

# Economic Development Authority of the City of Portsmouth

July 17, 2018

6<sup>th</sup> Floor Conference Room, City Hall  
801 Crawford Street, Portsmouth, VA

The Chairman called the meeting to order at 9:10 a.m.

**COMMISSIONERS PRESENT:** Anthony W. Hinds  
Miriam J. Jiggetts – Treasurer  
Tracy Link  
Cathy Revell – Chairman

**ALSO PRESENT:** Robert D. Moore – Secretary  
Dr. L. Pettis Patton – City Manager  
Solomon Ashby – City Attorney  
Jeffrey S. Miller – Assistant City Attorney  
Elizabeth M. Psimas – Vice Mayor  
Cheryl Spivey – CFO  
Sandy Schreiber – Finance Department

**ABSENT:** Aaron J. Kelley – Vice Chairman  
Don L. Scott

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The minutes from the June 19, 2018 meeting were reviewed. Ms. Jiggetts indicated that paragraph 6, on page 2, should read “. . . the monthly financials should not be voted on . . .” rather than “should be voted on.”

**ACTION:** On a motion by Ms. Jiggetts and seconded by Mr. Hinds, the Commissioners approved the minutes from the June 19, 2018 meeting with the above referenced changes.  
**Roll Call Vote:** Mr. Hinds – yes; Ms. Jiggetts – yes; Mr. Kelley – absent; Ms. Link – yes; Ms. Revell – yes; Mr. Scott – absent.

Commissioner Barham of the PPIC expressed interest in discussing the concept of filing financials for audit rather than voting on them.

Ms. Schreiber reviewed the May 2018 financial statement.

Mr. Hinds asked how the carry over FIG for Monumental United Methodist Church (\$21,470.00) will impact the FY2019 budget amount (\$300,000.00) for the LIP program.

The May 2018 financial statement will be filed for audit with the secretary.

Dr. Patton introduced Ms. Cheryl Spivey, the city’s new Chief Financial Officer. Ms. Spivey, who came from North Carolina, has completed the process to become a Certified

Public Account in the State of Virginia, and is recognized nationally as one of the country's top CPAs.

Ms. Schreiber reviewed the June 2018 financial statements.

Ms. Jiggetts reported that the proceeds from the sale of 3215 Academy Avenue were \$92,155.88. Mr. Moore indicated that the EDA would keep \$50,000.00 and \$42,155.88 will go back to the city.

Dr. Patton indicated that discussions will be held as to the disposition of proceeds from the future sale of property.

Ms. Jiggetts indicated to Mr. Moore that she hoped that the EDA would be agreeable to help the Department with any necessary items for the new office space. Mr. Barham, PPIC Commissioner, agreed that they would also help where necessary.

The June 2018 financial statement will be filed for audit with the secretary.

Ms. Link reported that the LIP ad hoc committee recommends that the LIP applications should be modified to take additional steps to ensure that applicants in design review areas understand that review board approvals are required prior to construction. After discussion Ms. Link suggested adding a large font disclosure statement to the grant applications. The disclosure statement will notify applicants that, if the property is located in either a Downtown Design Review area or an Historic Preservation District, additional approvals from DDC or HPC (as applicable) are required prior to execution of an EDA grant agreement and commencement of construction. Applicants should be required to sign the Disclosure Statements to confirm that they have received the notice.

**ACTION:** On a motion by Ms. Link and seconded by Ms. Jiggetts, the Commissioners approved adding a Disclosure Statement to the LIP Grant Applications.

**Roll Call Vote:** Mr. Hinds – yes; Ms. Jiggetts – yes; Mr. Kelley –absent; Ms. Link – yes; Ms. Revell – yes; Mr. Scott –absent.

**ACTION:** On a motion by Ms. Link and seconded by Mr. Hinds, the Commissioners approved the updated Local Incentives Program Grant Applications, which are attached to these Minutes as Exhibit A, subject to the addition of the new Disclosure Page as noted above. **Roll Call Vote:** Mr. Hinds – yes; Ms. Jiggetts – yes; Mr. Kelley –absent; Ms. Link – yes; Ms. Revell – yes; Mr. Scott –absent.

