Economic Development Authority of the City of Portsmouth

July 17, 2018

6th 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

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."

<u>ACTION:</u> 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

EDA Meeting July 17, 2018 Page 2 of 3

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.

<u>ACTION:</u> 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,

Røbert D. Moore

Secretary



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

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

<u>Local Incentives Program</u>	Date Received
I. Façade Improvement Grant Application Checklist	Amt. Requested
To be Complete by Economic Development Staff	Reimbursement
Applicant:Property Address	
Eligibility	
Property owners & tenants within the Portsmouth city limi	its
Copy of lease if applicable	
Property must be current with City taxes and fees	
Property may NOT have outstanding codes violation* (Exce	eption: FIG will be used to rectify)
Property is identified as commercial, industrial, office, mixe	
Property is an existing improvement - New construction is	
Pre-Application Required Attachments & Acknowledgements	
Photographs of before exterior & specific area to be impro-	ved
Drawings or renderings (or detailed description) of propose	
Schedule of completion	
Specific list of cost estimates from selected contractor(s) –	2 auotes required
Please disclose if any contractor is affiliated with either the	
City of Portsmouth reserves the right to retain its own qu	
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	splacted for the actual project)
Applicable building and related city permits	selected for the actual projecty
Commission approvals (if applicable)	
	PreservationOther
Proof of funds to complete project	rreservationother
Complete list of contractors chosen for the project, the cos	st estimates, and reason chosen
Complete list of contractors chosen for the project, the cos	st estimates, and reason enosen
For Reimbursement	
Meeting with Economic Development staff to review all pa	
canceled checks and/or credit card statements that verify	
Post-improvement photographs by Economic Developmen	it 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 Dovintown Design Committee or the Historic Preservation Commission, if applicable.

The pre-application is to be submitted to the Department of Economic Development for review <u>and is not considered submitted if incomplete</u>. 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 dhe-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)



- · Applicant completes application and meets with Economic Development Staff for review.
- Application is presented to EDA for decision.
- ·If approved, applicant proceeds to obtain other necessary approvals. The applicant has 90 days to receive approvals.
- ·With necessary approvals, applicant may add approval documentation to application for completion.
- Applicant enters into & Grant Agreement with the EDA.
- From the date of the signed Grant Agreement, the applicant has 30 days to begin the project and 90 days to complete. (Extensions for an additional 90 days may be granted.)
- Applicant contacts Economic Development staff to request reimbursement. Staff will meet with the applicant to verify project completion using digital photographs and will review invoices paired with canceled checks or credit card statements.

VII. Application

APPLICANT INFORMATION	. : : - (1) : (1
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 photos of the property and specifical qualified contractors for work to	ic photos	s of the a	rea(s) t	o be im	prove	d. Pro	F NECE vide two	SSARY). o quotes	Include from	
qualified contractors for work to	be compi	etcu. Tre	viac a	Jioject	-					
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ELIGIBLE IMPROVEMENTS - C	CHECK ALL THAT APPLY
Accessibility ADA compliant upgrade	Hardscape improvements
Canopy or awning	Windows and doors
Certified green/sustainable exterior improvement	Restoration
Decorative fencing, railings, Juliet balconies	Rocfing (in conjunction with other improvements)
Exterior lighting	Screening
Exterior painting	Window and cornice flashing and/or repair (in corjunction with other improvements)
Signage	O _j her

11

SIGNATURES

ADDLICANT CICNIATURE

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 SIGNATO	JKE	
	ia ia	
Signature		Date
Signature		Date
	14	
OWNER CONSENT (R	Required if the Applicant is	a tenant)
I am the owner of th application and the	ne real property which is the improvements contemplate	e subject of this application. I hereby consent to this ed herein.
	1(6)	
<u> </u>	<u>, </u>	30
Signature		Date

