



**PORTSMOUTHVA**

economic development

*The smart move for business.*

**REAL PROPERTY  
INVESTMENT  
GRANT**



Program Guidelines & Application

FY 2023



## I. PROGRAM OBJECTIVE

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The Real Property Investment Program is designed to assist new or relocating businesses, expanding businesses, and commercial property owners with the rehabilitation and redevelopment of interior and exterior spaces to visually enhance the local streetscape, and increase interest in the City of Portsmouth.

## II. ELIGIBILITY GUIDELINES

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- **Eligible applicants:** Properties within City of Portsmouth limits that are commercial, industrial, office, or mixed-usage.
  - Property owners, who are not the subject business owner, must improve vacant space to:
    - Create a vanilla shell in order to market the property, or
    - Complete tenant improvements for an under-contract new tenant entering into a lease
  - Applicants who are new leaseholders and applying for grant funding for tenant improvements *prior* to occupying the space must have documentation in the lease that the tenant is responsible for improvements
  - Existing business owners expanding more than 30% of their current square footage  
*\*Expansion requirement does not apply to applicants requesting funding solely for security improvements*
  - Entities of local, state, or federal government, religious organizations, and/or properties used strictly for residential use are prohibited from applying.
- **Maximum grant award:** \$25,000
- **Matching requirement:** All applications require a 1:1 financial match
- **Additional guidelines:**
  - The Real Property Investment Program is a matching, reimbursement program that requires the applicant to make the initial investment for the full project costs; half of the eligible costs will be paid as a reimbursement, up to the maximum grant award amount
  - Improvements made and/or paid for prior to an issued Grant Agreement will not be reimbursed
  - Applicant and/or property may not have outstanding City of Portsmouth taxes, fees, or code violations (unless the grant funding is to be used to rectify code violations)
  - Applicants are required to submit proof of funds to complete project, documentation of required City of Portsmouth Approvals and Permits, and an outline of project costs with a timeline for completion and/or two quotes from contractors for project costs

## GRANT SUBMISSION SCHEDULE

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Applications for the 2023 Fiscal year are accepted according to the submission schedule below. Applications received after the cutoff date will be considered by the Portsmouth EDA in the following round.

**Round 1:** Open October 1 - 31, 2022

**Round 2:** Open January 1 - 31, 2023

**Round 3:** Open April 1 - 30, 2023



### III. APPLICATION & APPROVAL PROCESS

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The Real Property Investment Grant application is a six-step process. The completed Real Property Investment Grant application is to be submitted to Portsmouth Economic Development for review and are not considered submitted if incomplete. Completed applications (those containing all required documentation) will be reviewed to determine completion status and adherence with program guidelines.

Applicants are required to outline which of the *two* quotes provided will be used in the execution of the project. The Portsmouth Economic Development Authority encourages the use of materials and labor from Portsmouth businesses in the execution of projects utilizing grant funds.

Applications with grant funding requests less than \$10,000 may be approved through an administrative process by Portsmouth Economic Development staff. Applications with grant funding requests greater than \$10,000 require consideration by the Portsmouth EDA Board of Commissioners.

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

When an application is approved, the applicant will enter into a Grant Agreement with the Portsmouth EDA, agreeing to accept the approved grant funds that will not exceed **50% of actual, verifiable paid expenses up to a maximum of \$25,000**. Under no circumstances will funds be disbursed at a ratio higher than the matching requirements. **Proof of costs paid by the applicant are required before grant funds are to be disbursed.**

*Portsmouth EDA grant approval is not a factor in obtaining other City of Portsmouth approvals and the qualification standards do not parallel.*



### III. APPLICATION & APPROVAL PROCESS CONTINUED

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#### Step One

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Applicant obtains required City of Portsmouth approvals (Planning, Zoning, Building, etc.)

#### Step Two

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Completion & submission of Real Property Investment Grant Application to Portsmouth Economic Development.

#### Step Three

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Applications with grant funding requests less than \$10,000 may be approved through an administrative process by Portsmouth Economic Development staff. Applications with grant funding requests greater than \$10,000 require consideration by the Portsmouth EDA Board of Commissioners.

