

90 Miles of Shoreline.  
360 Degrees of Opportunity.





# Purpose of Workshop

To provide an overview of various incentive programs available in the City to include the geographies of each and the applicable incentives.

# Incentive Programs

- Virginia Enterprise Zone(VEZ)
- Foreign Trade Zone
- Port of Virginia Development Zone
- Economic Development Authority (EDA)  
Local Incentives Program
- HUBZone
- Historic Tax Credits

# Virginia Enterprise Zone (VEZ)

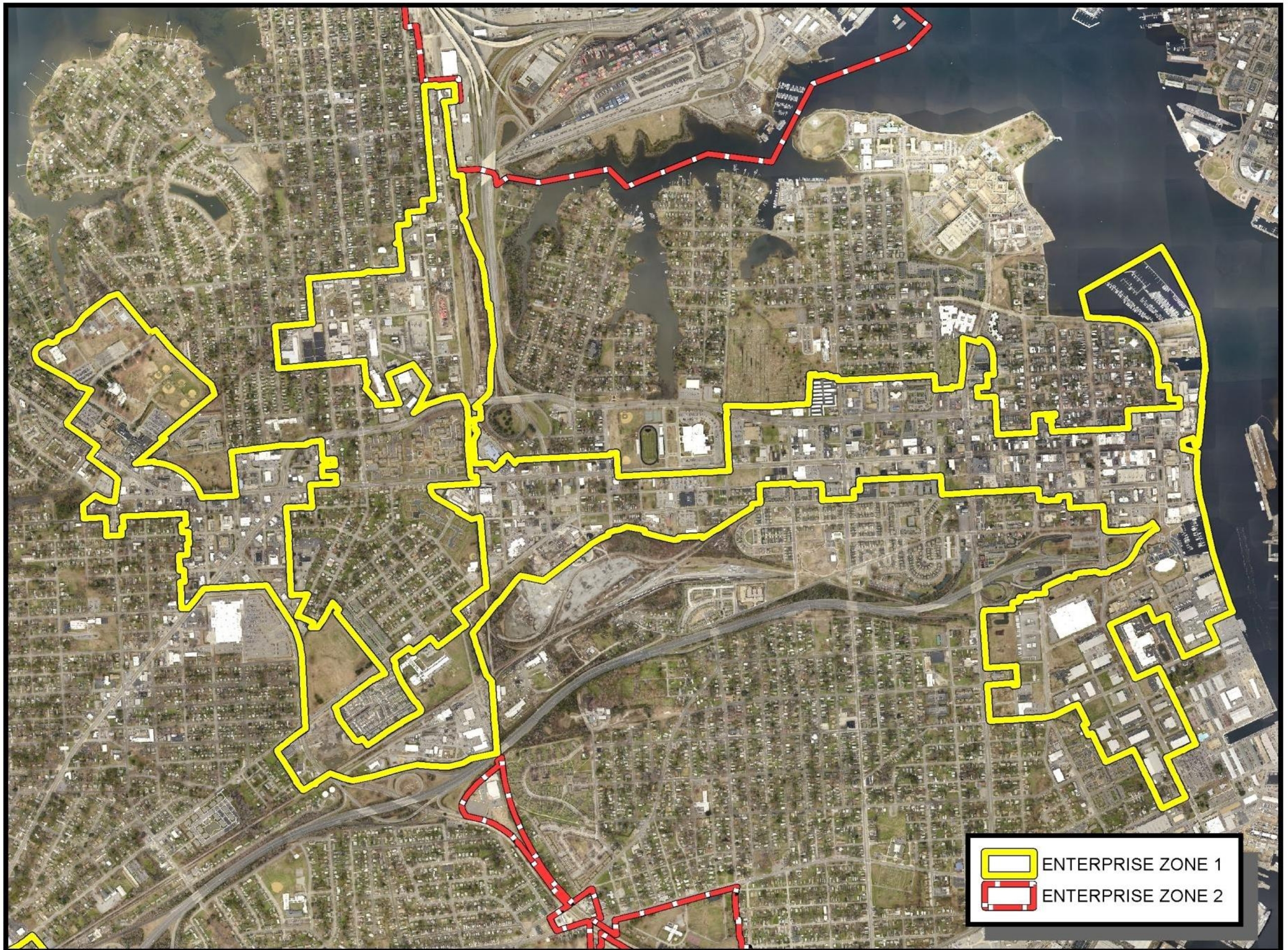
- VEZ established by General Assembly in 1982
- State and local partnership - one of the most effective methods of using incentives to stimulate economic development
- A community may have up to 3 zones
- A zone has a defined geographic boundary
  - Each Zone may consist of 3 non-contiguous areas
  - Each Zone may cover up to 7% of Portsmouth
- Portsmouth has 2 zones
- 1st Zone effective 2010; 2nd Zone effective 2014
- Each Zone designated for 10 years with two 5-year renewals