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	onot leave this line blank.						
196	2 Buseness name/disregarded entity name, if different from above							
Print or type See Specific Instructions on page	3 Check appropriate box for federal tax classification; check only one of the foliand/viole proprietor or C Corporation S Corporation single-member LLC Limited liability company. Enter the tax classification (C=C corporation, S= Note. For a single member LLC that is disregarded, do not check LLC; chittle tax classification of the single-member when Other (see instructions) ▶	on Partnership S corporation, P=partnership		4 Exemple certain e instruction Exemple code (if a sape to a sape	ntitien, r ons on p onyee co on from any)	est indiv age 3): ede (if ar FATCA	ridusks ry) reporti	see ng
<u>г</u>	5 Address (number, street, and apt. or suite no.)	R	equester's name	and addre	ss (optio	nal)		
See Spec	6 City, state, and Z iP code							
	7 List account number(s) here (optional)							
Pai	Taxpayer Identification Number (TIN)			-			_	
	your TIN in the appropriate box. The TIN provided must match the name	ne given on line 1 to avoid	Social se	curity nun	nber			
hacki resida	up withholding. For individuals, this is generally your social security numeral alien, sole proprietor, or disregarded entity, see the Part Linstruction as, it is your employer identification number (EIN). If you do not have a r	nber (SSN). However, for an on page 3. For other	a III	-		-		
	n page 3	•	or					
Note.	If the account is in more than one name, see the instructions for line 1	and the chart on page 4	for Employe	r identifica	ition nu	mber	- 1	
guide	ines on whose number to enter.			-				
Par	t II Certification				- !			
Unde	penalties of perjury, I certify that:							
	e number shown on this form is my correct taxpayer identification num	ber (or I am waiting for a	number to be :	ssued to i	me); an	ď		
Se	m not subject to backup withholding because: (a) I am exempt from ba rvice (IRS) that I am subject to backup withholding as a result of a failu longer subject to backup withholding; and	ickup withholding, or (b) I re to report all interest or	have not been dividends, or (d	notified b	y the Ir has no	iternal itified r	Rever ne tha	nue ullan
3. La	m a U.S. citizen or other U.S. person (defined below); and							
4. The	EFATCA code(s) entered on this form (if any) indicating that I am exemp	pt from FATCA reporting	s correct.					
ntere gener	fication instructions. You must cross out item 2 above if you have bee use you have lailed to report all interest and dividends on your tax retur- ist paid, acquisition or abandonment of secured property, cancellation rally, payments other than interest and dividends, you are not required to lictions on page 3.	n. For real estate transact of debt, contributions to a	tions, item 2 do un individual rel	ses not ap Iirement a	oplyFo wange	r mort: ment (l	gage IRA), a	and
Sigr Her		Date	•					
Gei	neral Instructions	Form 1098 (home mortg (toition)	jage interest), 109	38-E (stude	nt lonn i	interest)). 1098	-т
Secto	in references are to the internet Revenue Code unless otherwise noted.	• Form 1099 C (canceled	debt)					
	e developments. Information about developments affecting Form W-9 (such islation enacted after we release it) is at www.rs.gov/fw9.	• Form 1099-A (acquisitio						
	pose of Form	Use Form W 9 only if yo provide your correct TIN.	ou are a U.S. per	son (includ	ing a res	ident al	lien), to	1
11.0	sividual or entity (Form W-9 requester) who is required to file an information	If you do not return For to backup withholding. Se					ht ba si	ubjeci

return with the IRS must obtain your correct taxpayer locatification number (TIN) which may be your social security number (ISSN), indirected taxpayer conditional number (ATIN), adoption baxpayer conditionation number (ATIN), or employer identification number (EN), to report on an information return the amount poid 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)
- Fann 1999-DiV (dividends, including those from stacks or matual funds).
- Form 1099-MISC (various types of income, prizes, awards, or gross processis)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokera)
- Form 1099 S (proceeds from real estate transactions).
- . Form 1099 K (merchant card and third porty network transactions)

By signing the tilled-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
- Claim exemption from backup withholding if you are a U.S. exempt payes. If applicable, you are also certifying that as a J.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.

Form W-9 (Rev. 12-2014)

IX. Submission schedule

<u>Deadline</u> 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.



VIRGINIA

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 _____ Interior Build-Out Grant Application Checklist Amt. Requested Reimbursement _____ To be completed by Economic Development Staff 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 <u>and is not considered submitted if incomplete</u>. 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)

· Applicant contacts the City of Portsmouth Department of Economic Development to express interetest in the program, discuss project plans, and verify eligibility.

· Applicant completes application and submits to Economic Development Staff for review.

· Application is presented to EDA for decision.

·If approved, applicant proceeds to obtain other necessary approvals. The applicant has 90 days to receive approvals.

-With necessary approvals, applicant may add approval documentation to application for completion.

· Applicant enters into a Grant Agreement with the EDA.

·From the date of the signed Grant Agreement, the applicant has 30 days to begin the project and 90 days to complete. (Extensions for an additional 90 days may be granted.)