Mr. Moore presented a FIG application in the amount of \$23,502.00, received from Mr. Evan Harrell of Quantum Sails for his property located at 355 Broad Street.

**ACTION:** On a motion by Mr. Hinds and seconded by Ms. Jiggetts, the Commissioners approved the FIG application in the amount of \$23,502.00, received from Mr. Evan Harrell of Quantum Sails for his property located at 355 Broad Street.

EDA Meeting  
July 17, 2018  
Page 3 of 3

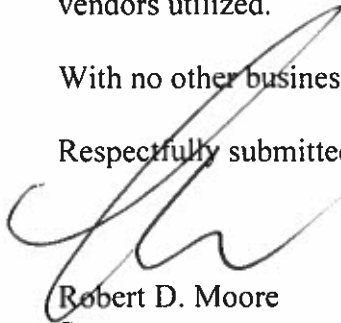
Mr. Hinds asked about the \$25,000.00 the EDA intended to grant to the Portsmouth Heritage Initiative for the continuation of placing stone markers in Olde Towne. The City Manager and Legal Counsel indicated that the matter should be discussed with City Council before the EDA moves forward in issuing the grant funds.

Ms. Link reported that in August the MWBE Advisory Committee for the School Board will hold their annual conference on how to register a business to become a contractor with the State.

Ms. Jiggetts reminded the Board that as LIP applicants received bids on their projects she reiterated that as much as possible she would like to see Portsmouth based contractors and vendors utilized.

With no other business before the Board the meeting was adjourned at 10:02 a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'R. Moore', is written over the typed name and title.

Robert D. Moore  
Secretary



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).

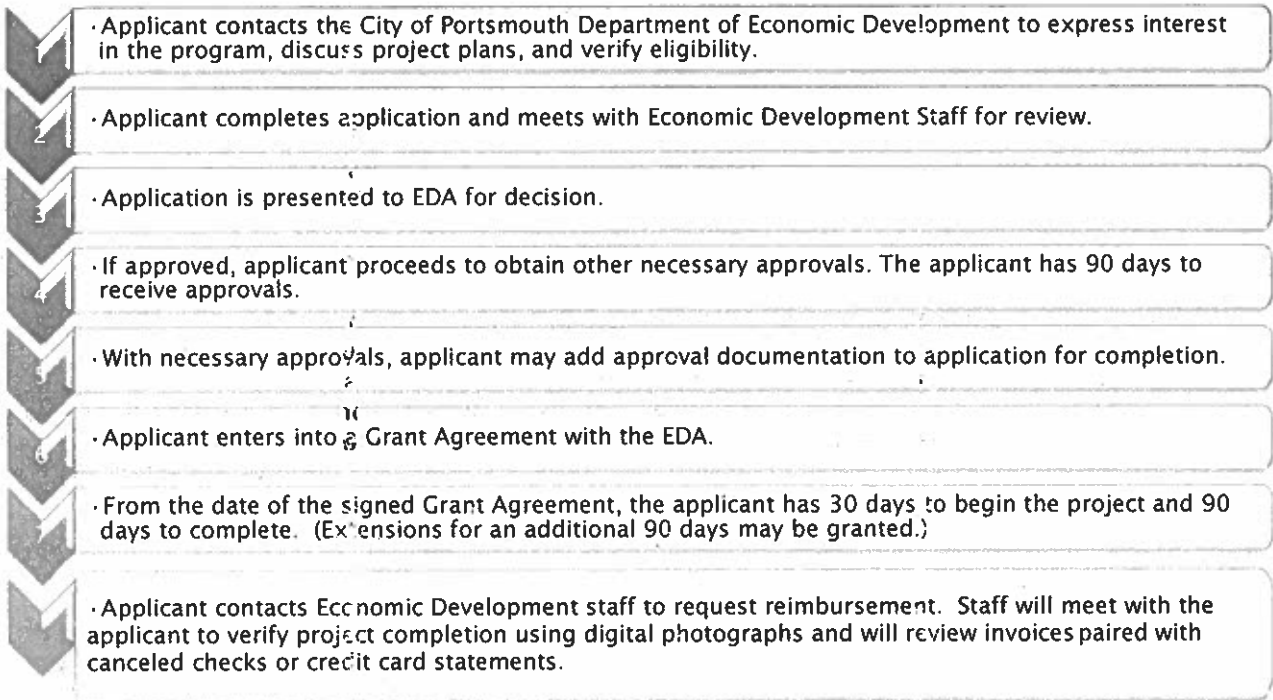
The maximum FIG amount available for any approved project or property is \$25,000. The FIG maximum is connected to the subject property for the life of the program; therefore an applicant with a \$10,000-grant eligible project may re-apply for up to \$15,000 for the same property at a future date (or 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)**





