social security numbers on this form as it may be made public.

Go to *www.irs.gov/Form990* for instructions and the latest information.

OMB No. 1545-0047

2023

Open to Public Inspection

A For the 2023 calendar year, or tax year beginning 07/01/23 , and ending 06/30/24

Check if applicable:
- ☐ Address change
- ☐ Name change
- ☐ Initial return
- ☐ Final return/ terminated
- ☒ Amended return
- ☐ Application pending

C Name of organization: DOWNTOWN DOVER PARTNERSHIP CORPORATION

Doing business as:

Number and street (or P.O. box if mail is not delivered to street address): 101 WEST LOOCKERMAN STREET

Room/suite:

City or town, state or province, country, and ZIP or foreign postal code: DOVER DE 19901

D Employer identification number: 51-0327371

E Telephone number: 302-678-2407

G Gross receipts $: 5,549,471

F Name and address of principal officer:
TODD STONESIFER
115 N. STREET STREET
DOVER DE 19901

H(a) Is this a group return for subordinates? ☐ Yes ☒ No

H(b) Are all subordinates included? ☐ Yes ☐ No

If "No," attach a list. See instructions

I Tax-exempt status: ☐ 501(c)(3) ☒ 501(c) (6) (insert no.) ☐ 4947(a)(1) or ☐ 527

J Website: WWW.DOWNTOWNDOVERPARTNERSHIP.COM

H(c) Group exemption number

K Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other

L Year of formation: 1990

M State of legal domicile: DE

Part I Summary

1 Briefly describe the organization's mission or most significant activities:
DEVELOP THE ECONOMIC, CULTURAL, AND HISTORIC RESOURCES OF DOWNTOWN DOVER, TO INCREASE BUSINESS/JOB OPPORTUNITIES AND TO DEVELOP THE COMMERCIAL AND RESIDENTIAL POTENTIAL OF THE CENTRAL DOWNTOWN DOVER AREA.

2 Check this box ☐ if the organization discontinued its operations or disposed of more than 25% of its net assets.

3	Number of voting members of the governing body (Part VI, line 1a)	3	17
4	Number of independent voting members of the governing body (Part VI, line 1b)	4	17
5	Total number of individuals employed in calendar year 2023 (Part V, line 2a)	5	3
6	Total number of volunteers (estimate if necessary)	6	0
7a	Total unrelated business revenue from Part VIII, column (C), line 12	7a	0
b	Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	0

		Prior Year	Current Year
8	Contributions and grants (Part VIII, line 1h)	256,219	4,795,804
9	Program service revenue (Part VIII, line 2g)	33,138	37,322
10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	32,345	-473,510
11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	189,245	228,946
12	Total revenue – add lines 8 through 11 (must equal Part VIII, column (A), line 12)	510,947	4,588,562
13	Grants and similar amounts paid (Part IX, column (A), lines 1–3)	69,676	399,400
14	Benefits paid to or for members (Part IX, column (A), line 4)		0
15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)	170,271	232,583
16a	Professional fundraising fees (Part IX, column (A), line 11e)		0
b	Total fundraising expenses (Part IX, column (D), line 25) 0		
17	Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e)	265,979	277,209
18	Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25)	505,926	909,192
19	Revenue less expenses. Subtract line 18 from line 12	5,021	3,679,370

		Beginning of Current Year	End of Year
20	Total assets (Part X, line 16)	6,600,733	8,980,515
21	Total liabilities (Part X, line 26)	1,756,096	1,921,258
22	Net assets or fund balances. Subtract line 21 from line 20	4,844,637	7,059,257

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

Signature of officer: TODD STONESIFER PRESIDENT

Type or print name and title

Date: 5/15/2026

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check ☐ if self-employed	PTIN
TAMMY ORDWAY	TAMMY ORDWAY	05/14/26		P00233562

Firm's name: FAW, CASSON & CO., LLP — Firm's EIN: 52-0619968

Firm's address: 160 GREENTREE DRIVE, SUITE 203 DOVER, DE 19904 — Phone no. 302-674-4305

May the IRS discuss this return with the preparer shown above? See instructions ☐ Yes ☐ No

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III [X]

1 Briefly describe the organization's mission:

DEVELOP THE ECONOMIC, CULTURAL, AND HISTORIC RESOURCES OF DOWNTOWN DOVER, TO INCREASE BUSINESS/JOB OPPORTUNITIES AND TO DEVELOP THE COMMERCIAL AND RESIDENTIAL POTENTIAL OF THE CENTRAL DOWNTOWN DOVER AREA.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? [ ] Yes [X] No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? [ ] Yes [X] No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses $ 250,877 including grants of $) (Revenue $)

TO IMPROVE THE OPPORTUNITIES FOR JOB CREATION, AND TO BROADEN THE TAX BASE THROUGH THE DEVELOPMENT/ACQUISITION OF COMMERCIAL AND RESIDENTIAL REAL ESTATE IN THE CENTRAL DOVER AREA, AND TO MAINTAIN AND RESTORE THE HISTORIC, ARCHITECTURAL, AND COMMUNITY QUALITIES OF THE DOWNTOWN AREA CONSISTENT WITH THE GOALS OF THE NATIONAL MAIN STREET PROGRAM. STATE AND CITY FUNDING OFFER ECONOMIC ASSISTANCE IN THE DESIGNATED ECONOMIC AREA FOR BUILDING CODE UPGRADES AND DEVELOPMENT. AN APPLICATION PROCESS IS IN PLACE TO DETERMINE GRANT ELIGIBILITY.

4b (Code:) (Expenses $ 6,765 including grants of $) (Revenue $)

TO DEVELOP PARKING IN THE DOWNTOWN DOVER AREA AND PROVIDE OVERSIGHT TO THE PARKING LOTS OWNED AND/OR MANAGED BY THE CORPORATION. THE CORPORATION MANAGES AND RECEIVES REVENUE FOR 6 LOTS IN DOWNTOWN DOVER. THESE LOTS PROVIDE PARKING FOR BUSINESS OWNERS, EMPLOYEES, CUSTOMERS, AND VISITORS.

4c (Code:) (Expenses $ including grants of $) (Revenue $)

TO PROVIDE GRANTS TO ASSIST BUILDING OWNERS WITH HISTORIC PRESERVATION OF BUILDING FRONTS. THE CORPORATION PROVIDED GRANTS FOR FACADE IMPROVEMENTS DURING THE FISCAL YEAR.

4d Other program services (Describe on Schedule O.)
(Expenses $ 431,145 including grants of $ 399,400) (Revenue $)

4e Total program service expenses 688,787

Part IV Checklist of Required Schedules

			Yes	No
1	Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? *If "Yes," complete Schedule A*	1		X
2	Is the organization required to complete Schedule B, Schedule of Contributors? See instructions	2		X
3	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? *If "Yes," complete Schedule C, Part I*	3		X
4	**Section 501(c)(3) organizations.** Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? *If "Yes," complete Schedule C, Part II*	4		
5	Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Rev. Proc. 98-19? *If "Yes," complete Schedule C, Part III*	5		X
6	Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? *If "Yes," complete Schedule D, Part I*	6		X
7	Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? *If "Yes," complete Schedule D, Part II*	7		X
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? *If "Yes," complete Schedule D, Part III*	8		X
9	Did the organization report an amount in Part X, line 21, for escrow or custodial account liability; serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? *If "Yes," complete Schedule D, Part IV*	9		X
10	Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi-endowments? *If "Yes," complete Schedule D, Part V*	10		X
11	If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X, as applicable.			
a	Did the organization report an amount for land, buildings, and equipment in Part X, line 10? *If "Yes," complete Schedule D, Part VI*	11a	X	
b	Did the organization report an amount for investments—other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VII*	11b		X
c	Did the organization report an amount for investments—program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VIII*	11c		X
d	Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part IX*	11d		X
e	Did the organization report an amount for other liabilities in Part X, line 25? *If "Yes," complete Schedule D, Part X*	11e	X	
f	Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? *If "Yes," complete Schedule D, Part X*	11f		X
12a	Did the organization obtain separate, independent audited financial statements for the tax year? *If "Yes," complete Schedule D, Parts XI and XII*	12a		X
b	Was the organization included in consolidated, independent audited financial statements for the tax year? *If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional*	12b		X
13	Is the organization a school described in section 170(b)(1)(A)(ii)? *If "Yes," complete Schedule E*	13		X
14a	Did the organization maintain an office, employees, or agents outside of the United States?	14a		X
b	Did the organization have aggregate revenues or expenses of more than $10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at $100,000 or more? *If "Yes," complete Schedule F, Parts I and IV*	14b		X
15	Did the organization report on Part IX, column (A), line 3, more than $5,000 of grants or other assistance to or for any foreign organization? *If "Yes," complete Schedule F, Parts II and IV*	15		X
16	Did the organization report on Part IX, column (A), line 3, more than $5,000 of aggregate grants or other assistance to or for foreign individuals? *If "Yes," complete Schedule F, Parts III and IV*	16		X
17	Did the organization report a total of more than $15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? *If "Yes," complete Schedule G, Part I.* See instructions	17		X
18	Did the organization report more than $15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? *If "Yes," complete Schedule G, Part II*	18		X
19	Did the organization report more than $15,000 of gross income from gaming activities on Part VIII, line 9a? *If "Yes," complete Schedule G, Part III*	19		X
20a	Did the organization operate one or more hospital facilities? *If "Yes," complete Schedule H*	20a		X
b	If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?	20b		
21	Did the organization report more than $5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? *If "Yes," complete Schedule I, Parts I and II*	21		X

Part IV Checklist of Required Schedules *(continued)*

			Yes	No
22	Did the organization report more than $5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? *If "Yes," complete Schedule I, Parts I and III*	22	X	
23	Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? *If "Yes," complete Schedule J*	23		X
24a	Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than $100,000 as of the last day of the year, that was issued after December 31, 2002? *If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a*	24a		X
b	Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?	24b		
c	Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?	24c		
d	Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?	24d		
25a	**Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations.** Did the organization engage in an excess benefit transaction with a disqualified person during the year? *If "Yes," complete Schedule L, Part I*	25a		
b	Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? *If "Yes," complete Schedule L, Part I*	25b		
26	Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? *If "Yes," complete Schedule L, Part II*	26		X
27	Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? *If "Yes," complete Schedule L, Part III*	27		X
28	Was the organization a party to a business transaction with one of the following parties? (See the Schedule L, Part IV, instructions for applicable filing thresholds, conditions, and exceptions).			
a	A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? *If "Yes," complete Schedule L, Part IV*	28a		X
b	A family member of any individual described in line 28a? *If "Yes," complete Schedule L, Part IV*	28b		X
c	A 35% controlled entity of one or more individuals and/or organizations described in line 28a or 28b? *If "Yes," complete Schedule L, Part IV*	28c		X
29	Did the organization receive more than $25,000 in noncash contributions? *If "Yes," complete Schedule M*	29		X
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? *If "Yes," complete Schedule M*	30		X
31	Did the organization liquidate, terminate, or dissolve and cease operations? *If "Yes," complete Schedule N, Part I*	31		X
32	Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? *If "Yes," complete Schedule N, Part II*	32		X
33	Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? *If "Yes," complete Schedule R, Part I*	33		X
34	Was the organization related to any tax-exempt or taxable entity? *If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1*	34		X
35a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?	35a		X
b	If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? *If "Yes," complete Schedule R, Part V, line 2*	35b		
36	**Section 501(c)(3) organizations.** Did the organization make any transfers to an exempt non-charitable related organization? *If "Yes," complete Schedule R, Part V, line 2*	36		
37	Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? *If "Yes," complete Schedule R, Part VI*	37		X
38	Did the organization complete Schedule O and provide explanations on Schedule O for Part VI, lines 11b and 19? **Note:** All Form 990 filers are required to complete Schedule O.	38	X	

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V ☐

				Yes	No
1a	Enter the number reported in box 3 of Form 1096. Enter -0- if not applicable	1a	17		
b	Enter the number of Forms W-2G included on line 1a. Enter -0- if not applicable	1b	0		
c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	1c			X

Part V Statements Regarding Other IRS Filings and Tax Compliance *(continued)*

			Yes	No
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return 2a 3			
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns?	2b	X	
3a	Did the organization have unrelated business gross income of $1,000 or more during the year?	3a		X
b	If "Yes," has it filed a Form 990-T for this year? *If "No" to line 3b, provide an explanation on Schedule O*	3b		
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	4a		X
b	If "Yes," enter the name of the foreign country See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).			
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	5a		X
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	5b		X
c	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?	5c		
6a	Does the organization have annual gross receipts that are normally greater than $100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?	6a		X
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	6b		
7	**Organizations that may receive deductible contributions under section 170(c).**			
a	Did the organization receive a payment in excess of $75 made partly as a contribution and partly for goods and services provided to the payor?	7a		
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?	7b		
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	7c		
d	If "Yes," indicate the number of Forms 8282 filed during the year 7d			
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	7e		
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	7f		
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	7g		
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	7h		
8	**Sponsoring organizations maintaining donor advised funds.** Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?	8		
9	**Sponsoring organizations maintaining donor advised funds.**			
a	Did the sponsoring organization make any taxable distributions under section 4966?	9a		
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	9b		
10	**Section 501(c)(7) organizations.** Enter:			
a	Initiation fees and capital contributions included on Part VIII, line 12 10a			
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities 10b			
11	**Section 501(c)(12) organizations.** Enter:			
a	Gross income from members or shareholders 11a			
b	Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.) 11b			
12a	**Section 4947(a)(1) non-exempt charitable trusts.** Is the organization filing Form 990 in lieu of Form 1041?	12a		
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year 12b			
13	**Section 501(c)(29) qualified nonprofit health insurance issuers.**			
a	Is the organization licensed to issue qualified health plans in more than one state? **Note:** See the instructions for additional information the organization must report on Schedule O.	13a		
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans 13b			
c	Enter the amount of reserves on hand 13c			
14a	Did the organization receive any payments for indoor tanning services during the tax year?	14a		X
b	If "Yes," has it filed a Form 720 to report these payments? *If "No," provide an explanation on Schedule O*	14b		
15	Is the organization subject to the section 4960 tax on payment(s) of more than $1,000,000 in remuneration or excess parachute payment(s) during the year? If "Yes," see instructions and file Form 4720, Schedule N.	15		X
16	Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O.	16		X
17	**Section 501(c)(21) organizations.** Did the trust, any disqualified or other person engage in any activities that would result in the imposition of an excise tax under section 4951, 4952 or 4953? If "Yes," complete Form 6069.	17		

Part VI Governance, Management, and Disclosure *For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.*

Check if Schedule O contains a response or note to any line in this Part VI ☒

Section A. Governing Body and Management

				Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year	1a	17		
	If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.				
b	Enter the number of voting members included on line 1a, above, who are independent	1b	17		
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?	2			X
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?	3			X
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?	4			X
5	Did the organization become aware during the year of a significant diversion of the organization's assets?	5			X
6	Did the organization have members or stockholders?	6			X
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?	7a			X
b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?	7b			X
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:				
a	The governing body?	8a		X	
b	Each committee with authority to act on behalf of the governing body?	8b		X	
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? *If "Yes," provide the names and addresses on Schedule O*	9			X

Section B. Policies *(This Section B requests information about policies not required by the Internal Revenue Code.)*

			Yes	No
10a	Did the organization have local chapters, branches, or affiliates?	10a		X
b	If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?	10b		
11a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	11a		X
b	Describe on Schedule O the process, if any, used by the organization to review this Form 990.			
12a	Did the organization have a written conflict of interest policy? *If "No," go to line 13*	12a	X	
b	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	12b	X	
c	Did the organization regularly and consistently monitor and enforce compliance with the policy? *If "Yes," describe on Schedule O how this was done*	12c	X	
13	Did the organization have a written whistleblower policy?	13		X
14	Did the organization have a written document retention and destruction policy?	14		X
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?			
a	The organization's CEO, Executive Director, or top management official	15a	X	
b	Other officers or key employees of the organization	15b		X
	If "Yes" to line 15a or 15b, describe the process on Schedule O. See instructions.			
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?	16a		X
b	If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?	16b		

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed NONE

18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.

☐ Own website ☐ Another's website ☒ Upon request ☐ Other *(explain on Schedule O)*

19 Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

20 State the name, address, and telephone number of the person who possesses the organization's books and records.

DOWNTOWN DOVER PTSH CORP 101 W LOOCKERMAN STREET
DOVER DE 19904 302-678-2940

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII ☐

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (box 5 of Form W-2, box 6 of Form 1099-MISC, and/or box 1 of Form 1099-NEC) of more than $100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than $100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than $10,000 of reportable compensation from the organization and any related organizations.

See the instructions for the order in which to list the persons above.

☒ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/ 1099-MISC/ 1099-NEC)	(E) Reportable compensation from related organizations (W-2/ 1099-MISC/ 1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) KIM ADAMS	0.00									
BOARD MEMBER	0.00	X						0	0	0
(2) COUNCILWOMAN TRICIA ARNDT	0.00									
BOARD MEMBER	0.00	X						0	0	0
(3) PETER BRADLEY	0.00									
TREASURER	0.00	X		X				0	0	0
(4) CODI CANASA	0.00									
BOARD MEMBER	0.00	X						0	0	0
(5) MAYOR ROBIN CHRISTIANSEN	0.00									
EX-OFFICIO	0.00	X						0	0	0
(6) DR. STACY DOWNING	0.00									
BOARD MEMBER	0.00	X						0	0	0
(7) SHARON DUCA	0.00									
BOARD MEMBER	0.00	X						0	0	0
(8) JOHN VAN GORP	0.00									
VICE PRESIDENT	0.00	X		X				0	0	0
(9) WILL GRIMES	0.00									
BOARD MEMBER	0.00	X						0	0	0
(10) DAVID HUGG	0.00									
CITY PLANNER	0.00	X						0	0	0
(11) SARAH KEIFER	0.00									
BOARD MEMBER	0.00	X						0	0	0

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees *(continued)*

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/ 1099-MISC/ 1099-NEC)	(E) Reportable compensation from related organizations (W-2/ 1099-MISC/ 1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(12) DONNY LEGANS										
(12)	0.00									
BOARD MEMBER	0.00	X						0	0	0
(13) COUNCILMAN FRED NEIL										
(13)	0.00									
BOARD MEMBER	0.00	X						0	0	0
(14) SENATOR TREY PARADEE										
(14)	0.00									
BOARD MEMBER	0.00	X						0	0	0
(15) LINDA PARKOWSKI										
(15)	0.00									
BOARD MEMBER	0.00	X						0	0	0
(16) TODD STONESIFER										
(16)	0.00									
PRESIDENT	0.00	X		X				0	0	0
(17) JONATHAN STREET										
(17)	0.00									
SECRETARY	0.00	X		X				0	0	0
(18)										
(19)										
1b Subtotal										
c Total from continuation sheets to Part VII, Section A										
d Total (add lines 1b and 1c)										

2 Total number of individuals (including but not limited to those listed above) who received more than $100,000 of reportable compensation from the organization 0

		Yes	No
3	Did the organization list any **former** officer, director, trustee, key employee, or highest compensated employee on line 1a? *If "Yes," complete Schedule J for such individual*		X
4	For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than $150,000? *If "Yes," complete Schedule J for such individual*		X
5	Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? *If "Yes," complete Schedule J for such person*		X

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than $100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation

2 Total number of independent contractors (including but not limited to those listed above) who received more than $100,000 of compensation from the organization 0