#### Step Four

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If approved, applicant enters into a Grant Agreement with the Portsmouth EDA. Applicant has 120 days to complete approved work.

#### Step Five

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Upon completion of work, the applicant contacts Portsmouth EDA staff to request reimbursement and provides required documentation of paid in full project expenses.

#### Step Six

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Portsmouth Economic Development staff will inspect and document completion of improvements prior to disbursement of grant award.



## IV. GRANT FUNDING

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The Real Property Investment Grant is a matching, reimbursement program that requires the applicant to make the initial investment of the full project costs; half of the eligible costs will be paid as a reimbursement, up to the maximum grant amount.

The maximum grant amount available for any approved application is **\$25,000** per property address, for eligible improvements, for the life of the program. If the maximum grant amount is not exceeded, applicants may re-apply for the same property for the remainder of the \$25,000 maximum total reimbursements. In multi-tenant properties, no more than two address locations may receive funding within a five-year period.

Funding is available on a first-come, first served basis until the funding pool has been exhausted each fiscal year as appropriated.

All recipients are required to enter into a Grant Agreement with the Portsmouth Economic Development Authority. Recipients have 120 days to complete approved work after the Grant Agreement is issued. Extensions for an additional 90 days may be granted on a case-by-case basis, but must be requested in writing and include a detailed status of the project, work remaining and estimated timeframe of completion.

Applicant must have all permits, inspections, and final Certificate of Occupancy in order to request reimbursement.

Proof of costs paid by the applicant will be required before grant funds are to be disbursed. Required documentation includes copies of contractor invoices, canceled checks, bank statements and/or credit card statements that verify payment. Cash payments are not eligible for reimbursement.

Grant funding payments will not be made if improvements deviate from those outlined in the application and Grant Agreement. Work that was started prior to application approval and projects with outstanding code violations (unless the program grant was used to rectify the violation), will not qualify for reimbursement payment.

Grant funds are paid as a one-time reimbursement payment, not draws.



## V. ELIGIBLE IMPROVEMENTS

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Eligible improvements must be permanent and can include any combination of eligible interior, exterior, signage, and/or security modifications or enhancements.

### Interior Improvements

- ADA accessibility modifications
- Fire suppression and protection Improvements
- Flooring
- HVAC systems
- Interior electrical/lighting
- Interior plumbing
- Interior walls
- Permanent fixtures and equipment (i.e. exhaust hoods, ductwork, built-in freezer, etc)
- Repair or restoration of architectural detailing
- Security improvements including entry hardware, access control, cameras, etc (max \$2,500)
- Structural improvements

### Exterior Improvements

- ADA accessibility modifications
- Decorative fencing
- Exterior lighting
- Exterior painting
- Improvements correcting code violations
- Landscaping and plants (max \$2,500 \*)
- Masonry repairs
- Permanent hardscape improvements \*
- Railings or juliet balconies
- Removal/replacement of incomplete exterior finishes and materials
- Restoration of architectural details or removal of materials that cover architectural details
- Roofing \*
- Screening of service and maintenance areas when visible from adjacent public areas
- Security improvements to include entry hardware, access control, cameras, etc. (max \$2,500)
- Signage (max \$2,500)
- Utility improvements \*
- Window and cornice flashing and repair \*

*\*in conjunction with other improvements only*

## VI. INELIGIBLE IMPROVEMENTS

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- Billboards
- Security fencing
- Maintenance-related work
- Fees charged by The City of Portsmouth
- New construction

*NOTE: Improvements made and/or paid for prior to an issued Grant Agreement will not be reimbursed*



**DATE OF APPLICATION**

/   /

**BUSINESS INFORMATION**

Legal Business Name:

Physical Address of Property:

- Applying as:
- New Leaseholder seeking grant funds for tenant improvements prior to occupying the space
  - Property owner, and is not the subject business owner, improving vacant space
  - Existing business owner expanding more than 30% of current square footage

SWaM, Minority, Woman, Veteran-Owned Business:  Yes  No

If yes, please identify all that apply:

**APPLICANT CONTACT INFORMATION**

Name of Grant Applicant Representative:

Mailing Address:

Daytime Phone:  Email Address:

NOTE: The Grant Applicant Contact Information listed above will be used for all correspondence from Portsmouth Economic Development staff relating to this grant application.

