TRANSPORTATION INFRASTRUCTURE INVESTMENT FUND

Application Form

Instructions: This application is designed to be completed electronically, then printed, signed and notarized. Return the completed, notarized application including all exhibits via secure email to DelDOT_TIIF@delaware.gov. This application is not a commitment of funds, nor does it obligate the State of Delaware or any State agency to lend any form of financial assistance.

General Information

Legal Name of Applicant (Business)	Delaware Business License No. & Type	Tax I.D. or SS No. for an Individual Request
D/B/A (if applicable)	Date Business Established (mm/yyyy)	NAICS Code for proposed project[1]

☐ Sole Proprietorship ☐ General Partnership ☐ Limited Partnership ☐ S-Corp ☐ C-Corp ☐ LLC ☐ Individual Business Request

Applicant's Billing Address	Business Phone No.
Applicant's Location Address (if different)	Applicant's Email

Type of Business		State of Incorporation
Primary Project Contact, Email & Phone Number	Title	Amount of Funding Requested $

Number of Proposed Permanent Delaware-Based Full-time Jobs in Year 3
(**These numbers must coincide with the Employment Impact section on Page 3**)

Presently on Site	To Be Maintained	To Be Created	To Be Relocated to Delaware	TOTAL

Date of Application
/ /

[1] A North American Industry Classification System (NAICS) Code is a 6 digit number assigned to your business by the Delaware Department of Labor. NAICS Codes replaced SIC codes. A NAICS code is also referred to as the Principal Business Activity or Principal Product or Service code on your federal income tax return.

Project Information

Management & Ownership*

(Show 100% ownership. If more space is necessary, ignore here and attach a complete list formatted like below as "Exhibit: Management & Ownership – 1")

Name	SS# or Tax ID#	% Ownership	Address (if different from applicants)	Guarantor?	Spouse Guarantor?
		%			
		%			
		%			
		%			
		%			
		%			
		%			

*Personal Financial Statement(s) required for individuals as guarantors, see page 11

Has the Applicant or any person listed above:

☐ Yes	☐ No	Been the subject of, or a party to, any formal or informal inspection, inquiry, investigation, administrative proceeding, criminal prosecution or civil litigation by any federal or state agency administering, or private person seeking relief under, state or federal statutes, regulations or rules governing collective bargaining, hours of labor, working conditions, industrial hygiene and safety, minimum wage standards, discrimination in wages, child labor, unemployment insurance, workers' compensation or other labor law matters?
☐ Yes	☐ No	Been the subject of or a party to any formal or informal inspection, inquiry, investigation, administrative proceedings, criminal prosecution or civil litigation by any federal or state agency administering, or private person seeking relief under, state or federal environmental statutes or regulations?
☐ Yes	☐ No	Been the subject of, or a party to, any formal or informal inspection, inquiry, investigation, administrative proceeding, criminal prosecution or civil litigation by any state or federal law enforcement, regulatory or administrative agency for the criminal or civil violation of any federal or state statute, regulation, rule or the terms of any license or permit issued by a federal or state agency, including the failure to hold such a license or permit?
☐ Yes	☐ No	Been the defendant in any civil litigation in which any type of fraud, misrepresentation, unfair or deceptive trade practices were alleged?
☐ Yes	☐ No	Been debarred or suspended from contracting with any state or federal agency or from receiving financial assistance from any state or federal agency?
☐ Yes	☐ No	Been denied any license or permit or had any license or permit revoked or suspended by any federal, state or local agency or governmental body?
☐ Yes	☐ No	Been convicted of a crime?
☐ Yes	☐ No	Filed a voluntary petition in bankruptcy or had an involuntary petition in bankruptcy filed against the Applicant, in any bankruptcy court, or been subject to any other state or federal insolvency or receivership proceedings?

If the answer to any question above is "yes," furnish details on a separate page and attach as: "Exhibit: Management & Ownership – 2"

1. Project Details (REQUIRED)

a. Location of Proposed Project

Parcel(s) #
Street Address Municipality Zip Code County

☐ Yes	☐ No	If Applicant is not the owner of the project site, does the Applicant lease the project site or any buildings on the site? If "yes", when does the lease expire? /
☐ Yes	☐ No	Is there a relationship legally or by virtue of common control between the Applicant or proposed occupant of the project, and the present owner of the property? If "yes", describe briefly here:

b. Project Description

Explain the project including:

1. The number, types and functions of proposed buildings.

2. Does the project involve redevelopment of an old existing site (e.g., brownfield site)?

3. Is the project being relocated from another state?

4. Is the project part of a larger master plan, with plans for future development on the site?

5. What are the benefits to the local and state economies?

6. Have the record/site plans and/or construction plans been submitted to DelDOT or the authority having jurisdiction for review? If so, what is the status of approvals?

