

TIIF & ERT Practical Tips

How to submit a complete TIIF grant application
How to qualify for an expedited review

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Information is Power

- TIIF – what is it?
 - Transportation Infrastructure Investment Fund created in 2019 to support economic development projects that create jobs
 - Reimbursement grant
 - 100% reimbursed for transportation improvements in the ground (no grantee match required)
 - Eligible costs: engineering, construction, construction inspection in public right-of-way
 - **Site entrance work:** curbing, pavement, turn lanes, drainage and/or stormwater management of roadway runoff, sidewalks, shared use paths, traffic signage, striping, construction contingency
 - **Intersection and midblock improvements:** traffic signals, turn lanes, roundabouts, ped crossings, traffic calming
 - **Other:** utility relocations, landscaping, lighting



Accuracy is Everything

- Practical Tip # 1

- Fill out the application **completely** (include details!)
- Example of a poorly written grant:

C. Public Purpose

In addition to providing Exhibit E as detailed in the Exhibit List on Page 7, please provide a detailed description of how the Transportation Infrastructure 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, but not be limited to, whether the Transportation Infrastructure improvements will benefit the greater public and not just the Applicant, whether the Transportation Infrastructure improvements will help attract additional economic development to the area where the Project is being built, whether the Transportation Infrastructure would have otherwise required the use of State funding to be completed

The project will be great. Trust me.

Accuracy is Everything

- Practical Tip #1
 - Fill out the application completely
- Practical Tip #2
 - Include a detailed cost estimate
 - Example of a detailed cost estimate

With Contractor's quote or Engineer's estimate provided!

PROJECT		ESTIMATE NO.	
LOCATION		SHEET NO. 1	
ARCHITECT/ENGINEER		DATE 1/21/2025	
SUMMARY BY			
DESCRIPTION	QUANTITY	UNIT	UNIT PRICE
General Conditions:		Sub Contracts	Material
Porta Toilet	1	Mths	\$ 110.00
Site Supervision	160	Hrs	\$ 75.00
Layout (Eng.)	1	LS	\$ 7,500.00
Reimbursables			\$ 10,000.00
(Geotech & Private Utilities)			
Civil Engineering			\$ 27,000.00
Civil Survey			\$ 12,000.00
Level 2 Construction Inspections	0	Days	\$ 750.00
DelDOT ROW Construction			\$ 384,286.00
General Conditions & Overhead			\$ 149,580.00
Fees			
Application Fee			\$ 1,558.68
Construction Fee			\$ 2,338.02
Area Wide Study Fee			\$ -
Shared Use Path Fee			\$ -
TID Fee			\$ 511,607.76
Traffic Signal Revolving Fund			\$ -
Contingency			\$ 42,328.00
TOTAL			\$ 1,110.00
\$1,110.00			\$ 12,000.00
TIIF Request			\$ 40,000.00
\$46,000.00			
Project Financing			\$ 110.00
\$ 68,000.00			\$ 12,000.00



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Accuracy is Everything

- Practical Tip #1
 - Fill out the application completely
- Practical Tip #2
 - Include a detailed cost estimate for the funding request
- **Practical Tip #3**
 - Ensure employment numbers match across all sections
 - Example

Page 3

Page 1

Number of Applicant's Permanent Delaware-Based Full-time Jobs
(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
0	0	35	0	35



Type of Employment	Employment Impact		
	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
Professional or Managerial	0	5	5
Engineering or Skilled Labor	0	0	0
Unskilled & Semi-Skilled	0	10	30
TOTALS		15	35

Provide job titles that correspond to the newly created or relocated jobs as a result of the Infrastructure Fund 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 Titles	Job Type	# of Jobs	Estimated Minimum Wages	Benefits Included
Head Honcho Administrator	Professional	1	\$ 100,000.00	Yes
Big Boss Manager	Managerial	4	\$ 80,000.00	Yes
Upwardly Mobile Team Lead	Semi-skilled	6	\$ 60,000.00	Yes
Hard working Laborer	Unskilled	24	\$ 45,000.00	Yes
		35	\$	