**VII. Application**

<b>APPLICANT INFORMATION</b>	
Project Applicant Legal Name:	
Contact Person for Application:	
Contact Information - Address:	
Contact Information - Phone:	
Contact Information - Email:	
Address of Subject Property:	
Local Incentive Program Area:	
Business Number of Employees:	

**STATEMENT OF NEED & PROJECT DESCRIPTION (ATTACH ADDITIONAL PAGES IF NECESSARY). Include photos of the property and specific photos of the area(s) to be improved. Provide two quotes from qualified contractors for work to be completed. Provide a project timeline.**


<b>ELIGIBLE IMPROVEMENTS - CHECK ALL THAT APPLY</b>			
<input type="checkbox"/>	Accessibility ADA compliant upgrade	<input type="checkbox"/>	Hardscape improvements
<input type="checkbox"/>	Canopy or awning	<input type="checkbox"/>	Windows and doors
<input type="checkbox"/>	Certified green/sustainable exterior improvement	<input type="checkbox"/>	Restoration
<input type="checkbox"/>	Decorative fencing, railings, Juliet balconies	<input type="checkbox"/>	Roofing (in conjunction with other improvements)
<input type="checkbox"/>	Exterior lighting	<input type="checkbox"/>	Screening
<input type="checkbox"/>	Exterior painting	<input type="checkbox"/>	Window and cornice flashing and/or repair (in conjunction with other improvements)
<input type="checkbox"/>	Signage	<input type="checkbox"/>	Other

**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.**

Print or type See Specific Instructions on page 2.	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: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> 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. <input type="checkbox"/> 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.)	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.

<b>Social security number</b>																				
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**Part II Certification**

Under penalty 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.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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**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.

**IX. Submission schedule**

Deadline to Submit Application to the Department of Economic Development	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.



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

**LOCAL INCENTIVES PROGRAM**

# **INTERIOR BUILD-OUT GRANT**

## **Program Guidelines Application Process Information**

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

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

**Local Incentives Program**

Date Received \_\_\_\_\_

**I. Interior Build-Out Grant Application Checklist**  
*To be completed by Economic Development Staff*

Amt. Requested \_\_\_\_\_

Reimbursement \_\_\_\_\_

Applicant: \_\_\_\_\_ Property Address \_\_\_\_\_

**Eligibility**

- \_\_\_\_\_ Property owners & tenants within the Portsmouth city limits
- \_\_\_\_\_ Copy of lease (if applicable)
- \_\_\_\_\_ Applicants who are new leaseholders and applying grants funds to tenant improvements prior to occupying the space, must document in the lease that tenant is responsible for interior improvements.
- \_\_\_\_\_ Property must be current with City taxes and fees
- \_\_\_\_\_ Property may NOT have outstanding codes violation\* (Exception: IBOG used to rectify)
- \_\_\_\_\_ Property is identified as commercial, industrial, office, mixed-use, or multi-family residential
- \_\_\_\_\_ Property is an existing improvement or an expansion into existing **first floor** space  
**New construction is not eligible**
- \_\_\_\_\_ Property owners, who are not the subject business owner, must improve vacant space to: 1) create a vanilla shell space to market or 2) complete tenant improvements for an under-contract new tenant entering into a lease
- \_\_\_\_\_ Existing business owners expanding to occupy more than 30% of its current square footage are eligible to apply.
- \_\_\_\_\_ Copy of "Articles of Incorporation" if applicable