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII ☐

				(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514
Contributions, Gifts, Grants and Other Similar Amounts	1a Federated campaigns	1a					
	b Membership dues	1b					
	c Fundraising events	1c					
	d Related organizations	1d					
	e Government grants (contributions)	1e	4,775,000				
	f All other contributions, gifts, grants, and similar amounts not included above	1f	20,804				
	g Noncash contributions included in lines 1a-1f	1g	$				
	h Total. Add lines 1a–1f			4,795,804			
Program Service Revenue		Business Code					
	2a PARKING PERMIT REVENUES			34,560	34,560		
	b DDP PARK MOBILE			2,762	2,762		
	c						
	d						
	e						
	f All other program service revenue						
	g Total. Add lines 2a–2f			37,322			
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)			188,424			188,424
	4 Income from investment of tax-exempt bond proceeds						
	5 Royalties						
			(i) Real / (ii) Personal				
	6a Gross rents	6a	527,921				
	b Less: rental expenses	6b	298,975				
	c Rental inc. or (loss)	6c	228,946				
	d Net rental income or (loss)			228,946	228,946		
			(i) Securities / (ii) Other				
	7a Gross amount from sales of assets other than inventory	7a					
	b Less: cost or other basis and sales exps.	7b	661,934				
	c Gain or (loss)	7c	-661,934				
	d Net gain or (loss)			-661,934	-661,934		
	8a Gross income from fundraising events (not including $ of contributions reported on line 1c). See Part IV, line 18	8a					
	b Less: direct expenses	8b					
	c Net income or (loss) from fundraising events						
	9a Gross income from gaming activities. See Part IV, line 19	9a					
	b Less: direct expenses	9b					
	c Net income or (loss) from gaming activities						
	10a Gross sales of inventory, less returns and allowances	10a					
	b Less: cost of goods sold	10b					
	c Net income or (loss) from sales of inventory						
Miscellaneous Revenue		Business Code					
	11a						
	b						
	c						
	d All other revenue						
	e Total. Add lines 11a–11d						
	12 Total revenue. See instructions			4,588,562	-395,666	0	188,424

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX ☐

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22	399,400	399,400		
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees				
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	200,882	80,353	120,529	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits	14,421	14,421		
10 Payroll taxes	17,280		17,280	
11 Fees for services (nonemployees):				
a Management				
b Legal	14,523		14,523	
c Accounting				
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)				
12 Advertising and promotion	23,324	21,668	1,656	
13 Office expenses	4,575	1,536	3,039	
14 Information technology	1,891		1,891	
15 Royalties				
16 Occupancy	21,836		21,836	
17 Travel				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	7,067	7,067		
23 Insurance	5,000		5,000	
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a MASTER PLAN	66,317	66,317		
b OTHER EXPENSES	65,141	30,490	34,651	
c CONTRACTUAL WORK	29,255	29,255		
d MERCHANT COMMITTEE	22,995	22,995		
e All other expenses	15,285	15,285		
25 **Total functional expenses.** Add lines 1 through 24e	909,192	688,787	220,405	
26 **Joint costs.** Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here ☐ if following SOP 98-2 (ASC 958-720)				

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X ☐

				(A) Beginning of year		(B) End of year
Assets	1	Cash—non-interest-bearing		911,968	1	481,757
	2	Savings and temporary cash investments			2	4,933,939
	3	Pledges and grants receivable, net			3	
	4	Accounts receivable, net		45	4	1,576
	5	Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons			5	
	6	Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)			6	
	7	Notes and loans receivable, net			7	
	8	Inventories for sale or use			8	
	9	Prepaid expenses and deferred charges			9	
	10a	Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 4,504,006			
	b	Less: accumulated depreciation	10b 940,763	4,231,375	10c	3,563,243
	11	Investments—publicly traded securities			11	
	12	Investments—other securities. See Part IV, line 11			12	
	13	Investments—program-related. See Part IV, line 11			13	
	14	Intangible assets			14	
	15	Other assets. See Part IV, line 11		1,457,345	15	
	16	**Total assets.** Add lines 1 through 15 (must equal line 33)		6,600,733	16	8,980,515
Liabilities	17	Accounts payable and accrued expenses		14,574	17	101,156
	18	Grants payable			18	
	19	Deferred revenue			19	
	20	Tax-exempt bond liabilities			20	
	21	Escrow or custodial account liability. Complete Part IV of Schedule D			21	
	22	Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons			22	
	23	Secured mortgages and notes payable to unrelated third parties		1,710,286	23	1,789,484
	24	Unsecured notes and loans payable to unrelated third parties			24	
	25	Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D		31,236	25	30,618
	26	**Total liabilities.** Add lines 17 through 25		1,756,096	26	1,921,258
Net Assets or Fund Balances		**Organizations that follow FASB ASC 958, check here** ☐ **and complete lines 27, 28, 32, and 33.**				
	27	Net assets without donor restrictions			27	
	28	Net assets with donor restrictions			28	
		Organizations that do not follow FASB ASC 958, check here ☒ **and complete lines 29 through 33.**				
	29	Capital stock or trust principal, or current funds			29	
	30	Paid-in or capital surplus, or land, building, or equipment fund			30	
	31	Retained earnings, endowment, accumulated income, or other funds		4,844,637	31	7,059,257
	32	Total net assets or fund balances		4,844,637	32	7,059,257
	33	Total liabilities and net assets/fund balances		6,600,733	33	8,980,515

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI ☒

1	Total revenue (must equal Part VIII, column (A), line 12)	1	4,588,56^
2	Total expenses (must equal Part IX, column (A), line 25)	2	909,19.
3	Revenue less expenses. Subtract line 2 from line 1	3	3,679,370
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	4,844,637
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	-1,464,750
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	7,059,257

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII ☐

			Yes	No
1	Accounting method used to prepare the Form 990: ☐ Cash ☒ Accrual ☐ Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain on Schedule O.			
2a	Were the organization's financial statements compiled or reviewed by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both. ☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis	2a		X
b	Were the organization's financial statements audited by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both. ☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis	2b		X
c	If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.	2c		
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Uniform Guidance, 2 C.F.R. Part 200, Subpart F?	3a		X
b	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits	3b		

SCHEDULE D (Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Financial Statements

Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.
Attach to Form 990.
Go to *www.irs.gov/Form990* for instructions and the latest information.

OMB No. 1545-0047

2023

Open to Public Inspection

Name of the organization
DOWNTOWN DOVER PARTNERSHIP CORPORATION

Employer Identification number
51-0327371

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts

Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year		
2 Aggregate value of contributions to (during year)		
3 Aggregate value of grants from (during year)		
4 Aggregate value at end of year		

5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? ☐ Yes ☐ No

6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? ☐ Yes ☐ No

Part II Conservation Easements

Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).

☐ Preservation of land for public use (for example, recreation or education)
☐ Protection of natural habitat
☐ Preservation of open space
☐ Preservation of a historically important land area
☐ Preservation of a certified historic structure

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

		Held at the End of the Tax Year
a Total number of conservation easements	2a	
b Total acreage restricted by conservation easements	2b	
c Number of conservation easements on a certified historic structure included on line 2a	2c	
d Number of conservation easements included on line 2c acquired after July 25, 2006, and not on a historic structure listed in the National Register	2d	

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year

4 Number of states where property subject to conservation easement is located

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? ☐ Yes ☐ No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year

8 Does each conservation easement reported on line 2d above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? ☐ Yes ☐ No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items.

(i) Revenue included on Form 990, Part VIII, line 1 $

(ii) Assets included in Form 990, Part X $

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items.

a Revenue included on Form 990, Part VIII, line 1 $

b Assets included in Form 990, Part X $

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets *(continued)*

3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply).

a ☐ Public exhibition
b ☐ Scholarly research
c ☐ Preservation for future generations
d ☐ Loan or exchange program
e ☐ Other

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

Part IV Escrow and Custodial Arrangements

Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII and complete the following table.

		Amount
c Beginning balance	1c	
d Additions during the year	1d	
e Distributions during the year	1e	
f Ending balance	1f	

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII ☐

Part V Endowment Funds

Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

a Board designated or quasi-endowment ____ %
b Permanent endowment ____ %
c Term endowment ____ %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

		Yes	No
(i) Unrelated organizations?	3a(i)		
(ii) Related organizations?	3a(ii)		
b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R?	3b		

4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land		1,461,620		1,461,620
b Buildings		2,735,311	672,105	2,063,206
c Leasehold improvements				
d Equipment				
e Other		307,075	268,658	38,41
Total. Add lines 1a through 1e. *(Column (d) must equal Form 990, Part X, line 10c, column (B))*				3,563,243

Part VII Investments – Other Securities

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. *(Column (b) must equal Form 990, Part X, line 12, col. (B))*		

Part VIII Investments – Program Related

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
)		
Total. *(Column (b) must equal Form 990, Part X, line 13, col. (B))*		

Part IX Other Assets

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. *(Column (b) must equal Form 990, Part X, line 15, col. (B))*	

Part X Other Liabilities

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2) DEPOSITS	27,432
(3) PAYROLL LIABILITIES	3,186
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. *(Column (b) must equal Form 990, Part X, line 25, col. (B))*	30,618

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII ☐

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements			1	
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:				
a	Net unrealized gains (losses) on investments	2a			
b	Donated services and use of facilities	2b			
c	Recoveries of prior year grants	2c			
d	Other (Describe in Part XIII.)	2d			
e	Add lines 2a through 2d			2e	
3	Subtract line 2e from line 1			3	
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:				
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a			
b	Other (Describe in Part XIII.)	4b			
c	Add lines 4a and 4b			4c	
5	Total revenue. Add lines 3 and 4c. *(This must equal Form 990, Part I, line 12.)*			5	

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements			1	
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:				
a	Donated services and use of facilities	2a			
b	Prior year adjustments	2b			
c	Other losses	2c			
d	Other (Describe in Part XIII.)	2d			
e	Add lines 2a through 2d			2e	
3	Subtract line 2e from line 1			3	
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:				
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a			
b	Other (Describe in Part XIII.)	4b			
c	Add lines 4a and 4b			4c	
5	Total expenses. Add lines 3 and 4c. *(This must equal Form 990, Part I, line 18.)*			5	

Part XIII Supplemental Information

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

Part XIII Supplemental Information *(continued)*

SCHEDULE I
(Form 990)

Department of the Treasury
Internal Revenue Service

Grants and Other Assistance to Organizations, Governments, and Individuals in the United States

Complete if the organization answered "Yes" on Form 990, Part IV, line 21 or 22.

Attach to Form 990.

Go to *www.irs.gov/Form990* for the latest information.

OMB No. 1545-0047

2023

Open to Public Inspection

Name of the organization: DOWNTOWN DOVER PARTNERSHIP CORPORATION

Employer identification number: 51-0327371

Part I General Information on Grants and Assistance

1 Does the organization maintain records to substantiate the amount of the grants or assistance, the grantees' eligibility for the grants or assistance, and the selection criteria used to award the grants or assistance? ☒ Yes ☐ No

2 Describe in Part IV the organization's procedures for monitoring the use of grant funds in the United States.

Part II Grants and Other Assistance to Domestic Organizations and Domestic Governments.

Complete if the organization answered "Yes" on Form 990, Part IV, line 21, for any recipient that received more than $5,000. Part II can be duplicated if additional space is needed.

1 (a) Name and address of organization or government	(b) EIN	(c) IRC section (if applicable)	(d) Amount of cash grant	(e) Amount of noncash assistance	(f) Method of valuation (book, FMV, appraisal, other)	(g) Description of noncash assistance	(h) Purpose of grant or assistance
(1)							
(2)							
(3)							
(4)							
(5)							
(6)							
(7)							
(8)							
(9)							

2 Enter total number of section 501(c)(3) and government organizations listed in the line 1 table

3 Enter total number of other organizations listed in the line 1 table

Part III Grants and Other Assistance to Domestic Individuals. Complete if the organization answered "Yes" on Form 990, Part IV, line 22. Part III can be duplicated if additional space is needed.

(a) Type of grant or assistance	(b) Number of recipients	(c) Amount of cash grant	(d) Amount of noncash assistance	(e) Method of valuation (book, FMV, appraisal, other)	(f) Description of noncash assistance
1 CAPITAL IMPROVEMENT GRANT	3	399,400			
2					
3					
4					
5					
6					
7					

Part IV Supplemental Information. Provide the information required in Part I, line 2; Part III, column (b); and any other additional information.

PART IV - ADDITIONAL INFORMATION

PART I, LINE 2 - PROCEDURES FOR MONITORING THE USE OF GRANT FUNDS

APPLICATIONS ARE REVIEWED BY A COMMITTEE TO DETERMINE IF THEY QUALIFY FOR A GRANT.

SCHEDULE O (Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.

Attach to Form 990 or Form 990-EZ.

Go to *www.irs.gov/Form990* for the latest information.

OMB No. 1545-0047

2023

Open to Public Inspection

Name of the organization: DOWNTOWN DOVER PARTNERSHIP CORPORATION

Employer identification number: 51-0327371

AMENDED RETURN EXPLANATION

TO PROPERLY REMOVE A PARCEL OF LAND THAT WAS SOLD IN A PRIOR YEAR AND WHOSE SALES PROCEEDS WERE ALREADY REPORTED AS INCOME IN THAT YEAR.

FORM 990, PART III, LINE 4D - ALL OTHER ACCOMPLISHMENTS

PROGRAM EXPENSES AND SUPPLIES

FORM 990, PART VI, LINE 11B - ORGANIZATION'S PROCESS TO REVIEW FORM 990

THE FORM 990 IS INCLUDED AS PART OF A MONTHLY BOARD MEETING

FORM 990, PART VI, LINE 12C - ENFORCEMENT OF CONFLICTS POLICY

IF A CONFLICT OF INTEREST IS CONSIDERED TO BE UNACCEPTABLE, THE EXECUTIVE COMMITTEE AND THE BOARD MEMBER SHOULD PROMPTLY RESOLVE THE MATTER.

FORM 990, PART VI, LINE 15A - COMPENSATION PROCESS FOR TOP OFFICIAL

COMMITTEE ORGANIZED FOR INTERVIEWING AND SELECTING DIRECTOR.

FORM 990, PART VI, LINE 19 - GOVERNING DOCUMENTS DISCLOSURE EXPLANATION

GOVERNING DOCUMENTS ARE MADE AVAILABLE TO THE PUBLIC UPON REQUEST.

FORM 990, PART XI, LINE 9 - OTHER CHANGES IN NET ASSETS EXPLANATION

STATE OF DE BOND PROCEEDS	$ 10,250
STATE OF DE BOND PROCEEDS	$ -1,475,000
TOTAL	$ -1,464,750

Form **4562**

Department of the Treasury
Internal Revenue Service

Depreciation and Amortization
(Including Information on Listed Property)
Attach to your tax return.
Go to *www.irs.gov/Form4562* for instructions and the latest information.

OMB No. 1545-0172

2023

Attachment Sequence No. **179**

Name(s) shown on return: DOWNTOWN DOVER PARTNERSHIP CORPORATION

Identifying number: 51-0327371

Business or activity to which this form relates

RENTAL PROPERTY

Part I Election To Expense Certain Property Under Section 179

Note: If you have any listed property, complete Part V before you complete Part I.

1	Maximum amount (see instructions)	1	1,160,000
2	Total cost of section 179 property placed in service (see instructions)	2	
3	Threshold cost of section 179 property before reduction in limitation (see instructions)	3	2,890,000
4	Reduction in limitation. Subtract line 3 from line 2. If zero or less, enter -0-	4	
5	Dollar limitation for tax year. Subtract line 4 from line 1. If zero or less, enter -0-. If married filing separately, see instructions	5	

6	(a) Description of property	(b) Cost (business use only)	(c) Elected cost

7	Listed property. Enter the amount from line 29	7	
8	Total elected cost of section 179 property. Add amounts in column (c), lines 6 and 7	8	
9	Tentative deduction. Enter the **smaller** of line 5 or line 8	9	
10	Carryover of disallowed deduction from line 13 of your 2022 Form 4562	10	
11	Business income limitation. Enter the smaller of business income (not less than zero) or line 5. See instructions	11	
12	Section 179 expense deduction. Add lines 9 and 10, but don't enter more than line 11	12	
13	Carryover of disallowed deduction to 2024. Add lines 9 and 10, less line 12	13	

Note: Don't use Part II or Part III below for listed property. Instead, use Part V.

Part II Special Depreciation Allowance and Other Depreciation (Don't include listed property. See instructions.)

14	Special depreciation allowance for qualified property (other than listed property) placed in service during the tax year. See instructions	14	
15	Property subject to section 168(f)(1) election	15	
16	Other depreciation (including ACRS)	16	69,382

Part III MACRS Depreciation (Don't include listed property. See instructions.)

Section A

17	MACRS deductions for assets placed in service in tax years beginning before 2023	17	
18	If you are electing to group any assets placed in service during the tax year into one or more general asset accounts, check here ☐		

Section B—Assets Placed in Service During 2023 Tax Year Using the General Depreciation System

	(a) Classification of property	(b) Month and year placed in service	(c) Basis for depreciation (business/investment use only—see instructions)	(d) Recovery period	(e) Convention	(f) Method	(g) Depreciation deduction
19a	3-year property						
b	5-year property						
c	7-year property						
d	10-year property						
e	15-year property						
f	20-year property						
g	25-year property			25 yrs.		S/L	
h	Residential rental property			27.5 yrs.	MM	S/L	
				27.5 yrs.	MM	S/L	
i	Nonresidential real property			39 yrs.	MM	S/L	
					MM	S/L	

Section C—Assets Placed in Service During 2023 Tax Year Using the Alternative Depreciation System

20a	Class life					S/L	
b	12-year			12 yrs.		S/L	
c	30-year			30 yrs.	MM	S/L	
d	40-year			40 yrs.	MM	S/L	

Part IV Summary (See instructions.)

21	Listed property. Enter amount from line 28	21	
22	**Total.** Add amounts from line 12, lines 14 through 17, lines 19 and 20 in column (g), and line 21. Enter here and on the appropriate lines of your return. Partnerships and S corporations—see instructions	22	69,382
23	For assets shown above and placed in service during the current year, enter the portion of the basis attributable to section 263A costs	23	

Form **4562**

Department of the Treasury
Internal Revenue Service

Depreciation and Amortization
(Including Information on Listed Property)
Attach to your tax return.
Go to *www.irs.gov/Form4562* for instructions and the latest information.

OMB No. 1545-0172

2023

Attachment Sequence No. 179

Name(s) shown on return: DOWNTOWN DOVER PARTNERSHIP CORPORATION

Identifying number: 51-0327371

Business or activity to which this form relates

INDIRECT DEPRECIATION

Part I Election To Expense Certain Property Under Section 179

Note: If you have any listed property, complete Part V before you complete Part I.

1	Maximum amount (see instructions)	1	1,160,000
2	Total cost of section 179 property placed in service (see instructions)	2	
3	Threshold cost of section 179 property before reduction in limitation (see instructions)	3	2,890,000
4	Reduction in limitation. Subtract line 3 from line 2. If zero or less, enter -0-	4	
5	Dollar limitation for tax year. Subtract line 4 from line 1. If zero or less, enter -0-. If married filing separately, see instructions	5	

6	(a) Description of property	(b) Cost (business use only)	(c) Elected cost

7	Listed property. Enter the amount from line 29	7	
8	Total elected cost of section 179 property. Add amounts in column (c), lines 6 and 7	8	
9	Tentative deduction. Enter the **smaller** of line 5 or line 8	9	
10	Carryover of disallowed deduction from line 13 of your 2022 Form 4562	10	
11	Business income limitation. Enter the smaller of business income (not less than zero) or line 5. See instructions	11	
12	Section 179 expense deduction. Add lines 9 and 10, but don't enter more than line 11	12	
13	Carryover of disallowed deduction to 2024. Add lines 9 and 10, less line 12	13	

Note: Don't use Part II or Part III below for listed property. Instead, use Part V.

Part II Special Depreciation Allowance and Other Depreciation (Don't include listed property. See instructions.)

14	Special depreciation allowance for qualified property (other than listed property) placed in service during the tax year. See instructions	14	
15	Property subject to section 168(f)(1) election	15	
16	Other depreciation (including ACRS)	16	7,067

Part III MACRS Depreciation (Don't include listed property. See instructions.)