Accuracy is Everything

- Practical Tip #1
 - Fill out the application completely
- Practical Tip #2
 - Include a detailed cost estimate for the funding request
- Practical Tip #3
 - Make sure the employment numbers match across all sections, focus is on Year 3 jobs
- Practical Tip #4
 - Select a public sponsor or endorser who is employed by a public entity or is an elected official
 - Example



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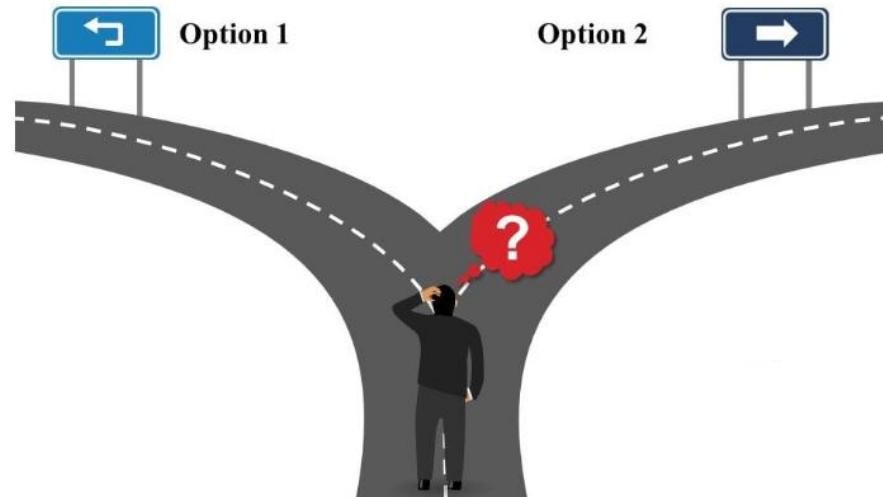
Accuracy is Everything

- Practical Tip #1
 - Fill out the application completely
- Practical Tip #2
 - Include a detailed cost estimate for the funding request
- Practical Tip #3
 - Make sure the employment numbers match across all sections, focus is on Year 3 jobs
- Practical Tip #4
 - Select a public sponsor or endorser who is employed by a public entity or an elected official
- Practical Tip #5
 - Read the FAQs



The Need for Speed

- Expedited Reviews – you have choices!
 1. Paid Expedited Plan Review (PEPR)
 2. DelDOT's Expedited Review Team (ERT)



Simplify Simplify

- Practical Tip #1

- Paid expedited reviews are generally for everyone (except *Level 4 investment areas*)
- Criteria:
 - Final TIS/TOA
 - New RP & EP submissions
 - DelDOT's discretion
- Process:
 - Submit request for cost estimate with Pre-Sub meeting request
 - Submit formal paid review request and payment to PDCA
 - Submit plans through PDCA with all required items and documents
 - Receive comments in 18 calendar days
 - Final plan approval is contingent on all DCM/TIS/TOA requirements met

Simplify Simplify

- Practical Tip #1
 - Paid expedited reviews are generally for everyone
- **Practical Tip #2**
 - ERTs are generally for job generators
 - Criteria:
 - Jobs creation
 - Affordable Housing & Public Safety Facilities
 - Land Use Agency buy-in (e.g., Jobs Now in NCC)
 - Project schedule
 - Process:
 - Email request for expedited review to ERT Lead
 - Once approved, submit through PDCA via normal processes
 - Receive comments in 14 calendar days (to meet the agreed-upon schedule)
 - Final plan approval is contingent on all DCM/TIS/TOA requirements met