**Pre-Application**

**Required Attachments**

- \_\_\_\_\_ Photographs of before interior & specific area(s) to be improved
- \_\_\_\_\_ Drawings or renderings (or detailed description) of proposed improvements
- \_\_\_\_\_ Schedule of completion
- \_\_\_\_\_ Specific list of cost estimates or quotes from selected contractor(s) - **2 Quotes Required**
- \_\_\_\_\_ DPOR licensed contractor if total cost is more than \$5,000
- \_\_\_\_\_ Verification of property insurance
- \_\_\_\_\_ Marketing plan (for vacant space)

**Final Application**

- \_\_\_\_\_ Signed/Notarized Grant Agreement (to include the quotes selected for the actual project)
- \_\_\_\_\_ Permit(s) if applicable
- \_\_\_\_\_ Commission approvals (if applicable)
  - \_\_\_\_\_ Planning Commission \_\_\_\_\_ DDC \_\_\_\_\_ Historic Preservation \_\_\_\_\_ Other
- \_\_\_\_\_ Proof of funds to complete project

**For Reimbursement**

- \_\_\_\_\_ Meeting with Economic Development staff to review that all invoices related to the project marked "Paid in Full" by contractor **and** canceled checks or credit card statements that verify payment
- \_\_\_\_\_ Post-improvement photographs by Economic Development staff
- \_\_\_\_\_ Property is free of code violations

## II. Purpose

The Interior Build-Out Grant (IBOG) program is an initiative to be a catalyst for business development within the City of Portsmouth limits, demonstrating a need of public investment to spur further investment from the private sector. The goal is to support business owners and commercial property owners with the rehabilitation of ground floor interior space in creating either a vanilla shell space or build-out improvements. Improvements must be permanent and stay with the building.

Vanilla shell space is defined as: The interior condition of either a new or existing building or suite in which the limited tenant improvements generally consist of heating/cooling with delivery systems, lighting, electrical switches and outlets, lavatories, a finished ceiling, walls that are prepped for painting, and a concrete slab floor

## III. Reimbursable Costs

Allowable Improvements:

Please note:

(1.) All improvements must be allowable through the City's Permits and Inspections Department  
(2.) IBOG is a **reimbursement** grant based on **verifiable evidence** of paid expenses in the form of invoices marked "paid in full" and **canceled checks and/or credit card statements that verify payment**

- Architectural design costs (up to 25%)
- Contracted labor related to any eligible improvements (including project management fees)
- HVAC system
- Interior walls
- Interior plumbing
- Interior electrical system including lighting
- Flooring
- Repair or restoration of architectural detailing
- Up to 15% contingency may be reimbursed, as based on contractor's estimates

Prohibited Improvements

- Exterior improvements
- Improvements to interior space above the ground floor
- Fees charged by the City of Portsmouth
- Improvements in progress or expenses incurred prior to final approval
- New construction
- Security systems (i.e., cameras, window bars, etc.)

#### IV. Application Process

The IBOG 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.

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 IBOG 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. IBOG 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 and/or receipts). Eligible costs are only those costs which qualify under Section III of these Guidelines and the Grant Agreement **and** directly and primarily benefit the ground floor space for which the IBOG is received. Costs which do not directly and primarily benefit this ground floor space are not eligible for the reimbursement calculation.

The maximum IBOG amount available for any approved vanilla shell space or leased premises is \$25,000. Where a single building or subdivided lot has multiple separate and distinct vanilla shell spaces or leased premises, each separate and distinct vanilla shell space or leased premise may be eligible for an independent IBOG in an amount up to \$25,000. Provided however, in no event shall any single building or subdivided lot (whichever is more restrictive) be eligible for more than \$75,000 in total IBOG funding.

