



# FastTrack Infrastructure Development Program Application

## Community Applicant Information

Community:

Company:

## Community Profile

County:

City:

Development District:

Population:

Unemployment Rate

%

Grant Rate:

%

JECDB Compliant  Yes  No

Economic Distressed County  Yes  No

Three Star Status

Does the community have a Title VI implementation plan in place?  Yes  No

Community FEIN# :

## Project Contact Information

Community Chief Executive Officer:

Title:

Mailing Address:

Phone:

Fax Number:

Signature:

E-mail address:

Application Preparer:

Title:

Mailing Address:

Phone:

Fax Number:

Signature:

E-mail address:

Local Contact:

Title:

Mailing Address

Phone:

Fax Number:

E-mail address:

Project Engineer:

Title:

Mailing Address

Phone:

Fax Number:

E-mail address:

Administrator:

Title

Mailing Address

Phone:

Fax Number:

E-mail address:

Company official responsible for infrastructure:

Title:

Mailing Address

Phone:

Fax Number:

E-mail address:



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**Project Information**

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

- Transportation     Site Improvement     Water     Sewer     Gas     Telecommunications
- Rail     Source     System
- Road Improvements     Treatment Plant     Line Extension
- Water     Storage
- Air     Rehabilitation
- Line Extension

Other (specify)

**PROGRAM NARRATIVE**

In the box below, please state the infrastructure or site improvement requested along with a brief description of the project. Be specific as to how each proposed improvement contributes to achieving the company location or expansion, and detail 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. Also include the company investment, broken down into real property and equipment. Additional pages may be attached if needed.



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**PROJECT BUDGET\***

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

\*Construction estimates must reflect State Prevailing Wages- (<http://www.tn.gov/labor-wfd/prevail.html>)

Estimated duration of construction:

**FORCE ACCOUNT**

Will any of the project be done using force account\*?  Yes  No

IF YES, please provide the information listed below

\*This includes service lines and/or hookups.

**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.



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## Required Attachments

### I. PRELIMINARY ENGINEERING REPORT

**Water and sewer projects\*** -- The preliminary 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 (TDEC).

**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.

**All other projects** -- The preliminary engineering report should conform to commonly accepted engineering standards, including the breakdown of engineering cost for each portion of the project (i.e., water, sewer, site improvement, telecommunication, soft costs, etc.).

\*TDEC must approve the preliminary engineering report for water and/or sewer, before ECD will issue a contract.

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.

### II. COMPANY INFORMATION

Letter of intent from company -- The letter of intent should detail reasons for the proposed expansion/location, the company's commitment to locate/expand and why they have chosen a particular community. The letter of intent should contain projected timing for the project (construction through start-up), job creation (number and types of jobs to be created plus average wage) and capital investment made within 36 months of project completion.

Information regarding the history of company, a product description and a brief market synopsis (product lines, target markets, competitors, etc) should also be included.

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

### III. FINANCIAL INFORMATION

**Commitment letters for other funding** -- Financing needed for the expansion or location must be in place in order for FastTrack funds to be committed. Sources of financing must be identified and confirmation provided. Please attach a copy of the approval and budget for these sources of funding.

#### Financial Statements\*

- Two previous years balance sheet statements
- Two previous years profit and loss statements

\*Depending upon the project, additional information may be requested.

### IV. OTHER DOCUMENTS

- Please provide the resolution of the municipal or county legislative body for the submission of the FIDP application.
- The applicant must provide a Certification of Compliance with Section 15(b) of Public Chapter 1101 which requires the establishment of a county joint economic and community development board and that all required JECDB meetings have taken place
- Please include documentation of the community/county approved Growth Plan.

Applications are processed upon receipt of a completed application containing required attachments. Additional information may be requested.