7. What is the estimated time frame for opening the proposed business?

c. TIIF Scope of Work

List and describe the proposed transportation improvements (must be located within public right-of-way or dedicated permanent easement). For example:

- Site Entrance
- Widening of [ROAD NAME] to provide X' Lanes and Y' Shoulders
- Curb
- Storm drain
- Stormwater Management of Runoff from State right-of-way
- Sidewalk or Shared Use Path along [ROAD NAMES]
- Protected Turn Lanes at Site Entrance
- Traffic Signal
- Pedestrian Crossing
- Roundabout
- Traffic Calming
- Mill and Overlay

Cost Estimate: attach a detailed estimate for the TIIF Scope of Work (as Exhibit F) to support the Amount of Financing requested on page 1.Items eligible for TIIF reimbursement include: site entrance, hard improvements, utility relocations, lighting, and landscaping, all located in the public right-of-way or dedicated permanent easement, engineering fees (up to 10% of total construction cost), construction contingency (up to 10% of construction cost), construction inspection. Items not eligible: permitting fees, legal fees, recordation fees, bonding fees, traffic studies.

d. Plans

Attach engineering plans for the TIIF Scope of Work, architectural rendering(s) of the project, a location map, and concept drawings that depict the project (as Exhibit G).

2. Employment Standard (REQUIRED)

Please provide a detailed description of how the project will create a significant number of direct, permanent, quality, full-time jobs.

TIIF Funding ($)/Jobs in Year 3 =

☐ Yes	☐ No	Direct: Are jobs provided through a staffing agency or 1099 contractor? If Yes, please explain:
☐ Yes	☐ No	Permanent: Are jobs seasonal? (Do not count or include construction jobs.)
☐ Yes	☐ No	Are jobs contracted?
☐ Yes	☐ No	Are jobs aggregated (i.e., are part-time jobs added together to total full-time jobs)? If Yes, please explain:
☐ Yes	☐ No	Quality: Are all of the full-time jobs represented in the jobs numbers at or above $35,000 annually (either salaried or hourly)?
☐ Yes	☐ No	Will the employer be offering health benefits? If No, please explain:
☐ Yes	☐ No	Full Time:Is the compensation based on a work week of at least thirty-five (35) hours? If No, please explain:

Employment Impact (REQUIRED)

Indicate the number of Delaware-based full-time people that will be employed by the Applicant or its related affiliate at the end of the first, second, and third year period after the project has been funded. **All projections should be accurate, conservative, and achievable since employment projections may become a part of the financing agreements with the State.** Include existing, new, and relocated jobs.

Type of Employment	Number of Full-Time Employees One Year After Funding	Number of Full-Time Employees Two Years After Funding	Number of Full-Time Employees Three+ Years After Funding (Must coincide with Page 1)
Professional, Managerial			
Skilled Labor, Midlevel			
Unskilled, Semi-Skilled			
TOTALS			

Provide job titles that correspond to the newly created or relocated jobs as a result of the TIIF grant, together with estimated annual wages for each title. If more space is necessary, ignore here and please attach a complete list as "Exhibit: Employment Impact" Will you be attaching a separate list? ☐ Yes ☐ No

Job Title	Job Type (Professional, Skilled, or Unskilled)	# of Jobs	Estimated Annual Wages	Benefits Offered? Yes or No
			$	
			$	
			$	
			$	
			$	

3. Public Purpose (REQUIRED)

In addition to providing Exhibit E (Public Sponsor Certification) as detailed in the Exhibit List at the end of this application, please provide a detailed description of how the TIIF improvements associated with the project will enhance the infrastructure of the state, such that it would have a positive impact on Delaware's future economic health and competitiveness. Factors to be considered by the Council shall include:

a) Please explain how the transportation infrastructure improvements benefit the greater public and not just the Applicant.

b) Please explain in details specific to this location how the TIIF improvements will help attract additional economic development to the area where the project is being built. Provide estimated numbers and types of potential additional businesses and jobs.

c) If the project is providing a service to an under-served population, please provide details on the proximity of the project to those populations, using EPA's Environmental Justice Screening and Mapping Tool, EJScreen: https://ejscreen.epa.gov/mapper/ or Delaware's Environmental Justice Map. Utilize the Socioeconomic Indicators, Health Disparities, and/or Critical Service Gaps tabs as applicable. (For GEDTs, skip this step and see 3.1.b on Page 7)

d) Other Public Purpose factors not specified above and specific to this project.