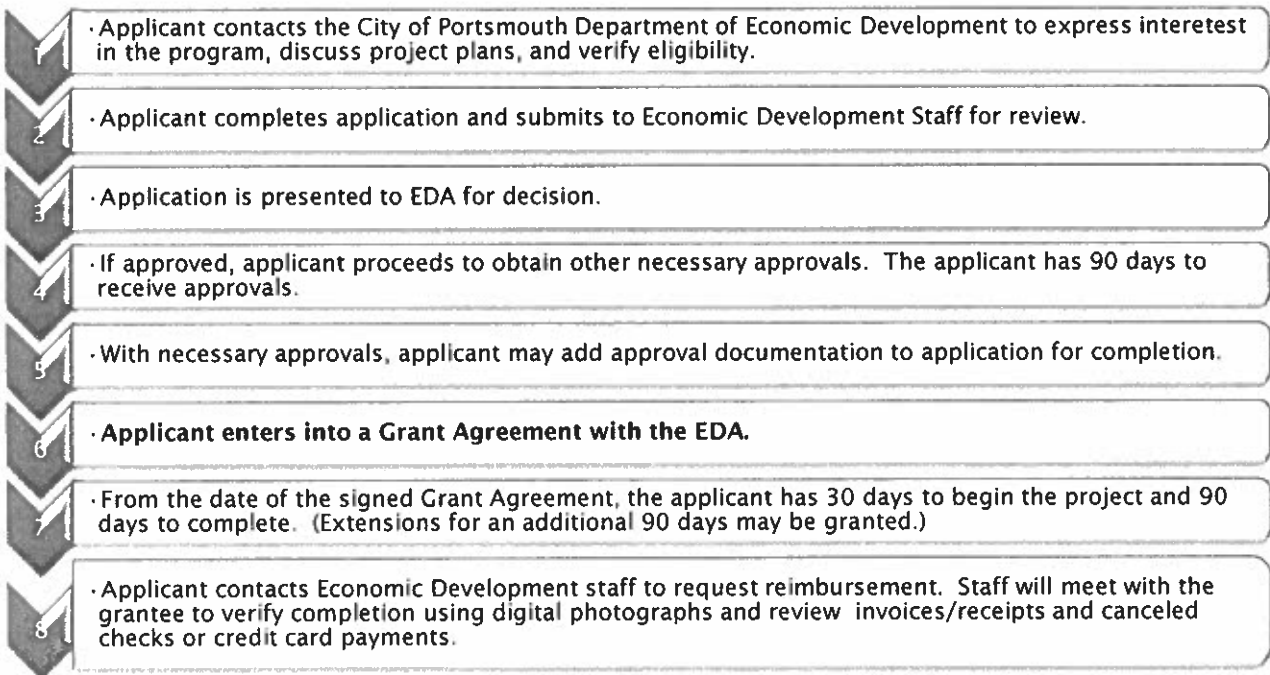
Funding is available until the funding pool has been exhausted on an annual basis as appropriated.

All recipients are required to enter into an IBOG 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 interior 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)**



**VIII. Application**

**APPLICANT INFORMATION**

Project Applicant Legal Name:	
Contact Person for Application:	
Contact Information - Address:	
Contact Information - Phone:	
Contact Information - Email:	
Address of Subject Property:	
Local Incentive Program Area:	
Business Number of Employees:	

**STATEMENT OF NEED & PROJECT DESCRIPTION (ATTACH ADDITIONAL PAGES IF NECESSARY). Include photos of the ground floor interior space and photos of specific areas to be improved. Provide two quotes from qualified contactors for work to be completed. Provide a project timeline.**


**ELIGIBLE IMPROVEMENTS - CHECK ALL THAT APPLY**

<input type="checkbox"/>	Architectural design (up to 25%)	<input type="checkbox"/>	Plumbing
<input type="checkbox"/>	Contracted labor related to any eligible improvements (including project management fees)	<input type="checkbox"/>	Repair or restoration of architectural details
<input type="checkbox"/>	Certified green/sustainable interior improvement	<input type="checkbox"/>	Interior lighting
<input type="checkbox"/>	HVAC system	<input type="checkbox"/>	Interior painting
<input type="checkbox"/>	Flooring	<input type="checkbox"/>	Other

