



ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF PORTSMOUTH, VIRGINIA
200 High Street, Suite 200
PORTSMOUTH, VIRGINIA 23704
PHONE: (757) 393-8804 - FAX: (757) 393-8392

LOCAL INCENTIVES PROGRAM

**FAÇADE
IMPROVEMENT
GRANT**

**Program Guidelines
Application Process Information**

For Fiscal Year 2019 (July 1, 2018 - June 30, 2019)

- I. Checklist**
- II. Purpose**
- III. Reimbursable Costs**
- IV. Application Process**
- V. Grant Funds - Disbursement and Usage**
- VI. Process Flow Chart**
- VII. Application Form (including W-9 form)**
- VIII. Submission schedule**

Local Incentives Program

Date Received _____

**I. Façade Improvement Grant Application Checklist
To be Complete by Economic Development Staff**

Amt. Requested _____

Reimbursement _____

Applicant: _____ Property Address _____

Eligibility

- _____ Property owners & tenants within the Portsmouth city limits
- _____ Copy of lease if applicable
- _____ Property must be current with City taxes and fees
- _____ Property may NOT have outstanding codes violation* (Exception: FIG will be used to rectify)
- _____ Property is identified as commercial, industrial, office, mixed-use, or multi-family residential
- _____ Property is an existing improvement - **New construction is not eligible**

Pre-Application Required Attachments & Acknowledgements

- _____ Photographs of before exterior & specific area to be improved
- _____ Drawings or renderings (or detailed description) of proposed improvements
- _____ Schedule of completion
- _____ Specific list of cost estimates from selected contractor(s) – **2 quotes required**
- _____ Please disclose if any contractor is affiliated with either the applicant and/or property owner
- _____ **City of Portsmouth reserves the right to retain its own quote**
- _____ DPOR Licensed contractor if total cost is more than \$5,000
- _____ Verification of property insurance
- _____ Copy of "Articles of Incorporation" if applicable

Final Application

- _____ Signed/Notarized Grant Agreement (to include the quotes selected for the actual project)
- _____ Applicable building and related city permits
- _____ Commission approvals (if applicable)
 - _____ Planning Commission _____ DDC _____ Historic Preservation _____ Other
- _____ Proof of funds to complete project
- _____ Complete list of contractors chosen for the project, the cost estimates, and reason chosen

For Reimbursement

- _____ Meeting with Economic Development staff to review all paid invoices related to the project **and** canceled checks and/or credit card statements that verify payment (cash payments not reimbursed)
- _____ Post-improvement photographs by Economic Development staff
- _____ Property is free of code violations

Communication Notes:

II. Purpose

The Façade Improvement Grant (FIG) program is an initiative to visually improve targeted business sectors demonstrating a need of public investment to spur further investment from the private sector. The goal is to visually enhance the streetscape and increase interest in the City of Portsmouth. This initiative also serves as a tool in supporting and retaining small businesses.

III. Reimbursable Costs

Allowable Improvements:

Please note:

(1.) All improvements must be allowable through the City's Downtown and Historic (if applicable) guidelines and approved by the appropriate decision making body or commission (i.e., Portsmouth Planning Commission, Downtown Design Committee, Historic Preservation Commission, etc.)

(2.) FIG is a **reimbursement** grant based on **verifiable evidence** of paid expenses in the form of **canceled checks, credit card statements and receipts**

- Contracted labor related to any eligible improvements (including project management fees)
- Decorative fencing, railings, or Juliet balconies
- Exterior lighting
- Exterior painting
- Signage (**maximum of \$2,500**)
- Improvements in response to code violations (there cannot be code violations when project is complete)
- Permanent hardscape improvements (i.e., cement pots or fixed planter boxes)
- Masonry repairs and tuck pointing
- Public art and murals
- Removal/replacement of architecturally inappropriate or incompatible exterior finishes and materials
- Restoration or architectural details or removal of materials that cover architectural details
- Repair and/or replacement of windows and exterior doors
- Roofing (in conjunction with other improvements *only*)
- Screening of service and maintenance areas when visible from adjacent public areas
- Window and cornice flashing and repair (in conjunction with other improvements *only*)
- Up to 15% contingency may be reimbursed, as based on contractor's estimates

Prohibited Improvements

- Billboards
- Interior improvements
- Improvements in progress or expenses incurred prior to final approval
- Landscaping and plants
- Mechanical and HVAC systems
- New construction
- Security systems (i.e., cameras, window bars, etc.)

