



HAMPTON GRANT APPLICANT INFORMATION & APPLICATION FORM

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Hampton Grant Applicant Information & Application Form

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OVERVIEW

This application form provides information regarding the local incentives offered by the Economic Development Authority of the City of Hampton, Virginia (*EDA*). These programs offer financial assistance in the form of conditional grant awards to qualified existing businesses that are expanding within the City of Hampton (*City*) and new businesses opting to locate in the City. Each program should be reviewed to determine which program(s) best fit your business needs. Properties that are solely residential are not eligible for any grant programs offered by the EDA, however the commercial components of mixed used properties may qualify.

The specific terms, conditions, and eligibility requirements for each of the EDA programs is described below. Additional program information and applications are also available on the Department of Economic Development's (*Department*) website: www.choosehampton.com. Interested applicants may also learn more by visiting, calling, or writing the Department using the information stated on the cover.

PART I: All Programs - Purpose, Process, and Required Information

Purpose and Process

Hampton City Council provides funding to the EDA to enhance the goals and objectives of the City, particularly those related to tax revenue generation, job creation, and stimulation of the development or redevelopment of under-utilized or deteriorated commercial and industrial properties in the City.

In order to be eligible to receive grant funding from the EDA, a complete application(s) must be submitted to and accepted by the EDA prior to any substantial work being commenced on the project for which funding support is sought. An application is considered to be accepted by the EDA at the time which it first appears on an agenda for consideration by either the EDA's loan and grant committee or the EDA Board. All grant awards are at the sole discretion of the EDA. Acceptance of an application does not guarantee a grant will be awarded by the EDA, or if awarded, at the amount requested. An applicant is eligible to receive no more than two (2) grants in any fiscal year period. A non-refundable payment of \$50.00 must be submitted as part of each grant application.

Required Information for all Applications

For each program, applicants must provide the following information (collectively, *Part I – General Requirements*), in addition to any other information required for the specific program through which support is sought:

- Description of the project for which funding is sought (*Project*);
- Identification of the location(s) in the City where the business does or will operate;
- Explanation of the reason why financial assistance is being sought, including, but not limited to, the grant amount sought and other financial resources available to complete the Project;
- Estimated project timeline, including estimated start and end dates;

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- Authorization for the EDA to (a) run a credit check for each individual with an ownership interest in the business; (b) and obtain/confirm local tax information filed with or maintained by the Commissioner of the Revenue;
- Financial Information and Business Plan (dependent on years in existence); and
- Nature of all business activities, and whether any are operated pursuant to a franchise agreement.

Required Information for Projects that Include Real Property Improvements:

If a Project for which grant funding is requested includes improvements to real property, applicants must provide the following information (collectively, *Part I – Real Property Improvement Requirements*) in addition to any other information required for the specific program through which support is sought:

- Age of the structure to be improved
- Elevations, drawings, renderings, pictures, or other illustrative images of the Project
- At least two (2) estimates for the Project (Improvements must be done by contractor(s) licensed by the Virginia Board of Contractors, or other applicable regulatory board, at a level adequate to perform the work contemplated by the Project)
- If the entity applying does not own the real property that will be improved by the Project, applications must also include:
 - Written Authorization from the Property Owner to proceed with the Project
 - Copy of executed lease agreement for the Applicant Entity’s use of the real property

Public Disclosure; Protection of Confidential Proprietary Information

The EDA is a political subdivision of the Commonwealth of Virginia. Information and documents in the custody of the EDA are subject to public disclosure pursuant to the provisions of the Virginia Freedom of Information Act, Code of Virginia §2.2-3700 et. seq., as it may be amended from time to time (*VA FOIA*). VA FOIA allows for certain confidential proprietary records to be excluded from disclosure voluntarily provided by a private business pursuant to a promise of confidentiality when used by the public body for business, trade and tourism development or retention. Code of Virginia §2.2-3705.6(3). Accordingly, the EDA promises to withhold from disclosure otherwise required by VA FOIA confidential proprietary information submitted as part of a grant application, **but only to the extent an applicant:**

- (i) provides a statement that invokes protection from the VA FOIA, prior to, or upon the submission of the proprietary data or other materials;
- (ii) provides a statement that identifies the data or other materials to be protected and states the reasons why protection is necessary; and
- (iii) submits trade secrets and other proprietary information under separate cover in a sealed envelope clearly marked “CONFIDENTIAL”.