Section A

17	MACRS deductions for assets placed in service in tax years beginning before 2023	17	
18	If you are electing to group any assets placed in service during the tax year into one or more general asset accounts, check here ☐		

Section B—Assets Placed in Service During 2023 Tax Year Using the General Depreciation System

	(a) Classification of property	(b) Month and year placed in service	(c) Basis for depreciation (business/investment use only–see instructions)	(d) Recovery period	(e) Convention	(f) Method	(g) Depreciation deduction
19a	3-year property						
b	5-year property						
c	7-year property						
d	10-year property						
e	15-year property						
f	20-year property						
g	25-year property			25 yrs.		S/L	
h	Residential rental property			27.5 yrs.	MM	S/L	
				27.5 yrs.	MM	S/L	
i	Nonresidential real property			39 yrs.	MM	S/L	
					MM	S/L	

Section C—Assets Placed in Service During 2023 Tax Year Using the Alternative Depreciation System

20a	Class life					S/L	
b	12-year			12 yrs.		S/L	
c	30-year			30 yrs.	MM	S/L	
d	40-year			40 yrs.	MM	S/L	

Part IV Summary (See instructions.)

21	Listed property. Enter amount from line 28	21	
22	**Total.** Add amounts from line 12, lines 14 through 17, lines 19 and 20 in column (g), and line 21. Enter here and on the appropriate lines of your return. Partnerships and S corporations—see instructions	22	7,067
23	For assets shown above and placed in service during the current year, enter the portion of the basis attributable to section 263A costs	23	

Form **8879-TE**

IRS E-file Signature Authorization for a Tax Exempt Entity

For calendar year 2023, or fiscal year beginning 7/01, 2023, and ending 6/30, 20 24

Do not send to the IRS. Keep for your records.

Go to *www.irs.gov/Form8879TE* for the latest information.

OMB No. 1545-0047

2023

Department of the Treasury
Internal Revenue Service

Name of filer: DOWNTOWN DOVER PARTNERSHIP CORPORATION

EIN or SSN: 51-0327371

Name and title of officer or person subject to tax: TODD STONESIFER
PRESIDENT

Part I Type of Return and Return Information

Check the box for the return for which you are using this Form 8879-TE and enter the applicable amount, if any, from the return. Form 8038-CP and Form 5330 filers may enter dollars and cents. For all other forms, enter whole dollars only. If you check the box on line **1a, 2a, 3a, 4a, 5a, 6a, 7a, 8a, 9a,** or **10a** below, and the amount on that line for the return being filed with this form was blank, then leave line **1b, 2b, 3b, 4b, 5b, 6b, 7b, 8b, 9b,** or **10b,** whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. **Do not** complete more than one line in Part I.

1a	Form 990 check here	[X]	b	Total revenue, if any (Form 990, Part VIII, column (A), line 12)	1b 4,588,562
2a	Form 990-EZ check here	[ ]	b	Total revenue, if any (Form 990-EZ, line 9)	2b
3a	Form 1120-POL check here	[ ]	b	Total tax (Form 1120-POL, line 22)	3b
4a	Form 990-PF check here	[ ]	b	Tax based on investment income (Form 990-PF, Part V, line 5)	4b
5a	Form 8868 check here	[ ]	b	Balance due (Form 8868, line 3c)	5b
6a	Form 990-T check here	[ ]	b	Total tax (Form 990-T, Part III, line 4)	6b
7a	Form 4720 check here	[ ]	b	Total tax (Form 4720, Part III, line 1)	7b
8a	Form 5227 check here	[ ]	b	FMV of assets at end of tax year (Form 5227, Item D)	8b
9a	Form 5330 check here	[ ]	b	Tax due (Form 5330, Part II, line 19)	9b
10a	Form 8038-CP check here	[ ]	b	Amount of credit payment requested (Form 8038-CP, Part III, line 22)	10b

Part II Declaration and Signature Authorization of Officer or Person Subject to Tax

Under penalties of perjury, I declare that [X] I am an officer of the above entity or [ ] I am a person subject to tax with respect to (name of entity) _____, (EIN) _____ and that I have examined a copy of the 2023 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS **(a)** an acknowledgement of receipt or reason for rejection of the transmission, **(b)** the reason for any delay in processing the return or refund, and **(c)** the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the electronic return and, if applicable, the consent to electronic funds withdrawal.

PIN: check one box only

[X] I authorize FAW, CASSON & CO., LLP (ERO firm name) to enter my PIN 27371 as my signature

Enter five numbers, but do not enter all zeros

on the tax year 2023 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

[ ] As an officer or person subject to tax with respect to the entity, I will enter my PIN as my signature on the tax year 2023 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Signature of officer or person subject to tax _____ Date 05/14/26

Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN. 51015359968

Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2023 electronically filed return indicated above. I confirm that I am submitting this return in accordance with the requirements of **Pub. 4163,** Modernized e-File (MeF) Information for Authorized IRS *e-file* Providers for Business Returns.

ERO's signature TAMMY ORDWAY Date 05/14/26

ERO Must Retain This Form — See Instructions

Do Not Submit This Form to the IRS Unless Requested To Do So

FAW, CASSON & CO., LLP
160 GREENTREE DRIVE, SUITE 203
DOVER, DE 19904
302-674-4305

2024

tax returns for year end 6/30/25

May 14, 2026

CONFIDENTIAL

DOWNTOWN DOVER PARTNERSHIP
CORPORATION
101 WEST LOOCKERMAN STREET
DOVER, DE 19901

Dear TODD:

We have prepared the following returns from information provided by you without verification or audit.

Return of Organization Exempt From Income Tax (Form 990)

We suggest that you examine these returns carefully to fully acquaint yourself with all items contained therein to ensure that there are no omissions or misstatements. Attached are instructions for signing and filing each return. Please follow those instructions carefully.

In order that we may properly advise you of tax considerations, please keep us informed of any significant changes in your financial affairs or of any correspondence received from taxing authorities.

If you have any questions, or if we can be of assistance in any way, please call.

Sincerely,

FAW, CASSON & CO., LLP

Filing Instructions

DOWNTOWN DOVER PARTNERSHIP CORPORATION

Exempt Organization Tax Return

Taxable Year Ended June 30, 2025

Date Due: AS SOON AS POSSIBLE

Remittance: None is required. Your Form 990 for the tax year ended 6/30/25 shows no balance due.

Signature: You are using a Personal Identification Number (PIN) for signing your return electronically. Form 8879-TE, IRS *e-file* Signature Authorization for an Exempt Organization should be signed and dated by an authorized officer of the organization and returned to:

FAW, CASSON & CO., LLP
160 GREENTREE DRIVE, SUITE 203
DOVER, DE 19904

Important: **Your return will not be filed with the IRS until the signed Form 8879-TE has been received by this office.**

Other: Your return is being filed electronically with the IRS and is not required to be mailed. If you Mail a paper copy of your return to the IRS it will delay the processing of your return.

Form **990**

Department of the Treasury
Internal Revenue Service

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)
Do not enter social security numbers on this form as it may be made public.
Go to *www.irs.gov/Form990* for instructions and the latest information.

OMB No. 1545-0047
2024
Open to Public Inspection

For the 2024 calendar year, or tax year beginning 07/01/24 , and ending 06/30/25

Check if applicable:
- ☐ Address change
- ☐ Name change
- ☐ Initial return
- ☐ Final return/ terminated
- ☐ Amended return
- ☐ Application pending

C Name of organization: DOWNTOWN DOVER PARTNERSHIP CORPORATION

Doing business as:

Number and street (or P.O. box if mail is not delivered to street address): 101 WEST LOOCKERMAN STREET

Room/suite:

City or town, state or province, country, and ZIP or foreign postal code: DOVER DE 19901

D Employer identification number: 51-0327371

E Telephone number: 302-678-2407

G Gross receipts $: 11,605,274

F Name and address of principal officer:
TODD STONESIFER
115 N. STREET
DOVER DE 19901

H(a) Is this a group return for subordinates? ☐ Yes ☒ No

H(b) Are all subordinates included? ☐ Yes ☐ No
If "No," attach a list. See instructions

I Tax-exempt status: ☐ 501(c)(3) ☒ 501(c) (6) (insert no.) ☐ 4947(a)(1) or ☐ 527

J Website: WWW.DOWNTOWNDOVERPARTNERSHIP.COM

H(c) Group exemption number

K Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other

L Year of formation: 1990

M State of legal domicile: DE

Part I Summary

1 Briefly describe the organization's mission or most significant activities:
DEVELOP THE ECONOMIC, CULTURAL, AND HISTORIC RESOURCES OF DOWNTOWN DOVER, TO INCREASE BUSINESS/JOB OPPORTUNITIES AND TO DEVELOP THE COMMERCIAL AND RESIDENTIAL POTENTIAL OF THE CENTRAL DOWNTOWN DOVER AREA.

2 Check this box ☐ if the organization discontinued its operations or disposed of more than 25% of its net assets.

3 Number of voting members of the governing body (Part VI, line 1a)	3	17
4 Number of independent voting members of the governing body (Part VI, line 1b)	4	17
5 Total number of individuals employed in calendar year 2024 (Part V, line 2a)	5	2
6 Total number of volunteers (estimate if necessary)	6	0
7a Total unrelated business revenue from Part VIII, column (C), line 12	7a	0
b Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	0

	Prior Year	Current Year
8 Contributions and grants (Part VIII, line 1h)	4,795,804	9,166,411
9 Program service revenue (Part VIII, line 2g)	37,322	7,487
10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	-473,510	432,155
11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	228,946	144,878
12 Total revenue – add lines 8 through 11 (must equal Part VIII, column (A), line 12)	4,588,562	9,750,931
13 Grants and similar amounts paid (Part IX, column (A), lines 1–3)	399,400	429,806
14 Benefits paid to or for members (Part IX, column (A), line 4)		0
15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)	232,583	125,770
16a Professional fundraising fees (Part IX, column (A), line 11e)		0
b Total fundraising expenses (Part IX, column (D), line 25) 0		
17 Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e)	277,209	590,059
18 Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25)	909,192	1,145,635
19 Revenue less expenses. Subtract line 18 from line 12	3,679,370	8,605,296

	Beginning of Current Year	End of Year
20 Total assets (Part X, line 16)	8,980,515	19,172,053
21 Total liabilities (Part X, line 26)	1,921,258	3,379,755
22 Net assets or fund balances. Subtract line 21 from line 20	7,059,257	15,792,298

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

Signature of officer: TODD STONESIFER PRESIDENT
Type or print name and title

Date: 5/15/2026

Paid Preparer Use Only

Preparer's name	Preparer's signature	Date	Check ☐ if self-employed	PTIN
TAMMY ORDWAY	TAMMY ORDWAY	05/14/26		P00233562

Firm's name: FAW, CASSON & CO., LLP — Firm's EIN: 52-0619968
Firm's address: 160 GREENTREE DRIVE, SUITE 203 DOVER, DE 19904 — Phone no. 302-674-4305

May the IRS discuss this return with the preparer shown above? See instructions ☐ Yes ☐ No

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III ☐

1 Briefly describe the organization's mission:

DEVELOP THE ECONOMIC, CULTURAL, AND HISTORIC RESOURCES OF DOWNTOWN DOVER, TO INCREASE BUSINESS/JOB OPPORTUNITIES AND TO DEVELOP THE COMMERCIAL AND RESIDENTIAL POTENTIAL OF THE CENTRAL DOWNTOWN DOVER AREA.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? ☐ Yes ☒ No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? ☐ Yes ☒ No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses $ 442,810 including grants of $) (Revenue $)

TO IMPROVE THE OPPORTUNITIES FOR JOB CREATION, AND TO BROADEN THE TAX BASE THROUGH THE DEVELOPMENT/ACQUISITION OF COMMERCIAL AND RESIDENTIAL REAL ESTATE IN THE CENTRAL DOVER AREA, AND TO MAINTAIN AND RESTORE THE HISTORIC, ARCHITECTURAL, AND COMMUNITY QUALITIES OF THE DOWNTOWN AREA CONSISTENT WITH THE GOALS OF THE NATIONAL MAIN STREET PROGRAM. STATE AND CITY FUNDING OFFER ECONOMIC ASSISTANCE IN THE DESIGNATED ECONOMIC AREA FOR BUILDING CODE UPGRADES AND DEVELOPMENT. AN APPLICATION PROCESS IS IN PLACE TO DETERMINE GRANT ELIGIBILITY.

4b (Code:) (Expenses $ including grants of $) (Revenue $ 7,487)

TO DEVELOP PARKING IN THE DOWNTOWN DOVER AREA AND PROVIDE OVERSIGHT TO THE PARKING LOTS OWNED AND/OR MANAGED BY THE CORPORATION. THE CORPORATION MANAGES AND RECEIVES REVENUE FOR 6 LOTS IN DOWNTOWN DOVER. THESE LOTS PROVIDE PARKING FOR BUSINESS OWNERS, EMPLOYEES, CUSTOMERS, AND VISITORS.

4c (Code:) (Expenses $ 429,806 including grants of $ 429,806) (Revenue $)

TO PROVIDE GRANTS TO ASSIST BUILDING OWNERS WITH HISTORIC PRESERVATION OF BUILDING FRONTS. THE CORPORATION PROVIDED GRANTS FOR FACADE IMPROVEMENTS DURING THE FISCAL YEAR.

4d Other program services (Describe on Schedule O.)

(Expenses $ including grants of $) (Revenue $)

4e Total program service expenses 872,616

Part IV Checklist of Required Schedules

			Yes	No
1	Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? *If "Yes," complete Schedule A*	1		X
2	Is the organization required to complete Schedule B, Schedule of Contributors? See instructions	2	X	
3	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? *If "Yes," complete Schedule C, Part I*	3		X
4	**Section 501(c)(3) organizations.** Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? *If "Yes," complete Schedule C, Part II*	4		
5	Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Rev. Proc. 98-19? *If "Yes," complete Schedule C, Part III*	5		X
6	Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? *If "Yes," complete Schedule D, Part I*	6		X
7	Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? *If "Yes," complete Schedule D, Part II*	7		X
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? *If "Yes," complete Schedule D, Part III*	8		X
9	Did the organization report an amount in Part X, line 21, for escrow or custodial account liability; serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? *If "Yes," complete Schedule D, Part IV*	9		X
10	Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi-endowments? *If "Yes," complete Schedule D, Part V*	10		X
11	If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X, as applicable.			
a	Did the organization report an amount for land, buildings, and equipment in Part X, line 10? *If "Yes," complete Schedule D, Part VI*	11a	X	
b	Did the organization report an amount for investments—other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VII*	11b		X
c	Did the organization report an amount for investments—program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VIII*	11c		X
d	Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part IX*	11d		X
e	Did the organization report an amount for other liabilities in Part X, line 25? *If "Yes," complete Schedule D, Part X*	11e	X	
f	Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? *If "Yes," complete Schedule D, Part X*	11f		X
12a	Did the organization obtain separate, independent audited financial statements for the tax year? *If "Yes," complete Schedule D, Parts XI and XII*	12a	X	
b	Was the organization included in consolidated, independent audited financial statements for the tax year? *If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional*	12b		X
13	Is the organization a school described in section 170(b)(1)(A)(ii)? *If "Yes," complete Schedule E*	13		X
14a	Did the organization maintain an office, employees, or agents outside of the United States?	14a		X
b	Did the organization have aggregate revenues or expenses of more than $10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at $100,000 or more? *If "Yes," complete Schedule F, Parts I and IV*	14b		X
15	Did the organization report on Part IX, column (A), line 3, more than $5,000 of grants or other assistance to or for any foreign organization? *If "Yes," complete Schedule F, Parts II and IV*	15		X
16	Did the organization report on Part IX, column (A), line 3, more than $5,000 of aggregate grants or other assistance to or for foreign individuals? *If "Yes," complete Schedule F, Parts III and IV*	16		X
17	Did the organization report a total of more than $15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? *If "Yes," complete Schedule G, Part I.* See instructions	17		X
18	Did the organization report more than $15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? *If "Yes," complete Schedule G, Part II*	18		X
19	Did the organization report more than $15,000 of gross income from gaming activities on Part VIII, line 9a? *If "Yes," complete Schedule G, Part III*	19		X
20a	Did the organization operate one or more hospital facilities? *If "Yes," complete Schedule H*	20a		X
b	If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?	20b		
21	Did the organization report more than $5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? *If "Yes," complete Schedule I, Parts I and II*	21	X	

Part IV Checklist of Required Schedules *(continued)*

			Yes	No
22	Did the organization report more than $5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? *If "Yes," complete Schedule I, Parts I and III*	22		X
23	Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5, about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? *If "Yes," complete Schedule J*	23		X
24a	Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than $100,000 as of the last day of the year, that was issued after December 31, 2002? *If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a*	24a		X
b	Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?	24b		
c	Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?	24c		
d	Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?	24d		
25a	**Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations.** Did the organization engage in an excess benefit transaction with a disqualified person during the year? *If "Yes," complete Schedule L, Part I*	25a		
b	Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? *If "Yes," complete Schedule L, Part I*	25b		
26	Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? *If "Yes," complete Schedule L, Part II*	26		X
27	Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? *If "Yes," complete Schedule L, Part III*	27		X
28	Was the organization a party to a business transaction with one of the following parties? (See the Schedule L, Part IV, instructions for applicable filing thresholds, conditions, and exceptions).			
a	A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? *If "Yes," complete Schedule L, Part IV*	28a		X
b	A family member of any individual described in line 28a? *If "Yes," complete Schedule L, Part IV*	28b		X
c	A 35% controlled entity of one or more individuals and/or organizations described in line 28a or 28b? *If "Yes," complete Schedule L, Part IV*	28c		X
29	Did the organization receive more than $25,000 in noncash contributions? *If "Yes," complete Schedule M*	29		X
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? *If "Yes," complete Schedule M*	30		X
31	Did the organization liquidate, terminate, or dissolve and cease operations? *If "Yes," complete Schedule N, Part I*	31		X
32	Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? *If "Yes," complete Schedule N, Part II*	32		X
33	Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? *If "Yes," complete Schedule R, Part I*	33		X
34	Was the organization related to any tax-exempt or taxable entity? *If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1*	34		X
35a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?	35a		X
b	If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? *If "Yes," complete Schedule R, Part V, line 2*	35b		
36	**Section 501(c)(3) organizations.** Did the organization make any transfers to an exempt non-charitable related organization? *If "Yes," complete Schedule R, Part V, line 2*	36		
37	Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? *If "Yes," complete Schedule R, Part VI*	37		X
38	Did the organization complete Schedule O and provide explanations on Schedule O for Part VI, lines 11b and 19? **Note:** All Form 990 filers are required to complete Schedule O.	38	X	

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V ☐

				Yes	No
1a	Enter the number reported in box 3 of Form 1096. Enter -0- if not applicable	1a	12		
b	Enter the number of Forms W-2G included on line 1a. Enter -0- if not applicable	1b	0		
c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	1c			X

Part V Statements Regarding Other IRS Filings and Tax Compliance *(continued)*

			Yes	No
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return 2a 2			
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns?	2b	X	
3a	Did the organization have unrelated business gross income of $1,000 or more during the year?	3a		X
b	If "Yes," has it filed a Form 990-T for this year? *If "No" to line 3b, provide an explanation on Schedule O*	3b		
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	4a		X
b	If "Yes," enter the name of the foreign country See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).			
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	5a		X
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	5b		X
c	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?	5c		
6a	Does the organization have annual gross receipts that are normally greater than $100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?	6a		X
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	6b		
7	**Organizations that may receive deductible contributions under section 170(c).**			
a	Did the organization receive a payment in excess of $75 made partly as a contribution and partly for goods and services provided to the payor?	7a		
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?	7b		
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	7c		
d	If "Yes," indicate the number of Forms 8282 filed during the year 7d			
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	7e		
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	7f		
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	7g		
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	7h		
8	**Sponsoring organizations maintaining donor advised funds.** Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?	8		
9	**Sponsoring organizations maintaining donor advised funds.**			
a	Did the sponsoring organization make any taxable distributions under section 4966?	9a		
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	9b		
10	**Section 501(c)(7) organizations.** Enter:			
a	Initiation fees and capital contributions included on Part VIII, line 12 10a			
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities 10b			
11	**Section 501(c)(12) organizations.** Enter:			
a	Gross income from members or shareholders 11a			
b	Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.) 11b			
12a	**Section 4947(a)(1) non-exempt charitable trusts.** Is the organization filing Form 990 in lieu of Form 1041?	12a		
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year 12b			
13	**Section 501(c)(29) qualified nonprofit health insurance issuers.**			
a	Is the organization licensed to issue qualified health plans in more than one state? **Note:** See the instructions for additional information the organization must report on Schedule O.	13a		
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans 13b			
c	Enter the amount of reserves on hand 13c			
14a	Did the organization receive any payments for indoor tanning services during the tax year?	14a		X
b	If "Yes," has it filed a Form 720 to report these payments? *If "No," provide an explanation on Schedule O*	14b		
15	Is the organization subject to the section 4960 tax on payment(s) of more than $1,000,000 in remuneration or excess parachute payment(s) during the year? If "Yes," see instructions and file Form 4720, Schedule N.	15		X
16	Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O.	16		X
17	**Section 501(c)(21) organizations.** Did the trust, any disqualified or other person, engage in any activities that would result in the imposition of an excise tax under section 4951, 4952, or 4953? If "Yes," complete Form 6069.	17		

Part VI Governance, Management, and Disclosure. *For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.*

Check if Schedule O contains a response or note to any line in this Part VI X

Section A. Governing Body and Management

				Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year	1a	17		
	If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.				
b	Enter the number of voting members included on line 1a, above, who are independent	1b	17		
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?	2			X
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?	3			X
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?	4			X
5	Did the organization become aware during the year of a significant diversion of the organization's assets?	5			X
6	Did the organization have members or stockholders?	6			X
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?	7a			X
b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?	7b			X
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:				
a	The governing body?	8a		X	
b	Each committee with authority to act on behalf of the governing body?	8b		X	
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? *If "Yes," provide the names and addresses on Schedule O*	9			X

Section B. Policies *(This Section B requests information about policies not required by the Internal Revenue Code.)*

			Yes	No
10a	Did the organization have local chapters, branches, or affiliates?	10a		X
b	If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?	10b		
11a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	11a		X
b	Describe on Schedule O the process, if any, used by the organization to review this Form 990.			
12a	Did the organization have a written conflict of interest policy? *If "No," go to line 13*	12a	X	
b	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	12b	X	
c	Did the organization regularly and consistently monitor and enforce compliance with the policy? *If "Yes," describe on Schedule O how this was done*	12c	X	
13	Did the organization have a written whistleblower policy?	13		X
14	Did the organization have a written document retention and destruction policy?	14		X
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?			
a	The organization's CEO, Executive Director, or top management official	15a	X	
b	Other officers or key employees of the organization	15b		X
	If "Yes" to line 15a or 15b, describe the process on Schedule O. See instructions.			
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?	16a		X
b	If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?	16b		

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed NONE

18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.