3.1. Generally Excluded Development Types (GEDT) (AS REQUIRED)

a) For projects that fit within the adopted Employment Standard Guidelines for Generally Excluded Development Types (GEDT), please demonstrate by extensive narrative how this project's particular jobs creation differs from other similar GEDT's. For example: upward mobility, turnover rates, benefits, pay, educational opportunities.

b) Please provide a comprehensive Environmental Justice Analysis report and attach to this application as Exhibit H.

4. Financial Stability and Economic Sustainability (REQUIRED)

In addition to providing Exhibit C as detailed in the Exhibit List on Page 7, please describe how the project will be economically sustainable.

5. Source and Use of Funds for Public Purpose

1. Please us this link to the fillable spreadsheet.

2. Please fill and save as pdf, and insert as Page 8 of the TIIF Application.

Source and Use Table				
Use		Source		
Project Breakdown	Total Project Cost	Owner's Contribution	Other Source	Grant Funds
Land	$ -			
Site Readiness	$ -			
Lab Space	$ -			
Acquisition of Building	$ -			
Renovation of Buildings	$ -			
Construction of Buildings	$ -			
Purchase of New Equipment and Machinery	$ -			
Purchase of Used Equipment and Machinery	$ -			
Construction of Roads, Utilities, Et	$ -			
Engineering and Architectural Fees	$ -			
Furniture and Fixtures, Inventory, Etc.	-			
Total Project Cost	$	$ -	$ -	$ -

Owner's Contribution Details	
Cash	
Equity	
Total Owner's Contribution	$ -

Other Source Details	
Bank Loan	
Donations	
Total Other Source	$ -

Grant Funds from Application Details	
Retention Grant	
Capex Grant	
Total Grant Funds	$ -

Total Source Details	$ -

Example

Certifications and Notarization to Applicants

CERTIFICATION -- Eligibility for financial assistance from the Transportation Infrastructure Investment Fund is determined by the information presented in this application and in the required exhibits and attachments. Any change in the status of the proposed project from the facts presented herein could disqualify the project, including but not limited to, the commencement of construction or the acquisition of assets such as land or equipment. Please contact the Council, c/o DelDOT, before taking any action which would change the status of the project as reported herein.
To the extent permitted by Delaware's Freedom of Information Act, 29 *Del. C.* Ch. 100, all information contained in this application or obtained by the Council in investigating or considering this application will be kept confidential, except for disclosure to the Council, to the staff and attorneys of DelDOT and the Division of Small Business (DSB), and except for disclosures made at the public hearing of the Council and in any published notice of such hearing. If a grant is made for your project, confidentiality may also be affected by any information reporting and other requirements imposed on the Council by the Internal Revenue Code. *I, the undersigned, being duly sworn upon my oath and acknowledge by checking the associated box say:*

☐ 1. The Applicant as listed in section 1-A is the recipient of the funds. The undersigned is authorized to bind the Applicant and any other recipient of Grant funds pursuant to this application.

☐ 2. The Applicant hereby agrees, if this application is approved, to comply with all federal, state, and local laws affecting the grant to be issued and the operation of the proposed project. As part of this agreement, the Applicant agrees to use its best efforts in good faith to meet all employment projections set forth herein and to give the first opportunity of employment to qualified Delaware residents for all unskilled and semi-skilled workers employed by the Applicant. The Applicant agrees to report to the Authority, no later than June 30 of the year following the start of its operation of the project, the total number of its unskilled and semi-skilled employees and the number of its unskilled and semi-skilled employees who were residents of Delaware at the time of their employment.

☐ 3. The Applicant hereby acknowledges and agrees that the Council reserves the right to and may disclose any information contained in this application and its supporting documents to the staff and attorneys of the Council and DelDOT and DSB, at any public hearing held on this application, in any published notice of such hearing, and that this application is subject to the Delaware Freedom of Information Act.