Information that complies with (i) – (iii) above shall be referred to as “Confidential Information.” An all-inclusive statement that the entire application is Confidential Information is unacceptable and an application may be rejected on that basis. **Information submitted that does not meet the above requirements will be considered public information and will be disclosed**

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as required by VA FOIA. The EDA's promise of confidentiality hereunder shall not apply to any information which (i) is now or hereafter becomes available to the public without breach of the obligations under this Agreement by the EDA; (ii) becomes available to the EDA from a third party having the legal right to disclose such information; or (iii) such disclosure is compelled by a court of competent jurisdiction or otherwise compelled by law.

Unless otherwise required by law, the EDA will return or destroy all tangible materials or portions thereof constituting Confidential Information (including, without limitation, all summaries, copies and excerpts of Confidential Information) (i) if the EDA does not award a grant to the applicant, promptly following the EDA's denial; or (ii) if the EDA does award a grant, promptly after the later of the termination of the grant or the applicable records retention period. Unless otherwise directed by the applicant in writing when the Confidential Information when the Confidential Information is provided to return that information to the applicant, the Confidential Information will be destroyed.

Conflicts of Interest

Grants shall not be awarded to businesses owned, whether in whole or part, by an EDA Board Member or spouse of an EDA Board member. City employees, appointees, and the spouse or immediate family member(s) of any such employee or appointee, and other potential applicants affiliated with the City or EDA may be eligible, and will be evaluated on a case-by-case basis by the EDA.

PART II: Specific Grant Programs

Economic Development Grants

Economic Development Grants are awarded to generate and stimulate economic activity by providing resources to businesses that are expected to substantially or meaningfully enhance the City, through new capital investment, job growth, wage elevation, tax revenues, business sustainability, and/or any other economic indicators identified by the EDA that may positively impact the City's commerce (Economic Impact Indicators). To be considered, in addition to information required of all applicants explained in Part I, an applicant must submit the following information:

- If an existing business, amount of existing (prior to commencement of the Project) (1) total capital investment (separately identify what portion of the existing total capital investment relates to real property acquisition): (2) quantity and quality of full-time jobs; and (3) local tax revenues generated;
- With respect to the Project:
 - Amount and nature of to be added capital investment, to be made within a specified timeframe not to exceed 36 months;
 - Number of full-time jobs to be added to be created within a specified timeframe not to exceed 36 months;
 - Description of each of the full-time job positions to be created, including the average wage or annual salary rates for each new full-time position; and
 - Amount and nature of new local tax revenues expected to be generated
- Consistency of the project with the City's Master Plan

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- Type(s) of activity conducted or planned to be conducted by the business in the City upon completion of the project; and, if multiple activities, the square footage dedicated to each both before and after completion of the project
- Anticipated impact on neighboring properties; and more generally on the area of the City where the business operates (i.e. such as within a business park or other similar area)

The grant award amount shall be at the sole discretion of the EDA based on its determination of the impact to the City the project is expected to have based on one or more of the Economic Indicators described above.

Façade Improvement Grants

The Façade Improvement Grant is a reimbursement program specifically for façade improvements to taxable commercial, industrial, or mixed-use real property structures that are 10 years or older. Mixed-use structures must have a commercial component. The program provides a matching grant of up to 30% of qualified improvements up to a maximum of \$15,000. An applicant must contribute a minimum threshold of a \$3,000 investment in order to qualify for this grant. (That minimum contribution threshold is reduced to \$1,000 for qualified arts or cultural businesses located within the designated incentive zones of the Hampton Arts and Cultural District.)

