



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

INTERIOR BUILD-OUT GRANT

Program Guidelines

Application Process Information

For Fiscal Year 2016 (July 1, 2015 - June 30, 2016)

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- Before photographs
- Renderings/detailed description
- Schedule of completion
- Specific list of cost estimates
- Copy of lease (if applicable)

- Property insurance verification
- Marketing plan (vacant properties)
- Applicant notified of meeting date and time and does/does not plan to attend

STAFF

- Date received: ___/___/___
- Grant amount _____
- Complete application? Y N
- Staff verified before & after pictures
- Confirm within boundaries
- Application Status: P F

FOR INTERNAL USE ONLY

I. Purpose

The Interior Build-Out Grant (IBOG) program is an initiative to be a catalyst for business development within designated business districts, as identified in Section VII, 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 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

II. Eligibility

- Property owners and tenants with the designated zones (as indicated in section VII)
- Property must be current with City taxes and fees
- Property must be identified as commercial, industrial, office, mixed-use, or multi-family residential
- Property must be an existing improvement/structure. New construction is not eligible.
- Property owners, who are not the subject business owner, must apply to improve vacant properties to:
 - Create a vanilla shell space to market
 - Complete tenant improvements for an under-contract new tenant entering into a minimum two-year lease
- Existing business owners expanding to occupy more than 30% of its current square footage size are eligible to apply
- Applicants who are new business leaseholders entering into a new lease and applying grant funds to tenant improvements prior to occupying the space must document in the lease (minimum of 12 months) that tenant is responsible for interior improvements

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 **canceled checks** and/or **receipts**

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

IV. Application Process

The IBOG application is a two-step process—there is a preliminary application and a finalized application. The reason for this two-step process is because the application requires documented approval from other City departments. A permit to begin work is required on all improvements.

The pre-application is to be submitted to the Department of Economic Development for review and is not considered submitted if incomplete. The pre-application identifies all required information and attachments to be produced by the applicant. Completed applications will be presented to the Economic Development Authority (EDA) for preliminary approval. Applicants will proceed to obtain appropriate approvals as described above. **EDA pre-approval is not a factor in obtaining further approvals, and the qualification standards do not parallel.**

The pre-application can become the finalized application if completed with City approvals.

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 paid expenses.

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).

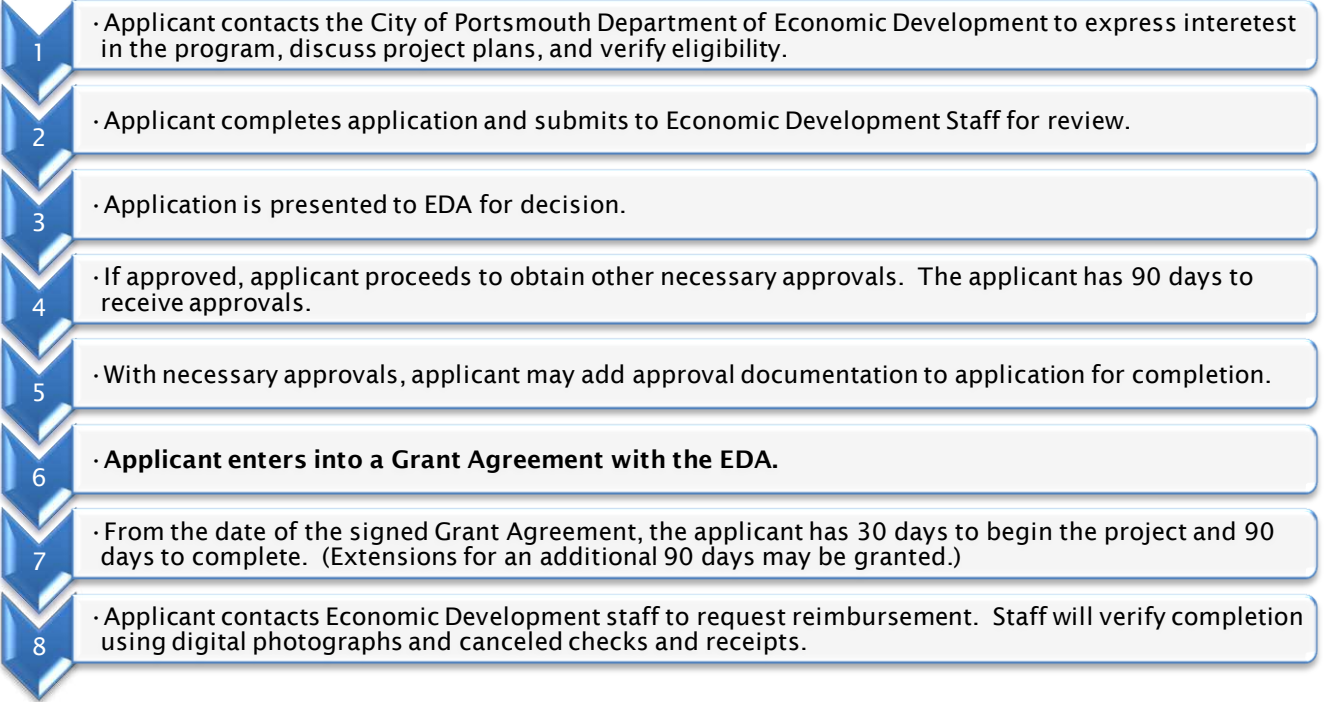
The maximum IBOG amount available for any approved project or property is \$10,000.