• Applicant contacts Economic Development staff to request reimbursement. Staff will meet with the grantee to verify completion using digital photographs and review invoices/receipts and canceled checks or credit card payments.

Page 6 of 9

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:	

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

ELIGIBLE IMPROVEMENTS - C	HECK ALL THAT APPLY
Architectural design (up to 25%)	Plumbing
Contracted labor related to any eligible improvements (including project management fees)	Repair or restoration of architectural details
Certified green/sustainable interior improvement	Interior lighting
HVAC system	Interior painting
Flooring	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 application and the improvements contemplated herein.	of this application. I hearby consent to this
Signature	Date

(Rev. December 2014) Department of the Treasury

• Form: 1099 S (proceeds from real estate transactions) . Form 1099-K (merchant card and third party network transactions)

Request for Taxpayer Identification Number and Certification

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

Internal	Revenue Service						
	1 Name (as shown on your income tax return). Name is required on this line, do	not leave this line blank.					
ја 2.	2 Business name/disregarded entity name, if different from above						
Print or type See Specific Instructions on page	3 Check appropriate box for federal tax classification; check only one of the following translation of	on Pertnership S corporation, P=partnership		4 Exemption certain entitions instructions Exempt pay Exemption (code (if any (code)) in the code (if any (code)) in the code) in the code (if	ies, not ir on page se code (i kom: FAT)	ndividus 3): if any) CA repo	als; see
اق ته	☐ Other (see instructions) ► 5 Address (number, street, and apt. or suite no.)	Be	quester's name				
<u>Ş</u>	o Particus (full seri, succe, one upil or suite 1957	1."					
g 99	6 City, state, and ZiP cxxte						
,	7 List account number(s) here (optional)	I					
Dou	Taxpayer Identification Number (TIN)						
Par		an allian an line 1 to alle al	Social se	curity numbe	ur.		
	your TIN in the appropriate box. The TIN provided must match the nam p withholding. For individuals, this is generally your social security num		SECTION AND ADDRESS.	1	1 [20 20	T
	nt alien, sole proprietor, or disregarded entity, see the Part Linstruction			-	-		
	s, it is your employer identification number (EIN). If you do not have a n	number, see How to get a					1
	n page 3.	and the about a common A.	Or Employer	r identificatio	o numbe	NT.	
	If the account is in more than one name, see the instructions for line 1 ines on whose number to enter.	and the chart on page 4 i	Or			1	
80.00	TIBE OF WILOSO TO WILO			-			
Pari	1 Certification			1 1!			
	penalties of perjury. I certify that:						
	a number shown on this form is my correct taxpayer identification numbers.	her for Lam walling for a r	number to be is	secued to me) and		
						na Da	
Ser	n not subject to backup withholding because: (a) I am exempt from ba rvice (IRS) that I am subject to backup withholding as a result of a failu longer subject to backup withholding; and	re to report all interest or	dividends, or (d	the iRS ha	ne interi is notifie	d me l	ihat I am
3. 1 ar	m 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 exemp	pt from FATCA reporting is	s correct.				
nteres genera nstruc	ication instructions. You must cross out item 2 above if you have bee se you have fated to report all interest and dividends on your tax retur st paid, acquisition or abandonment of secured property, cancellation of ally, payments other than interest and dividends, you are not required to ctions on page 3.	 n. For real estate transact of debt, contributions to a 	ions, item 2 do n individual ret	ses not apply irement arra	y. For m ingemer	ortgag 11 (IRA)	e). and
Sign		Date	>				
	neral Instructions	 Form 1098 (home mortg (tuition) 	age interest), 109	98 E (student l	loan Inter	cst), 10	96 T
	n references are to the Internal Revenue Code unless otherwise noted.	• Form 1099-C (cancelled					
Future as legi	developments. Information about developments affecting Form W 9 (such slotten enacted after we release it) is at www.irs.gov/lw9.	 Form 1099-A (acquisition 					
•	pose of Form	Use Form W-9 only if yo provide your correct TIN.	•				
An ind	ividual or entity (Form W-9 requester) who is required to file so information	if you do not return Form to bickup withhokling, Se					e subject
	with the IRS must obtain your correct taxpayer identification number (TIN) may be your social security number (SSN), individual taxpayer identification	By signing the filled-out		•			
numbe	r (ITIN), adoption taxpayer identification number (ATIN), or employer	I. Certify that the TIN ye		orrect (or you	are waitir	ng for a	number
vou, o	ication number (EIN), to report on an information return the amount paid to riother amount reportable on an information return. Examples of information	to be issued),					
	s include, but are not limited to, the following:	2. Certify that you are n		-	_		
	: 1099-INT (interest earned or paid)	 Claim exemption from applicable, you are also or 					
	1 1099 DIV (dividends, including those from stocks or mutual funds)	any partnership income fro	am à U.S. Irade d	or business is	not subje	ict to th	IH
	1 1099-MISC (various types of income, prizes, awards, or gross proceeds)	withholding tax on foreign	•				
broker	i 1099-8 (stock or mutual fund sales and carbain other transactions by s)	 Certify that FATCA concerning from the FATCA repage 2 for further information. 	eporting, is corre				