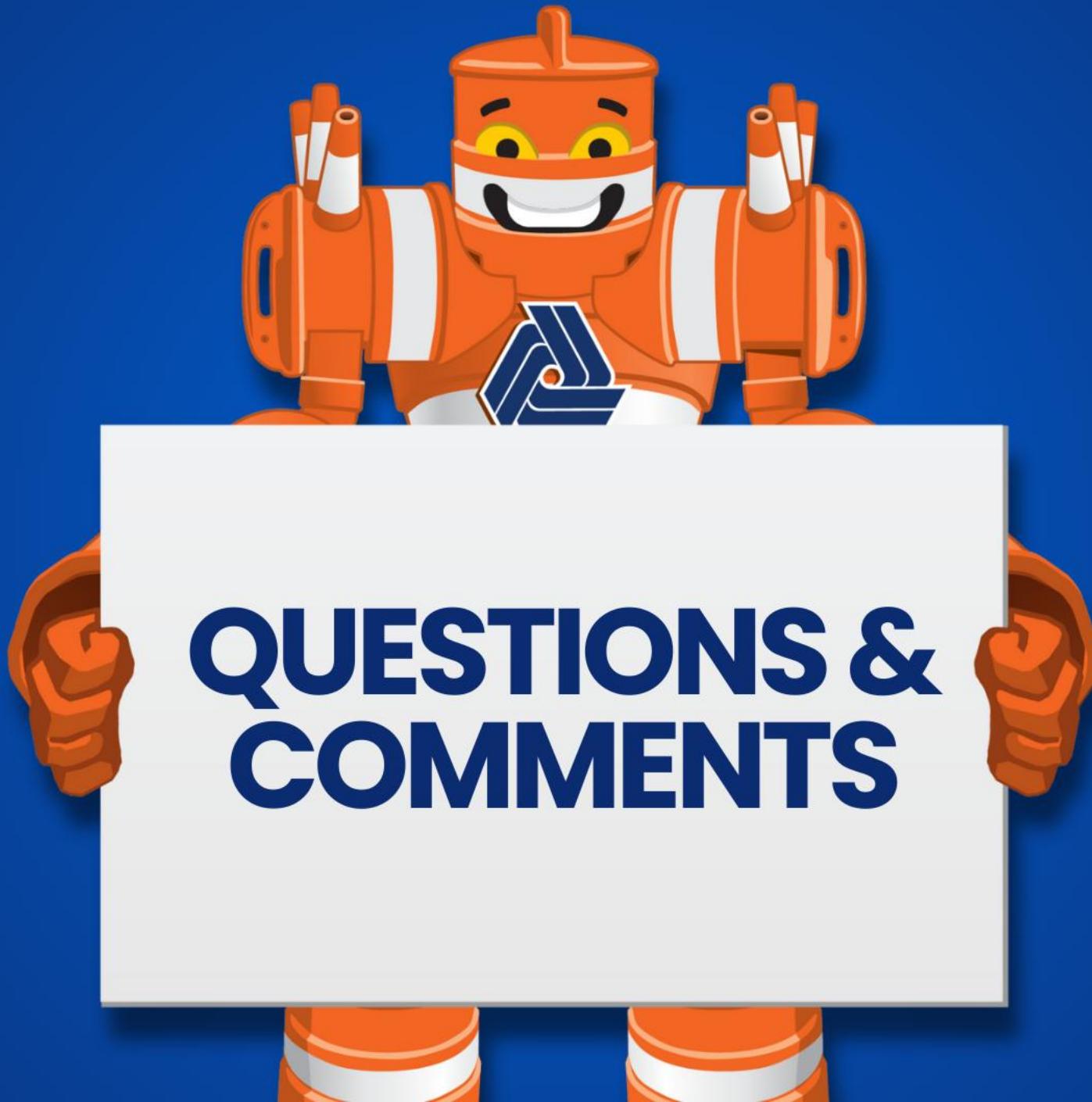
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Simplify Simplify

- Practical Tip #1
 - Paid expedited reviews are generally for everyone
- Practical Tip #2
 - ERTs are generally for job generators
- Practical Tip #3
 - Check the Development Coordination website to access both process sheets







THANK YOU!



<https://linktr.ee/delawaredot>