# Zone #1 Boundaries

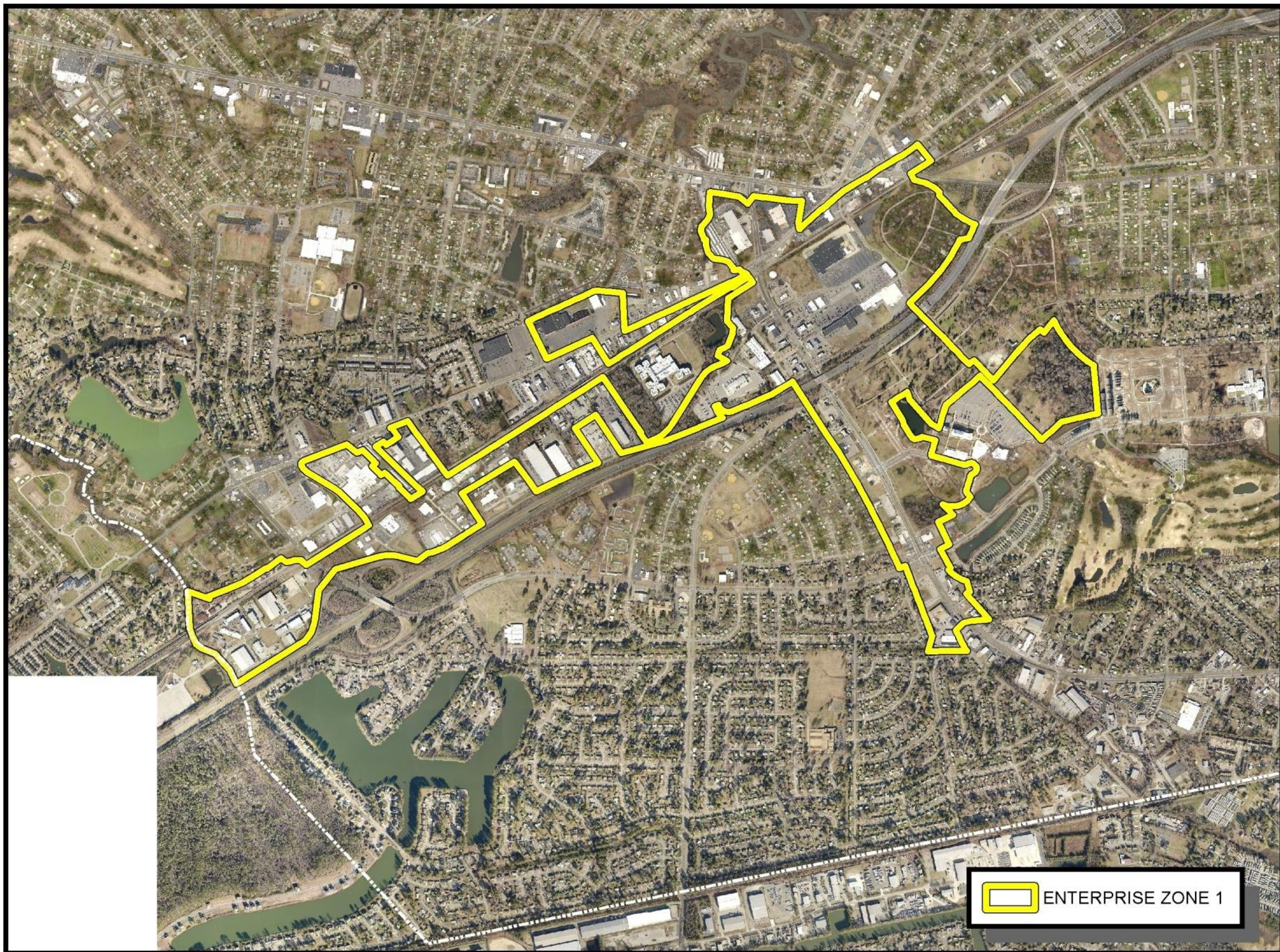
**Effective 2010**

- Primarily commercial areas with limited industrial submarkets
- Boundaries as of 2010
  - Downtown to Midtown
  - Victory
  - MAST Center
- Amended in 2012; added
  - Virginia Avenue Industrial Corridor
  - Elmhurst Industrial Corridor to Greenwood Industrial Park
  - Airline Boulevard Industrial Corridor

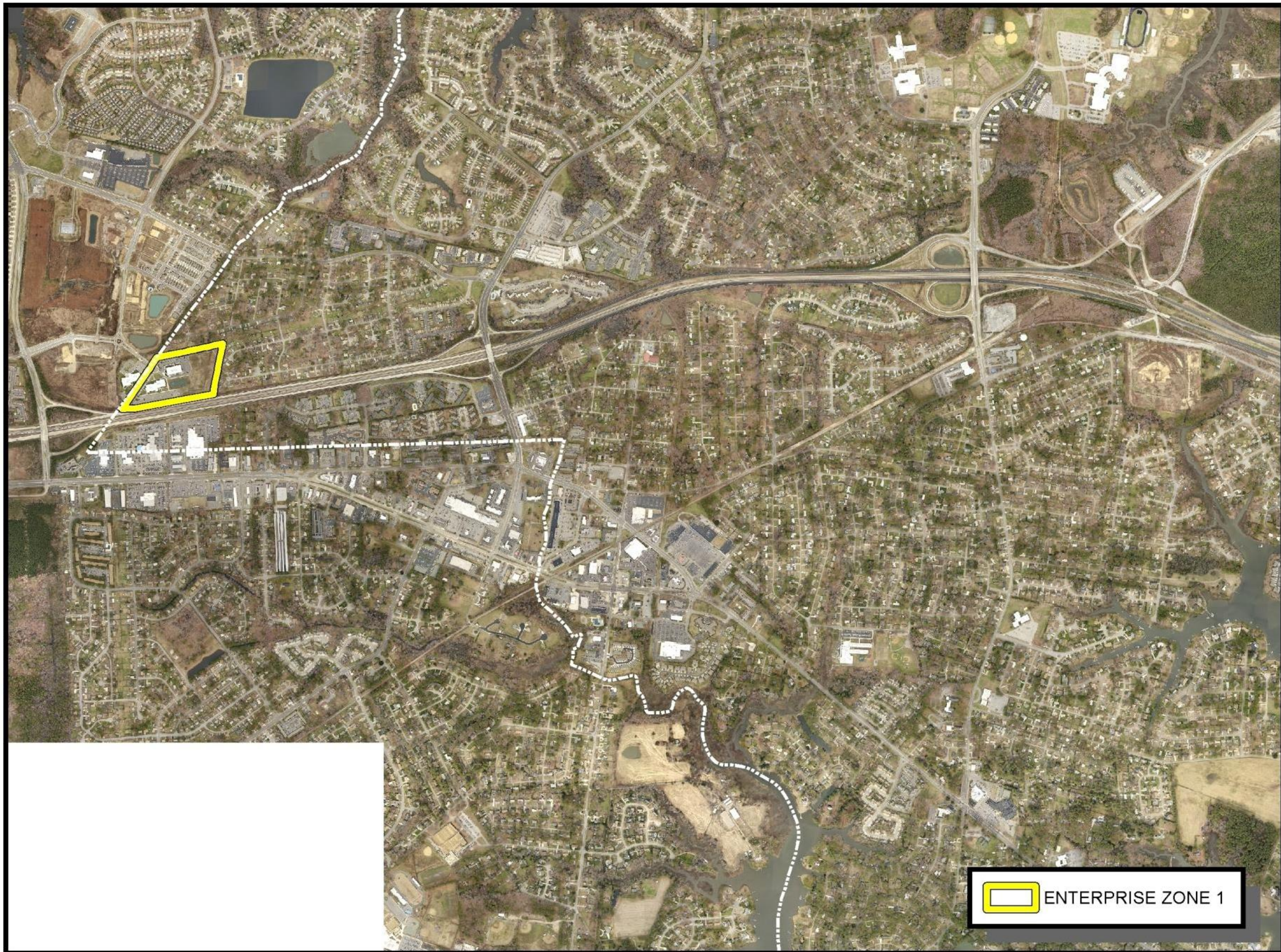












 ENTERPRISE ZONE 1



# Zone #2 Boundaries


Effective January 2014


- Primarily industrial waterfront
  - West Norfolk Area
  - Pinners Point/PMT Area
  - Paradise Creek/Elm Avenue Corridor