Every Project will be evaluated based on the value of its improvement, the extent/scope of work proposed, and its potential economic impact, including, but not limited to:

- The visual prominence of the building and its location
- The comprehensive approach of the design and the long-term durability and sustainability of the improvements
- Increase in the value or enhanced marketability of the real property
- Increase in local tax revenue
- Decrease in vacancy rate
- Level of private investment by the property owner or tenant
- Any other relevant information

Hampton Manufacturing & Innovation Assistance Grants

Hampton Manufacturing & Innovation Assistance Grants are designed to aid small Hampton manufacturers (employing 90 or fewer employees), primarily engaged in manufacturing, prototyping, design and/or development of commodities, and classified as manufacturers under the North American Industrial Classification System (NAICS) six-digit code which starts with the number three (3). This grant pays matching funds of 2:1 for operational improvements and employee training up to a maximum of \$10,000 for eligible businesses. Meaning for every \$1 the company contributes, the Authority provides a \$2 match, up to a maximum amount of \$10,000.

To be considered, in addition to information required of all applicants, a business must submit the following information:

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- Documents or other evidence that demonstrate one (1) or more of the following: (1) commitment to improve profitability; (2) raise productivity; (3) compete in global markets; or (4) provide enhanced value to the customer through product improvement.

Applicants can seek operational and/or training assistance to achieve their needs from any legitimate service provider including, but not limited to, a community college, other college or university, trade association, or equipment manufacturer. Examples of eligible grant expenditures are listed below however other operational and training initiatives will be considered.:

- Aerospace AS9100
- Automotive QS-9000
- Business Assessments
- Energy Reductions
- FDA Export Certificatio
- 8D Problem Solving
- ISO Certifications
- Human Resources Management and/or Organizational Structure
- Homeland Security
- ITAR Certification
- Lean Manufacturing/Six Sigma
- Telecommunications TL 9000

NASA Technology Commercialization Grants

The City is interested in assisting start-ups that want to commercialize technologies created at NASA while further developing the entrepreneurial ecosystem in the City. When originally created, this grant only pertained to technology developed at the NASA Langley Research Center. The EDA has since broadened this opportunity to pertain all NASA technology, regardless of the center at which it was developed. The purpose of this grant is to stimulate technology transfer, commercialization opportunities, and new business creation tied to NASA-developed technology.

The grant can be leveraged to assist businesses with their licensing agreement application efforts and processing fees in accordance with the NASA requirements. This grant is also available for companies pursuing a Space Act Agreement (SAA) with any NASA facility or companies seeking to bring a product or developed technology to the marketplace. The grant is also available to current and former NASA civil servants seeking to establish or expand technology-focused companies. Grants can be awarded in amounts from \$1,000 to a maximum of \$50,000 and will require each recipient company to contribute/invest at least an equal amount of the grant awarded. The program funding is subject to City Council appropriations.

To be considered, in addition to information required of all applicants explained in Part I, eligible applicants must also provide documentation or other evidence of: (1) a Hampton address at the time of application that is located in a Hampton Enterprise Zone or active work to establish a location in a Hampton Enterprise Zone at which, if awarded, the grant funds would be utilized; and (2) either have (a) commenced either a Licensing Application or a Space Act Agreement (SAA) with any NASA location, (b) been awarded a SBIR/STTR contract with any NASA facility, or (c) a current or former civil servant employed with NASA seeking to commercialize aerospace technologies similar to those developed at NASA who is the majority owner of the business.

Applicants may use the grant funds for, but not limited to, the following: Equipment, Prototyping and testing, Hiring Subject Matter Experts (SME's), Demonstrations, Raw materials

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and inventories, Working Capital or State/Federal Matching Grant Program Application Fees. Applications may be denied if the committee determines other programs can provide such services or similar grants.

Staff may include an outside “technical advisor” to assist in its review of an application for this grant. Grant amount requests up to \$5,000 are considered “Mini Grants” and will be eligible for a streamlined process requiring approval from only the Loan & Grant Committee. Grants exceeding \$5,000 will require approval by the full EDA.

