TIIF FAQ

What is it?

- "Transportation Infrastructure Investment Fund" is a grant available to businesses to help offset their transportation improvements costs.
- TIIF is governed by an appointed nine-member Council.
- TIIF grants approved by the TIIF Council are administered by DelDOT in cooperation with the Department of State's Division of Small Business (DSB).

Who is eligible?

- New or expanding businesses in the state that propose to create a significant number of direct, permanent, quality full-time jobs. Residential projects are not eligible.
    - The proposed project must have at least one Public Endorser who supports and recommends the proposed project. For example, the Public Endorser could be a municipal, county or state elected official, or a state agency.
    - Additional requirements include that the Applicant must be a properly existing and licensed entity recognized by the State, in good standing, financially stable, and able to meet certain employment standards.
    - The proposed project must provide a public benefit.

What type of infrastructure is eligible for Grant money?

- The proposed transportation infrastructure improvement(s) must be located within the public right-of-way, or on public land, or on land that will be dedicated to public use as part of the project and must serve a public purpose.
    - Proposed construction of new, or improvements/enhancements to roads, bridges, transit, intermodal systems including pedestrian and bicycle facilities in permanent easements established for public use, railroads, ports, airports.
    - Eligible costs are design, construction and inspection associated with the transportation improvements.
    - Ineligible costs are any work on private property, residential subdivision streets, permits, legal fees, recordation fees.

How do I apply for the Grant?

- Submit a completed TIIF application (pdf) to DelDOT.
- The application is located on the TIIF website.
- Application deadlines as well as TIIF Council meetings are posted on the TIIF website.

What information is needed for the Grant application?

- Management and ownership of the Applicant
- Location map as well as any renderings and/or site plans of the proposed project
- Employment Standard – how the project will create jobs
- Employment Impact – projected job creation data
- Financial Stability – detailed financial information of the Applicant (for example, financial statements, tax returns, Delaware business license)
- Economic Sustainability – how the project will flourish long-term
- Public Purpose – the positive impacts of the transportation improvements

TIIF FAQ

What other factors are considered in the Application review?

- Other considerations are location of the project within the state strategies investment levels, the existing transportation infrastructure in the project's vicinity, existing and proposed traffic volumes as a result of building the project, the project's investment in both the site and in the state's jobs economy.

If my project is approved for an award, how do I receive Grant funds?

- Because Grant funds are disbursed as reimbursement for the completed transportation infrastructure work, a Reimbursement Request Form must be submitted with all supporting documentation once the work is accepted by the approving agency (state or municipality).

Step me through the TIIF Application process.

- Application is submitted by the posted deadline.
- Application is reviewed for completeness by DelDOT and DSB.
- Applicant meets with DelDOT and DSB to review the content of the Application and answer any questions.
- Application with recommendations is forwarded to the TIIF Council for review and approval at a scheduled TIIF Council meeting (meeting dates are posted on the TIIF website).

Step me through the TIIF Award process.

- TIIF Council makes a recommendation of award to the Secretaries of DelDOT and Department of State (DOS).
- The Secretaries send an Award letter to the Applicant.
- DelDOT sends the Awardee a TIIF Agreement for review and signature.
- Once countersigned, a copy of the fully executed TIIF Agreement is returned to the Grantee.
- The Grantee registers as a vendor in the state's accounting system.
- The Grantee must complete the TIIF Scope of Work and receive acceptance from the approving agency before submitting a Reimbursement Request.

What is the process to request TIIF Reimbursement?

- The Grantee has three (3) years from the date of the TIIF Agreement to request reimbursement. If the Grantee has not made a reimbursement request within three (3) years from the date of the TIIF Agreement, the grant award becomes null and void.
- The Grantee proceeds through the design, review, approval and construction permitting processes.
- The Grantee constructs the TIIF Scope of Work.
- Once the work is installed and accepted, the Grantee must submit a Reimbursement Request Form to DelDOT for review and approval to receive the grant funds.

What if my transportation improvement costs exceed the amount of the TIIF grant award?

- The Grantee will not be reimbursed funds in an amount that exceeds the grant award.

How do I receive partial reimbursements?

- Partial reimbursements must be requested from and approved by the TIIF Council prior to the completion of the project.

TIIF FAQ

- The request must be submitted to the TIIF Coordinator with details explaining the need for partial payments, the requested payment amounts, and the proposed construction schedule including phasing. Note that only work that has been installed and accepted by the approving agency would be eligible for reimbursement.
- The request will be reviewed by DelDOT and DSB, who will then elevate the request to the TIIF Council for consideration.

What are the Grantee's reporting requirements?

- The Grantee must submit an annual progress report to the Division of Small Business (DSB) every year for seven (7) years from the date of the TIIF Agreement.
- The Grantee must retain records of the project for eight (8) years from the date of the TIIF Agreement, and make those records accessible to the Council, DelDOT, DSB, State Auditor of Accounts, the State Attorney General, or any authorized employees, agents or representatives. Records retained include any and all books, documents, papers and records that are directly pertinent to the TIIF Agreement, the project or the grant.

What if I sell the project to another entity, does the TIIF Grant automatically transfer to the new owner?

- The Grantee cannot assign or transfer the grant to the new owner of the project without prior written consent from the TIIF Council.
- The new owner of the project must submit a written request (including a complete TIIF Application) to the TIIF Coordinator.
- The request will be reviewed by DelDOT and DSB, who will then elevate the request to the TIIF Council for consideration.

What if I have additional questions?

- Visit the TIIF website, https://deldot.gov/Business/subdivisions/index.shtml?dc=tiif
- Sign up for email notifications about TIIF: https://denotificationservices.bbcportal.com/Entry
- Contact DelDOT's TIIF Coordinator: DelDOT_TIIF@delaware.gov

Below are the links to all of the documents mentioned in this FAQ document:

Click here for the link to the TIIF website.
Click here for the link to the Delaware Code establishing the TIIF.
Click here for the link to information on the TIIF Council.
Click here for the link to email the TIIF Coordinator, DelDOT_TIIF@delaware.gov
Click here for the link to the TIIF Application pdf document.
Click here for the link to the TIIF Application portal
Click here for the link to the TIIF Application deadlines and TIIF Council meetings schedule.
Click here for the Employment Standard Guidelines.
Click here for the link to the state strategies investment levels.
Click here for the link to register as a vendor in the state's accounting system.
Click here for the link to the TIIF Reimbursement Request Form.
Click here for the link to the TIIF Annual Progress Report Form.
Click here to sign up for email notifications about TIIF.