☐ 4. The Applicant hereby agrees that any officers, employees, agents or attorneys of the DelDOT and DSB may have access to and copy any and all information in any form pertaining to Applicant, including, but not limited to, tax returns and information from tax returns as used in 30 Del. C. §368, in the custody of any State of Delaware, or other State, department, agency, instrumentality, division, office, board, bureau, council, commission, committee, panel or "public body," as that term is defined in the Delaware Freedom of Information Act, 29 Del. C. § 10002(a), including, but not limited to, the Departments of Transportation, Finance, State, Labor, and Natural Resources and Environmental Control of the State of Delaware, the United States Environmental Protection Agency, the United States Department of Labor, the National Labor Relations Board or any other agency of the federal government having custody of information deemed pertinent by DelDOT and DSB staff or attorneys in evaluating Applicant's application for assistance.

☐ 5. This application, with all attachments & exhibits, is the product of diligent and reasonable investigation that I have either overseen or been personally involved.

☐ 6. I have carefully read this application, including all attachments and exhibits, and the information contained in this application, including all attachments and exhibits, is true, accurate and complete to the best of my information and belief. These representations are made in support of a request for government funds.

☐ 7. I understand that if I have intentionally made a false statement in this application, or someone else has made a false statement herein that I know or believe to be false, I am subject to criminal prosecution.

☐ 8. I understand the Council may also require the following:

A. Appraisals on real property and/or machinery and equipment. (Appraisers acceptable to the Authority).
B. An environmental analysis - Phase I.
C. Accounts receivable aging.
D. Accounts payable aging.
E. Bank loan exception letters.
F. Financial information to be prepared by a CPA acceptable to the Council.
G. Additional information as determined by the Council and DelDOT and DSB.

☐ 9. I understand that no funds will be used for refinancing existing debt.

☐ 10. I understand that no funds may be used for equipment other than that which is directly infrastructure-related.

☐ 11. I understand that no funds may be used for speculative real estate ventures.

☐ 12. I understand that the financial information provided with this Application will be the basis for determining if a guarantor is required to co-sign a TIIF funding agreement if an award is made.

Name of Applicant (Business)

Signature of the Representative of the Applicant | Title | Date Signed / /

Notary Information

State of _____ County of _____

Signed and sworn to (or affirmed) before me on: / / 20____ by _____
(Representative of Applicant, not Notary)

[SEAL]

_____
(Name of Notary Public)

My Commission Expires: _____

EXHIBITS REQUIRED

This application will not be considered complete unless the following items are submitted with the application form.

A. "If yes" or "If Necessary" exhibits from application:

☐ Attached	☐ NA	Exhibit: Management & Ownership – 1
☐ Attached	☐ NA	Exhibit: Management & Ownership – 2
☐ Attached	☐ NA	Exhibit: Employment Impact

B. Certificate of Good Standing* and Business License:

☐ Attached	☐ In Process	An original Certificate of Good Standing issued by the Division of Corporations of the Delaware Secretary of State's office within the thirty-day period before the date of the application
☐ Attached	☐ In Process	A copy of the business license issued by the Division of Revenue of the Delaware Department of Finance.

* Certificate of Good Standing is not available for sole proprietorships or some general partnerships, but is for all other entities.

C. Financial information*:

☐ Attached	☐ NA	Three most recent years of financial statements and as much of the current year as is available, (but not more than three months old). Include as "Exhibit: Financial Statements"
		or
☐ Attached	☐ NA	Three most recent years of tax returns. Include as "Exhibit: Tax Returns"
☐ Attached	☐ NA	Completed copy of "Project Source & Use of Funds" form that follows

* All requested exhibits are required unless specifically told otherwise by DSB. If the Applicant is a new entity with less than two years of financial statements, provide completed personal financial statements form attached to this application not less than three months old, and tax returns of each principal (or the parent company) for the past three years.

D. Certificate of Incorporation, Corporate Bylaws, Certificate of Formation and Limited Liability Operating Agreement*:

☐ Attached	☐ In process	An original Certificate of Incorporation issued by the Division of Corporations of the Delaware Secretary of State's office within the thirty-day period before the date of the application.
☐ Attached	☐ In process	A copy of the corporation's bylaws, ifapplicable.
☐ Attached	☐ In process	An original Certificate of Formation issued by the Division of Corporation of the Delaware Secretary of State's office within the thirty-day period before the date of the application.
☐ Attached	☐ In process	A copy of the original signed and executed limited liability company operating agreement.