Form W-9 (Rev. 12 2014)

IX. Submission schedule

<u>Deadline</u> 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.

PORTSMOUTH

VIRGINIA

ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF PORTSMOUTH, VIRGINIA

801 CRAWFORD STREET - 5™ 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
- TAFF

I. Purpose

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

II. Eligibility

Ü	Property owners and tenants within the boundaries of the City of Portsmouth
Ö.	Property must be current on all City of Portsmouth taxes and fees
Ü	Property is zoned for commercial, industrial, office, or mixed-use
n	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 Hoffler 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.

Fiscal Year 2019 - Form for use until June 2019

IV. Process Flow Chart

Portsmouth Economic Development facilitates consultation between the applicant and the appropriate Portsmouth public safety agency
 Applicant completes consultation with the PPD or PFRES

 Business and/or property owner submits application, supplying the details of the safety and security system, summary of work to be completed, and cost estimates and quotes to Economic Development for review (prior to purchase)
 Applicant must obtain approval from Economic Development staff prior to proceeding with improvements

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:					
88 W					
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 guote #2):					

Page 5 of 6

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.

Signature	Date
Signature	Date
OWNER CONSENT (Required if Applicant is a tenant)	
Signature	 Date

APPLICANT SIGNATURE

Form (Rev. December 2014) Department of the Treasury

Request for Taxpayer Identification Number and Certification

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

	on your income tax return). Name is	required on this line; do no	t leave this line blank,	1			
2 Business name/d	isregented entity name, if different f	гот явоче					
individual/sole single-member Limited liability Note. For a sithe lax classific Other (see inst	proprietor or C C Corporat LCC company. Enter the tax classification gle member LLC that is disregarded aution of the single-member owner ructions) street, and apt. or suite no.)	tion S Corporation	Partnership orporation, P=partners	ship) ► n the line above f	certain instruct Exempt code (if	entities, not in ions on page 5 payee code (if ion from FATC any)	dividuals; see 3): any) A reporting
7 List account num	ber(s) here (optional)						•
Taxoay	er Identification Number	er (TIN)					
			even on line 1 to av	od Socia	I security nu	mber	
p withho ding. For nt alien, sole propi a, it is your employ	individuals, this is generally you leter, or disregarded entity, see	ur social security number the Part Linstructions o	r (SSN). However, for page 3. For other	or a or		<u> </u>	
		instructions for line 1 and	d the chart on page	4 for Emplo	- denting	ation number	
II Cerlific	ation						
penalties of perjur	y, certify that:	10					
a number shown o	n this form is my correct taxpay	yer identification number	(or I am waiting for	a number to b	e issued to	me); and	
rvice (IRS) that I ar	n subject to backup withholding	tam exempt from backu g as a result of a failure to	ip withholding, or (b o report all interest	i) I have not be or dividends, o	en notified or (c) the IRS	by the Intern S has notified	ai Revenue 3 me that I am
m a U.S. citizen or	other U.S. person (defined belo	w); and					
FATCA code(s) e	ntered on this form (if any) indica	ating that I am exempt fr	rom FATCA reportin	ng is correct.			
ise you have failed st paid, acquisition ally, payments oth	to report all interest and divide or abandonment of secured pr	nds on your tax return. F	for real estate trans lebt, contributions t	actions, item 2 o an individual	does not a retirement	pply. For mo arrangement	ortgage I (IRA), and
61							
Signature of U.S. person I	*		D	ate 🗠			
	2 Business marre/di 3 Check appropriate individual/solor, single-member United liability Note. For a sin the fax classific Other (see instruction) for Address (number 6 Address (number 6 Gity, state, and 2 7 List account number 1 List account number 1 List account in the app withholding For number, so e proprise, it is your employ a page 3. If the account is number shown or most subject to be ryice (IRS) that I amonger subject to be made at I.S. citizen or instruction instruction is a you have failed stipaid, acquisition ally, payments other citizen on page 3.	