**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 Interior Build-Out Grant (IBOG) 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 IBOG 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

-----  
Signature

-----  
Date

**OWNER CONSENT (Required if 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) ▶  
**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) ▶

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) \_\_\_\_\_  
(Apply to a contributor of capital to 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) \_\_\_\_\_

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**

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

OR

**Employer identification number**

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

**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 income 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 1096 (home mortgage interest), 1096 E (student loan interest), 1096 T (tuition)
- Form 1099-C (cancelled 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**

<b>Deadline to Submit Application to the Department of Economic Development</b>	<b>EDA Meeting Date</b>
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.



ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF PORTSMOUTH, VIRGINIA  
801 CRAWFORD STREET - 5<sup>TH</sup> FLOOR  
PORTSMOUTH, VIRGINIA 23704  
PHONE: (757) 393-8804 - FAX: (757) 393-8392

**LOCAL INCENTIVES PROGRAM**

# **SAFETY AND SECURITY GRANT**

## **Program Guidelines Application Process Information**

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

- I. Purpose**
- II. Eligibility**
- III. Program Overview**
- IV. Process Flow Chart**
- V. Application Form (including W-9 form)**

- 
- Proposal/quote from vendor
  - Itemized invoice from vendor
  - Proof of payment

- PPD and/or PFRES security survey
- Certificate of alarm system monitoring

**STAFF**

- Date received: \_\_\_/\_\_\_/\_\_\_
- Complete application? Y N
- Staff verified installation

**FOR INTERNAL USE ONLY**

**I. Purpose**

A program to assist Portsmouth commercial property (non-residential) owners with the costs related to improving safety and security measures.

**II. Eligibility**

- Property owners and tenants within the boundaries of the City of Portsmouth
- Property must be current on all City of Portsmouth taxes and fees
- Property is zoned for commercial, industrial, office, or mixed-use
- Applicants have conducted a property evaluation in conjunction with the Portsmouth Police Department (PPD) and/or Portsmouth Fire, Rescue and Emergency Services (PFRES)

**III. Program Overview**

The Local Incentives Program Safety and Security Grant (SSG) is made possible through partnership with business and property owners, the Department of Economic Development, the Economic Development Authority (EDA), the PPD and PFRES. Grant funds are available for the implementation of recommendations made by PPD and/or PFRES. The maximum award is \$2,000 per applicant.

The City of Portsmouth EDA would like to encourage the use of Portsmouth businesses in the execution of projects granted Safety and Security funds. To this end, the EDA staff will look more favorably upon projects that use materials and labor from Portsmouth businesses.

Grants are made as a reimbursement for actual costs incurred following the property evaluation and subsequent implementation of eligible system purchase and installation. Proof of payment is verified by canceled check or credit card statement.

Application must include a completed property evaluation form from the appropriate Portsmouth public safety agency, scope of work and cost estimates (at least two estimates from different vendors), official invoice of services provided, and certificate of alarm monitoring. SSG applications will be reviewed and processed by the Department of Economic Development. To be eligible for funding, Applicant must obtain approval of the application by the Department of Economic Development. Please be advised, some improvements to the exterior or interior of a structure may require local government approvals. The applicant is solely responsible for securing any and all required permits and approvals and for complying with all government regulations. Expenditure for improvements made without a required permit or approval are not eligible for reimbursement under the grant program.

**Program Enrollment**

Applicants first contact the Department of Economic Development to discuss the program and whether or not the project meets the criteria of the grant program. To schedule an evaluation with the Portsmouth Police Department, please contact LaTisha Branch at 393-8092. Contact Chief Hoffer for the Portsmouth Fire Department: 757-393-8765. The applicant is responsible for completing the application thoroughly and submitting it to Economic Development.

