



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

# WINDOWS OF OPPORTUNITY GRANT

## Program Guidelines & Application Process Information

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

- I. Purpose
- II. Eligibility
- III. Program Overview
- IV. Grant Funds
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- VI. Application Form (including W-9 form)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Proposal/quote from vendor   | <input type="checkbox"/> Downtown Design Committee approval   | <input type="checkbox"/> Date received: ___/___/___           |
| <input type="checkbox"/> Itemized invoice from vendor | <input type="checkbox"/> Certificate of Appropriateness   | <input type="checkbox"/> Complete application? Y N            |
| <input type="checkbox"/> Proof of payment             | <input type="checkbox"/> Before and after photographs   | <input type="checkbox"/> Staff verified before & after photos |
|   | <input type="checkbox"/> Applicant notified of meeting date and time and does/does not plan to attend | <input type="checkbox"/> Estimated project cost _____         |

STAFF

**I. Purpose**

A program to assist Portsmouth commercial property owners, within specific business districts as defined in Section VI, with marketing and aesthetically enhancing their street level retail space using window artwork and space advertising with effective messaging. Property owners with vacant space are encouraged to apply.

FOR INTERNAL USE ONLY

**II. Eligibility**

- Property must be within the Portsmouth city limits.
- All City of Portsmouth taxes and fees related to the subject property must be in good standing.
- Property must be zoned for commercial, industrial, office or mixed-use.
- Windows or doors being improved by the grant funds must be on the first floor, ground level, and viewable from the street.
- Occupied businesses are eligible to receive the grant in conjunction with a Façade Improvement Grant application (and related improvements);
- Project granted a Certificate of Appropriateness by the Department of Planning.

**III. Program Overview**

The Downtown Portsmouth Windows of Opportunity Program is made possible through partnership with Downtown Portsmouth commercial property owners, the Department of Economic Development, and the Economic Development Authority (EDA). The maximum award is \$2,000 per applicant.

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

The Department of Economic Development will work with the property owner (or its agents or representatives) and the City’s internal marketing consultants to produce window advertising art that meets Downtown Design Standards and the spirit of the Windows of Opportunity program; the intent of this program is to aesthetically enhance the Downtown Portsmouth business district.

The EDA will review applications and authorize the reimbursement of grant funds. The EDA will contribute up to \$2,000 per property.

Grants are paid as a single reimbursement payment after the window wrap has been approved by the Department of Planning and any other appropriate City authorities or commissions, purchased by the applicant (verifiable by receipts and proof of payment in the form of canceled checks and/or credit card statements) and installed.

**Image Parameters (By Way of Example)**

- City of Portsmouth landmarks
- Pseudo retail backdrops
- Standard real estate promotional signage, such as “For Lease” with broker name and contact information *in conjunction with* artwork (as seen in the examples below)



**Prohibited:** Off-site signage as indicated by City Zoning Ordinances, any violations of City code or design standards, signage or artwork *not* affixed to the window (lighting, product placement, etc.), boarding, roll gates or bars, signage or improvements executed without a Certificate of Appropriateness

**IV. Grant Funds**

The Windows of Opportunity Program is a reimbursement grant program that covers 100% of the cost of qualified window improvements up to \$2,000 per applicant per property.

Funding is available on a first-come, first-served basis. Grants will be given to applicants who have followed the stated process of the program and submitted a completed, signed application complying with all the terms and conditions contained therein. **Itemized invoices, proof of payment in the form of a canceled check or credit card statement, Downtown Design Committee approval (if applicable), Certificate of Appropriateness, and a post-completion inspection will be required as evidence of compliance.** Grant payments will not be made if the improvements deviate from those outlined in the application and/or not previously approved.

Grants are for use on a single business location as it is identified in the application. Property or business owners seeking to obtain funding for two or more business locations must submit an application for each business location. Applicants can expect to receive grant payment within thirty (30) days of receipt of completed documentation.

**V. Process Flow Chart**



**VI. Application Form (including W-9)**

Property Owner and Information	
Applicant(s) Legal Name:	
Contact Person for Application:	
Contact Information - Telephone Number:	
Contact Information - Email Address:	
Address of Subject Property:	
Most Recent Occupant:	
Length of Most Recent Vacancy:	
Is the Property listed for Lease or Purchase?:	
What is the Lease Rate or Purchase Price?:	
Contractor Information	
Contractor/Vendor Name:	
Summary of Job Tasks to be Completed - Including Square Footage of Window Space to be Covered + Total Window Space Area	
Estimated Cost (as verified with attached 2 quotes:	
Signatures	
<p>All property owners 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 there are any questions, please call the Portsmouth Economic Development Authority at (757) 393-8804.</p> <p>If have read and understand the program guidelines and application for the Local Incentives Program Windows of Opportunity Grant Program. I understand that all grant awards are at the sole discretion of the Portsmouth Economic Development Authority.</p> <p>The undersigned understands and agrees that all information furnished in connection with this application for the Windows of Opportunity program involves the use of public funds and as such may be made public pursuant to the statues of the United States of America, the Commonwealth of Virginia, and the City of Portsmouth.</p> <p>I also understand that his form is the application form. In order to receive the requested grant funds, I must adhere to the project work items detailed within this application in addition to following the property procedures through the City of Portsmouth Department of Planning.</p>	
Signature	Signature
Required Attachements	
<input type="checkbox"/> Proposal/Quote from vendor (2)	<input type="checkbox"/> DDC approval
<input type="checkbox"/> Itemized invoice from vendor utilized	<input type="checkbox"/> Certificate of Appropriateness
<input type="checkbox"/> Proof of payment	<input type="checkbox"/> Before and after photographs

# 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     C Corporation     S Corporation     Partnership     Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ \_\_\_\_\_

**Note.** For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.

Other (see instructions) ▶ \_\_\_\_\_

**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.)

**6** City, state, and ZIP code

**7** List account number(s) here (optional)

Requester's name and address (optional)

Print or type  
See Specific Instructions on page 2.

## 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.

**Social security number**

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**or**

**Employer identification number**

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**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.

## 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/w9](http://www.irs.gov/w9).

### 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.