1 Name (as shown on your income tax return). Name is 2 Business name/disregarded entity mane, if different f 3 Check appropriate box for tederal tax classification; of individual/sole proprietor or single-member LLC. Limited liability company. Enter the tax classification Note. For a single member LLC that is disregarded the tax classification of the single-member owner. Other (see instructions) > 6 Address (number, street, and apt. or suite no.) 1 Taxpayer Identification Number (sold) and the appropriate box. The TIN provided p withhoding. For individuals, this signerally your taxin, sole proprietor, or disregarded entity, see a. it is your employer identification number (EIN). In page 3. If the account is in more than one name, see the innes on whose number to enter. Certification penalties of perjury, I certify that: a number shown on this form is my correct taxpay minot subject to backup withholding because: (a) risce (IRS) that I am subject to backup withholding; and in a LLS citizen or other U.S. person (defined below) FATCA code(s) entered on this form (if any) indicitation instructions. You must cross out item 2 a service (IRS) acquisition or abandonment of secured prailing payments other than interest and dividents to page 3.	1 Name (as shown on your income tax return). 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Other (see instructions) 6 Address (number, street, and apt. or suite no.) 6 Gity, state, and Z P code 7 Ust account number(s) here (optional) 1 Taxpayer Identification Number (TIN) your TIN in the appropriate box. The TIN provided must match the name given on line 1 to ave pix within ding. For individuals, this is generally your social security number (SSN). However, for page 3. If it is your employer identification number (EIN). If you do not have a number, see How to ge in page 3. If the account is in more than one name, see the instructions for line 1 and the chart on page lines on whose number to enter. If Certification penalties of perjury, Feertify that: a number shown on this form is my correct taxpayer identification number (or Lam waiting for mot subject to backup withholding because (a) am exempt from backup withholding, or (trace (IRS) that Lam subject to backup withholding as a result of a failure to report all interest longer subject to backup withholding, and 1 FATCA code(s) entered on this form (if any) indicating that Lam exempt from FATCA reporting at page 3. If ATCA code(s) entered on this form (if any) indicating that Lam exempt from FATCA reporting at page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. 2 Business name/disrequired entity manne, if different from above 3 Check appropriate box for federal tax classification; check only one of the following seven boxes:	1 Name (as shown on your income tax return). 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Requester's name and addresses (number, street, and apt. or suite no.) Requester's name and addresses (number, street, and apt. or suite no.) Requester's name and addresses (number, street, and apt. or suite no.) Requester's name and addresses (number, street, and apt. or suite no.) Requester's name and addresses (number, street, and apt. or disregarded entity, see the Part I instructions on page 3. For other at. at. ayour employer identification number (sSN). However, for an at. at. ayour employer identification number (sIN), if you do not have a number, see How to get an at. at. ayour employer identification number (single page 3). For other at. at. ayour employer identification number (single page 4) Certification on enter. Certification Certification	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. 2 Buseness treine/disregarded entity return, if different from blown 3 Check appropriate box for toderal tax classification; check only one of the following seven boxes: Individual/soic proprietor or C Corporation S Corporation, P=partnership Trust/cstate single-remoter LC Unrited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership Trust/cstate individual in the first state of the first state classification (C=C corporation, S=S corporation, P=partnership Trust/cstate individual individu

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

Future developments, information about developments affecting Ford W-9 (such as legislation exacted after we release it) is at www.rs.gov/lw9.

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 (TIM) which may be your social security number (SSM), individual taxpayer identification number (TIM), neoption taxpayer identification number (TIM), or expets 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 1090 K (merchant card and third party network transactions)

- 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 allen), 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 tilled-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

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 Ports: 	mouth ch	y mmuz.
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- 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.