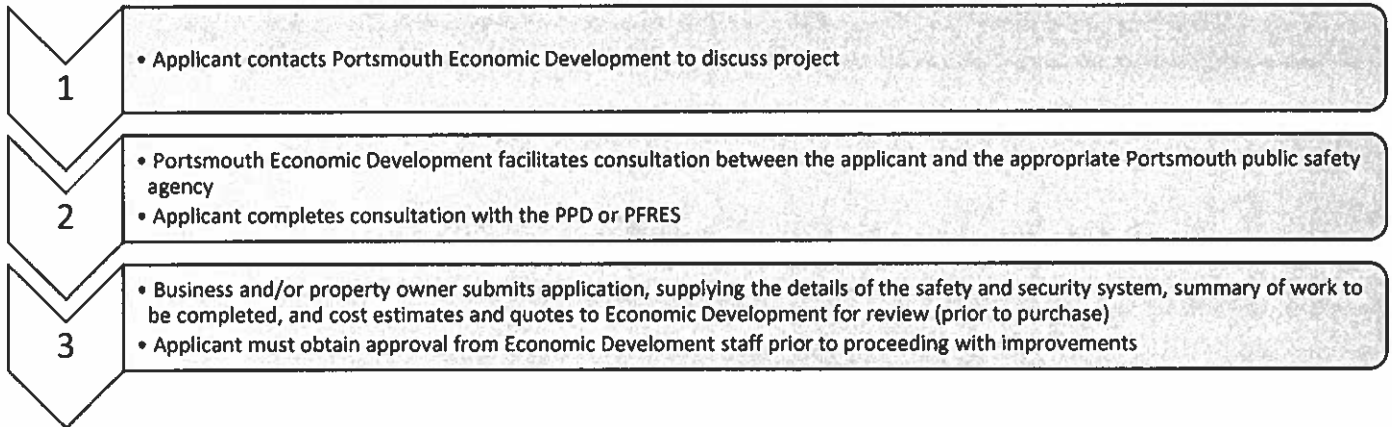
**Improvement Parameters (By way of example)**

- Access control systems
- Fire suppression systems
- Intrusion or fire detection systems
- Security lighting
- Video surveillance

Prohibited Uses: Cyber security software and/or equipment, personal safety items (i.e., weapons, firearms, etc.), special and/or structural renovations, temporarily installed systems, wages for employed or contracted security staff.

Installed equipment should be permanent and remain with the building.

#### IV. Process Flow Chart





**V. 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:	
Occupant (Business name):	
Business Address:	
Local Incentive Program Area:	
Business Number of Employees:	

Contractor Information	
Contractor/Vendor Names:	
Summary of Job Tasks to be Completed - Details of Security System	
Estimated Cost (as verified with attached quote #1):	
Estimated Cost (as verified with attached quote #2):	

*Applicants must sign this application form. If applicant is a legal entity, the applicant must supply legal documents authorizing signer. If the applicant is a tenant, the property owner must sign where indicated below to consent to the application and proposed improvements. If there are any questions, please call the Portsmouth Economic Development authority at (757) 393-8804.*

If have read and understand the program guidelines and application for the Local Incentives Program Safety and Security Grant. 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 Safety and Security Grant 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.

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 Permits and Inspections.

**APPLICANT SIGNATURE**

-----  
Signature

-----  
Date

-----  
Signature

-----  
Date

**OWNER CONSENT (Required if Applicant is a tenant)**

-----  
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.

Print or type  
See Specific Instructions on page 2.

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: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____ <small>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.</small>
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) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
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)

### 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					
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	-		-		
OR					
Employer identification number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 70%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-			
	-				

### Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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.

<b>Sign Here</b>	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:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
2. Certify that you are not subject to backup withholding, or
3. 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
4. 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.