☐ Own website ☐ Another's website ☒ Upon request ☐ Other *(explain on Schedule O)*

19 Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

20 State the name, address, and telephone number of the person who possesses the organization's books and records.

DOWNTOWN DOVER PTSH CORP 101 W LOOCKERMAN STREET
DOVER DE 19904 302-678-2940

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII ☐

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (box 5 of Form W-2, box 6 of Form 1099-MISC, and/or box 1 of Form 1099-NEC) of more than $100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than $100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than $10,000 of reportable compensation from the organization and any related organizations.

See the instructions for the order in which to list the persons above.

☒ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/ 1099-MISC/ 1099-NEC)	(E) Reportable compensation from related organizations (W-2/ 1099-MISC/ 1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) JOHN VAN GORP	1.00									
VICE PRESIDENT	0.00	X		X				0	0	0
(2) TODD STONESIFER	1.00									
PRESIDENT	0.00	X		X				0	0	0
(3) MAYOR ROBIN CHRISTIANSEN	1.00									
BOARD MEMBER	0.00	X						0	0	0
(4) PETER BRADLEY	1.00									
TREASURER	0.00	X		X				0	0	0
(5) SARAH KEIFER	1.00									
SECRETARY	0.00	X		X				0	0	0
(6) COUNCILWOMAN TRICIA ARNDT	1.00									
BOARD MEMBER	0.00	X						0	0	0
(7) SHARON DUCA	1.00									
BOARD MEMBER	0.00	X						0	0	0
(8) CODI CANASA	1.00									
BOARD MEMBER	0.00	X						0	0	0
(9) COUNCILMAN ROY SUDLER	1.00									
BOARD MEMBER	0.00	X						0	0	0
(10) WILL GRIMES	1.00									
BOARD MEMBER	0.00	X						0	0	0
(11) DR. TERRELL HOLMES	1.00									
BOARD MEMBER	0.00	X						0	0	0

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees *(continued)*

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/ 1099-MISC/ 1099-NEC)	(E) Reportable compensation from related organizations (W-2/ 1099-MISC/ 1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(12) SUEDUKA GIBBS										
(12)	1.00									
BOARD MEMBER	0.00	X						0	0	0
(13) ZACHARY PREBULA										
(13)	1.00									
BOARD MEMBER	0.00	X						0	0	0
(14) JESSICA JACKSON										
(14)	1.00									
BOARD MEMBER	0.00	X						0	0	0
(15) SENATOR CHARLES PARADEE										
(15)	1.00									
BOARD MEMBER	0.00	X						0	0	0
(16)										
(17)										
(18)										
(19)										
1b Subtotal										
c Total from continuation sheets to Part VII, Section A										
d Total (add lines 1b and 1c)										

2 Total number of individuals (including but not limited to those listed above) who received more than $100,000 of reportable compensation from the organization 0

		Yes	No
3	Did the organization list any **former** officer, director, trustee, key employee, or highest compensated employee on line 1a? *If "Yes," complete Schedule J for such individual*		X
4	For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than $150,000? *If "Yes," complete Schedule J for such individual*		X
5	Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? *If "Yes," complete Schedule J for such person*		X

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than $100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation

2 Total number of independent contractors (including but not limited to those listed above) who received more than $100,000 of compensation from the organization 0

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII ☐

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514
Contributions, Gifts, Grants and Other Similar Amounts	1a Federated campaigns	1a				
	b Membership dues	1b				
	c Fundraising events	1c				
	d Related organizations	1d				
	e Government grants (contributions)	1e	9,156,969			
	f All other contributions, gifts, grants, and similar amounts not included above	1f	9,442			
	g Noncash contributions included in lines 1a-1f	1g $				
	h Total. Add lines 1a–1f		9,166,411			
Program Service Revenue		Business Code				
	2a PARKING METERS AND PERMITS		7,487	7,487		
	b					
	c					
	d					
	e					
	f All other program service revenue					
	g Total. Add lines 2a–2f		7,487			
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)		424,529			424,529
	4 Income from investment of tax-exempt bond proceeds					
	5 Royalties					
		(i) Real	(ii) Personal			
	6a Gross rents 6a	381,847				
	b Less: rental expenses 6b	236,969				
	c Rental inc. or (loss) 6c	144,878				
	d Net rental income or (loss)			144,878	144,878	
		(i) Securities	(ii) Other			
	7a Gross amount from sales of assets other than inventory 7a	1,625,000				
	b Less: cost or other basis and sales exps. 7b	1,617,374				
	c Gain or (loss) 7c	7,626				
	d Net gain or (loss)			7,626	7,626	
	8a Gross income from fundraising events (not including $ ... of contributions reported on line 1c). See Part IV, line 18	8a				
	b Less: direct expenses	8b				
	c Net income or (loss) from fundraising events					
	9a Gross income from gaming activities. See Part IV, line 19	9a				
	b Less: direct expenses	9b				
	c Net income or (loss) from gaming activities					
	10a Gross sales of inventory, less returns and allowances	10a				
	b Less: cost of goods sold	10b				
	c Net income or (loss) from sales of inventory					
Miscellaneous Revenue		Business Code				
	11a					
	b					
	c					
	d All other revenue					
	e Total. Add lines 11a–11d					
	12 Total revenue. See instructions		9,750,931	159,991	0	424,529

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX ☐

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21	429,806	429,806		
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees				
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	116,956	68,222	48,734	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits				
10 Payroll taxes	8,814	5,141	3,673	
11 Fees for services (nonemployees):				
a Management	182,324	141,594	40,730	
b Legal				
c Accounting	12,454	9,672	2,782	
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees	5,109		5,109	
g Other. (If line 11g amount exceeds 10% of line 25, column (A), amount, list line 11g expenses on Schedule O.)				
12 Advertising and promotion	16,283	1,790	14,493	
13 Office expenses	29,772		29,772	
14 Information technology	17,583	13,655	3,928	
15 Royalties				
16 Occupancy	34,549		34,549	
17 Travel				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	790	790		
23 Insurance	31,884		31,884	
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A), amount, list line 24e expenses on Schedule O.)				
a CONSULTING	114,331	97,372	16,959	
b COMMUNITY RELATIONS	74,287	74,287		
c PROPERTY TAXES	26,117		26,117	
d DEVELOPMENT	14,390	14,390		
e All other expenses	30,186	15,897	14,289	
25 **Total functional expenses.** Add lines 1 through 24e	1,145,635	872,616	273,019	-
26 **Joint costs.** Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here ☐ if following SOP 98-2 (ASC 958-720)				

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X ☐

				(A) Beginning of year		(B) End of year
Assets	1	Cash—non-interest-bearing		481,757	1	255,456
	2	Savings and temporary cash investments		4,933,939	2	4,170,437
	3	Pledges and grants receivable, net			3	
	4	Accounts receivable, net		1,576	4	
	5	Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons			5	
	6	Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)			6	
	7	Notes and loans receivable, net			7	26,728
	8	Inventories for sale or use			8	
	9	Prepaid expenses and deferred charges			9	4,107
	10a	Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 5,282,674			
	b	Less: accumulated depreciation	10b 979,372	3,563,243	10c	4,303,302
	11	Investments—publicly traded securities			11	10,258,119
	12	Investments—other securities. See Part IV, line 11			12	
	13	Investments—program-related. See Part IV, line 11			13	
	14	Intangible assets			14	
	15	Other assets. See Part IV, line 11			15	153,904
	16	**Total assets.** Add lines 1 through 15 (must equal line 33)		8,980,515	16	19,172,053
Liabilities	17	Accounts payable and accrued expenses		101,156	17	8,791
	18	Grants payable			18	
	19	Deferred revenue			19	1,443,031
	20	Tax-exempt bond liabilities			20	
	21	Escrow or custodial account liability. Complete Part IV of Schedule D			21	
	22	Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons			22	
	23	Secured mortgages and notes payable to unrelated third parties		1,789,484	23	1,745,519
	24	Unsecured notes and loans payable to unrelated third parties			24	
	25	Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D		30,618	25	182,414
	26	**Total liabilities.** Add lines 17 through 25		1,921,258	26	3,379,755
Net Assets or Fund Balances		**Organizations that follow FASB ASC 958, check here** ☒ **and complete lines 27, 28, 32, and 33.**				
	27	Net assets without donor restrictions		3,456,148	27	4,162,317
	28	Net assets with donor restrictions		3,603,109	28	11,629,981
		Organizations that do not follow FASB ASC 958, check here ☐ **and complete lines 29 through 33.**				
	29	Capital stock or trust principal, or current funds			29	
	30	Paid-in or capital surplus, or land, building, or equipment fund			30	
	31	Retained earnings, endowment, accumulated income, or other funds			31	
	32	Total net assets or fund balances		7,059,257	32	15,792,298
	33	Total liabilities and net assets/fund balances		8,980,515	33	19,172,053

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI ☒

1	Total revenue (must equal Part VIII, column (A), line 12)	1	9,750,93[illegible]
2	Total expenses (must equal Part IX, column (A), line 25)	2	1,145,63[illegible]
3	Revenue less expenses. Subtract line 2 from line 1	3	8,605,296
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	7,059,257
5	Net unrealized gains (losses) on investments	5	127,745
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	15,792,298

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII ☐

			Yes	No
1	Accounting method used to prepare the Form 990: ☐ Cash ☒ Accrual ☐ Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain on Schedule O.			
2a	Were the organization's financial statements compiled or reviewed by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both. ☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis	2a		X
b	Were the organization's financial statements audited by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both. ☒ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis	2b	X	
c	If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.	2c	X	
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Uniform Guidance, 2 C.F.R. Part 200, Subpart F?	3a		X
b	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits	3b		

Schedule B
(Form 990)
(Rev. December 2024))
Department of the Treasury
Internal Revenue Service

Schedule of Contributors

Attach to Form 990, 990-EZ, or 990-PF.
Go to *www.irs.gov/Form990* for the latest information.

OMB No. 1545-0047

Name of the organization
DOWNTOWN DOVER PARTNERSHIP CORPORATION

Employer identification number
51-0327371

Organization type (check one):

Filers of:	Section:
Form 990 or 990-EZ	[X] 501(c)(6) (enter number) organization
	[ ] 4947(a)(1) nonexempt charitable trust **not** treated as a private foundation
	[ ] 527 political organization
Form 990-PF	[ ] 501(c)(3) exempt private foundation
	[ ] 4947(a)(1) nonexempt charitable trust treated as a private foundation
	[ ] 501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule.**
Note: Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

General Rule

[X] For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling $5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

Special Rules

[ ] For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33 1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of **(1)** $5,000; or **(2)** 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.

[ ] For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than $1,000 *exclusively* for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I (entering "N/A" in column (b) instead of the contributor name and address), II, and III.

[ ] For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than $1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling $5,000 or more during the year ..... $ .....

Caution: An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990), but it **must** answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990).

Name of organization
DOWNTOWN DOVER PARTNERSHIP

Employer identification number
51-0327371

Part I **Contributors** (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	N/A	$ 150,000	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
2	N/A	$ 8,200,000	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
3	N/A	$ 556,969	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
4	N/A	$ 250,000	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
		$	Person [ ] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
		$	Person [ ] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)

SCHEDULE D (Form 990)
(Rev. December 2024)
Department of the Treasury
Internal Revenue Service

Supplemental Financial Statements

Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.
Attach to Form 990.
Go to *www.irs.gov/Form990* for instructions and the latest information.

OMB No. 1545-0047

Open to Public Inspection

Name of the organization
DOWNTOWN DOVER PARTNERSHIP CORPORATION

Employer identification number
51-0327371

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts

Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

		(a) Donor advised funds	(b) Funds and other accounts
1	Total number at end of year		
2	Aggregate value of contributions to (during year)		
3	Aggregate value of grants from (during year)		
4	Aggregate value at end of year		

5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? ☐ Yes ☐ No

6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? ☐ Yes ☐ No

Part II Conservation Easements

Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).

☐ Preservation of land for public use (for example, recreation or education)
☐ Protection of natural habitat
☐ Preservation of open space
☐ Preservation of a historically important land area
☐ Preservation of a certified historic structure

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

			Held at the End of the Tax Year
a	Total number of conservation easements	2a	
b	Total acreage restricted by conservation easements	2b	
c	Number of conservation easements on a certified historic structure included on line 2a	2c	
d	Number of conservation easements included on line 2c acquired after July 25, 2006, and not on a historic structure listed in the National Register	2d	

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year

4 Number of states where property subject to conservation easement is located

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? ☐ Yes ☐ No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conversation easements during the year

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year $

8 Does each conservation easement reported on line 2d above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? ☐ Yes ☐ No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items.

(i) Revenue included on Form 990, Part VIII, line 1 $

(ii) Assets included in Form 990, Part X $

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items.

a Revenue included on Form 990, Part VIII, line 1 $

b Assets included in Form 990, Part X $

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets *(continued)*

3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply).

- a ☐ Public exhibition
- b ☐ Scholarly research
- c ☐ Preservation for future generations
- d ☐ Loan or exchange program
- e ☐ Other

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

Part IV Escrow and Custodial Arrangements

Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII and complete the following table.

		Amount
c Beginning balance	1c	
d Additions during the year	1d	
e Distributions during the year	1e	
f Ending balance	1f	

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided in Part XIII ☐

Part V Endowment Funds

Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

- a Board designated or quasi-endowment ____ %
- b Permanent endowment ____ %
- c Term endowment ____ %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

		Yes	No
(i) Unrelated organizations?	3a(i)		
(ii) Related organizations?	3a(ii)		
b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R?	3b		

4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land		1,915,708		1,915,708
b Buildings		3,366,966	979,372	2,387,594
c Leasehold improvements				
d Equipment				
e Other				
Total. Add lines 1a through 1e. *(Column (d) must equal Form 990, Part X, line 10c, column (B))*				4,303,302

Part VII Investments – Other Securities

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. *(Column (b) must equal Form 990, Part X, line 12, col. (B))*		

Part VIII Investments – Program Related

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. *(Column (b) must equal Form 990, Part X, line 13, col. (B))*		

Part IX Other Assets

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. *(Column (b) must equal Form 990, Part X, line 15, col. (B))*	

Part X Other Liabilities

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2) LEASE LIABILITY	153,904
(3) DEPOSITS	22,417
(4) PAYROLL LIABILITIES	4,921
(5) CREDIT CARD	1,172
(6)	
(7)	
(8)	
(9)	
Total. *(Column (b) must equal Form 990, Part X, line 25, col. (B))*	182,414

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII ☐

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements			1	10,110,536
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:				
a	Net unrealized gains (losses) on investments	2a	127,745		
b	Donated services and use of facilities	2b			
c	Recoveries of prior year grants	2c			
d	Other (Describe in Part XIII.)	2d			
e	Add lines 2a through 2d			2e	127,745
3	Subtract line 2e from line 1			3	9,982,791
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:				
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	5,109		
b	Other (Describe in Part XIII.)	4b	-236,969		
c	Add lines 4a and 4b			4c	-231,860
5	Total revenue. Add lines 3 and 4c. *(This must equal Form 990, Part I, line 12.)*			5	9,750,931

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements			1	1,377,495
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:				
a	Donated services and use of facilities	2a			
b	Prior year adjustments	2b			
c	Other losses	2c			
d	Other (Describe in Part XIII.)	2d	236,969		
e	Add lines 2a through 2d			2e	236,969
3	Subtract line 2e from line 1			3	1,140,526
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:				
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	5,109		
b	Other (Describe in Part XIII.)	4b			
c	Add lines 4a and 4b			4c	5,10
5	Total expenses. Add lines 3 and 4c. *(This must equal Form 990, Part I, line 18.)*			5	1,145,635

Part XIII Supplemental Information

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

PART XI, LINE 4B - REVENUE AMOUNTS INCLUDED ON RETURN - OTHER RENTAL EXPENSES NETTED WITH INCOME ON RETURN $ -236,969

PART XII, LINE 2D - EXPENSE AMOUNTS INCLUDED IN FINANCIALS - OTHER RENTAL EXPENSES NETTED WITH INCOME ON RETURN $ 236,969

Part XIII Supplemental Information *(continued)*

SCHEDULE I
(Form 990)
(Rev. December 2024)
Department of the Treasury
Internal Revenue Service

Grants and Other Assistance to Organizations, Governments, and Individuals in the United States

Complete if the organization answered "Yes" on Form 990, Part IV, line 21 or 22.
Attach to Form 990.
Go to *www.irs.gov/Form990* for instructions and the latest information.

OMB No. 1545-0047

Open to Public Inspection

Name of the organization: DOWNTOWN DOVER PARTNERSHIP CORPORATION

Employer identification number: 51-0327371

Part I General Information on Grants and Assistance

1 Does the organization maintain records to substantiate the amount of the grants or assistance, the grantees' eligibility for the grants or assistance, and the selection criteria used to award the grants or assistance? ☒ Yes ☐ No

2 Describe in Part IV the organization's procedures for monitoring the use of grant funds in the United States.

Part II Grants and Other Assistance to Domestic Organizations and Domestic Governments.

Complete if the organization answered "Yes" on Form 990, Part IV, line 21, for any recipient that received more than $5,000. Part II can be duplicated if additional space is needed.

1 (a) Name and address of organization or government	(b) EIN	(c) IRC section (if applicable)	(d) Amount of cash grant	(e) Amount of noncash assistance	(f) Method of valuation (book, FMV, appraisal, other)	(g) Description of noncash assistance	(h) Purpose of grant or assistance
(1) CAPITAL CITY TRANSFORMATION 101 W LOOCKERMAN ST DOVER DE 19904	99-4897127	501C3	411,791				DOVER DEVELOPMENT
(2) MITM, LLC 136 W. LOOCKERMAN ST DOVER DE 19901	87-2119944		9,845				DOVER DEVELOPMENT
(3)							
(4)							
(5)							
(6)							
(7)							
(8)							
(9)							

2 Enter total number of section 501(c)(3) and government organizations listed in the line 1 table

3 Enter total number of other organizations listed in the line 1 table

Part III **Grants and Other Assistance to Domestic Individuals.** Complete if the organization answered "Yes" on Form 990, Part IV, line 22. Part III can be duplicated if additional space is needed.

