

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 2020 (July 1, 2019 - June 30, 2020)

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

III. Program Overview

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

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

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

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

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

Image Parameters (By Way of Example)

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





Prohibited: Off-site signage as indicated by City Zoning Ordinances, any violations of City code or design standards, signage or artwork *not* affixed to the window (lighting, product placement, etc.), boarding, roll gates or bars, signage or improvements executed without a Certificate of Appropriateness
Fiscal Year 2020 – Form for use through June 2020

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

1

2

3

4

5

• Applicant contacts Portsmouth Economic Development to discuss project goals and potential art work

• Submitted artwork approved by Portsmouth Economic Development and the applicant/property owner (or agent/representative)

 \cdot Business and/or property owner submits application for Certificate of Appropriateness to the Department of Planning

• Applicant purchases the window wrap and pays to have the graphic cling installed.

• Applicant submits application, final documentation and reciepts (including postinstallation photo) reimbursement for approved paid expenses

Application Form (including W-9) VI.

Property Owner and Information	
Applicant(s) Legal Name:	
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	
Estimated Cost (as verified with attached 2 quotes:	
Signatures	
All property owners must sign this application form. If the property is owned by a legal entity, organization, or corporation, the applicant must supply corporate legal documents authorizing signer. If there are any questions, please call the Portsmouth Economic Development Authority at (757) 393-8804.	
If have read and understand the program guidelines and application for the Local Incentives Program Windows of Opportunity Grant Program. I understand that all grant awards are at the sole discretion of the Portsmouth Economic Development Authority.	
The undersigned understands and agrees that all information furnished in connection with this application for the Windows of Opportunity program involves the use of public funds and as such may be made public pursuant to the statues of the United States of America, the Commonwealth of Virginia, and the City of Portsmouth.	
I also understand that his form is the application form. In order to receive the requested grant funds, I must adhere to the project work items detailed within this application in addition to following the property procedures through the City of Portsmouth Department of Planning.	
Signature	Signature
Required Attachements	
_ Proposal/Quote from vendor (2)	_ DDC approval
_ Itemized invoice from vendor utilized	_ Certificate of Appropriateness
_ Proof of payment	_ Before and after photographs



Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 fo guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- 3. I am a U.S. citizen or other U.S. person (defined below); and
- 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Signature of U.S. person ►

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted. **Future developments**. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at *www.irs.gov/fw9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- · Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- · Form 1099-S (proceeds from real estate transactions)
- · Form 1099-K (merchant card and third party network transactions)

Date Þ

Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)

- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.
 - By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and

 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.