PROPOSED ENTERPRISE ZONE #2  
**WEST NORFOLK  
NON-CONTIGUOUS AREA**

 PROPOSED ENTERPRISE ZONE #2  
126.38 ACRES

 CURRENT ENTERPRISE ZONE

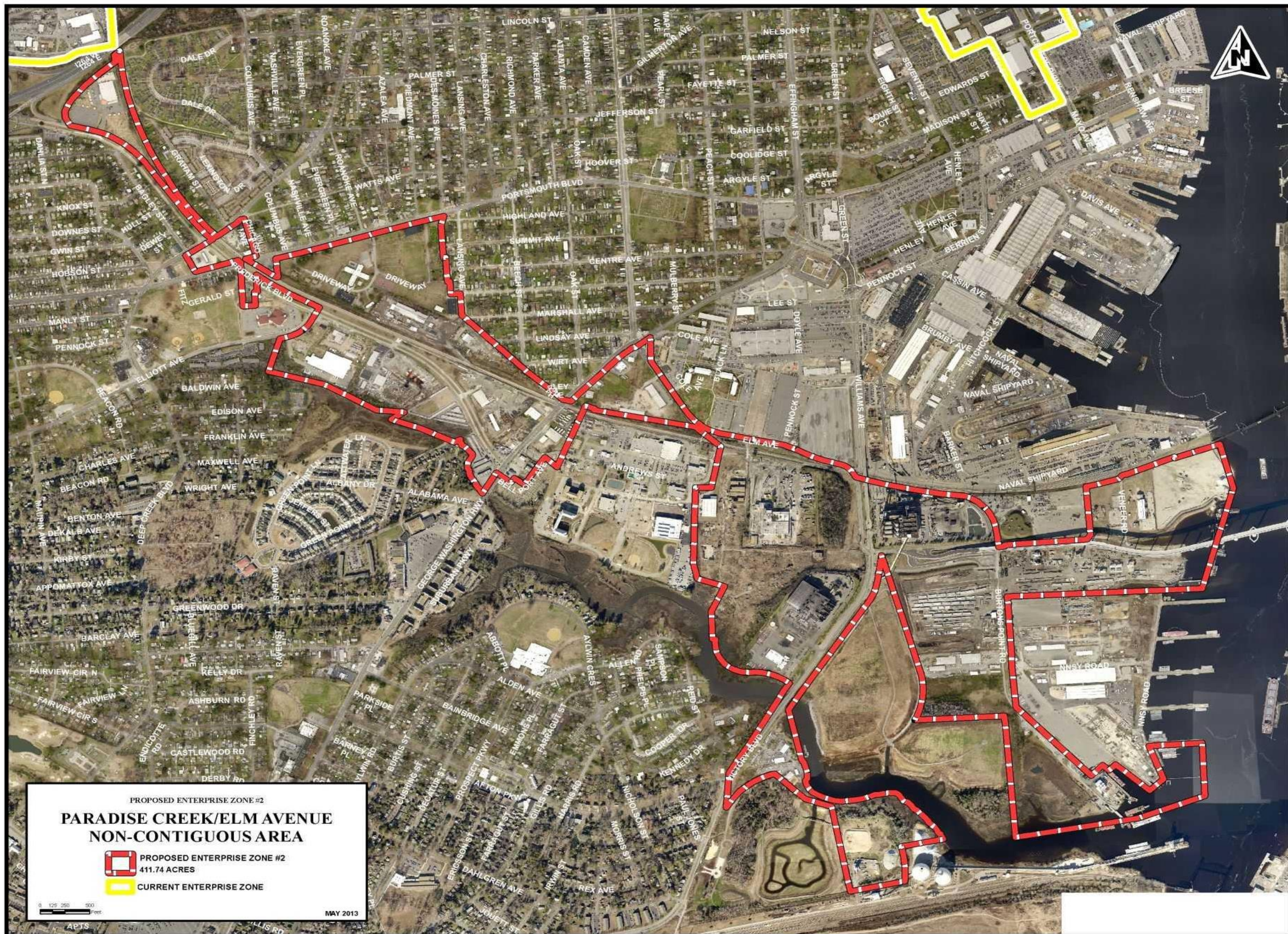
0 75 150 300 Feet

MAY 2013









PROPOSED ENTERPRISE ZONE #2

## PARADISE CREEK/ELM AVENUE NON-CONTIGUOUS AREA



PROPOSED ENTERPRISE ZONE #2  
411.74 ACRES



CURRENT ENTERPRISE ZONE

0 125 250 500  
Feet

MAY 2013



# Are You in the Zone?

<http://www.portsmouthva.gov>

Or

<http://www2.portsmouthva.gov/portsmap/>



# State Incentives

- Real Property Investment Grant
- Job Creation Grant



# Real Property Investment Grant – Zone 1 & 2

- Cash grants equal up to 20% of the amount of qualified investment in excess of the threshold
- The qualifying investment threshold for new construction is \$500,000; the rehabilitation or expansion threshold is \$100,000
- The maximum benefit per building or facility within any five-year period \$100,000 for projects less than \$5 million and \$200,000 for projects of \$5 million or more
- Mixed-use projects must have at least 30% of floor area in commercial, industrial or office use in order to qualify
- Grants are payable to the owner and/or tenant incurring costs
- The application deadline is April 1 of the year following completion of the work



# Job Creation Grant – Zones 1 & 2

- Cash grants equal to \$800 per year for five years for new positions earning 200% of the federal minimum wage and offering health benefits; \$500 for 175-199% of the federal minimum wage and offering health benefits
- The first four positions created are not eligible for grants. Grants are paid on a maximum of 350 positions per year.
- Retail, food and beverage, personal service firms and non-profits are not eligible
- Firms may qualify for additional five-year periods with further job creation
- The application deadline is April 1



# Local Incentives

- Development Fee Rebate (#1 and #2)
- Business Personal Property Investment Grant (#1 and #2)
- Machinery & Tool Investment Grant (#1 and #2)
- Commercial Façade Loan (#1 only)
- Real Estate Investment Grant (#2 only)
- Corridor Streetscape Improvement Incentive (#1 only)
- Mixed-use Development Incentive (#1 only)
- Environmental Restoration Site Tax Exemption (#1 and #2)
- Tax Exemption for Rehabilitated Structures (#1 and #2)



# Development Fee Rebate - Zones 1 & 2

- Rebate of 90% of fees for rezoning, use permit and subdivision applications and site plan reviews and 50% of building plan review and building permit fees (excluding state levy) to qualifying developments
- Rebates received after Certificate of Occupancy
- Qualifying developments are new construction or improvements to an existing structure totaling \$50,000 or more that results in a net increase in the property's real estate assessment as determined by City Assessor
- Application consists of two parts; Part 1 must be submitted to the Local Zone Administrator within 10 days of obtaining permits; and Part 2 must be submitted to the Administrator within 120 days of Certificate of Occupancy
- Administered by the Local Zone Administrator in conjunction with the Director of Planning, City Engineer and Building Official



# Business Personal Property Investment Grant – Zones 1 & 2

- Cash grant from Economic Development Authority (EDA) equal to 50% of net increase in business personal property tax paid by qualifying company over a 5-year period
- Grant only paid after company pays its taxes to City and City transfers grant funds to EDA