	(a) Type of grant or assistance	(b) Number of recipients	(c) Amount of cash grant	(d) Amount of noncash assistance	(e) Method of valuation (book, FMV, appraisal, other)	(f) Description of noncash assistance
1						
2						
3						
4						
5						
6						
7						

Part IV **Supplemental Information.** Provide the information required in Part I, line 2; Part III, column (b); and any other additional information.

PART IV - ADDITIONAL INFORMATION
PART I, LINE 2 - PROCEDURES FOR MONITORING THE USE OF GRANT FUNDS
APPLICATIONS ARE REVIEWED BY A COMMITTEE TO DETERMINE IF THEY QUALIFY FOR A GRANT.

SCHEDULE O (Form 990)
(Rev. December 2024)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.

Attach to Form 990 or Form 990-EZ.

Go to *www.irs.gov/Form990* for instructions and the latest information.

OMB No. 1545-0047

Open to Public Inspection

Name of the organization: DOWNTOWN DOVER PARTNERSHIP CORPORATION

Employer identification number: 51-0327371

FORM 990, PART VI, LINE 11B - ORGANIZATION'S PROCESS TO REVIEW FORM 990
THE FORM 990 IS INCLUDED AS PART OF A MONTHLY BOARD MEETING

FORM 990, PART VI, LINE 12C - ENFORCEMENT OF CONFLICTS POLICY
IF A CONFLICT OF INTEREST IS CONSIDERED TO BE UNACCEPTABLE, THE EXECUTIVE COMMITTEE AND THE BOARD MEMBER SHOULD PROMPTLY RESOLVE THE MATTER.

FORM 990, PART VI, LINE 15A - COMPENSATION PROCESS FOR TOP OFFICIAL
COMMITTEE ORGANIZED FOR INTERVIEWING AND SELECTING DIRECTOR.

FORM 990, PART VI, LINE 19 - GOVERNING DOCUMENTS DISCLOSURE EXPLANATION
GOVERNING DOCUMENTS ARE MADE AVAILABLE TO THE PUBLIC UPON REQUEST.

FORM 990, PART XI, LINE 9 - OTHER CHANGES IN NET ASSETS EXPLANATION

RENTAL EXPENSES NETTED WITH INCOME ON RETURN	$ 236,969
RENTAL EXPENSES NETTED WITH INCOME ON RETURN	$ -236,969

Form **4562**

Department of the Treasury
Internal Revenue Service

Depreciation and Amortization
(Including Information on Listed Property)
Attach to your tax return.
Go to *www.irs.gov/Form4562* for instructions and the latest information.

OMB No. 1545-0172
2024
Attachment Sequence No. **179**

Name(s) shown on return: DOWNTOWN DOVER PARTNERSHIP CORPORATION

Identifying number: 51-0327371

Business or activity to which this form relates

INDIRECT DEPRECIATION

Part I Election To Expense Certain Property Under Section 179

Note: If you have any listed property, complete Part V before you complete Part I.

1	Maximum amount (see instructions)	1	1,220,000
2	Total cost of section 179 property placed in service (see instructions)	2	
3	Threshold cost of section 179 property before reduction in limitation (see instructions)	3	3,050,000
4	Reduction in limitation. Subtract line 3 from line 2. If zero or less, enter -0-	4	
5	Dollar limitation for tax year. Subtract line 4 from line 1. If zero or less, enter -0-. If married filing separately, see instructions	5	

6	(a) Description of property	(b) Cost (business use only)	(c) Elected cost

7	Listed property. Enter the amount from line 29	7	
8	Total elected cost of section 179 property. Add amounts in column (c), lines 6 and 7	8	
9	Tentative deduction. Enter the **smaller** of line 5 or line 8	9	
10	Carryover of disallowed deduction from line 13 of your 2023 Form 4562	10	
11	Business income limitation. Enter the smaller of business income (not less than zero) or line 5. See instructions	11	
12	Section 179 expense deduction. Add lines 9 and 10, but don't enter more than line 11	12	
13	Carryover of disallowed deduction to 2025. Add lines 9 and 10, less line 12	13	

Note: Don't use Part II or Part III below for listed property. Instead, use Part V.

Part II Special Depreciation Allowance and Other Depreciation (Don't include listed property. See instructions.)

14	Special depreciation allowance for qualified property (other than listed property) placed in service during the tax year. See instructions	14	
15	Property subject to section 168(f)(1) election	15	
16	Other depreciation (including ACRS)	16	790

Part III MACRS Depreciation (Don't include listed property. See instructions.)

Section A

17	MACRS deductions for assets placed in service in tax years beginning before 2024	17	0
18	If you are electing to group any assets placed in service during the tax year into one or more general asset accounts, check here ☐		

Section B—Assets Placed in Service During 2024 Tax Year Using the General Depreciation System

	(a) Classification of property	(b) Month and year placed in service	(c) Basis for depreciation (business/investment use only–see instructions)	(d) Recovery period	(e) Convention	(f) Method	(g) Depreciation deduction
19a	3-year property						
b	5-year property						
c	7-year property						
d	10-year property						
e	15-year property						
f	20-year property						
g	25-year property			25 yrs.		S/L	
h	Residential rental property			27.5 yrs.	MM	S/L	
				27.5 yrs.	MM	S/L	
i	Nonresidential real property			39 yrs.	MM	S/L	
					MM	S/L	

Section C—Assets Placed in Service During 2024 Tax Year Using the Alternative Depreciation System

20a	Class life					S/L	
b	12-year			12 yrs.		S/L	
c	30-year			30 yrs.	MM	S/L	
d	40-year			40 yrs.	MM	S/L	

Part IV Summary (See instructions.)

21	Listed property. Enter amount from line 28	21	
22	**Total.** Add amounts from line 12, lines 14 through 17, lines 19 and 20 in column (g), and line 21. Enter here and on the appropriate lines of your return. Partnerships and S corporations—see instructions	22	790
23	For assets shown above and placed in service during the current year, enter the portion of the basis attributable to section 263A costs	23	

THERE ARE NO AMOUNTS FOR PAGE 2

Form **4562**

Department of the Treasury
Internal Revenue Service

Depreciation and Amortization
(Including Information on Listed Property)
Attach to your tax return.
Go to *www.irs.gov/Form4562* for instructions and the latest information.

OMB No. 1545-0172

2024

Attachment Sequence No. 17C

Name(s) shown on return: DOWNTOWN DOVER PARTNERSHIP CORPORATION

Identifying number: 51-0327371

Business or activity to which this form relates: RENTAL PROPERTY

Part I Election To Expense Certain Property Under Section 179

Note: If you have any listed property, complete Part V before you complete Part I.

1	Maximum amount (see instructions)	1	1,220,000
2	Total cost of section 179 property placed in service (see instructions)	2	
3	Threshold cost of section 179 property before reduction in limitation (see instructions)	3	3,050,000
4	Reduction in limitation. Subtract line 3 from line 2. If zero or less, enter -0-	4	
5	Dollar limitation for tax year. Subtract line 4 from line 1. If zero or less, enter -0-. If married filing separately, see instructions	5	

6	(a) Description of property	(b) Cost (business use only)	(c) Elected cost

7	Listed property. Enter the amount from line 29	7	
8	Total elected cost of section 179 property. Add amounts in column (c), lines 6 and 7	8	
9	Tentative deduction. Enter the **smaller** of line 5 or line 8	9	
10	Carryover of disallowed deduction from line 13 of your 2023 Form 4562	10	
11	Business income limitation. Enter the smaller of business income (not less than zero) or line 5. See instructions	11	
12	Section 179 expense deduction. Add lines 9 and 10, but don't enter more than line 11	12	
13	Carryover of disallowed deduction to 2025. Add lines 9 and 10, less line 12	13	

Note: Don't use Part II or Part III below for listed property. Instead, use Part V.

Part II Special Depreciation Allowance and Other Depreciation (Don't include listed property. See instructions.)

14	Special depreciation allowance for qualified property (other than listed property) placed in service during the tax year. See instructions	14	
15	Property subject to section 168(f)(1) election	15	
16	Other depreciation (including ACRS)	16	44,241

Part III MACRS Depreciation (Don't include listed property. See instructions.)

Section A

17	MACRS deductions for assets placed in service in tax years beginning before 2024	17	0
18	If you are electing to group any assets placed in service during the tax year into one or more general asset accounts, check here ☐		

Section B—Assets Placed in Service During 2024 Tax Year Using the General Depreciation System

	(a) Classification of property	(b) Month and year placed in service	(c) Basis for depreciation (business/investment use only–see instructions)	(d) Recovery period	(e) Convention	(f) Method	(g) Depreciation deduction
19a	3-year property						
b	5-year property						
c	7-year property						
d	10-year property						
e	15-year property						
f	20-year property						
g	25-year property			25 yrs.		S/L	
h	Residential rental property			27.5 yrs.	MM	S/L	
				27.5 yrs.	MM	S/L	
i	Nonresidential real property			39 yrs.	MM	S/L	
					MM	S/L	

Section C—Assets Placed in Service During 2024 Tax Year Using the Alternative Depreciation System

20a	Class life					S/L	
b	12-year			12 yrs.		S/L	
c	30-year			30 yrs.	MM	S/L	
d	40-year			40 yrs.	MM	S/L	

Part IV Summary (See instructions.)

21	Listed property. Enter amount from line 28	21	
22	**Total.** Add amounts from line 12, lines 14 through 17, lines 19 and 20 in column (g), and line 21. Enter here and on the appropriate lines of your return. Partnerships and S corporations—see instructions	22	44,241
23	For assets shown above and placed in service during the current year, enter the portion of the basis attributable to section 263A costs	23	

Form **990**

Two Year Comparison Report

For calendar year 2024, or tax year beginning 07/01/24 , ending 06/30/25

2023 & 2024

Name

DOWNTOWN DOVER PARTNERSHIP CORPORATION

Taxpayer Identification Number

51-0327371

			2023	2024	Differences
Revenue	1. Contributions, gifts, grants	1.	20,804	9,442	-11,362
	2. Membership dues and assessments	2.			
	3. Government contributions and grants	3.	4,775,000	9,156,969	4,381,969
	4. Program service revenue	4.	37,322	7,487	-29,835
	5. Investment income	5.	188,424	424,529	236,105
	6. Proceeds from tax exempt bonds	6.			
	7. Net gain or (loss) from sale of assets other than inventory	7.	-661,934	7,626	669,560
	8. Net income or (loss) from fundraising events	8.			
	9. Net income or (loss) from gaming	9.			
	10. Net gain or (loss) on sales of inventory	10.			
	11. Other revenue	11.	228,946	144,878	-84,068
	12. **Total revenue.** Add lines 1 through 11	12.	4,588,562	9,750,931	5,162,369
Expenses	13. Grants and similar amounts paid	13.	399,400	429,806	30,406
	14. Benefits paid to or for members	14.			
	15. Compensation of officers, directors, trustees, etc.	15.			
	16. Salaries, other compensation, and employee benefits	16.	232,583	125,770	-106,813
	17. Professional fundraising fees	17.			
	18. Other professional fees	18.	14,523	199,887	185,364
	19. Occupancy, rent, utilities, and maintenance	19.	21,836	34,549	12,713
	20. Depreciation and Depletion	20.	7,067	790	-6,277
	21. Other expenses	21.	233,783	354,833	121,050
	22. **Total expenses.** Add lines 13 through 21	22.	909,192	1,145,635	236,443
	23. **Excess or (Deficit).** Subtract line 22 from line 12	23.	3,679,370	8,605,296	4,925,926
Other Information	24. Total exempt revenue	24.	4,588,562	9,750,931	5,162,369
	25. Total unrelated revenue	25.			
	26. Total excludable revenue	26.	-207,242	584,520	791,762
	27. Total assets	27.	8,980,515	19,172,053	10,191,538
	28. Total liabilities	28.	1,921,258	3,379,755	1,458,497
	29. Retained earnings	29.	7,059,257	15,792,298	8,733,041
	30. Number of voting members of governing body	30.	17	17	
	31. Number of independent voting members of governing body	31.	17	17	
	32. Number of employees	32.	3	2	
	33. Number of volunteers	33.			

Form **990**

Tax Return History

2024

Name: DOWNTOWN DOVER PARTNERSHIP CORPORATION

Employer Identification Number: 51-0327371

	2020	2021	2022	2023	2024	2025
Contributions, gifts, grants				4,795,804	9,166,411	
Membership dues						
Program service revenue				37,322	7,487	
Capital gain or loss				-661,934	7,626	
Investment income				188,424	424,529	
Fundraising revenue (income/loss)						
Gaming revenue (income/loss)						
Other revenue				228,946	144,878	
Total revenue				4,588,562	9,750,931	
Grants and similar amounts paid				399,400	429,806	
Benefits paid to or for members						
Compensation of officers, etc.						
Other compensation				232,583	125,770	
Professional fees				14,523	199,887	
Occupancy costs				21,836	34,549	
Depreciation and depletion				7,067	790	
Other expenses				233,783	354,833	
Total expenses				909,192	1,145,635	
Excess or (Deficit)				3,679,370	8,605,296	
Total exempt revenue				4,588,562	9,750,931	
Total unrelated revenue						
Total excludable revenue				-207,242	584,520	
Total Assets				8,980,515	19,172,053	
Total Liabilities				1,921,258	3,379,755	
Net Fund Balances				7,059,257	15,792,298	

Form **8879-TE**

IRS E-file Signature Authorization for a Tax Exempt Entity

For calendar year 2024, or fiscal year beginning 7/01, 2024, and ending 6/30, 20 25

Do not send to the IRS. Keep for your records.

Go to *www.irs.gov/Form8879TE* for the latest information.

OMB No. 1545-0047

2024

Department of the Treasury
Internal Revenue Service

Name of filer	EIN or SSN
DOWNTOWN DOVER PARTNERSHIP CORPORATION	51-0327371

Name and title of officer or person subject to tax: TODD STONESIFER
PRESIDENT

Part I Type of Return and Return Information

Check the box for the return for which you are using this Form 8879-TE and enter the applicable amount, if any, from the return. Form 8038-CP and Form 5330 filers may enter dollars and cents. For all other forms, enter whole dollars only. If you check the box on line **1a, 2a, 3a, 4a, 5a, 6a, 7a, 8a, 9a,** or **10a** below, and the amount on that line for the return being filed with this form was blank, then leave line **1b, 2b, 3b, 4b, 5b, 6b, 7b, 8b, 9b,** or **10b,** whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. **Do not** complete more than one line in Part I.

1a	**Form 990** check here	[X]	b	**Total revenue,** if any (Form 990, Part VIII, column (A), line 12)	1b 9,750,931
2a	**Form 990-EZ** check here	[ ]	b	**Total revenue,** if any (Form 990-EZ, line 9)	2b
3a	**Form 1120-POL** check here	[ ]	b	**Total tax** (Form 1120-POL, line 22)	3b
4a	**Form 990-PF** check here	[ ]	b	**Tax based on investment income** (Form 990-PF, Part V, line 5)	4b
5a	**Form 8868** check here	[ ]	b	**Balance due** (Form 8868, line 3c)	5b
6a	**Form 990-T** check here	[ ]	b	**Total tax** (Form 990-T, Part III, line 4)	6b
7a	**Form 4720** check here	[ ]	b	**Total tax** (Form 4720, Part III, line 1)	7b
8a	**Form 5227** check here	[ ]	b	**FMV of assets at end of tax year** (Form 5227, Item D)	8b
9a	**Form 5330** check here	[ ]	b	**Tax due** (Form 5330, Part II, line 19)	9b
10a	**Form 8038-CP** check here	[ ]	b	**Amount of credit payment requested** (Form 8038-CP, Part III, line 22)	10b

Part II Declaration and Signature Authorization of Officer or Person Subject to Tax

Under penalties of perjury, I declare that [X] I am an officer of the above entity or [ ] I am a person subject to tax with respect to (name of entity) _____, (EIN) _____ and that I have examined a copy of the 2024 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS **(a)** an acknowledgement of receipt or reason for rejection of the transmission, **(b)** the reason for any delay in processing the return or refund, and **(c)** the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the electronic return and, if applicable, the consent to electronic funds withdrawal.

PIN: check one box only

[X] I authorize FAW, CASSON & CO., LLP to enter my PIN 27371 as my signature

ERO firm name

Enter five numbers, but do not enter all zeros

on the tax year 2024 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

[ ] As an officer or person subject to tax with respect to the entity, I will enter my PIN as my signature on the tax year 2024 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Signature of officer or person subject to tax _____ Date 05/14/26

Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN. 51015359968

Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2024 electronically filed return indicated above. I confirm that I am submitting this return in accordance with the requirements of **Pub. 4163,** Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature TAMMY ORDWAY Date 05/14/26

ERO Must Retain This Form — See Instructions

Do Not Submit This Form to the IRS Unless Requested To Do So

Powered by Tax Returns

This Accounting Policies and Procedures document was approved by the Board of Directors on Feb. 26, 2025.

These detailed Accounting Policies and Procedures were required, and follow the models, for State and Federal requirements.

Tammy Ordway of Faw Casson and Diane Laird worked through the recommendations received from the ARPA monitoring report consultants (State auditors for ARPA), and finalized the outcome of edits, which are highlighted in yellow.

The highlighted sections are what the board will need to approve.

Pending 5-13-26 changes recommended by Tammy Ordway Faw Casson (highlighted pgs. 3-18)

Downtown Dover Partnership
Accounting Policies and Procedures

TABLE OF CONTENTS

INTRODUCTION 2
Organization and Purpose 3
Tax Status 3
DEFINITIONS & CROSSWALK 3
ACCOUNTING & FINANCIAL MANAGEMENT 4
Awards and Agreements 4
Overview 4
Oversight and Approval of Awards and Agreements 5
Accounting and Financial Management Systems 5
Measurement Focus and Basis of Accounting 5
Tracking of Revenues and Expenditures 5
Source & Application of Funds 5
Comparison of Outlays to Budget Amounts 6
Maintenance of Source Documentation 6
Procedures for Drawing Funds and Advanced Payments 7
Written Procedures on Costs Charged to Grants 10
Procedures for Receiving and Depositing Advanced Federal Payments 11
Requirements for Separation of Duties and Internal Controls 12
Financial Performance Reports 13
Records Retention Policy & Schedule 14
Indirect Cost Rates Procedure 14
System for Award Management 14
SAM Updating Procedure 14
Federal Funding Accountability & Transparency Act (FFATA) Subaward Reporting System (FSRS) 15
FSRS Procedures and Information for Prime Grant Recipients 15
PAYROLL 15
Fringe Benefits Statement 15
Timesheets 15
Consistent Application of Salaries, Wages, and Benefits 16

Pending 5-13-26 changes recommended by Tammy Ordway Faw Casson (highlighted pgs. 3-18)

Salaried Employees....16
Part-Time Hourly Employees....16
TRAVEL....16
Travel Authorization....16
Travel Expenditures....17
EQUIPMENT....17
Equipment and Property Management....17
Inventory and Maintenance....17
Recordkeeping....18
Disposal of Federally Funded Equipment....18
PROCUREMENT....18
Purchasing Authority....18
Guidelines for Purchases....18
Purchasing with Federal Award Funds....19
Purchase Threshold Requirements....20
Conflict of Interest....21
SERVICES OF OUTSIDE ORGANIZATIONS....21
General Procurements and Sub-Recipient Agreements....22
General Procurements (Contracts)....22
Sub-Recipient Agreements....22
Contractor/Sub-Recipient Monitoring....23
Consultants....23
Consultant Rates....24
Exclusions from Consultant Compensation Limitations....24
Federally Funded Construction Provisions & Davis-Bacon....24
Determining Wage Rates....25
General Wage Determination....25

DISADVANTAGED BUSINESS ENTERPRISES (DBE)....25
MATCH....27
PROGRAM INCOME....28

INTRODUCTION

The Accounting & Financial Policies & Procedures Guide has been prepared to document the internal accounting procedures for the Downtown Dover Partnership (DDP). Its purpose is to ensure that assets are safeguarded, financial statements are in conformity with generally accepted accounting principles (GAAP), and finances are managed with responsible stewardship.