**FUNDING REQUESTED**

Statement of need & proposed property improvements:

NOTE: Please provide a brief summary of the proposed property improvements and a timeline of completion utilizing grant funds.

Total Funding Amount Requested: \$

**CONTRACTOR INFORMATION**

NOTE: If more than two contractors are chosen to complete the project, please identify.

Name of Chosen Contractor:  VA DPOR License #:

Daytime Phone:  Email Address:

Name of Chosen Contractor:  VA DPOR License #:

Daytime Phone:  Email Address:



## PROPOSED ELIGIBLE IMPROVEMENTS

Place a check next to all proposed eligible improvements for this grant request.

### Interior Improvements

- |   |   |
|---|---|
| <input type="checkbox"/> ADA accessibility modifications              | <input type="checkbox"/> Interior walls   |
| <input type="checkbox"/> Fire suppression and protection improvements | <input type="checkbox"/> Permanent fixtures and equipment (i.e. exhaust hoods, ductwork, built-in freezer, etc)     |
| <input type="checkbox"/> Flooring                                     | <input type="checkbox"/> Repair or restoration of architectural detailing   |
| <input type="checkbox"/> HVAC Systems                                 | <input type="checkbox"/> Security improvements including entry hardware, access control, cameras, etc (max \$2,500) |
| <input type="checkbox"/> Interior electrical/lighting                 | <input type="checkbox"/> Structural improvements  |
| <input type="checkbox"/> Interior plumbing                            |   |

### Exterior Improvements

- |  |  |
|--|--|
| <input type="checkbox"/> ADA accessibility modifications         | <input type="checkbox"/> Removal/replacement of incomplete exterior finishes and materials                             |
| <input type="checkbox"/> Decorative fencing                      | <input type="checkbox"/> Restoration of architectural details or removal of materials that cover architectural details |
| <input type="checkbox"/> Exterior lighting                       | <input type="checkbox"/> Roofing *   |
| <input type="checkbox"/> Exterior painting                       | <input type="checkbox"/> Screening of service and maintenance areas when visible from adjacent public areas            |
| <input type="checkbox"/> Improvements correcting code violations | <input type="checkbox"/> Security improvements to include entry hardware, access control, cameras, etc. **             |
| <input type="checkbox"/> Landscaping and plants **               | <input type="checkbox"/> Signage **  |
| <input type="checkbox"/> Masonry repairs                         | <input type="checkbox"/> Utility improvements *  |
| <input type="checkbox"/> Permanent hardscape improvements *      | <input type="checkbox"/> Window and cornice flashing and repair *  |
| <input type="checkbox"/> Railings or juliet balconies            |  |

*\*in conjunction with other improvements only*

*\*\*max \$2,500*

*NOTE: Improvements made and/or paid for prior to an issued Grant Agreement will not be reimbursed*





## **REQUIRED APPLICATION DOCUMENTATION**

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- Completed Form W-9
- Copy of Lease, if applicable
- Copy of City of Portsmouth business license, if applicable
- Copy of City of "Articles of Incorporation", if applicable
- Pre-improvement photos of specific areas of property where improvements using grant funding will take place
- Outline of project costs with a timeline for completion and/or two quotes from contractors for project costs
- Proposal from chosen contractor(s) that includes drawings/renderings of improvements, an outline of the project costs, and a timeline for completion
- Copy of chosen contractor(s) Virginia DPOR license (if costs exceed \$5,000)
- Marketing plan (required from Property owners, who are not the subject business owner, and are improving a vacant space)
- Documentation of required City of Portsmouth approvals and permits
- Proof of funds to complete project

## **REQUIRED DOCUMENTATION FOR DISBURSEMENT REQUEST (POST COMPLETION)**

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- Copies of paid in full invoices for eligible improvements
- Copies of canceled checks or credit card statements that verify payment of invoices
- Verification that property is free of outstanding City of Portsmouth taxes, fees, and/or code violations
- Certificate of Occupancy, if applicable



## DECLARATION

By signing below, I attest that I have reviewed the details of the Real Estate Investment Grant Program Guidelines as stated above and agree to the submission of this request to the Portsmouth Economic Development Authority (EDA).