A qualifying company must:

- Invest at least \$100,000 in taxable tangible personal property \*
- Create new 5 jobs
- Have a current business license
- Sign a performance agreement which includes a post-incentive provision pledging the company return incentive if it leaves the zone within 5 years of receiving last grant
- Authorize Commissioner of Revenue to release pertinent data
- The firm must apply within 12 months of meeting all qualifications; jobs and investment targets must be met within 12 months of each other

*\* If investment in Zone #2 exceeds \$500,000 grant equals 60%*



# Machinery & Tool Investment Grant – Zones 1 & 2

- Cash grant from EDA equal to 50% of net increase in machinery and tool tax paid by qualifying company over a 5-year period
- Grant only paid after company pays its taxes to City and City transfers grant funds to EDA
- Grants are paid semi-annually

A qualifying company must:

- Invest at least \$500,000\* in new taxable machinery & tools
  - Create 5 new jobs
  - Sign a performance agreement which includes a post-incentive provision pledging the company return incentive if it leaves the zone within 5 years of receiving last grant
  - Authorize Commissioner of Revenue to release pertinent data
  - The firm must apply within 12 months of meeting all qualifications; jobs and investment targets must be met within 2 months of each other
- ❖ *If investment in Zone #2 exceeds \$1,000,000 grant equals 60%; if it exceeds \$2,500,000 grant equals 75%.*



# Real Estate Investment Grant – Zone #2

- Cash grant from Economic Development Authority (EDA) equal to 50% of net increase in real estate tax paid on improvements by a qualifying owner over a 5-year period
  - Grant only paid after owner pays its taxes to City and City transfers grant funds to EDA
  - A qualifying property owner must:
    - Invest at least \$500,000 in new construction \*
    - Authorize City Assessor to release pertinent data to Local Enterprise Zone Administrator
  - Administered by Local Zone Administrator and EDA with assistance from City Assessor
- ❖ *If investment exceeds \$1,500,000 grant equals 60%; if it exceeds \$3,000,000 grant equals 75%.*



# Corridor Streetscape Improvement Incentive – Zone #1

- Acceleration of planned streetscape improvements affecting commercial or mixed-use development of at least \$25 million, subject to availability of adequate funding
- Administered by the City Manager in conjunction with Director of Planning and City Engineer



# Mixed-Use Development Incentive – Zone #1

- If needed to facilitate a mixed-use development of at least \$25 million, an appropriately scaled public contribution can be negotiated with the developer
- Administered by the City Manager and designees in conjunction with EDA



# Commercial Façade Loan – Zone #1

- \$5,000 - \$50,000 loans from Portsmouth Redevelopment & Housing Authority (PRHA) for commercial and mixed-use building façade renovations
- Terms are 2% below prime for 10 years with a floor of 3%
- Limited to contiguous area from Downtown waterfront to Midtown
- Visit [www.prha.org](http://www.prha.org)
- Contact Brian Donahue with PRHA @ (757) 391-2910 or [bdonahue@prha.org](mailto:bdonahue@prha.org)



# City-wide Incentives with added benefits in VEZ #1 and/or #2

- Tax Exemption for Rehabilitated Structures
- Environmental Restoration Site Exemption



# Tax Exemption on Rehabilitated Structures – City-wide

- Existing city-wide program provides for 10-year real estate tax exemption for increases in real estate assessment from renovations of commercial and industrial structures at least 25 years old when assessed value increases at least 60% due to renovations with less than 15% structural addition
- \$50.00 Non-Refundable Application Fee
- Administered by the City Assessor



# Tax Exemption on Rehabilitated Structures – Zones 1 & 2

- **For properties in Zones 1 & 2**
  - Application fee waived
  - Applies to commercial, industrial *and* mixed-use properties
  - Building age requirement reduced to 15 years
  - For renovations resulting in an increase in assessment of at least 100%, extend the exemption period to 15 years reducing the exemption by 15% for each year after year 10
    - ☐ Year 11=85%
    - ☐ Year 12=70%
    - ☐ Year 13=55%
    - ☐ Year 14=40%
    - ☐ Year 15=25%



# Environmental Restoration Site Exemption – Citywide & Zone #2

- Existing city-wide program provides for 5-year real estate tax exemption on land and improvements on environmental restoration sites on the full assessed value of land and improvements up to a maximum of assessed value of \$3,000,000. Any assessed value in excess of \$3,000,000 shall be fully taxable.
- For properties in Zone #2
  - Up to a maximum assessed value of \$5,000,000. Any assessed value in excess of \$5,000,000 for any qualifying property shall be fully taxable.
- Administered by City Assessor



# Port of Virginia

- Tax Credits
- Economic Development & Infrastructure Grant Program
- Foreign Trade Zone



# THE PORT OF VIRGINIA

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# AGENDA

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- Tax Incentives
- Grant Program
- Foreign Trade Zone #20
- Questions







# Incentives

# Who is Eligible?

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- Companies that:
  - Have a Virginia Income Tax Liability
  - Move cargo through a public or private marine terminal in Virginia



# Port Volume Increase Tax Credit

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- Tax credit for taxpayers engaged in the manufacturing of goods or the distribution of manufactured goods, agricultural entities, or mineral and gas entities that use public or private port facilities located in Virginia and increase cargo volume through the facility by 5% in a single calendar year over their base year cargo volume
- Credit is \$50 per TEU or one unit of roll-on/roll-off cargo in excess of the base year cargo; tonnage conversion rate is 16 tons = 1 TEU

# Barge and Rail Usage Tax Credit

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- Tax credit for usage of barge or rail to move cargo rather than by truck or other motor vehicle on Virginia's highways
- Credit is \$25 per TEU, 16 tons of non-containerized cargo, or one unit of roll-on/roll-off cargo in excess of the number of containers shipped by barge or rail by the taxpayer during the immediately preceding taxable year



# International Trade Facility Tax Credit

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- Tax credit for either creating new jobs or capital investment in an international trade facility as a result of moving 5% more cargo through a public or private port facility in Virginia than in the preceding tax-able year
- Credit is either (i) \$3,500 per qualified full-time employee that results from increased qualified trade activities by the taxpayer or (ii) an amount equal to 2% of qualified capital investment expenses made by the taxpayer to facilitate increased qualified trade activities
- No per tax payer cap specified in Code but tax payer can only receive up to 50% of its yearly tax liability

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# The Port of Virginia Economic and Infrastructure Development Grant





# Grant Eligibility

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- Locates or expands a facility within VA
- Creates 25 new, permanent full-time positions for qualified full-time employees at a facility within the Commonwealth from commencement of the project through the first full year of operations or during the year the expansion occurs
- Involved in maritime commerce, exports, or imports manufactured goods through The Port of Virginia; and is engaged in one or more of the following:
  - Distribution
  - Freight Forwarding
  - Freight Handling
  - Goods Processing
  - Manufacturing
  - Warehousing
  - Crossdocking
  - Transloading
  - Shipbuilding and Ship Repair
  - Dredging
  - Marine Construction
  - Offshore Energy Exploration and Extraction

# Grant Payout

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The amount of the grant is calculated by the following formula:

25-49 new jobs: \$1,000 per job

50-74 new jobs: \$1,500 per job

75-99 new jobs: \$2,000 per job

100+ new jobs: \$3,000 per job

The maximum amount of grant allowable per Qualified Company is \$500,000.