DDP has made every effort to ensure that the procedures in this manual follow all federal, state, and local laws and regulations. In the event that federal, state, or local regulation conflicts with any provision contained in this manual, the appropriate law or regulation shall prevail, and the provision deemed amended to the extent necessary to comply with the applicable law or regulation.

Organization and Purpose

Mission: The Downtown Dover Partnership is committed to driving an improved quality of life for the residents and visitors of Dover, Delaware, through collective collaboration, economic development and promotion of downtown Dover's unique historic landscape.

The Organizational Structure: The DDP is comprised of a 17-member board of directors and six committees including Design, Marketing & Promotion, Organization, Merchants, Parking and Safety and Economic Vitality that include volunteers from the community. In addition, one Executive Director and supporting staff oversee and guide the volunteer-driven committee structure, and, in concert with the directives of the DDP Board of Directors, manage the process of purchase, redevelopment, and management of multiple downtown properties, all in support of the mission to revitalize downtown Dover.

The DDP is a public/private 501 (c)(6) non-profit entity. Funding for operations and activities is received through rental income from DDP-owned properties and ownership/management of parking assets, as well as grants and other miscellaneous revenues.

Tax Status

As a public benefit corporation of the State of Delaware, DDP is exempt from federal, state, and local income taxes.

DEFINITIONS & CROSSWALK

A select number of terms are defined below to facilitate the reading and understanding of the DDP Accounting & Financial Policies & Procedures Guide.

- "Finance Professional" is the DDP or Non-DDP personnel that provides professional accounting and/or professional bookkeeping services for the DDP. Unless otherwise noted herein, the DDP is using only a CPA (non-DDP staff) for accounting services.
- "Grant Manager" is the Executive Director or his/her designee who may be a project-specific staff person or a paid consultant.
- Contract: For the purpose of this Guide, contract shall be used to refer to agreements entered into between DDP and an outside party to receive a service from that party.

- Expense Reimbursement Form: Refers to an internal form prepared by DDP staff for reimbursement of expenses incurred for pre-approved purchases required in the course of normal daily business.
- Grant: For the purpose of this Guide, a grant is defined as an award of financial assistance, usually from a governmental agency or foundation.
- Bills Paid Spreadsheet: A DDP tracking sheet used by the Executive Director and Office Administrator to illustrate payment made, and in the cases of grants, to show actual against budgets expenditures.
- Receivables Spreadsheet: A DDP tracking sheet for internal use by the DDP Executive Director and Office Administrator to track funds received from grant.
- Reimbursement Requests: Refer to requests for payment submitted to grants or contracts for funded work in the execution of funded work under grants or in the case of funds outlaid for other. Must be submitted with invoice for payment.
- Invoice: Refers to requests for payment submitted by consultants, sub-contractors, or other vendors with an approved agreement for completion of a scope of work approved under a DDP grant or contract, or for DDP office-related purchases of items or services.

ACCOUNTING & FINANCIAL MANAGEMENT

Awards and Agreements

Overview

The Downtown Dover Partnership (DDP) pursues external funding for its various programmatic areas from local, State of Delaware, and Federal funding sources, as well as foundations.

Table 1. below illustrates Oversight and Approval of Awards and Agreements and provides a snapshot of the personnel responsible for activities associated with the oversight and approval of awards and agreements.

Table 1. Oversight and Approval of Awards and Agreements

Responsible Party	Action
Executive Director, DDP Board President and/or one other member of the DDP Executive Committee (i.e.; Treasurer, Vice President or Secretary) or Executive Director	Review, approve, and sign grant applications, awards, and amendments.
Executive Director, Finance Professional, Office Administrator	Set up and maintain grant electronic and paper files.
Executive Director, DDP Board President and/or one other member of the DDP Executive Committee (i.e.; Treasurer, Vice President or Secretary) or Executive Director	Review and approve expenditures against budgets and timelines for DDP operations and for grant services/payments.
Executive Director, Office Administrator, Grant Manager (grant specific) and or Finance Professional,	Oversee and monitor grants.
Executive Director, Office Administrator, Finance	Administer grants

Professional, Grant Manager (grant specific)	
The Grant Manager who may be a project-specific, paid consultant.	

Oversight and Approval of Awards and Agreements

DDP staff, under the direction of the Executive Director and Board President, are responsible for preparing proposals for grants that the DDP intends to pursue. All proposals (including grant applications) shall be reviewed and approved by the Executive Director in concert with the Board President via the DDP's internal review process to ensure the program goals are appropriate and the proposed budget includes all appropriate costs. Final proposals shall be presented in writing to the DDP Executive Committee for review and approval to submit for funding. For each grant award, an employee within the DDP will be designated as "grant manager" and will be responsible for administering the project for which the grant has been awarded. Signature of the grant will be executed according to DDP bylaws (i.e.; DDP Board President and one other member of the Executive Committee or Executive Director.)

When a grant is received or renewed, a copy of the executed or amended Grant Agreement must be forwarded to the Office Administrator and Finance Professional will set up a permanent electronic and, where necessary, a paper file for the grant and maintain the contract along with other financial correspondence regarding the grant. The grant file will document major actions from the award of the grant through its closeout (i.e., award documents; fiscal information including the appropriate State and/or Federal Financial Reports, procurement documentation, payment requests, etc.; pre-award documentation including application, contracting process, intergovernmental review, etc.; post-award documentation including deliverables, progress reports, and correspondence with funder; and closeout documents).

Each grant manager shall be trained on grant management prior to beginning his or her role as a grant manager (or as early in their functioning as a grant manager as practical). Thereafter, all grant managers, the Executive Director, Office Administrator, and contractual staff working on administration and/or execution of the grant activities shall attend refresher/update courses on grant management as needed.

Accounting and Financial Management Systems

Measurement Focus and Basis of Accounting

Tracking of Revenues and Expenditures

DDP's financial management system, overseen by the Finance Professional in concert with the Executive Director and reviewed regularly by the DDP Executive Committee, tracks revenues and expenditures and provides financial results separately for each grant award and agreement. Each funding source and application of funds is identified and maintained with records that show obligations, unobligated balances, assets, outlays, income, and interest (when applicable). A dedicated account is utilized where required by Grant Agreement, and in cases where grantor does not require a dedicated account, the Finance Professional will track funds appropriately for each grant. DDP's Finance Professional tracks this information through the QuickBooks software system and supporting Microsoft Excel spreadsheets for any information that cannot be tracked in QuickBooks. (Begin December 2024.)

Source & Application of Funds

DDP employs a system of codes to ensure an accounting structure that provides accurate and complete information about all financial transactions. When DDP is awarded a new grant or contract, the Executive Director coordinates DDP's Finance Professional to develop the appropriate code, which is used as the internal identifier for that grant or contract in DDP's financial systems. Project staff are informed of this code.

All transactions are linked to two codes – one code that declares the reason for the transaction (i.e., the grant or contract, plus a sub-project under a grant or contract where appropriate, referred to as a sub-code, associated with the transaction), and a second code that declares the type of transaction (i.e., advance or reimbursement to vendor, DDP, etc.). By delineating a reason for the transaction, an associated grant or contract is identified, which ultimately traces the cost to the source of funds.

Comparison of Outlays to Budget Amounts

DDP's financial management system reports and allows a comparison of outlays to budgeted amounts for each assistance agreement award. The Office Administrator records grant receivables and income in an Excel-based Grant Tracking Workbook as it is received and billed during the grant year. The Executive Director is responsible for monitoring budget-to-actual expenditures throughout the grant year. Finance Professional and program staff meet bi-weekly and discuss grant fiscal results and any action needed to be taken as appropriate.

Maintenance of Source Documentation

Project staff are responsible for collecting records that identify adequately the source and application of funds for all funded activities; on certain grants or contracts, project staff may include the Executive Director. The Executive Director reviews records for adequacy. Once determined to be adequate, the Office Administrator is responsible for maintaining the records. These records contain information pertaining to local, state, and federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income, and interest, and are fully supported by source documentation. For these purposes, source documentation is defined as the original document that contains the details of a business transaction. Source documentation captures the key information about a transaction, such as the names of the parties involved, amounts paid, the date, and the substance of the transaction. Examples of source documents include invoices, receipts, check stubs, and bank statements.

Procedures for Drawing Funds and Advanced Payments

DDP's procedures for drawing funds and issuing advance payments identify who is authorized to request payment from any grant or contract source; what procedures are used to verify that the requests and payments are accurate; procedures for drawing funds and advanced payments and for tracking of payments received and deposited; what support documents are required for the draw of funds or for making payments and their processing; when drawdown of funds occur and how they are drawn; and how to minimize the time elapsed between receiving federal funds and their disbursement.

a) Personnel Authorized to Request Payment from Any Grant or Contract Source

The Executive Director and Board Secretary (and their Executive Committee designees) are authorized to draw down funds. The grants and contracts held by DDP will require drawn down of funds both on a reimbursement basis where funds are not drawn down until they have been spent, as well as advanced payments which are permitted in some contracts.

b) Procedures Used to Verify that Requests & Payments are Accurate

As part of the contracting process, DDP creates Grant Tracking Workbooks (or worksheets within any given grant Excel file) for each grant or contract to track grant or contract expenditures throughout the contract term. The Grant Tracking Workbooks show remaining funds as well as the average funds available per month for the remaining funds on the grant or contract. The Grant Tracking Workbooks include the individual grant contract number, the internal financial system contract name, the contract term, the granting agency, the total funds awarded and allowable for draw down for that grant or contract, the reimbursement requests by date requested, and the remaining funds available.

As part of the drawdown process, the Executive Director or Office Administrator enters that period's drawdown amount into the appropriate Grant Tracking Workbook to affirm that the contract is tracking as expected per approved budget, thereby providing a summary of funds drawn to date and an analysis/comparison of budget versus actual expenditures. The Executive Director reviews the entries for correctness and discusses with the Office Administrator any diversions from monthly/quarterly drawdown projections.

Grant or contract funds are received from each granting entity by either check or wire transfer. Drawdowns submitted to granting entity program managers via email are paid via check and received by mail. Drawdowns submitted via the granting entity's portal are received via wire transfer.

c) Procedures for Drawing Funds & Advanced Payments, for Tracking of Payments Received & Deposited

The Executive Director or Office Administrator prepares reimbursement requests and supporting documentation in accordance with the associated grant and contract requirements, ensuring that all expenses submitted for reimbursement are reasonable, allowable, allocable, and accurate. The Executive Director reviews all reimbursement requests and verifies that the requests are accurate, and receives signature from DDP Board President (or Executive Committee designee). Reimbursement requests are submitted by the Executive Director or Office Administrator via the grant-appropriate reimbursement request platform, as noted in Section e) below.

All reimbursement requests are provided to the Office Administrator, who prints hardcopies and files them in the correct grant or contract hardcopy and electronic invoicing folder and enters the requests into DDP's Excel-based Receivables Tracker Spreadsheet. The Receivables Tracker Spreadsheet indicates the date reimbursement requests are submitted, the payee, detail of the reimbursement request including items such as the internal contract name, vendor, location, and date/description of service; the amount to be reimbursed; the date payment is expected based on the grant or contract terms, and any other pertinent details.

The tracking of reimbursement requests received and deposited differs based on payment method.

- For payments received by check via mail:
    - The receipt date of the payment is noted on the invoice by the Office Administrator.
    - The Office Administrator enters the payment date into the Receivables Tracker Spreadsheet and reviews the payment amount against the hardcopy documentation received from the grant entity, noting any discrepancies, and provides the Executive Director with the reimbursement request packet and check stub.
    - The Executive Director confirms that the payment amount in the Receivables Tracker

Spreadsheet matches the amount on the check stub and the amount in the Grant Tracking Workbook, noting any discrepancies, and then determines if follow-up is needed with the grant entity.
    - The Office Administrator enters the deposit information on the check and provides to the Executive Director or, if unavailable, the DDP Board Chair, for signature.
    - The Office Administrator attaches the check stub to the reimbursement request packet and deposits the check, attaches the hardcopy deposit slip to the reimbursement request packet, and provides to the Executive Director for final review.
    - The Executive Director reviews the reimbursement packet with deposit slip, indicating its completeness, and the Office Administrator closes the reimbursement request hardcopy file by stapling all related documentation.

- For payments received via wire transfers:
    - The Executive Director confirms receipt of payments as part of the monthly QuickBooks reconciliation conducted and downloads proof of payment receipt from DDP's online banking platform.
    - The Executive Director provides the proof of deposit to the Administrative Manager, who packages reimbursement request packets (to include deposit against packet, grants expenditures tracking workbooks, and Receivables Tracker Spreadsheet) noting any discrepancies. The Executive Director determines the follow-up needed with the grant entity for any discrepancies.
    - Office Administrator enters receipt date into the Receivables Tracker Spreadsheet and closes the reimbursement request hardcopy file by stapling all related documentation.

After the drawdown request has been finalized, the Receivables Tracker Spreadsheet is used to correctly allocate the funds in QuickBooks to their respective grants or contracts when they arrive. The allocation of funds in QuickBooks is conducted by the Executive Director in concert with the Finance Professional on a monthly basis monthly as part of the monthly reconciliation process conducted by DDP's Finance Professional. The Office Administrator reviews the QuickBooks allocations to ensure that the amount loaded into each grant equals the requested draw down amount. The Executive Committee reviews fund activity at least bi-monthly.

d) Support Documents Required for the Draw of Funds or for Making Payments and Their Processing

Supporting documents are required for the draw of funds and for issuing payments. Supporting documentation for expenses may include Indirect Expense (staff timesheets and expense reimbursement forms with associated approvals) as well as Direct Expenses, such as consultant invoices for advances or reimbursements.

Supporting documentation preparation and approvals for listed expenses for grants utilizing Indirect (staff salaries and related) Expenses include:

- Staff Timesheets: All full-time salaried staff on a not less than every three-day basis allocate their time on their respective Excel-based time tracker workbook to the appropriate grants or contracts, or administrative activities, for work performed, and paid time off taken. The workbook rolls up hours worked into a timesheet tab. All hours are reviewed and reconciled by staff by the second day of every month. Staff print and sign timesheets prior to providing them to management. Management reviews timesheets for their respective staff, addressing any discrepancies found or questions identified before approving the timesheets with their signature. Management and/or staff make approved timesheets

available to the Executive Director for final review. Reviewed timesheets are filed by the Office Administrator.

- Expense Reimbursement Forms: DDP staff complete expense reimbursement forms as needed on a monthly basis by the second day of the month and provides to the Executive Director for review along with all back-up documentation. Back-up documentation includes receipts (tolls, meals, parking, lodging, meetings) and mileage (print out of google maps showing departure and arrival points in alignment with travel points on expense reimbursement form). The Executive Director reviews the expense reimbursement forms to confirm that reimbursement amounts are applied to the correct grant or contract; all back-up documentation has been provided; and expenses for which reimbursement is being requested are reasonable, allowable, allocable, and accurate. The Executive Director provides the Office Administrator with approved, signed expense reimbursement forms for the Office Administrator to log into the Bills Paid Tracker Spreadsheet. The Executive Director reviews the Bills Paid Tracker Spreadsheet and notes that all information is correct prior to the Executive Director's writing of the expense reimbursement check.

Supporting documentation preparation and approvals for listed expenses for grants utilizing Direct Expenses include:

- Consultant Invoices: Consultant invoices are submitted by consultants or sub-contractors with an approved agreement for completion of a scope of work approved under an DDP grant or contract. Invoices are submitted to the Executive Director, who reviews the invoice against the approved consultant or sub-contractor agreement to confirm that it is reasonable, allowable, allocable, and accurate, noting any discrepancies. The Executive Director determines the follow-up needed with the consultant or sub-contractor for any discrepancies.
- The Executive Director provides the Office Administrator to add a payment processing cover sheet with the approved invoice to identify the actual item/service and the Office Administrator to logs this information into the Bills Paid Tracker Spreadsheet.
- The Executive Director reviews the Bills Paid Tracker Spreadsheet and notes that all information is correct prior to the Executive Director's approval for processing of the payment via a coded Invoice and Payment Request to the Finance Professional to prepare a check for payment.
- Finance Professional prepares the check and delivers it back to the Office Administrator, who provides it to Executive Director for signature, along with DDP Board President (or Executive Committee Designee.)
- The Office Administrator mails the invoice payment check, along with a copy of the original invoice and Reimbursement or Advancement Request and closes the invoice payment request by stapling all related documentation and filing the hardcopy in the appropriate grant or contract folder.

e) Occurrence of Drawdown of Funds & How They are Drawn

DDP draws down on grant or contract funds based on the schedule specific to the grant or contract. Funds are typically drawn down on a monthly or quarterly basis, unless the granting entity requires another timeframe for accessing of funds. How funds are drawn down is also specific to the granting entity. Some drawdowns are submitted via email to the granting entity program manager and others are submitted on the granting entity's online portal.

f) How Time Elapsed Between Receiving Federal Funds & Their Disbursement is Minimized

In practice, it is DDP's preference to draw down on funds on a reimbursement basis. When advanced

payments are requested the timing of the drawdowns must be as close as administratively feasible to actual disbursements of funds. For Federal grants, disbursement within 5 business days of drawdown will comply with this requirement.

Written Procedures on Costs Charged to Grants

DDP ensures that costs charged to grants are reasonable, allocable, allowable. Annual financial reports and reimbursement requests are generated as stipulated in grant/contract terms per the schedule noted in the grants/contracts (monthly or quarterly basis). This applies to both federal and non-federal grants, awards, and contracts. The organization follows the Cost Principles of Subpart E CFR §200.400 with allocation and allowability in subsections 403; 404; 405; 408; and 410.

a) Factors Affecting Allowability of Costs (§ 200.403)

Except where otherwise authorized by statute, costs must meet the following general criteria to be allowable under federal awards:

- Be necessary and reasonable for the performance of the federal award and be allocable thereto under these principles.
- Conform to any limitations or exclusions set forth in these principles or in the federal award as to types or amount of cost items.
- Be consistent with policies and procedures that apply uniformly to both federally financed and other activities of the non-federal entity.
- Be accorded consistent treatment. A cost may not be assigned to a federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the federal award as an indirect cost.
- Be determined in accordance with generally accepted accounting principles (GAAP), except, for state and local governments and Indian tribes only, as otherwise provided for in this part.
- Not be included as a cost or used to meet cost sharing or matching requirements of any other federally financed program in either the current or a prior period. See also § 200.306(b).
- Be adequately documented. See also §§ 200.300 through 200.309 of this part.
- Cost must be incurred during the approved budget period. The federal awarding agency is authorized, at its discretion, to waive prior written approvals to carry forward unobligated balances to subsequent budget periods pursuant to § 200.308(e)(3).

b) Reasonable Costs (§ 200.404)

A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. The question of reasonableness is particularly important when the non-Federal entity is predominantly federally funded. In determining reasonableness of a given cost, consideration must be given to:

- Whether the cost is of a type generally recognized as ordinary and necessary for the operation of the non-Federal entity or the proper and efficient performance of the Federal award.
- The restraints or requirements imposed by such factors as: sound business practices; arm's- length bargaining; Federal, state, local, tribal, and other laws, and regulations; and terms and conditions of the

Federal award.

