

**Tennessee Industrial Infrastructure Program Application  
City of Memphis and County of Shelby, Tennessee**

**NOTICE: Please do not submit this application or attempt to complete the application until speaking with a representative from the Memphis and Shelby County Office of Economic Development. The application process requires that you first speak with a representative to ensure proper filing. For questions regarding this application or other related services, please call 901-576-7107.**

# TENNESSEE INDUSTRIAL INFRASTRUCTURE PROGRAM

## Level I Information

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**Applicant:** \_\_\_\_\_

**Company:** \_\_\_\_\_

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**Type Of Project:** [Check one or more of the major categories plus the appropriate subcategory(ies)]

- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> Transportation | <input type="checkbox"/> Site Preparation | <input type="checkbox"/> Water           | <input type="checkbox"/> Sewer          |
| <input type="checkbox"/> Road           | _____                                     | <input type="checkbox"/> Source          | <input type="checkbox"/> System         |
| <input type="checkbox"/> Rail           | _____                                     | <input type="checkbox"/> Treatment Plant | <input type="checkbox"/> Line Extension |
| <input type="checkbox"/> Water          | _____                                     | <input type="checkbox"/> Storage         |   |
| <input type="checkbox"/> Air            |   | <input type="checkbox"/> Rehabilitation  |   |
|   |   | <input type="checkbox"/> Line Extension  |   |
- Other (*specify*) \_\_\_\_\_
- 
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### Applicant's Profile

Population: \_\_\_\_\_ Development District: \_\_\_\_\_

County: \_\_\_\_\_ City \_\_\_\_\_

Ability-to-Pay Percentage: \_\_\_\_\_ % Unemployment Rate \_\_\_\_\_ %

Are you designated as a Three Star Community: \_\_\_\_\_ Yes \_\_\_\_\_ No

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### Community Chief Executive Officer:

Name \_\_\_\_\_ Title \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Phone \_\_\_\_\_

### Application Preparer:

Name \_\_\_\_\_ Title \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

**Local Contacts:**

Name \_\_\_\_\_ Title \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

**Engineer:**

Name \_\_\_\_\_ Title \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

**Administrator:**

Name \_\_\_\_\_ Title \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

**Company Official and/or President**

Name \_\_\_\_\_ Title \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

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**PROGRAM NARRATIVE**

Provide a brief description of the project. Be specific. State what your infrastructure or site preparation needs are, how each proposed improvement contributes to achieving the company location or expansion, and any unusual features of the project. Include the number of jobs to be created over a 36 month period, the total number of jobs anticipated and a time frame for hiring. In addition, please discuss how the company promotes non-discrimination in it's hiring practices and provides benefits to minorities. Use as many pages as necessary.

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**PROJECT BUDGET**

	<b>Total Cost</b>	<b>TIIP</b>	<b>Local</b>	<b>Other</b>
Construction				
Construction Inspection				
Engineering Design				
Other Engineering Services <i>(Attach Detail)</i>				
Legal Services				
Acquisition				
Project Contingency				
Administration				
Other				
<b>Total</b>				

**NOTE:** Construction estimates must reflect State wage rates. If other funding has been approved, attach a copy of the approval and budget.

How long will it take to complete construction? \_\_\_\_\_

Provide detailed explanation of the plan for administration of this project.

***Please provide the resolution of the municipal or county legislative body for the submission of the TIIP application.***

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## FORCE ACCOUNT

Will any of the project be done using force account? \*  YES  NO.

NOTE: In order to do force account work, the grant recipient must own the equipment, use city forces, and obtain State approval by submitting the following information:

1. Names and engineering qualifications of personnel performing the work and their capabilities for design, supervision, planning, inspection, testing, etc. as applicable.
2. Details of experience with projects of like or similar nature.
3. Information on workload as it may affect capacity to do the work within time frame or work schedule.
4. Justification for doing the work by force account rather than by contract.
5. A complete breakdown showing: (a) the number of work hours and cost per hour for each category of labor, and (b) a list of non-salary costs such as materials, supplies, equipment, etc.
6. Certification from the above mentioned personnel's supervisor confirming that they are full time City/County employees and have not been hired just for this project.
7. Certification confirming the equipment to be used is owned by the City/County and that it is not rental equipment.

\* This includes service lines and/or hookups.

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## PRELIMINARY ENGINEERING REPORT

If the application is for water and sewer work, the engineering report must follow the guidelines established in the design criteria for water or sewer projects as provided by the Department of Environment and Conservation. Copies of the design criteria for water projects may be obtained from the Division of Water Supply. Copies of the design criteria for sewer projects may be obtained from the Division of Water Pollution Control.

For water projects to improve fire protection, the preliminary engineering report should include a letter from the company fire insurance carrier outlining necessary flow and pressure.

If a project includes both water and sewer work, a preliminary engineering report must be submitted for both elements of the projects. If a project is submitted for work other than water and sewer, the preliminary engineering report should conform to commonly accepted engineering standards. Be sure to include time tables for completion of construction, as well as breakdown of engineering cost for each portion of the project (i.e., water, sewer, site preparation, etc.).

**Are any of the existing facilities related to the proposed project presently under citation from the Tennessee Department of Environment and Conservation or the U.S. Environmental Protection Agency due to permit violations?  Yes  No**

If yes, identify facility and violation and include a copy of the citation.

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## COMPANY INFORMATION

- I. Letter of Intent. This letter is critical. It must detail reasons for the proposed expansion/location, the company's commitment to locate/expand, and the anticipated time frame. This letter should be specific regarding the company's decision to locate in a particular community in Tennessee, the projected date for operational start-up, the company's investment, the type and number of jobs to be created, average hourly wage, over what period of time this will occur, and the company's commitment to provide a specific number of jobs within 36 months of project completion.

The company must also state that they will abide by Federal equal opportunity requirements and Title VI. Please discuss how the company promotes non-discrimination in it's hiring practices and provides benefits to minorities.

- II. Commitment letters for other funding. All other financing needed for the expansion or location must be in place. Sources of financing must be identified and confirmation provided.

III. Business Plan

A. One Page Summary

1. Company name, address, and phone number
2. Business Description with number of current employees
3. Management Description
4. Product Description

B. The Business History and Future

1. History
2. Plans for the Future

C. Key Personnel

1. Directors and Officers
2. Labor Costs for Hourly Employees (hourly wages to be paid)

D. Financing Details

Financial Statements

a. Historical

- (1) The last three years balance sheet statements with footnotes
- (2) The last three years profit and loss statements with footnotes

b. Copy of Certificate of Good Standing in the State of Tennessee.

E. Marketing Plan

1. Market Analysis

- a. Company's product lines
- b. Target Markets/Geographic Market Area
- c. Major Competition
- d. Two largest Customers with contact and telephone numbers.

2. For Contract Businesses - confirmation of existing and/or future contracts

**This is the basic information needed to evaluate this company. Depending upon the project, additional information may be requested.**