## Foreign Trade Zone No. 20

# What is a Foreign-Trade Zone?

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- Foreign-Trade Zones are areas which are geographically inside the United States, but are legally considered outside its Customs territory
  - Usually located in or near Customs Ports of Entry, at an industrial parks or terminal warehouse facilities
  - A FTZ site or park is a specially designated and secured area operating under U.S. Customs supervision
  - Almost any type of goods may be brought in duty free for any kind of manipulation



# The Port of Virginia's Role

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- The Virginia Port Authority is Grantee of FTZ #20
  - Responsible for monitoring the status of operators, subzones, and user activities
  - The grantee also markets the FTZ to attract companies and users to locate in the zone

# FTZ 20 Service Area

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# What can you do in a zone?

- Assembled
- Exhibited
- Cleaned
- Displayed
- Destroyed
- Manipulated
- Manufactured
- Mixed
- Processed
- Relabeled
- Repackaged
- Repaired
- Salvaged
- Sampled
- Stored
- Tested



\*Manufacturing, processing and any activity that results in a change of the tariff classification must be approved by the FTZ Board.

# FTZ Benefits

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- **Duty Deferral:** Users can avoid paying duties on imported merchandise until the goods are removed from the FTZ and enter in the U.S. commerce. Duty on machinery is deferred until it is put into production; there is no duty paid on re-exports or scrap.
- **Inverted Tariffs/Duty Reduction:** FTZ zone users can pay lower duty rates on goods produced in the zone when the finished product has a lower duty rate than the imported components and parts.
- **Weekly Entries:** Zone users will benefit if they file multiple Customs and Border Protection entries each week. FTZs allow the user to file this paper work once a week at a rate no higher than \$485.
- **No Time Constraints:** Merchandise may remain in the zone indefinitely, whether or not it is subject to duty.



# Is a FTZ Right For You?

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IF YOU ANSWER “YES” TO ANY OF THE FOLLOWING, THEN FTZ 20 CAN HELP

- Do you export previously imported materials?
- Do you manufacture, assemble or process with imports?
- Do you regularly pay more than \$485 per week in merchandise processing fees?
- Do you sell your imported products to companies that reside in Foreign Trade Zones?
- Do you scrap, reject, destroy, or return some of your imports?

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Questions?



ACCESSIBILITY • HELPFULNESS • INNOVATION  
**STEWARDS OF TOMORROW**  
SUSTAINABILITY • FORTITUDE • MINDFULNESS



THE PORT OF  
**VIRGINIA**

# Economic Development Authority's (EDA) Local Incentives Program

- Façade Improvement Grant (FIG)
- Interior Build-Out Grant (IBOG)
- Safety and Security Grant
- Windows of Opportunity Grant



# EDA's FIG

A matching grant of up to \$25,000 to help visually improve facades of existing buildings and enhance the streetscape.

## Eligibility

- Property owners and tenants with the designated geographies
  - Property must be current with City taxes and fees
  - Property may not have outstanding codes violations\* (unless FIG will be used to rectify violations)
  - Property is identified as commercial, industrial, office, mixed-use, or multi-family residential
  - Property is an existing improvement. New construction is not eligible.
- 
- Application must be approved by the EDA prior to beginning work
  - FIG is a **reimbursement** grant based on **verifiable evidence** of paid expenses in the form of **canceled checks** or **receipts**

# EDA's FIG

## **Permitted Improvements Examples:**

- Contracted labor related to any eligible improvement
- Exterior lighting
- Exterior painting
- 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)
- 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 Examples:**

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



# EDA's IBOG

A matching grant of up to \$10,000 to help support business owners and commercial property owners with the rehabilitation of ground floor interior space to create either a vanilla shell space or provide build-out improvements. Improvements must be permanent and stay with the building.

## Eligibility

- Property owners and tenants with the designated geographies
- Property must be current with City taxes and fees
- Property may not have outstanding codes violations related to the interior
- Property is identified as commercial, industrial, office, mixed-use, or multi-family residential
- Property is an existing improvement or expansion into the existing first floor space. New construction is not eligible.
- Applications must be approved by the EDA prior to beginning work
- IBOG is a reimbursement grant based on verifiable evidence of paid expenses in the form of canceled checks or receipts

# EDA's IBOG

## **Permitted Improvement Examples:**

- Architectural design costs (up to 25%)
- 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 Examples:**

- Exterior improvements
- Improvements to interior space above the ground floor
- Improvements in progress or expenses incurred prior to EDA approval
- New Construction
- Security systems (i.e., cameras, window bars, etc.)



# EDA's Safety and Security Grant

A grant to assist commercial property owners with the costs related to improving safety and security measures. Grants are paid as a 100% reimbursement up to \$2,000.

## Eligibility

- Property owners and tenants within designated geographies
- 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)

# EDA's Safety and Security Grant

## **Permitted Improvement Examples:**

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

## **Prohibited Improvements Examples:**

- 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.



# EDA's Windows of Opportunity Grant

A grant to assist commercial property owners with marketing and aesthetically enhancing their street level retail space using window artwork and space advertising with effective messaging. Grants are paid as 100% reimbursement up to \$2,000.

## **Eligibility:**

- Property owners and tenants within designated geographies
- A reimbursement grant program that covers 100% of the cost of qualified window improvements up to \$2,000 per applicant per property.