- Market prices for comparable goods or services for the geographic area.
- Whether the individuals concerned acted with prudence in the circumstances considering their responsibilities to the non-Federal entity, its employees, where applicable its students or membership, the public at large, and the Federal Government.
- Whether the non-Federal entity significantly deviates from its established practices and policies regarding the incurrence of costs, which may unjustifiably increase the Federal award's cost.

c) Allocable Costs (§ 200.405)

A cost is allocable to a particular Federal award or other cost objective if the goods or services involved are chargeable or assignable to that Federal award or cost objective in accordance with relative benefits received. This standard is met if the cost:

- Is incurred specifically for the Federal award.
- Benefits both the Federal award and other work of the non-Federal entity and can be distributed in proportions that may be approximated using reasonable methods; and
- Is necessary to the overall operation of the non-Federal entity and is assignable in part to the Federal award in accordance with the principles in this subpart.
- Any cost allocable to a particular Federal award under the principles provided for in this part may not be charged to other Federal awards to overcome fund deficiencies, to avoid restrictions imposed by Federal statutes, regulations, or terms and conditions of the Federal awards, or for other reasons.

Procedures for Receiving and Depositing Advanced Federal Payments

Should a time come that DDP requires advance funding, DDP will first communicate the need to the Project Officer and then follow all applicable steps to complete the process in accordance with the grant terms & conditions. To eliminate the likelihood of earning interest on federal funds, the timing and amount of cash advances shall be as close as is administratively feasible to actual disbursements but will be expended within 5 (five) business days. Should it not be administratively feasible to expend advanced federal payments within this timeframe, advanced federal payments will be deposited into a separate federally insured bank account within 10 (ten) business days at DDP's current bank, PNC Bank.

This space left intentionally blank.

Requirements for Separation of Duties and Internal Controls

DDP has implemented practices to ensure adequate separation of duties so that funds are safeguarded and used only for allowable costs. The division of responsibilities is outlined below. DDP's currently contracts with Mitten & Winters CPAs for bookkeeping services.

Division of Responsibilities					
Responsibility	Board of Directors	Executive Director	DDP Board President or Executive Committee Member designee)	Office Administrator	Financial Professional
Reviews and approves the annual budget.	X				
Reviews annual and periodic financial statements and information.	X	X			
Reviews Executive Director's performance annually and establishes salary.	X		X		
Four members of the Board (all four Executive Committee Members and the Executive Director) are appointed to be authorized signers on the bank accounts.		X	X		
Reviews and approves all contracts/expenditures of up $5,000.00.		X			
Reviews and approves all contracts/expenditures of $5,000.00 – $50,000.		X	X		
Reviews and approves all contracts/expenditures above $50,000.	X	X	X		
Reviews and approves all non-budgeted expenditures over $5,000.00.	X				
Reviews and advises staff on internal controls and accounting policies and procedures.		X	X		X
Reviews all financial reports.	X	X	X		X
Reviews and approves all financial reports including cash flow projections.		X	X		X
Develops an appropriate budget annually.		X			
Reviews approves check preparation procedures.		X			X
Reviews and approves all grant submissions.		X			
Processes inter-account bank transfers.		X			
Is on-site signatory for all bank accounts.		X	X		
Opens all bank statements, review for any irregularities, and reviews completed monthly bank reconciliations.		X			
Oversees the adherence to all internal controls.		X			
Approves all program expenditures.	X	X	X		
Monitors program budgets.		X	X		
Reviews all payrolls and is responsible for all personnel files.		X			

Reviews cashflow.		X	X		X
Manages cashflow.		X	X		
Reviews all reimbursements and fund requests.					
Reviews and approves all reimbursements and fund requests.		X	X	X	
Assists with Executive Director with development of annual and program budgets.			X		X
Reviews all incoming and outgoing invoices.		X	X	X	
Receives invoices for the purposes of paying and recording.					X
Manages the petty cash fund.		X		X	
Reconciles and records the petty cash fund					X
Receives and opens all incoming accounting mail, including bank statements.		X			
Monitors and manages all expenses to ensure most effective use of assets.		X	X		
Monitors grant reporting and appropriate release of funds.		X	X		
Oversees expense allocations		X	X		
Reviews, revises, and maintains internal accounting controls and procedures.		X	X		
Prepares county contribution and donor thank you letter acknowledgements.		X		X	
Responsible for data entry into QuickBooks accounting system and integrity of accounting system data.		X			X
Reviews data entry into accounting system and integrity of accounting system data.		X	X		X
Processes invoices.		X	X	X	
Prepares checks for signature.					X
Makes bank deposits.		X		X	
Processes payroll.					X
Maintains general ledger.					X
Prepares monthly and year-end financial reports.		X			X
Reconciles all bank accounts.					X
Mails consultant / sub-contractor checks.				X	
Manages Accounts Receivable.		X			

Financial Performance Reports

DDP monitors and provides project, program, and financial performance reports to the awarding agency. Staff within the organization prepare and submit financial performance reports are required. For federal funding sources, this includes Interim/Final Financial Status Reports (SF-425) as required at least annually.

Federally and State funded projects require DDP to prepare regular updates on the status of program implementation. Reporting requirements are typically found in the award's terms and conditions. The Executive Director will review funder grant documentation to determine frequency and format of technical reports, incorporating reporting requirements into each grants or contract's Grant Tracking Workbook. Once under contract, the Executive Director creates Outlook calendar reminders for report due dates and one month prior, for the life of the grant or contract term. Where grants or contracts require programmatic reports to include financial

statement of expenditures, these reports shall be prepared by the Executive Director with the support of the applicable Grant Manager and Office Administrator. Outlook calendar reminders are also created by the Executive Director for one month prior to the due date as well as the due date. For federal grants or contracts, the Executive Director will prepare and submit an Interim/Final Financial Status Report (SF- 425) annually.

Records Retention Policy & Schedule

DDP retains, protects, and maintains necessary records and documents as prescribed by laws, regulations, and contractual agreements to corroborate the existence of assets and liabilities, occurrence of business transactions, and completion of contractual obligations. The below Retention Schedule sets forth guidelines that apply to all DDP employees and to all information generated or received in the transaction of DDP's business. The objective of the Retention Schedule is to protect and maintain adequate documentation and to ensure that records no longer needed will be discarded at the appropriate time. The Office Administrator and Executive Director can reference "Records Retention Guidelines" for additional records retention requirements.

See also separate Policy for DDP Record Retention.

Retention Schedule	
Accounts receivables ledgers and schedules	7 years
Audit reports / annual financial statements	permanently
Bank reconciliations	3 years
Invoices substantiating the acquisition cost of each unit capital equipment (see Equipment)	5 years
Grants	7 years after completion
Quotes substantiating the purchase of small purchases (see Procurement)	5 years

Indirect Cost Rates Procedure

Where applicable, DDP submits Indirect Cost Proposals on an annual basis, following the applicable cognizant federal agency's guidelines, such as US Environmental Protection Agency (EPA). Specifically, the Executive Director and Office Administrator prepare the proposal for submission to the cognizant federal agency.

System for Award Management

The System for Award Management (SAM) enables informed decisions about whether vendors and/or contractors will be engaged for work under the grant award. Registration in SAM enables non-federal entities to bid on federal contracts or other procurement opportunities. It also allows non-federal entities to apply for grants, loans, and other financial assistance programs. DDP's Executive Director will register and/or update organization information in the SAM portal once annually as required by federal Grant Agreements to maintain SAM compliance.

SAM Updating Procedure

The Executive Director will submit financial information through the SAM.gov portal. This information is downloaded from QuickBooks and represents an up-to-date financial picture. SAM updates must be

completed by December 15th annually to receive federal grants. Reminders for annual SAM updates are created by the Executive Director, with invitations sent to the Executive Director, DDP Board Secretary, Office Administrator, and any other personnel deemed necessary. The update steps are outlined below.

- Step 1: Go to the homepage: www.sam.gov.
- Step 2: Login to the website for user verification before gaining access to the renewal functionality. Enter the username and password for the Entity Administrator associated with the entity registration, and then click the "Log In" button.
- Step 3: Select "Entity Registrations" on the left-side.
- Step 4: Click "Existing Entity Registrations" to view the registrations to which you have access.
- Step 5: Select the entity record that you want to update from the Entity List box and click the "Update" button to begin the renewal.

Federal Funding Accountability & Transparency Act (FFATA) Subaward Reporting System (FSRS)

Prime Grant Recipients awarded a new federal grant greater than or equal to $25,000 are subject to FFATA/FSRS subaward reporting requirements as outlined in the Office of Management and Budgets guidance. The Prime Grant Recipient is required to file a FFATA subaward report by the end of the month following the month in which the Prime Grant Recipient awards any subaward greater than or equal to $30,000.

FSRS Procedures and Information for Prime Grant Recipients

The FSRS Reporting System is accessible at https://www.fsrs.gov/. The Awardee User Guide can be accessed at https://www.fsrs.gov/documents/FSRS_Awardee_User_Guide.pdf.

PAYROLL

The DDP retains written payroll policies and procedures including policies for fringe benefits paid to DDP personnel.

Fringe Benefits Statement

DDP defines fringe benefits as allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. DDP provides fringe benefits to its full-time salaried employees and part-time hourly employees working 30 (thirty) hours or more on average per week.

Fringe benefit costs are allowable to the extent that the benefits are reasonable and are required by law, and are an established policy of DDP as a quasi-governmental unit. Fringe benefits are equitably charged and applied across all grants in line with each employee's specific benefits package, where allowable and where selected by DDP to do so.

Timesheets

DDP pays all employees on a bi-weekly basis, with 26 (twenty-six) pay periods annually.

Where applicable, timesheets are completed to include all specific time spent on each grant or project, as well as a specific task/activity from an approved work plan, delineated by appropriate grant codes.

When timesheets are utilized for grant purposes, all non-reimbursable administrative work and all non- working hours (i.e., vacation, personal, sick, holiday, etc.) will also be recorded on timesheets and defined by appropriate grant codes. Staff track time away from the office (i.e., vacation, sick, personal, etc.) and management review time records of their staff for the pay period and compare timesheets for accuracy. Work completed remotely is also tracked timesheets.

DDP applies salaries, wages, and benefits consistently to both federally/non-federally funded projects for the same labor categories, when DDP selects to use allowable Indirect Expense opportunities on Federal/State grants.

Consistent Application of Salaries, Wages, and Benefits

When Indirect Expenses are sought under a grant, all DDP salaries and wages charged to grants or contracts are supported by a system of internal controls as noted in this section, Payroll, and section d) What Support Documents are Required for the Draw of Funds or for Making Payments and Their Processing. DDP approval procedures provide reasonable assurance that the personnel costs incurred are accurate, allowable, and properly allocated.

DDP's systems of internal controls ensure that:

- total compensation paid to employees is reasonable according to the work performed on the grant or contract agreement.
- compensation is made in accordance with established policies for DDP.
- compensation policies are consistently applied to both government and non-government activities.
- staff attest to their time at the end of each month, which may include one or more pay periods, through their signature on their timesheet.
- management verifies the accuracy of the time and approves the hours for the staff that report to them.

Salaried Employees

For full-time salaried employees, management verifies the accuracy of timesheets and signs all timesheets for staff that report to them. Timesheets are submitted on a monthly basis according to the schedule outlined in this Guide in section d) What Support Documents are Required for the Draw of Funds or for Making Payments and Their Processing. The approval process for full-time salaried employee timesheets is also found in section d.

Part-Time Hourly Employees

For part-time hourly employees, staff sign their timesheets submitted at the end of each pay period. Management verifies the accuracy of timesheets and signs all timesheets for staff that report to them.

TRAVEL

DDP staff are permitted to engage in travel for work performed under funded grants or contracts.

Travel Authorization

Staff are required to obtain travel authorizations and approvals prior to travel. All requests must be authorized in advance by appropriate management, even if no advance of funds is requested.

Requests for travel beyond a local one-day event are received by appropriate management as part of individual check-ins with staff, DDP's weekly staff meetings, or separate or via email request. Approvals are provided in

response to a written Travel Request on determination that travel costs are allowable, allocable, and reasonable, as outlined in the below bullets. Approved travel is placed by the requesting staff on their calendar. (Staff's individual Outlook calendar is shared with Executive Director and may be shared with other DDP staff.)

- Travel that will include a reimbursement request for mileage, parking, or tolls may be approved via email in response to a request via email. Mileage is verified as part of the Expense Reimbursement Forms approval process described in this Guide in section d) What Support Documents are Required for the Draw of Funds or for Making Payments and Their Processing, subsection Expense Reimbursement Forms.
- Travel that will include a reimbursement request for lodging or air travel may only be approved via a written Travel Request once the appropriate back-up documentation with expected costs on the Travel Request. This process is also to be applied for requests for advanced payments for travel, with the additional review of the Office Administrator required for final approval.

Travel Expenditures

Receipts to support actual costs must be submitted after each trip. Receipts are coded on Expense Reimbursement Forms, allowing identification of the specific funded project for which they were incurred. The review process for travel expenditures is found in this Guide in section d) What Support Documents are Required for the Draw of Funds or for Making Payments and Their Processing, subsection Expense Reimbursement Forms.

- Travel associated with a specific funded project will be billed to that grant only and reviewed to ensure that travel costs are allowable, allocable, and reasonable.
- Lodging will only be covered with grant or contract funds up to the current federally accepted rate. As rates vary by location and date, staff must adhere to the current rates noted in https://www.gsa.gov/travel/plan-book/per-diem-rates.
- Prior to staff's attendance of any grant or contract funded travel, staff must ensure that adequate funds are in the grant budget by confirming with appropriate management, or Executive Director.
- Travel expenses must be allocable to the grant project.
- Travel expenses will not be paid beyond the pre-approved travel cost unless written approval is provided to Executive Director on original Travel Request or via email in response to an email requesting an additional expense.

EQUIPMENT

Capital Equipment is defined by the United States Office of Management and Budget as "tangible nonexpendable personal property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit." The below subsections apply to capital equipment meeting this definition.

Equipment and Property Management

DDP records all capital assets at historical cost as of the date acquired. The acquisition cost includes installation charges and freight. All costs associated with making the asset serviceable are capitalized. Invoices substantiating the acquisition cost of each unit of property shall be retained for a minimum of three years as long as DDP is in the possession of the asset. If the asset is traded, sold or disposed records should be kept for an additional three years.

Equipment with an economically useful life of 12 months or less are expensed for financial statement purposes, regardless of the acquisition or production cost. Equipment acquired with external support becomes the property of the organization unless restricted by the funding organization, unless otherwise directed by the associated Grant Agreement.

Equipment and Maintenance

To ensure the proper receipt and tracking of equipment, a depreciation schedule is maintained by the Finance Professional that should be reviewed by the ED annually. At this time, the condition can be evaluated to determine proper treatment. Physical inventory can be conducted but tagging isn't common when there is not a lot of equipment. DDP verifies the existence and condition of the equipment and the accuracy of records related to equipment. DDP establishes maintenance procedures and records of the operational condition of equipment. The Executive Director is notified by the Office Administrator of condition, location, loss, or damage to equipment. Records are submitted by the Office Administrator to the Executive Director for review and approval. DDP's Finance Professional will notify the Executive Director and Office Administrator when equipment items have depreciated below $5,000. The Executive Director will comply with the treatment of Equipment as stated in the Grant Agreement.

Recordkeeping

DDP maintains records tracking equipment, including acquisition date, cost, description, serial number (or similar identification number like a model number), source of funding (e.g., Federal Award Identification Number, or FAIN), percentage of federal participation in the cost of the equipment, title holder, location, status of equipment (i.e., use and condition), and disposition data. This information is maintained by the Office Administrator and reviewed by the Executive Director once every two years. If an item is purchased with federal grant funds, the funding source, award number, and percentage of federal participation will be included in the equipment tracking database.

Disposal of Federally Funded Equipment

If an item of equipment is determined to be obsolete, and the item's value exceeds $5,000, disposition rules are followed, per instructions in the associated Grant Agreement.

PROCUREMENT

Procurement is the process for obtaining supplies, expendable property, equipment, real property, and services, including contracting, consultant agreements, sub-awards or sub-grants, or any other types of agreements that transfers federal, state, and other funds outside of DDP for the purpose of fulfilling the grant or contract agreement. This section provides the DDP's procurement policies and procedures for supplies, expendable property, equipment, real property, and services. The section titled Services of Outside Organizations addresses procurement requirements for contracting, consultant agreements, sub-awards or sub-grants.

Purchasing Authority

No purchases shall be made without the prior approval of the Executive Director, or in their absence, the

Board President, Board Secretary, or his/her designee from Executive Committee. Additional purchasing authority processes are noted, where applicable, in the sectioned title Purchasing with Federal Award Funds. Once a purchase has been approved by the Executive Director, purchases may be placed by the DDP Board Secretary.

Guidelines for Purchases

Purchases are evaluated to ensure they are reasonable, allocable, and allowable. The vendor or contractor that meets the required quality standards at the lowest cost are selected. Regardless of the cost of acquisition, DDP avoids purchasing unnecessary items. Where applicable, DDP evaluates lease versus purchase options to determine which is more economical.

As part of the grant application process, the Executive Director, Property Development Director and designated grant manager shall identify any purchase requests that will be necessary for the successful execution of a grant or contract agreement. The designated grant manager shall indicate the timing for initiation of the purchasing process for supplies, expendable property, equipment, real property, and services associated with grant or contract implementation. The Executive Director and/or Property Development Director will confirm the timing.

Considerable authority has been entrusted to employees who make purchasing decisions. The convenience afforded through decentralization is coupled with full responsibility for decisions and a complete understanding of the procurement and purchasing policies and procedures of DDP. All DDP employees are informed of and made aware of the purchasing policies and procedures for awarded grants (local, state, or federal). All purchasing decisions are made in the best interests of DDP and its related funders. All purchases are authorized by the Executive Director or Board President (or his/her Executive Committee member designee) prior to their processing by the authorized employee.

Purchasing with Federal Award Funds

Purchases made when procuring property or services through a federal award with federal funds follow the procurement standards under the Federal Uniform Grants Guidance. Procurement transactions maximize free and open competition. Written solicitations have a clear scope of work, requirements and features prospective bidders must meet, a preference to conserving natural resources and the environment, and positive efforts to use small, disadvantaged and minority owned firms when possible. DDP documents the reason for the type of procurement bid used, the basis for contractor selection, a justification for lack of competition or sole-source procurement, and the basis for award cost and price.

Purchase requirements are based on the current federally adopted simplified acquisition thresholds (SAT). Purchases exceeding $10,000 are subject to pre-award review by the federal entity to ensure procurement procedures are adequate. Special consideration is given to environmentally friendly, and energy efficient products/services (see 2 CFR 200.322). Quotes and bids must include specifications and qualifying characteristics to be considered by the vendor/contractor, including delivery and time frame, the scope of work, references, and other relevant specifications. Quotes must be provided by the vendor as a written statement regarding the price for a specific good or service.

Under 2 CFR 200.324(a), recipients must perform a cost or price analysis in connection with every procurement

action other than micro-purchases and simplified acquisitions, including contract modifications. Price analysis includes the comparison of price quotations submitted, market prices, bid prices for firm fixed-price contracts and similar information. A price analysis is an examination of the price proposed and an assessment or evaluation as to whether it is fair and reasonable. Cost analysis is the review and evaluation of each element of cost to determine reasonableness.

As needed, the terms of a contract made to be paid for with federal funds shall be negotiated to ensure terms are acceptable to the grant or contract. The Deputy Director and Executive Director are authorized to negotiate the terms of a contract. Purchases made with federal funds shall be received and deemed acceptable by the grant manager prior to payment being made.