IV. Application Process

The FIG application is a two-step process—there is a preliminary application and a finalized application. The reason for this two-step process is because the application requires documented approval from other City departments. A permit to begin work is required on all improvements, and additional approvals may be required from the Downtown Design Committee or the Historic Preservation Commission, if applicable.

The pre-application is to be submitted to the Department of Economic Development for review **and is not considered submitted if incomplete**. The pre-application identifies all required information and attachments to be produced by the applicant. Completed applications will be presented to the Economic Development Authority (EDA) for preliminary approval. Applicants will proceed to obtain appropriate approvals as described above. **EDA pre-approval is not a factor in obtaining other City approvals and the qualification standards do not parallel.**

The pre-application can become the finalized application if completed with City approvals. With final application, the applicant must outline to the EDA which of the two quotes provided during pre-application will be used in the execution of the project. The City of Portsmouth EDA would like to encourage the use of Portsmouth businesses in the execution of projects granted FIG funds. To this end, the EDA Commissioners will look more favorably upon projects that use materials and labor from Portsmouth businesses.

With a finalized and complete application approved, the applicant moves into a Grant Agreement with the EDA, agreeing to accept the grant funds approved by the Authority and not to exceed **50% of actual verifiable paid expenses**. If the grantee makes any changes to the pre-approved project during execution of the project, the grantee must notify the Economic Development office in writing in advance the changes.

Approval or denial of a pre-application lies within the discretion of the EDA Board of Commissioners, considering factors such as the degree to which the improvements contemplated by the pre-application further the goals of the program, the degree of the need for the improvements, the level of funding requested, the amount of program funds remaining for the year, and any other factors the Board may deem relevant.

V. Grant Funds

The Local Incentives Program is funded entirely by the Portsmouth EDA. FIG is a matching, reimbursement program which requires the applicant to make the initial investment of the full project costs; half of the eligible costs will be paid as a reimbursement based on verifiable evidence of payment (canceled checks or credit card statements matched with receipts or invoices marked paid in full).

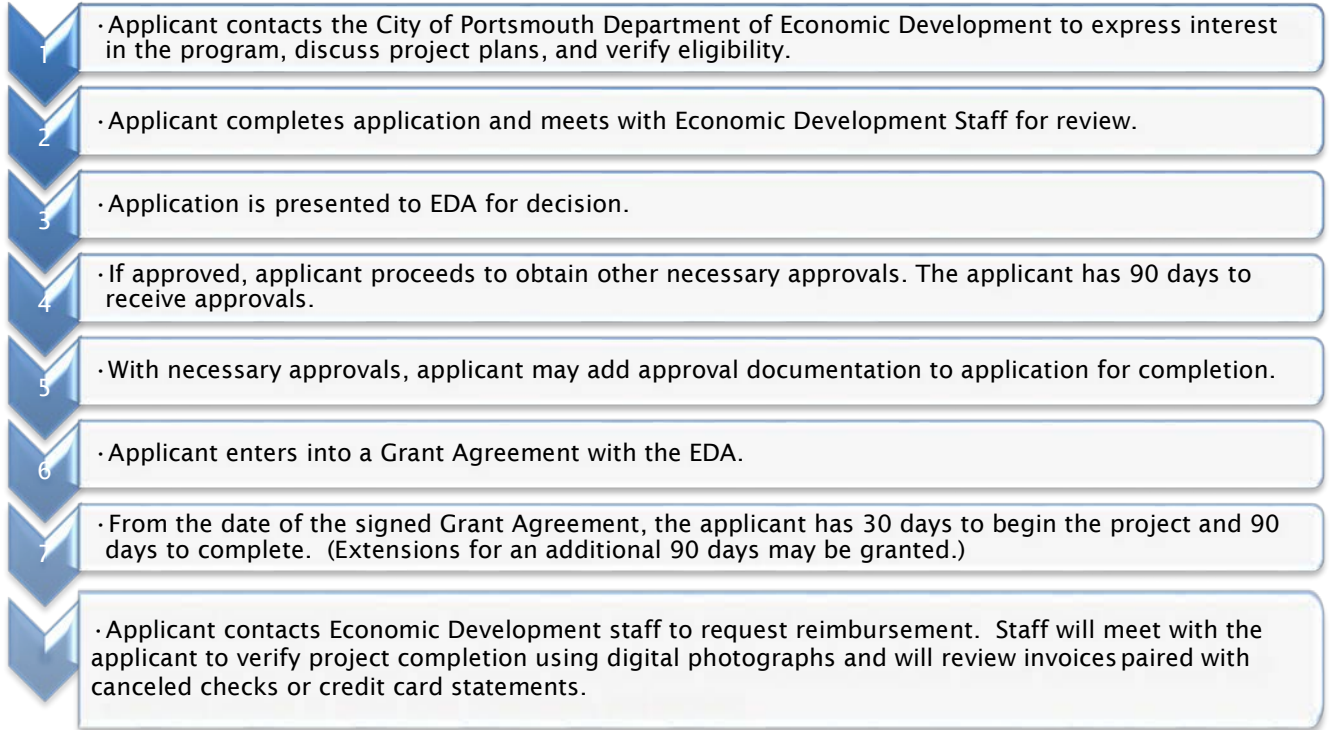
The maximum FIG amount available for any approved project or property is \$25,000. The FIG maximum is connected to the subject property for the life of the program; therefore an applicant with a \$10,000-grant eligible project may re-apply for up to \$15,000 for the same property at a future date (or any combination not to exceed \$25,000).