# HUBZone Program

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Monique McWhite  
Hampton Roads Procurement Assistance  
Center  
757.683.5542  
mmcwhite@odu.edu  
March 16, 2016



## **Historically Underutilized Business Zone**

Program is designed to help small firms in certain communities gain access to federal contract opportunities

HUBZone areas: typically areas of low median household incomes or high unemployment, or both

At any given time, there are about 5,000 small firms certified in the HUBZone program

# What is a HUBZone?



# There are 5 kinds of HUBZones



Qualified Nonmetropolitan Counties  
Qualified Census Tracts  
Indian Lands  
Qualified Base Closure Area (aka BRACS)  
Qualifies Disaster Areas

# HUBZone Maps – Start Here!



<http://www.sba.gov/content/hubzone-maps>

**SBA**.GOV  
U.S. Small Business Administration

Print Page | Accessible Version | Help | About HUBZone Maps | HUBZone Home

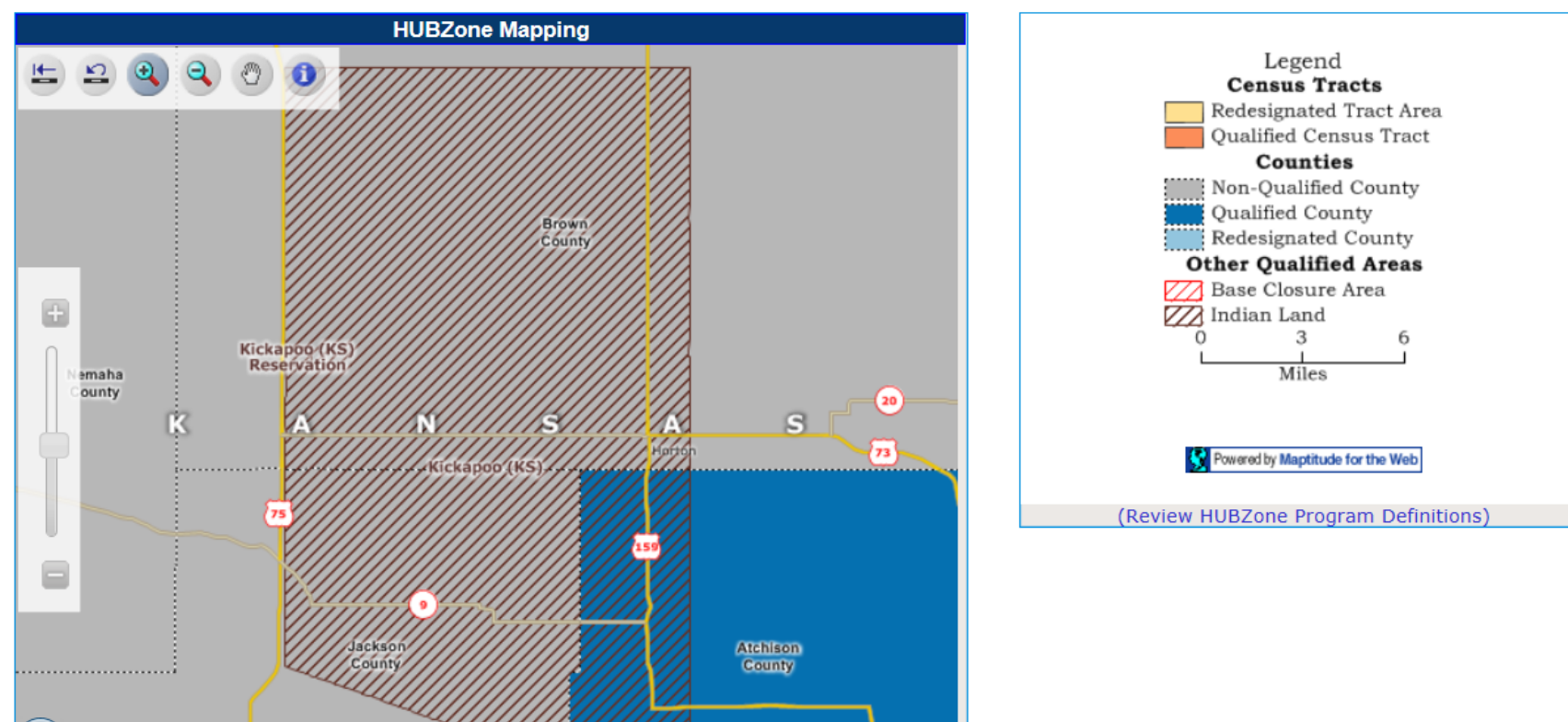
**Start Here: Is my location in a HUBZone?**

Address  City  State  ZIP Code    [Coordinate Input](#)

**Eligibility Result**

(Search County or All Counties)

State  County



# Initial and continuing eligibility requirements



## Small business

Owned and controlled by at least 51% U.S. citizens or a community development corporation, an agricultural cooperative, a Native Hawaiian Organization or an Indian tribe

Principal office must be located within a designated HUBZone

At least 35% of its employees must reside in a HUBZone

**Note:** Different rules apply for Tribal Governments, Alaska Native Corporations, Community Development Corporations, Native Hawaiian Organization and small agricultural cooperatives. See Title 13 of the Code of Federal Regulations, Part 126 21



# Who is an employee and why it is important to know?



The reason for most declines and decertifications are:  
not meeting the 35% employee HUBZone residency requirement  
not meeting the Principal Office requirement  
not meeting both

So, it is **very important to correctly count employees**  
To do so, refer to the definition of “Employee” at 13 CFR 126.103

# Definition of an “employee”

Employee means all individuals employed on a full-time, part-time, or other basis, so long as that individual works a minimum of 40 hours per month.

Includes employees:

obtained from a temporary employee agency, leasing concern, or through a union agreement

co-employed pursuant to a professional employer organization agreement

If an individual has an ownership interest in and works for the HUBZone SBC a minimum of 40 hours per month, that owner is considered an employee regardless of whether or not the individual receives compensation.

Volunteers ( i.e., individuals who receive deferred compensation or no compensation, including no in-kind compensation, for work performed) are not considered employees.

SBA will consider the totality of the circumstances, including criteria used by the IRS for Federal income tax purposes and those set forth in SBA's Size Policy Statement No. 1, in determining whether individuals are employees of a concern.



# Residency and principal office requirements



At least 35% of the firm's employees must reside in a HUBZone  
SBA defines *reside* means to live in a primary residence at a place for at least 180 days, or as a currently registered voter, and with intent to live there indefinitely --- 13 CFR 126.103

Principal office must be located within a designated HUBZone  
*Principal office* means the location where the greatest number of the concern's employees at any one location perform their work - - - 13 CFR 126.103

For concerns whose "primary industry" is service or construction, the determination of principal office excludes the concern's employees who perform the majority of their work at job-site locations to fulfill specific contract obligations - - - 13 CFR 126.103



# Document checklist



## **Principal office**

Lease/rental agreement/deed

Utility bill

Firm location list

Complete list of all locations maintained by your firm or used as jobsites.

An *Office* is a location maintained by the firm (i.e., owned or leased by the firm).

A *Job site* is a location used to fulfill specific contract obligations (applicable only to firms whose primary industry is service or construction).

This listing must include the following for each location:

Complete address.

Names of employees working at the site.

Number of hours each employee works at the site.

Days of week and business hours the site is staffed.

If the location is a job site, include a copy of the contract (front page and other pages showing where the work must be performed) and contract number.