Purchase Threshold Requirements

Purchase Thresholds and categories are defined as bulleted below, as referenced from 2 CFR 200.320:

- Micro-Purchases (Purchases under $10,000)
- Small Purchases ($10,001 – $250,000)
- Competitive Purchases/Sealed Bids ($250,001+)
- Noncompetitive Proposals

For all purchases (single or cumulative) over $10,000 from a single vendor within a fiscal year, written price or rate quotes will be obtained from an adequate number of qualified sources.

a) Micro-Purchases (Purchases under $10,000)

Competitive quotations are not required if the prices are reasonable. Selection will be based on the quality and cost, with every effort made to identify 3 (three) price quotes. To the extent practicable, purchases will be distributed equitably among qualified suppliers. Price quotes are to be obtained by the grant manager, Property Development Director, or Office Administrator, and reviewed and approved by the Executive Director prior to final review and approval by the Executive Director.

b) Small Purchases ($10,001 – $250,000)

DDP will obtain price quotes for small purchases, with every effort made to obtain 3 (three) price quotes. Price quotes may be formal (i.e., a quote submitted to DDP on vendor letterhead) or informal (i.e., phone call or web search) from an adequate number of sources, but not less than three. All quotes, including phone calls, web searches, etc., will be documented and kept on file for 5 (five) years. Evaluation and selection of supplies/vendors shall be determined by performing a cost analysis, as noted in "Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements". Price and cost analyses will be performed by the grant manager and reviewed by the Property Development Director prior to Executive Director approval to proceed with the purchase.

c) Competitive Purchases/Sealed Bids ($250,001+)

Sealed bids will be used when the selection of the successful bidder can be made principally on the basis of price. Invitation for bids will define the items or services needed to allow bidders to properly respond. Descriptions will not contain features that unduly restrict competition, such as requiring certain brands or manufacturers of items. Bids will be solicited from an adequate number of know supplies providing sufficient response time. Price and cost analyses will be performed by the grant manager and reviewed by the Property

Development Director prior to Executive Director approval to proceed with the purchase.

d) Noncompetitive Proposals

Procurement shall be conducted competitively to the maximum extent possible. Procurement by non-competitive proposals must have prior approval from any/all federal funding sources. Procurement by non-competitive proposals may be used only when the award of a contract is not feasible using small purchase procedures, sealed bids, or competitive proposals and one of the following applies:

- The item is available only from a sole source, based on a good faith review of available sources.
- An emergency exists that seriously threatens the public health, welfare, or safety, or endangers property, or would otherwise cause severe injury to ECA, as may arise by reason of flood, earthquake, epidemic, riot, equipment failure, or similar event. In such cases, there must be an immediate and serious need for supplies, services, or construction such that the need cannot be met through any other procurement methods, and the emergency procurement shall be limited to those supplies, services, or construction necessary to alleviate the emergency; or
- After solicitation of a number of sources, competition is determined inadequate.

Written justifications for using such procedures shall support all procurements based on noncompetitive proposals, and shall be provided by the grant manager. The Property Development Director shall review and approve the justification in writing and provide the approved justification to the Executive Director, who will forward the approved justification to the Office Administrator for filing of hardcopy in the grant or contract file.

The reasonableness of the price for all procurement based on noncompetitive proposals shall be determined by performing price and cost analyses, as noted in "Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements".

Conflict of Interest

The following shall constitute the DDP Conflict of Interest Statement: No compensated officer, employee, or agent of DDP shall participate in selection, award, or administration of a contract supported by grant or contract funds or otherwise if a real, apparent, or potential conflict of interest exists. Such a conflict would arise when a compensated officer, employee, agent, or any immediate family member thereof, business or personal partner, or an organization which previously or currently employs or is about to employ any of the parties indicated herein, has a personal benefit, or a financial or other interest in the firm selected for an award. Compensated officers, employees, and agents of DDP shall neither solicit, nor accept, or offer gratuities, favors, or anything of monetary value from and/or to contractors, or parties to contracts and sub agreements. However, compensated officers, employees, and agents of the organization may offer or receive gratuities and/or gifts of appreciation for situations in which the financial interest is not substantial or the gratuity and/or gift is an unsolicited item of nominal value.

Any compensated officer, employee, or agent of DDP in violation of said DDP Conflict of Interest Statement shall be subject to disciplinary action and/or penalty that could ultimately result in termination of employment. The Executive Director and/or Board of Directors reserve the right to terminate employment effective immediately upon discovery of the incident depending on the nature and severity of offense.

Each new employee of DDP will be introduced to and trained on the DDP Conflict of Interest Statement upon hire

and shall be required to acknowledge receipt and understanding in writing of the DDP Conflict of Interest Statement. All employees will be periodically trained on the Statement requirements thereafter.

SERVICES OF OUTSIDE ORGANIZATIONS

DDP will sometimes retain the services of outside organizations in performing the work of a grant or contract. These services will fall under one of the following three types of procurements: General Procurements (Contracts), Consultants, or Sub-recipient agreements. Before entering into any agreement with any organization, DDP will check the status of the organization on www.sam.gov to assure that they are not subject to disbarment or suspension. Often a contract or sub-recipient will be written into the grant proposal. In all cases, the contractor/sub-recipient must be approved by the granting agency.

If federal funds are to be transferred to other organizations or consultant, a formal, written subaward, contract, or consulting agreement must be reviewed and approved by the Executive Director. DDP will refer to 2 CFR 200.331 regarding distinctions between subawards and contracts, and will ensure any subawards comply with these standards and are not used to acquire commercial goods or services for the recipient.

General Procurements and Sub-Recipient Agreements

General Procurements (Contracts)

A procurement is considered a general procurement (Contract) if it is made from an organization that normally provides such goods and services to many organizations as part of its operations and if it operates in a competitive environment. This entity shall be known as a contractor. For general procurements, a contract or letter of agreement will be drawn up and signed by both parties. The contract or letter of agreement will clearly outline the services, materials, or supplies that will be performed or purchased, the total cost of such services or goods, and a clear delivery date of such services or materials. The contract or agreement will include a termination clause.

Sub-Recipient Agreements

The procurement of goods and services will be considered a sub-recipient on a grant if that organization completes a significant and substantive part of the effort, if that organizations work has its performance measured against whether the objectives of the program are met, if the organization has responsibility for programmatic decision making and if the organization has responsibility for adherence to applicable program compliance requirements.

A sub-recipient agreement will be drawn up and signed by both organizations. All sub-recipient agreements that provide services involving the employment and/or subcontracting of mechanics and/or laborers shall explicitly require the vendor to comply with 2, CFR 200, Appendix II, (E) Contract Work Hours and Safety Standards Act. https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/appendix-Appendix%20II%20to%20Part%20200

The sub-recipient agreement will include a description of the work to be performed, the period of performance for the work, the method by which the sub- recipient will be monitored and evaluated on their efforts, and the total cost of the work to be performed. The agreement will contain all the regulatory requirements of the grant or award as well as the CFDA title and number, award name and number, award year, and the name of the federal agency providing the funding. The sub-recipient will be required to file progress reports and the

frequency of the reports will be outlined in the agreement. Progress reports will include a comparison of actual accomplishments with the goals and objectives established for the period. For example, progress reports required quarterly would be submitted 30 days after the end of each quarter; yearly progress reports would be filed within 90 days of the end of the year. Finally, a termination clause will be included in the Sub-Recipient agreement.

Contractor/Sub-Recipient Monitoring

The DDP grant manager will monitor the performance of sub-recipients and contractors by monthly contact, or site visits if applicable, to provide a reasonable assurance the organization is administering the funds in compliance with the laws, regulations, and provisions of the grant and that the performance goals are achieved. In addition, and as required by laws and regulations, a copy of the organization's most recent Uniform Guidance audit report (Single Audit) will be requested by the grant manager and be kept on file by the Office Administrator for each sub-recipient.

Any sub-recipient or contractor receiving more than $25,000 from a single award will be reported on the FFATA website by the Deputy Director. The report will be filed by the end of the month following the signing of the contract or sub-recipient agreement.

Whether funds are transferred to other entities via subawards or contracts, DDP will follow these standards:

- Require entity to provide active Unique Entity Identifier (UEI) number and record of registration with SAM.gov before entering into an agreement;
- Confirm that a subrecipient is not suspended or debarred from receiving federal funds by searching the Excluded Parties List System (EPLS), which has been consolidated under SAM (https://www.sam.gov/portal/public/SAM/);
- Ensure that proposed costs are necessary, reasonable, and allocable;
- Ensure that any subawards to 501(c)(4) organizations do not involve lobbying activities;
- Obtain funder consent before making a subaward to a foreign or international organization, or subaward to be performed in a foreign country;
- Obtain funder approval for any new subaward work that is **not** outlined in the approved work plan in accordance with 40 CFR Parts 30.25 and 31.30, as applicable;
- Establish agreements in writing;
- Incorporate provisions that ensure compliance with requirements of a federal grant as well as federal requirements of all procurements, regardless of source of funds; subrecipients must follow all guidelines of federal grant just as DDP;
- Monitor the performance of their subrecipients and ensure that they comply with all applicable regulations, statutes, and terms and conditions which flow down in the subaward;
- Address reporting of subawards to FFATA Subaward Reporting System (fsrs.gov) for all obligating actions of $25,000 or more in federal funds (not including Recovery Act funds)
- Include enforcement procedures for noncompliance including conditions under which termination may occur.

Consultants

DDP may secure a contract with a consultant, defined as an individual with specialized skills who, although not

on the recipient's payroll as an employee, provides personal services to the recipient under an agreement which essentially establishes an employer-employee relationship between the recipient and the individual providing the services. Normally a consultant expense will be included in the budget proposal submitted to the federal agency. A consulting agreement will be drawn up and signed by both the Consultant and the DDP.

The consulting agreement will contain a complete description of the services to be performed, the agreed upon price for such services, and the period of performance for the services. The consulting agreement must specify pay rates that include base rate, fringe benefits, and overhead. The agreement will also outline measures of performance that must be met by the consultant, the process for evaluation of performance, as well as all the regulations required by the Grant Agreement. Finally, the agreement will include a termination clause.

Consultant Rates

Federal funds may not reimburse recipients for compensation they pay to individual consultants on an hourly, daily, or other basis that has the effect of exceeding the amount paid to federal employees at Level IV of the Executive Schedule. The cap on compensation for individual consultants is statutory, applies to all recipients including states, and may not be waived by federal agencies. The consultant fee cap only covers personal compensation. Reimbursements DDP pays to consultants for overhead and travel costs are not subject to the consultant fee cap. When the consultant fee caps apply often involve complex issues that are best resolved by federal granting entity program manager; the DDP grant manager shall contact the program manager to obtain guidance.

Prior to entering into a consulting agreement, the DDP grant manager shall calculate the maximum daily rate and the daily pay limitation using the Office Of Personnel Management's Fact Sheet: How to Compute Rates of Pay and Fact Sheet: Expert and Consultant Pay. The calculations shall be reviewed and approved by the Deputy Director prior to final approval by the Executive Director. The maximum daily rate can be determined by following these steps:

- Divide the Level IV salary by 2087 to determine the hourly rate. Rates must be rounded to the nearest cent, counting one-half cent and over as the next higher cent (e.g., round $18.845 to $18.85).
- Multiply the hourly rate by 8 hours. The product is the maximum daily rate.

Exclusions from Consultant Compensation Limitations

Contracts or subcontracts with multi-employee firms for services are not affected by the consultant compensation limitation in 2 CFR 1500.10 provided the contractor or subcontractor rather than the recipient selects, directs, and controls individual employees providing consulting services. Note that contracts with individual consultants or consulting firms are subject to the competitive procurement requirements in 2 CFR Part 200.

The consultant compensation limitation does not apply to fixed price contracts such as those structured as lump sum payments for completion of a study or design of a training course.

Federally Funded Construction Provisions and Davis-Bacon

It is anticipated that the DDP could have construction and other projects that may be funded by the Federal Government and subject to Davis-Bacon. As a result, the DDP has read and understands the federal regulations

regarding federally funded construction and has made provisions for any federally funded construction associated with EPA, ARPA, and similar federal grants.

These provisions may be applicable for all agreements, sub-agreements over $2,000 that require compliance with the Davis-Bacon Act.

Currently the DDP has no contracts or agreements where Davis-Bacon is applicable, but the DDP understands the applicable federal regulations that are triggered by the monetary thresholds associated with federally funded construction.

Background: Davis-Bacon and Related Acts and Reorganization Plan No. 14 of 1950, U.S. Department of Labor

Under the Davis-Bacon and Related Acts and Reorganization Plan No. 14 of 1950, the U.S. Department of Labor is responsible for determining prevailing wages, issuing regulations and standards to be observed by federal agencies that award or fund projects subject to Davis-Bacon labor standards, and overseeing consistent enforcement of the Davis-Bacon labor standards.

The Davis-Bacon and Related Acts apply to contractors and subcontractors performing on federally funded or assisted contracts in excess of $2,000 for the construction, alteration, or repair (including painting and decorating) of public buildings or public works.

Davis-Bacon Act and Related Act contractors and subcontractors must pay their laborers and mechanics employed under the contract no less than the locally prevailing wages and fringe benefits for corresponding work on similar projects in the area.

The Davis-Bacon Act directs the Department of Labor to determine such locally prevailing wage rates.

The Davis-Bacon Act applies to contractors and subcontractors performing work on federal or District of Columbia contracts. The Davis-Bacon Act prevailing wage provisions apply to the "Related Acts," under which federal agencies assist construction projects through grants, loans, loan guarantees, and insurance.

For prime contracts in excess of $100,000, contractors and subcontractors must also, under the provisions of the Contract Work Hours and Safety Standards Act, as amended, pay laborers and mechanics, including guards and watchmen, at least one and one-half times their regular rate of pay for all hours worked over 40 in a workweek. The overtime provisions of the Fair Labor Standards Act may also apply to DBA-covered contracts.

Determining Wage Rates

The DDP understands that all Federally financed or assisted construction projects subject to the Davis-Bacon and related Acts (DBRA) must contain a prevailing wage determination (WD). The wages on the WD are typically determined by surveying ongoing or recently completed construction projects within a geographic area. WHD conducts surveys of projects under construction or completed during a set survey period in an effort to gather specific wage rate data paid to the various classifications of workers found on construction projects.

The DDP has reviewed Executive Order 13658, **Establishing a Minimum Wage for Contractors: Annual Update** and is familiar with the provisions of the Executive Order. (Minimum Wage for Federal Contracts Covered by Executive Order 13658, Notice of Rate Change in Effect as of January 1, 2024).

This Executive Order minimum wage applies to workers performing work on or in connection with federal contracts that were entered into, renewed, or extended prior to January 30, 2022, in the following four categories:

- Procurement contracts for construction covered by the DBA.
- Service contracts covered by the SCA.
- Concessions contracts, including any concessions contract excluded from the SCA by the Department's regulations at 29 CFR 4.133(b); and
- Contracts in connection with federal property or lands and related to offering services for federal employees, their dependents, or the general public.

General Wage Determinations

The Davis-Bacon and Related Acts (DBRA) require contractors to pay locally prevailing wages to laborers or mechanics working on federally funded or assisted construction projects. The Secretary of Labor determines the locally prevailing wage rates that contracting agencies must include in covered contracts. These prevailing wage rates must be based on the wage rates paid to the corresponding classes of laborers and mechanics employed on projects of a character similar to the proposed contract work in the local area where that work is to be performed. The Wage and Hour Division (WHD) has issued general wage determinations listing the prevailing wage rates for the great majority of counties nationwide for each of the four general categories of construction discussed below, available on System for Award Management (SAM.gov), which federal agencies can incorporate into their covered contracts without getting prior approval from WHD. Any questions about how these general wage determinations apply to a particular project must be referred to WHD.

Under limited circumstances (where there is no general wage determination in effect for the relevant project area, the work will be performed in multiple counties, or virtually all of the work on a contract will be performed by a classification that is not on the applicable general wage determination), an agency may instead request a "project wage determination" for a specific project.

Incorporating general wage determinations into DBRA contracts

There are three basic factors in selecting the general wage determination(s) to incorporate into contracts – selecting the correct location, the correct category (or categories) of construction, and the most current wage determination.

Location

Davis-Bacon general wage determinations are issued on a county-by-county basis. Contracting agencies must incorporate into the contract the applicable wage determination from the state and county in which the work is to be performed. If the project involves work in more than one county and/or state, contracting agencies must incorporate the applicable wage determination for each county in which work is to be performed, unless the

contracting agency has requested a multi-county project wage determination.

Types of construction

Contracting agencies are required to select the wage determination that includes the correct type of construction for the project (and to select multiple wage determinations where the project involves substantial construction in two or more categories). This requirement stems from the language in the Davis-Bacon Act that requires prevailing wages to be based on projects of a "character similar" to the project at issue. For the purpose of identifying the correct construction type for a project, the project will generally be considered to consist of all construction necessary to complete the building or work regardless of the number of contracts involved, so long as all contracts awarded are closely related in purpose, time, and place. Identifying the correct construction type requires consideration of the nature of the project itself in a construction sense, rather than who is employed on the project or how much they are paid.

WHD has distinguished among four general types or categories of construction - building, residential, heavy, and highway – as set forth in All Agency Memorandum (AAM) 130 .

The DDP will comply with the above delineated provisions, and other related provisions associated with all federally funded construction as applicable.

DISADVANTAGED BUSINESS ENTERPRISES (DBE)

It is the policy of DDP to ensure that Disadvantaged Business Enterprises have an equal opportunity to receive and participate in contracts. It is also the practice of DDP to ensure nondiscrimination in the award and administration of contracts; to create a level playing field on which DBEs and small businesses can compete fairly for contracts; to ensure that the DBE program is narrowly tailored in accordance with applicable law; to ensure that only firms that fully meet eligibility standards are permitted to participate as DBEs; to help remove barriers to the participation of DBEs and small businesses in federally funded contracts; and to assist the development of firms that can compete successfully in the marketplace outside the DBE program.

Whenever possible, DBE and Small Business Enterprises (SBE) contractors and vendors shall be given procurement preference when multiple bids have been received that are equal in value and services to be provided. When services or goods related to capital projects are to be procured, staff shall comply with all SBE and DBE requirements outlined in the funding agreements. These Good Faith Efforts are methods used by DDP to ensure DBEs have the opportunity to compete for procurements funded by federal financial assistance dollars.

DDP documents the methods used to adhere to the Good Faith Efforts and will retain the documentation in the records of the organization. Documentation will include, but is not limited to, email logs, phone logs, electronic searches and communication, handouts, flyers, or similar records. In addition, if one or more of the Good Faith Efforts cannot be performed, the circumstances that have prohibited the full execution of each step will be documented and retained.

These efforts include:

I. Placing qualified DBE Vendors on solicitation lists;

II. Soliciting DBE Vendors whenever they are potential sources;
III. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by DBE Vendors;
IV. Establishing delivery schedules, where requirement permits, which encourage participation by DBE Vendors;
V. Using services and assistance, as appropriate, of such organizations as Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
VI. Requiring the prime contractor, if subcontracts used, to take affirmative steps listed in paragraphs (i) through (v) of this section.

Appendix A to 40 CFR Part 33 requires that each procurement contract signed by a federal financial assistance agreement recipient, namely DDP, include the following term and condition:

> The contractor shall not discriminate on the basis of race, color, national origin or sex in the performance of this contract. The contractor shall carry out applicable requirements of 40 CFR part 33 in the award and administration of contracts awarded under [federal] financial assistance agreements. Failure by the contractor to carry out these requirements is a material breach of this contract which may result in the termination of this contract or other legally available remedies.

As applicable, DDP will submit the required MBE/WBE Utilization Form https://www.epa.gov/grants/epa-form-5700-52a-united-states-environmental-protection-agency-minority-business(at least annually) to applicable federal agencies for any assistance agreement when: funds are budgeted for procuring construction, equipment, services and supplies (including funds budgeted for direct procurement by the recipient or procurement under sub-awards or loans in the "Other" category) with a cumulative total that exceed the Simplified Acquisition Threshold (SAT) (currently, $250,000), including amendments and/or modifications? Note: The threshold will be automatically revised whenever the SAT is adjusted; See 2 CFR Section 200.1)

MATCH

Where applicable, DDP match on federal, state, or other financial assistance agreements is met as authorized by the funding entity. For example, certain state grants allow for match requirements to be met through in-kind contributions, such as volunteer hours that are valued at the state's pre-defined rates. Other match requirements are met through DDP member county contributions.

PROGRAM INCOME

Program income is defined as being directly generated by an assistance agreement supporting activity or earned only as a result of the agreement during the assistance agreement period (2 CFR 200.307). DDP does not typically derive program income from financial assistance agreements. Were the generation of program income derived during an assistance agreement period, DDP shall comply with all program income requirements, including:

- Documenting how the program income is being generated and reported.
- Reinvesting the program income in the project by deducting it from the total project costs, expanding the scope of work, or applying it towards match/cost share requirements.