I understand and agree that the award of grant funding is at the sole discretion of the Portsmouth EDA Board of Commissioners and because all information furnished in connection with this application for the Real Estate Investment Grant 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.

I understand that the application is not finalized until the issuance of a grant award letter by the EDA authorizing the commencement of grant-funded activities.

I understand that the application is not finalized until evidence of City of Portsmouth approvals and permits to commence improvements. Applicants will have 120 days to complete approved work from the date the Grant Agreement is issued. Requests for extension must be outlined in a letter directed to the Portsmouth EDA staff, the Portsmouth Economic Development Office, and will be granted on a case-by-case basis. Any subsequent extensions will be at Portsmouth EDA's sole discretion and will require a vote of the Portsmouth EDA Board of Commissioners.

All business owners, partners, etc. must sign this application form. If the business is owned by a legal entity, organization, or corporation, the applicant must supply corporate legal documents authorizing signer. If signing on behalf of an entity as an authorized representative, please state the entity name and your position after the signature. For questions on completing this application, please contact the Portsmouth Economic Development staff at 757.393.8804.

### Business Owner Signature(s)

Signature:  Title:

Printed Name:  Date:  /  /

Signature:  Title:

Printed Name:  Date:  /  /

### Authorized Representative Signature

Signature:  Title:

Printed Name:  Date:  /  /



## APPLICATION ELIGIBILITY

Completed by PED Staff

Date Application Received:   /   /

Application Received By:

## BUSINESS ELIGIBILITY

- New leaseholder and applying for grant funds for tenant improvements prior to occupying the space. Must have documentation in the lease stating that the tenant is responsible for improvements
- Property owners, who are not the subject business owner, improving vacant space to:
  - Create a vanilla shell in order to market the property, or
  - Complete tenant improvements for an under-contract new tenant entering into a lease
- Existing business owners expanding more than 30% of their current square footage  
*\*Expansion requirement does not apply to applicants requesting funding solely for security improvements*

## PROPERTY REQUIREMENTS

Only applications for properties meeting all of the criteria below will be considered.

- Property is within City of Portsmouth limits and is a commercial, industrial, office, or mixed-use property
- Property is an improvement or expansion to an existing space
- Applicant and property may not have outstanding City of Portsmouth taxes, fees, or code violations (unless the grant is to be utilized to rectify code violations)

## REQUIRED APPLICATION DOCUMENTATION

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Completed Form W-9</li> <li><input type="checkbox"/> Copy of Lease, if applicable</li> <li><input type="checkbox"/> Copy of City of Portsmouth business license, if applicable</li> <li><input type="checkbox"/> Copy of City of "Articles of Incorporation", if applicable</li> <li><input type="checkbox"/> Pre-improvement photos of specific areas of property where improvements using grant funding will take place</li> <li><input type="checkbox"/> Outline of project costs and a timeline for completion and/or two quotes from contractors for project costs</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Proposal from chosen contractor(s) that includes drawings/renderings of improvements, an outline of the project costs, and a timeline for completion</li> <li><input type="checkbox"/> Copy of chosen contractor(s) Virginia DPOR license (if costs exceed \$5,000)</li> <li><input type="checkbox"/> Marketing plan (required from Property owners, who are not the subject business owner, and are improving a vacant space)</li> <li><input type="checkbox"/> Documentation of required City of Portsmouth approvals and permits</li> <li><input type="checkbox"/> Proof of funds to complete project</li> </ul> |
|--|---|



**REQUEST FOR DISBURSEMENT**

Completed by PED Staff

Date Request Received:   /   /

Request Received By:

**REQUIRED DOCUMENTATION FOR DISBURSEMENT REQUEST**

- Copies of paid in full invoices for eligible costs
- Copies of canceled checks or credit card statements that verify payment of invoices
- Verification that property is free of outstanding City of Portsmouth taxes, fees, and/or code violations
- Certificate of Occupancy, if applicable
- Portsmouth Economic Development staff will inspect and document completion of improvements prior to disbursement of grant award.