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.

VI. Process Flow Chart (Generalized)



VII. Local Incentive Programs – Zones (Maps)

For larger maps, visit www.PortsmouthVAED.com.



Downtown District



Uptown/Midtown District



Cradock District



Port Norfolk District

VIII. Application

APPLICANT INFORMATION	
Project Applicant Legal Name:	
Contact Person for Application:	
Contact Information - Address:	
Contact Information - Phone:	
Contact Information - Email:	
Address of Subject Property:	
Business Number of Employees:	

STATEMENT OF NEED & PROJECT DESCRIPTION (ATTACH ADDITIONAL PAGES IF NECESSARY)

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

- REQUIRED ATTACHMENTS**
- Pre-Application**
- Photographs (4) of the 'before' interior
 - Drawings or renderings (or *detailed* description) of proposed improvements
 - Schedule of completion
 - Specific list of cost estimates or quotes from selected contractor(s)
 - Copy of lease (if applicable)
 - Property insurance verification
 - Marketing plan (vacant properties)
- Final Application**
- Permit
 - Proof of funds to complete project
- For Reimbursement**
- Certificate of Occupancy
 - All bills related to the project marked "Paid in Full" by contractor and canceled checks
 - Post-improvement photographs

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 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 one ninety (90) day extension, which may be granted or denied in EDA's sole discretion.

APPLICANT SIGNATURE

Signature

Date

Signature

Date

Signature

Date

OWNER CONSENT (Required if Applicant is a tenant)

I am the owner of the real property which is the subject of this application. I hereby consent to this application and the improvements contemplated herein.

Signature

Date

IX. Submission schedule

Deadline to Submit Application to the Department of Economic Development	EDA Meeting Date*
Tuesday, July 14, 2015	Tuesday, July 21, 2015
Tuesday, August 11, 2015	Tuesday, August 18, 2015
Tuesday, September 08, 2015	Tuesday, September 15, 2015
Tuesday, October 13, 2015	Tuesday, October 20, 2015
Tuesday, November 10, 2015	Tuesday, November 17, 2015
Tuesday, December 08, 2015	Tuesday, December 15, 2015
Tuesday, January 12, 2016	Tuesday, January 19, 2016
Tuesday, February 09, 2016	Tuesday, February 16, 2016
Tuesday, March 08, 2016	Tuesday, March 15, 2016
Tuesday, April 12, 2016	Tuesday, April 19, 2016
Tuesday, May 10, 2016	Tuesday, May 17, 2016
Tuesday, June 14, 2016	Tuesday, June 21, 2016

***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.**

For further information or answers to your questions, contact:

Toi Wilson
 Business Development Manager
 (757) 393-8804
wilsont@portsmouthva.gov