# Document checklist-continued



35% HUBZone residency

Payroll records

Identification/proof of residence for HUBZone residents

HUBZone map of HUBZone residents 'addresses

State and Federal unemployment filings

Employee list

# Document checklist-continued



Affiliation and size

Business tax returns

Personal tax returns for owners

Ownership and control

Proof of citizenship for firms at least 51% owned by a US  
citizen

DBA certificate (if applicable)

Other key ownership documents



# Document checklist-continued



## Signature sheet

Signed HUBZone program certification signature sheet (Office of Management and Budget, the largest office of the Executive Office of the President of the United States).

<https://www.sba.gov/sites/default/files/HUBZone%20Program%20Certification%20for%20Applicants%20Owned%20by%20U.S.%20Citizens,%20ANCs%20or%20CDCs.pdf>

# HUBZone Purpose and Benefits



Provides federal contracting assistance to qualified small firms in designated HUBZones to:

Increase employment opportunities

Stimulates capital investment

The government has a mandate of awarding 3% of all prime contract dollars to HUBZone firms.



# SBA's Dynamic Small Business Search



Welcome to the Dynamic Small Business Search

All search form hotlinks open a new browser window.

All form fields that require typing in data have "tooltips" with data format information.



## NEW FEATURES FOR MOBILE USERS:

Phone number hotlinks can be used to dial the number on mobile phones.  
Address hotlinks can be used to show the address in Google Maps.

**This is generally a self-certifying database. The SBA does not make any representation as to the accuracy of any of the data included, other than certifications relating to 8(a) Business Development, HUBZone or Small Disadvantaged Business status. The SBA strongly recommends that contracting officers diligently review a bidder's small business self-certification before awarding a contract.**

## Location of Profile

States: (any state) AL - Alabama AK - Alaska AA - American Atlantic (APO/FPO) AE - American Europe (APO/FPO) AP - American Pacific (APO/FPO) AS - American Samoa AZ - Arizona AR - Arkansas CA - California

Searching within a State: (Requires exactly one state from the State list at left.)

Congressional District:  [Help](#)

County:  Select 1 State, then press Lookup [Lookup](#) [Help](#)

[\(How to make multiple selections.\)](#)

Area Code or Phone Number Initial Fragment

Metropolitan Statistical Area [Help](#)

SBA Servicing Office [Help](#)

Zip Code or Zip Code Initial Fragment

## Government Certifications

Last modified: 07/13/2004 12:00:00 AM

[> FirstGov](#) [> E-Gov](#) [> Regulations.gov](#) [> White House](#)  
\* Privacy & Security \* Information Quality \* FOIA \* No Fear Act \* ADA

SBA Processing: 0.197 seconds Version: SBSS 8.  
Session timeout in 50 minutes



# Dynamic Small Business Search (DSBS)



Each firm's DSBS profile has two fields relevant to HUBZone certification. "HUBZone Certified?" will indicate by a YES or NO whether the firm in question is currently certified.

A marked "YES" for this question on a company's profile is official evidence that the firm is certified.

An approval or recertification letter is NOT valid evidence that a firm is currently certified, since a firm may have been decertified since the notice was issued.

The other relevant field is the "HUBZone Certification date." The date given indicates only the initial date of certification and does not reflect the dates of any recertification process, which is internal to SBA.



SBA Profile

[Mobile View](#) [Exit](#)  
[Back To Profile List](#)

[Read](#)

### ***8(a) Certification:***

SBA 8(a) Case Number:  
SBA 8(a) Entrance Date:  
SBA 8(a) Exit Date:

### ***Small Disadvantaged Business Certification:***

SDB Entrance Date:  
SDB Exit Date:

### ***HUBZone Certification:***

HUBZone Certified?: ☒ Yes ☐ No  
HUBZone Certification Date: 11/05/2009

### ***8(a) Joint Venture Certification:***

8(a) JV Entrance Date:  
8(a) JV Exit Date:

### ***DBE Certifications (and State):***

(none)

### ***Non-Federal-Government Certifications:***

CA PUC - WBE  
CA



SBA Profile

[Mobile View](#) [Exit](#)

[Back To Profile List](#)

[Read](#)

#### ***8(a) Certification:***

SBA 8(a) Case Number:  
SBA 8(a) Entrance Date:  
SBA 8(a) Exit Date:

#### ***Small Disadvantaged Business Certification:***

SDB Entrance Date:  
SDB Exit Date:

#### ***HUBZone Certification:***

HUBZone Certified?: ☐ Yes ☒ No  
HUBZone Certification Date: 09/26/2007

#### ***8(a) Joint Venture Certification:***

8(a) JV Entrance Date:  
8(a) JV Exit Date:

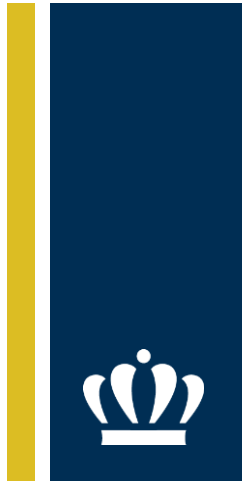
#### ***DBE Certifications (and State):***

(none)

#### ***Non-Federal-Government Certifications:***

In-House Engineering  
Member  
ACI





**8(a) Certification:**

SBA 8(a) Case Number:  
SBA 8(a) Entrance Date:  
SBA 8(a) Exit Date:

**Small Disadvantaged Business Certification:**

SDB Entrance Date:  
SDB Exit Date:

**HUBZone Certification:**

HUBZone Certified?: ☐ Yes ☒ No  
HUBZone Certification Date: N/A

**8(a) Joint Venture Certification:**

8(a) JV Entrance Date:  
8(a) JV Exit Date:

**DBE Certifications (and State):**

(none)

**Non-Federal-Government Certifications:**

(none given)



ed)



# Application possible annoyances and best practices

Information in SAM and/or DSBS not updated

Gather and PDF required documents before starting the HUBZone  
application process

Unable to access the General Login System (GLS) system

In GLS website click on “Forgot User ID” or “Forgot or Expired Password” or  
email [GLS@sba.gov](mailto:GLS@sba.gov)

Application “times-out” - each page must be completed within 60 minutes.

Review application guide

Review supporting documentation list in the Frequently Asked Questions  
website – “Initial Application General Questions” section

Complete all research and gathering the evidence before applying

# Application possible annoyances and best practices (continued)



Unable to upload the documentation

Note that password is different from the one in GLS

Uploading documentation without electronically verifying the  
online application

Monitor SPAM folder for emails from SBA to verify the online  
applicator within timeframe provided

Determining that 35% of employees are not located within  
HUBZone areas after applying

Conduct research before entering into the online application



# Maintaining HUBZone certification



**Notify SBA of any material change that may affect the firm's HUBZone status.**

Change in the firm's ownership

Change in the firm's business structure

Change in the firm's principal office

Change in the firm's 35% HUBZone residency status

**Recertify HUBZone status every 3 years (recertification date does not appear in the DSBS profile -**

Although there is no limit to the length of time a firm may qualify as a HUBZone firm, the certification is not a lifetime certification. Every HUBZone firm must recertify every three years to SBA, indicating that it remains in compliance (see 13 CFR 126.500)

**NOTE: The system initiates the recertification action on the firm's 3rd year anniversary. Important for the firm to maintain profiles in SAM and DSBS. Keep up to date. The recertification notices are emailed.**

# Best practices



## **Incorporate maintaining HUBZone certification into business plan.**

Long-term and revolving strategies that define how to be and remain competitive

Keep HUBZone employee residence at 50% or more – as a cushion. Being at the 35% minimum is risky.

