

**Instructions:** This application is designed to be completed electronically, then printed, signed and notarized. Return the original including exhibits, to Transportation Infrastructure Investment Fund, DelDOT – Development Coordination, PO Box 778, Dover, DE 19903. This application is not a commitment for funds, nor does it obligate the State of Delaware or any State agency to lend any form of financial assistance. Email signed form and all exhibits to [DelDOT\\_TIIF@delaware.gov](mailto:DelDOT_TIIF@delaware.gov)

## General Information

Legal Name of Applicant (Business)      Delaware Business License & Type      Tax I.D. or SS# for an Individual Request

D/B/A (if applicable)      Date Business Established (mm/yyyy)      NAICS Code<sup>1</sup>

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

Applicant's Billing Address      Business Phone #

Applicant's Street Address (if different)      Applicant's Fax #

Business Description      State of Incorporation

Primary Project Contact, Email & Phone Number      Title      Amount of Financing Requested \$

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
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<sup>1</sup> 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?
		%			
		%			
		%			
		%			
		%			
		%			
		%			

**Has the applicant or any person listed above:**

<input type="checkbox"/> Yes	<input type="checkbox"/> 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?
<input type="checkbox"/> Yes	<input type="checkbox"/> 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?
<input type="checkbox"/> Yes	<input type="checkbox"/> 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?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Been the defendant in any civil litigation in which any type of fraud, misrepresentation, unfair or deceptive trade practices were alleged?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Been debarred or suspended from contracting with any state or federal agency or from receiving financial assistance from any state or federal agency?
<input type="checkbox"/> Yes	<input type="checkbox"/> 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?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Been convicted of a crime?
<input type="checkbox"/> Yes	<input type="checkbox"/> 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"

## A. Location of Proposed Project

Parcel(s) #  
Street Address

Municipality

Zip Code

County

<input type="checkbox"/> Yes	<input type="checkbox"/> 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? /
<input type="checkbox"/> Yes	<input type="checkbox"/> 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. Employment Standard

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

### Employment Impact

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 Council. 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
Professional or Managerial			
Engineering or Skilled Labor			
Unskilled & Semi-Skilled			
<b>TOTALS</b>			

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
			\$	
			\$	
			\$	
			\$	
			\$	

## **C. Public Purpose**

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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

## D. Financial Stability and Economic Sustainability

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

## E. Source and Use of Funds for Public Purpose

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	Funded by Infrastructure Grant	Funded by Applicant
Construct, maintain, extend or enhance any highway, and/or road, and/or bridge	\$ _____	\$ _____
Construct, maintain, extend or enhance any transit and/or intermodal system	\$ _____	\$ _____
Construct, maintain, extend or enhance any commercial ports and/or airports	\$ _____	\$ _____
Other (Specify):	\$ _____	\$ _____
Total Infrastructure Costs	\$ _____	\$ _____
Total Project Costs	\$ _____	\$ _____

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## Certifications and Notarization to Applicants

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**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 DeIDOT, 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 DeIDOT 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 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 DeIDOT 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 DeIDOT 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 DeIDOT 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 DeIDOT 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.

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Name of Applicant (Business) \_\_\_\_\_

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Signature of the Representative of the Applicant \_\_\_\_\_

Title \_\_\_\_\_

Date Signed \_\_\_\_\_

/ /

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### Notary Information

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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.

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

- |                                   |                             |                                     |
|-----------------------------------|-----------------------------|-------------------------------------|
| <input type="checkbox"/> Attached | <input type="checkbox"/> NA | Exhibit: Management & Ownership – 1 |
| <input type="checkbox"/> Attached | <input type="checkbox"/> NA | Exhibit: Management & Ownership – 2 |
| <input type="checkbox"/> Attached | <input type="checkbox"/> NA | Exhibit: Employment Impact          |

### B. Certificate of Good Standing\* and Business License:

- |                                   |                                     |   |
|-----------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Attached | <input type="checkbox"/> 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 |
| <input type="checkbox"/> Attached | <input type="checkbox"/> 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\*:

- |                                   |                             |  |
|-----------------------------------|-----------------------------|--|
| <input type="checkbox"/> Attached | <input type="checkbox"/> 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 |
| <input type="checkbox"/> Attached | <input type="checkbox"/> NA | Three most recent years of tax returns. Include as "Exhibit: Tax Returns"  |
| <input type="checkbox"/> Attached | <input type="checkbox"/> NA | Completed copy of "Project Source & Use of Funds" form that follows  |

\* All requested exhibits are required unless specifically told otherwise by the Council. If the applicant is a new entity with less than two years of financial statements, provide personal financial statements 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\*:

- |                                   |                                     |  |
|-----------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Attached | <input type="checkbox"/> 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. |
| <input type="checkbox"/> Attached | <input type="checkbox"/> In process | A copy of the corporation's bylaws, if applicable.   |
| <input type="checkbox"/> Attached | <input type="checkbox"/> 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.      |
| <input type="checkbox"/> Attached | <input type="checkbox"/> 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

- |                                   |                                     |   |
|-----------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Attached | <input type="checkbox"/> 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. |
|-----------------------------------|-------------------------------------|---|