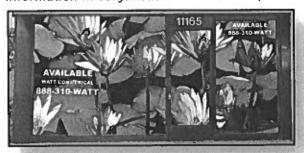
The Department of Economic Development will work with the property owner (or its agents or representatives) and the City's internal marketing consultants to produce window advertising art that meets Downtown Design Standards and the spirit of the Windows of Opportunity program; the intent of this program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

Fiscal Year 2019 Form for use through June 2019

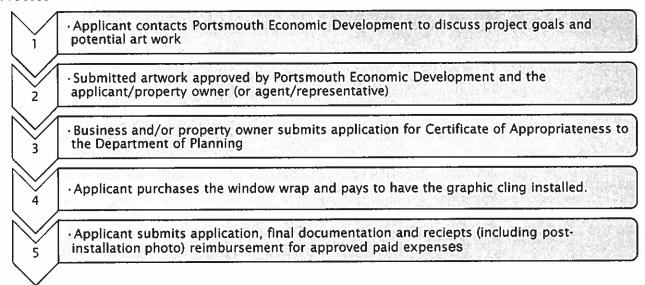
IV. Grant Funds

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:	a momaton		
Contact Person for Application:			
Contact Informatino - 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 Inf	ormation		
Contractor/Vendor Name:			
Summary of Job Tasks to be Completed - Including Square Footage of Window Space to be Covered + Total Window Space Area	# 5 m		
Estimated Cost (as verified with attached 2 quote	3;		
Signatu			

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				
_ Proposal/Quote from vendor (2)	_ DDC approval			
_ Itemized invoice from vendor utilized	_ Certificate of Appropriateness			
_ Proof of payment	_ Before and after photographs			

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not

	Revenue Service					30	10 10 11	10 1110	
3.2.		in your income tax return). Name is required on this line; do not leave this line sregarded entity name, if different from above	e blank						
Print or type Specific Instructions on page	Individual/sole a single-member Limited liability Note. For a single	LLC xampany, Enter the tax obssidication (C=C corporation, S=S corporation, P= tie-member LLC that is disregarded, do not check LLC; check the appropriation of the single member owner.	dišp 🔲 T spertnersbip) ►	nxi/estate	certain instruct Exempt Exempt exite (if	entities, ions on a payee c ion from sury)	codes app not individe page 3): ode (if any i FATCA re	dúals; s n aporting	g
See Specific		street, and apt. or suite no.) Poode	Requi	ester's nem	sand addre	esa (opti	onel)		
backu reside entitie 77N or Note.	your TIN in the app p withholding, For nt alien, sole propri s, it is your employ n page 3.	er Identification Number (TIN) repriate box. The TIN provided must match the name given on line individuals, this is generally your social security number (SSN). How etcr, or disregarded entity, see the Part Linstructions on page 3. For identification number (EIN), if you do not have a number, see Hot more than one name, see the instructions for line 1 and the chart of the tolerate.	vever, for a or other w to get a	or	ecurity nu		- umber		
Par					-				
Under	penaities of perjur	/. I certify that:							
1. The	e number shown or	this form is my correct taxpayer identification number (or I am wai	ting for a nun	nber to be	ssued to	me); ar	noi		
Se	rvice (IRS) that I am	ckup withholding because: (a) I am exempt from backup withholdin subject to backup withholding as a result of a failure to report at ir ackup withholding; and	ng, or (b) I hay nterest or divi	e not beer dends, or	notified (c) the IRS	by the I S has n	nternal F otified m	Revent e that	ie I am
3. Lau	ma U.S. citizen or e	other U.S. person (defined below); and							
4. The	FATCA code(s) en	tered on this form (if any) indicating that I am exempt from FATCA i	reporting is co	orrect.					
ntere: generative	ise you have failed at paid, acquisition ally, payments othe ctions on page 3.	8. You must cross out item 2 above if you have been notified by the report all interest and dividends on your tax return. For real estation abandonment of secured property, cancellation of debt, contributed than interest and dividends, you are not required to sign the certification.	le transaction utions to an ir	s, item 2 d idividual re	loes not a stirement	pply, Fr arrange	or mortg: ament (IR	age IA), an	d
Sign Here	Signature of U.S. person >		Date ►						
Ger	eral Instruc	tions • Form 1098 (h	nome mortgage	interest), 10	98 E (stud	ent loan	interest),	1098 T	,

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

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

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (TIN), adoption taxpayer identification number (TIN), or employer identification number (EIN), to report on an information return the amount poid 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 intutual funds)
- Form 1099 MISC (various types of income, prizes, awards, or gross proceeds)
- . Force 1099-B (stock or mutual fund sales and certain other transactions by
- Form: 1099 S (proceeds from real estate transactions)
- Form 1099 K (merchant card and third party network transactions)

- (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 payes. 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.