# PORTSMOUTH

VIRGINIA

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
- V. Process Flow Chart
- VI. Application Form (including W-9 form)

- 
- Proposal/quote from vendor
  - Itemized invoice from vendor
  - Proof of payment

- Downtown Design Committee approval
- Certificate of Appropriateness
- Before and after photographs
- Applicant notified of meeting date and time and does/does not plan to attend

- Date received: \_\_\_/\_\_\_/\_\_\_
- Complete application? Y N
- Staff verified before & after photos
- Estimated project cost \_\_\_\_\_

**I. Purpose**

**FOR INTERNAL USE ONLY**  
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.

**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.

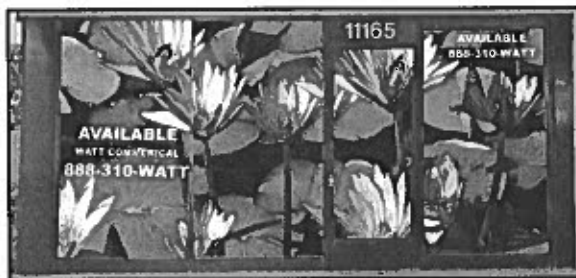
The Department of Economic Development will work with the property owner (or its agents or representatives) and the City's internal marketing consultants to produce window advertising art that meets Downtown Design Standards and the spirit of the Windows of Opportunity program; the intent of this program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

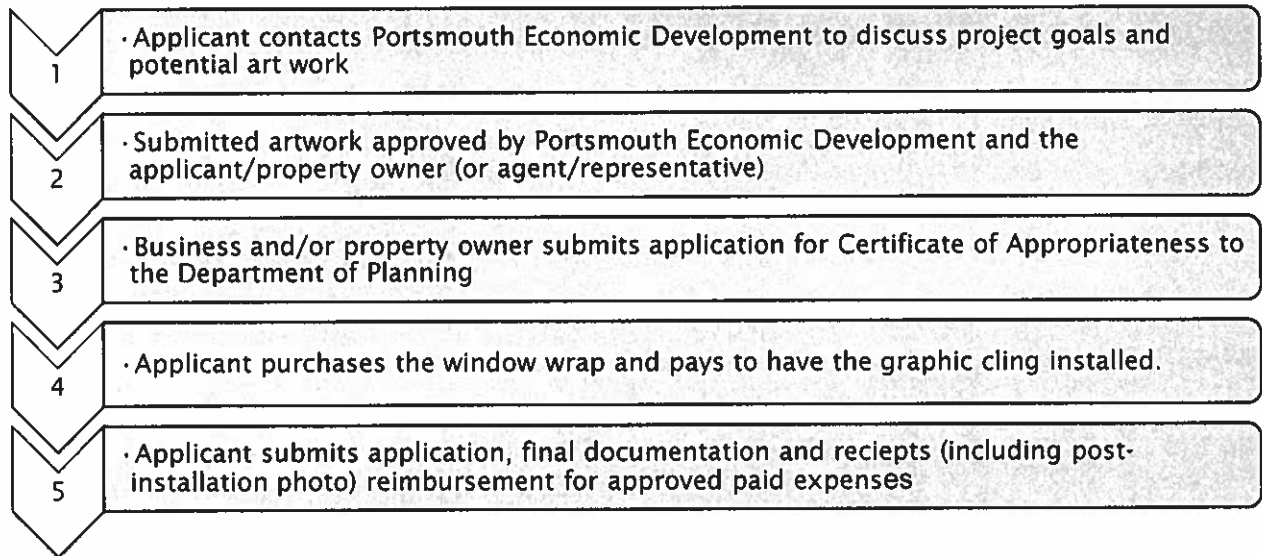
**IV. Grant Funds**

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	

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.

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.

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.

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.

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

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.**

Print or type See Specific Instructions on page 2.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <p>2 Business name/disregarded entity name, if different from above</p> <p>3 Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes:  <input type="checkbox"/> Individual/sole proprietor or single-member LLC  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____  <small>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.</small>  <input type="checkbox"/> Other (see instructions) ▶ _____  <input type="checkbox"/> C Corporation  <input type="checkbox"/> S Corporation  <input type="checkbox"/> Partnership  <input type="checkbox"/> Trust/estate</p>	<p>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) _____  <small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.)</p> <p>6 City, state, and ZIP code</p> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p>

### 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.

<b>Social security number</b>																				
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### 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.

<b>Sign Here</b>	Signature of U.S. person ▶ _____	Date ▶ _____
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### 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](http://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 annual 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 (cancelled 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.