Maintain a list of potential hires in case one of the HUBZone residents quits. This way firm does not risk decertification.

Watch for HUBZone map for changes; sign up for email alerts at [Subscribe to HUBZone News](#).

**Note:** Even though certification can potentially be indefinite, the median number of years in the program has been only 4!



## Old Dominion University Center for Enterprise Innovation

The Center for Enterprise Innovation (CEI) is the umbrella organization that includes the Enterprise Gateway, a growing network of Innovation Centers, and related programs to support the establishment and growth of innovation-led businesses. The CEI focuses primarily on ventures that show promise to become high-growth, high-impact enterprises that create expanded and rewarding employment opportunities for local workers, along with wealth for stakeholders and social benefit to the region.

**Marty Kaszubowski**  
Executive Director  
Center for Enterprise Innovation  
mjkaszub@odu.edu  
(757) 376-7828



*ODU's Center for Enterprise Innovation supports efforts of economic development organizations in the Hampton Roads region, and throughout Virginia, to promote a thriving entrepreneurial environment.*



*unWINEd is a popular networking event that is held monthly at Hampton Roads area businesses to bring innovators, thought-leaders, and entrepreneurs together.*



unWINEd

*If you are interested in hosting an unWINEd and showcasing your business, please call 757-683-7074.*



**4111 Monarch Way, Suite 106  
Norfolk, Virginia 23508**

**[www.ODU.edu/CEI](http://www.ODU.edu/CEI)**



*Through its Enterprise Gateway and Innovation Centers, ODU's Center for Enterprise Innovation (CEI) helps new and existing businesses become strong contributors to the economy of Hampton Roads and the Commonwealth of Virginia.*

**[www.ODU.edu/CEI](http://www.ODU.edu/CEI)**



The Enterprise Gateway is a business-friendly entry point to engage the intellectual capital and world-class infrastructure of Old Dominion University. The Gateway currently includes six major programs with services to support establishment and growth of local businesses.



The Hampton Roads Procurement Assistance Center (HRPAC) exists to assist area businesses in establishing themselves to bid competitively on federal, state, and local government contracts. HRPAC's goal is the growth of the business/government partnership in Hampton Roads, thereby increasing the vitality of the local economy.

Monique McWhite  
mmcwhite@odu.edu  
(757) 683-5542



A significant challenge facing United States companies is rebalancing the mix of commercial vs. federally driven business. Gov2Com provides a catalyst to increase regional revenue and diversify the Hampton Roads, Virginia economy, by assisting companies and individuals dependent upon government contracting to:

- \* Identify ideas and concepts applicable to the commercial marketplace
- \* Create and develop solutions with high value propositions from these ideas and concepts
- \* Establish and grow high value Hampton Roads based businesses providing these solutions to the market.

Jerry Cronin  
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(757) 876-1562



The Technology Applications Center (TAC) serves companies seeking to develop and commercialize new products and improve operations. TAC services include continuous process improvement (lean six sigma), value chain optimization, and engineering services for new product design, prototyping, and testing. TAC also provides training & implementation for enterprise-wide leadership development and export trade assistance in partnership with programs offered by the Commonwealth of Virginia and cities within Hampton Roads.

Jerome (J.C.) Brinker  
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The Hampton Roads Veterans Business Outreach Center (HRVBOC) provides military transition assistance for service members who choose the entrepreneurial track, business development services such as: business training, education, counseling, mentoring, and referrals for eligible veterans, military spouses and family members owning or considering starting a business. HRVBOC serves Federal Region III which includes Virginia, Delaware, Pennsylvania and West Virginia.

Cheryllynn Sagester  
csageste@odu.edu  
(757) 683-4793



## WOMEN'S BUSINESS CENTER

At the Women's Business Center (WBC), we're inspired by women who are empowered, impassioned, and committed to success. Recognizing the challenges of an increasingly complex marketplace, we work to educate, inspire, and support women entrepreneurs as they launch and grow influential, profitable businesses. WBC is your partner, positioning you for business success through education, counseling, networking resources, and entrepreneurial training. Whether you're an aspiring entrepreneur or a seasoned business owner, WBC programs provide insight required to build your dream.

Erika Small-Sisco  
esmallsi@odu.edu  
(757) 683-5517



## ODU Innovation Center — Norfolk

ODU's Center for Enterprise Innovation has partnered with the City of Norfolk to open the new *ODU Innovation Center - Norfolk*. Located in Downtown near the NEON District, the new center is both a collaboration space and a program designed to build and grow a community of scalable entrepreneurial businesses. The center delivers professionally managed incubation and acceleration assistance along with co-working space for freelancers, creatives, telecommuters, and anyone seeking to join and contribute to the booming downtown startup community.

Christopher Shelton  
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(757) 371-9484



# Historic Tax Credits

- The preservation of historic buildings benefits communities and connects us to our heritage, enriching the quality of our lives in many tangible and intangible ways. Their preservation also provides demonstrable economic benefits.
- Through the federal and state rehabilitation tax credit programs, property owners are given substantial incentives for private investment in preservation, resulting in enormous advantages to the public.
- Both the federal and state tax credit programs are administered in Virginia through the Department of Historic Resources (DHR).
- State tax credits are available for owner-occupied, as well as income-producing buildings. If your property is income-producing, you may also be able to take advantage of federal tax credits. Additional information and assistance with tax-credit projects may be requested from DHR's Richmond office. Contact [Elizabeth Tune](#) at (804) 482-6093 or [Chris Novelli](#) at (804) 482-6097.

# Historic Tax Credits

- DHR also conducts a Tax Credit Open House on the first Friday of each month from 9 a.m. to 12 noon at our DHR Headquarters in Richmond. During open houses, DHR tax credit staff are available to meet with applicants and potential applicants to discuss tax credit projects on an *informal* basis. To schedule an appointment for a Tax Credit Open House, contact [Chris Novelli](#) at (804) 482-6097. Appointments are limited to 20 minutes because of demand.
- Upcoming Dates: April 7, 2017  
May 5, 2017  
June 2, 2017



# Q&A

<http://portsmouthva.gov/714/Economic-Development>

**Contact:**

Robert D. Moore

Local Enterprise Zone Administrator

City of Portsmouth Economic Development

757-393-8804 (Office)

Robert.Moore@portsmouthva.gov