Funding is available until the funding pool has been exhausted on an annual basis as appropriated.

All recipients are required to enter into a FIG Agreement document. This document will establish the conditions of approval and terms of grant disbursement. Under no circumstances will funds be disbursed into a ratio higher than the matching requirements. **Proof of costs paid by the applicant will be required before grant funds are to be disbursed. Grant payments will not be made if façade improvements deviate from those outlined in the Grant Agreement and/or have not been previously approved.**

Grant funds are paid as a one-time reimbursement, not draws. The grantee must set a meeting with Economic Development Staff to review invoices/receipts and proof of payment.

VI. Process Flow Chart (Generalized)



SIGNATURES

*All property/business owners, partners, etc. must sign this application form. If the property is owned by a legal entity, organization, or corporation, the applicant must supply corporate legal documents authorizing signer. If the applicant is a tenant, the property owner must sign where indicated below to consent to the application and the proposed improvements. **If signing on behalf of an entity, please state the entity name and your position after the signature.** If there are any questions, please call the Portsmouth Economic Development Authority at (757) 393-8804.*

I have read and understand the program guidelines and application for the Façade Improvement Grant (FIG) program.

I understand that all grant awards are at the sole discretion of the Portsmouth Economic Development Authority.

The undersigned understands and agrees that all information furnished in connection with this application for the FIG program involves the use of public funds and as such, may be made public pursuant to the statutes of the United States of America, the Commonwealth of Virginia, and the City of Portsmouth.

The application is not finalized until evidence of City approvals to commence improvements.

The deadline to submit above referenced approvals is ninety (90) days from the date of the approved Pre-Application award letter. Applicants may request ninety (90) day extensions. Requests for extension should be outlined in a letter directed to the EDA staff, the City of Portsmouth Economic Development Office. The first extension may be granted or denied by EDA staff as directed by the EDA. Any subsequent extensions must be at EDA’s sole discretion and will require a vote of the Economic Development Authority Commissioners.

APPLICANT SIGNATURE

Signature

Date

Signature

Date

OWNER CONSENT (Required if the Applicant is a tenant)

I am the owner of the real property which is the subject of this application. I hereby consent to this application and the improvements contemplated herein.

Signature

Date

Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:
 Individual/sole proprietor or single-member LLC
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
 Other (see instructions) ▶ _____
 C Corporation
 S Corporation
 Partnership
 Trust/estate

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
 Exempt payee code (if any) _____
 Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
 Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number

				-							
--	--	--	--	---	--	--	--	--	--	--	--

OR

Employer identification number

				-							
--	--	--	--	---	--	--	--	--	--	--	--

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person ▶ _____ Date ▶ _____

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

IX. Submission schedule

<u>Deadline to Submit Application to the Department of Economic Development</u>	EDA Meeting Date
Tuesday, June 26, 2018	Tuesday, July 17, 2018
Tuesday, July 31, 2018	Tuesday, August 21, 2018
Tuesday, August 28, 2018	Tuesday, September 18, 2018
Tuesday, September 25, 2018	Tuesday, October 16, 2018
Tuesday, October 30, 2018	Tuesday, November 20, 2018
Tuesday, November 27, 2018	Tuesday, December 18, 2018
Tuesday, December 25, 2018	Tuesday, January 15, 2019
Tuesday, January 29 2019	Tuesday, February 19, 2019
Tuesday, February 26, 2019	Tuesday, March 19, 2019
Tuesday, March 26, 2019	Tuesday, April 16, 2019
Tuesday, April 30, 2019	Tuesday, May 21, 2019
Tuesday, May 28, 2019	Tuesday, June 18, 2019

Decisions of the Board of Commissioners on pre-applications may be delayed by cancelled or adjourned Board meetings, deferrals by the Board, or for other reasons.