*Certificate of Incorporation and Corporate Bylaws apply to Delaware corporations; Certificate of Formation and Limited Liability Operating Agreement apply to Delaware limited liability companies. Corporations are not required to have bylaws; in this event, please submit a copy of the Articles of Incorporation.

E. Public Sponsor Certification

☐ Attached	☐ In process	Written certification of at least one (1) Public Sponsor stating that the project will serve a public purpose by enhancing the infrastructure needs of the State.

F. TIIF Scope of Work Cost Estimate

☐ Attached ☐ In process

G. Project Renderings, TIIF Scope of Work Plans and Concepts

☐ Attached ☐ In process

H. GEDTs ONLY: Environmental Justice Analysis Report

PERSONAL FINANCIAL STATEMENT

Complete this section for each individual owner who will serve as guarantor, or as directed by DSB.

Guarantor	Date of Birth	Guarantor	Date of Birth
Address:		Address:	
Home Telephone Number:		Home Telephone Number:	
Business or Occupation:	Annual Income*	Business or Occupation:	Annual Income*
Monthly Rent Payment (if applicable)	$	Monthly Rent Payment (if applicable)	$
List Contingent Liabilities:		List Contingent Liabilities:	
Type _____	Amount $	Type _____	Amount $
Type	Amount $	Type	Amount $

***Notice:** Income from alimony, child support or separate maintenance payments need not be revealed if you do not choose to rely on such income in applying for credit.

Have you ever filed bankruptcy? Yes ☐ No ☐ Have you ever filed bankruptcy? Yes ☐ No ☐

Balance Sheet for Business (to be completed only if the Applicant is a sole proprietor)
As of Date:

Business Assets	**Balance**	Business Liabilities	**Balance**
Cash in Banks		Accounts Payable	
Accounts Receivable		Short Term Notes	
Inventory		CMLTD	
Land and Building (Net)		Long Term Notes (Net of CMLTD)	
Machinery and Equipment			
Other		Other	
Total Assets (TA)		Total Liabilities (TL)	
		Net Worth (TA – TL)	

Personal Assets (excluding your business) **Personal Liabilities (excluding your business)**

Payment(s):			Balance	Mo. Payment(s)
Cash on hand and in financial institutions		Real Estate Mortgages Payable (see Schedule B)		
U.S. Government Securities (see Schedule A)		Automobile Loans		
Listed Securities (see Schedule A)		Credit Cards		
Unlisted Securities (see Schedule A)		Personal Credit Lines		
Accounts, Notes and Mortgages Receivable		Notes Payable to Others		
Real Estate Owned (see Schedule B)		Unpaid Income Taxes		
Automobiles and Other Personal Property		Other Unpaid Taxes and Interest		
Cash Value of Life Insurance (see Schedule C)		Other Debts (please itemize):		
Retirement Accounts (IRA, 401-K, etc.)				
Other Assets (please itemize):				
		Total Liabilities		
		Net Worth		
Total Assets		Total Liabilities and Net Worth		

Schedule of Securities Owned **Schedule A (Attach separately if more space is required)**

No. of Shares/Face Value (Bonds)	Description	In Name(s) of	Market Value	Pledged (Y/N)

Schedule of Real Estate Owned **Schedule B (Attach separately if more space is required)**

Location	Date Acquired	Titled in Name(s) of	Cost	Market Value	Mortgage Lender	Balance	Mo. Payment(s)

Life Insurance **Schedule C (Attach separately if more space is required)**

Face Amount	Issuing Company	Policy Owner	Cash Surrender Value	CSV Loans

Authorization to Check Credit and Financial Status

The undersigned hereby authorizes DEDA and any bureau or agency employed by the DEDA to obtain credit reports and to make whatever credit inquiries it deems necessary, including but not limited to verifying and checking the undersigned's employment history and credit history, in connection with the undersigned's personal financial statement or in the course of review or collection of any credit extended or maintained in reliance of this personal financial statement. The undersigned authorizes and instructs any person or credit reporting agency to compile and furnish to DEDA any information it may have or obtain in response to the credit inquiries authorized herein. The undersigned certifies that this personal financial statement and all other information furnished now or in the future to DEDA is and shall be true and complete.

Guarantor	Date	Guarantor	Date
Social Security No.		Social Security No.	