Retail Assistance Grants

The Retail Assistance Grant is a reimbursement program designed to increase the retail presence and sales throughout the City. This program provides a matching grant of up to 30% of eligible expenses. Projects must meet a minimum total cost threshold of \$3,000. That minimum threshold of \$3,000 is lowered to \$1,000 for qualified arts or cultural businesses located within the designated incentive zones of the Hampton Arts and Cultural District. In addition, at the discretion of the EDA, arts and cultural businesses may receive an increased award.

Every project will be evaluated for the value of its improvement, the extent/scope of work proposed, and its potential retail sales impact. Each review will consider the following aspects:

- Consistency with the vision of the district and master plan where the retail business is/will be located
- Type of retail activity
- Positive impact on district residential revitalization
- Ability to increase critical mass of retail and to convert first floor space to retail
- Expected effect on the appearance of the district
- Previous success of the business in other locations; or, likely success of the business based on its business plan
- Expected investments by property and business owners
- Return on investment/tax revenue to the City
- If the project is a mix of uses (other than retail), the square footage dedicated to retail and (i) the anticipated sales revenue generated by the retail activities, and (ii) a comparison of those retail sales revenues to the total revenues anticipated for all uses

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Application Preparation Checklist

Information to have readily available when completing the Application:

For all applicants:

- Project summary and Hampton location
- Explanation of why financial assistance is being sought
- Estimated project timeline including estimated start and end dates.
- Include estimated capital investment, pro-forma projections, (three-year summary), and number of new full-time jobs
- Executed authorization for credit check for all individuals with an ownership interest
- Copy of Business License
- Non-refundable \$50.00 application fee
- Resume(s) or Profile for All Owners and Executive Management
- Organizational Documents (Articles of Organization or Incorporation, Operating Agreement, Partnership Agreement, etc.)

Businesses existing less than 3 years must also provide

- Business Plan
- Personal Financial Statements for All Business Owners
- Personal Tax Returns for 3 Years for All Business Owners
- Pro-forma Income Projections (profit & loss statement) - Three-year summary, to include detailed projections month by month,

Businesses existing more than three years provide

- Company Tax Returns -most recent 2 Years
- Company Financial Statements – most recent 2 Years
- Business Plan in instances of a major change in business activity

All Applications for improvements to real property must also include

- Detailed information including a project description which may include elevations/drawings
- Project Costs – attach two (2) estimates from contractors, engineers, and related costs to completed project
- If the applicant does not own the property - applications must also include
 - Executed Lessor/Owner Authorization Form
 - Copy of the executed lease agreement between the Applicant Entity and the real property owner

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Application

Please identify the type of grant requested. Check only one grant type per application; and complete all sections indicated for that grant type. If applying for more than one type of grant, a separate application must be submitted for each grant.

- Economic Development (Sections I, II, III (Part 1 only), V - VII; If Project includes real property improvements, also Sections IV & VIII)
- Façade Improvement (Sections I, II, IV - VIII)
- Hampton Manufacturing & Innovation (Sections I, II, III (Part 2 only), V -VII)
- NASA Technology Commercialization (Sections I, II, III (Part 3 only), V - VII)
- Downtown Hampton Phoebus Retail Assistance Grant (Sections I, II, III (Part 4 only), V - VII; If Project includes real property improvements, also Sections IV & VIII)

All Sections applicable to the requested grant must be completed in order for the EDA to accept and consider this application. Additional pages may be attached if more space is needed.

SECTION I: APPLICANT INFORMATION

1. Applicant Entity (Entity to which any awarded grant funds would be paid):

Legal Name _____

Tax ID _____ Check here if the Tax ID is an SSN

Trade Name(s) (if applicable) _____

SCC registration ID (if applicable) _____

Hampton Business License Account Number(s)* _____
(*include a copy of each such license)

Mailing Address _____

City/State Zip _____

Hampton Business Location(s) _____

Is one or more of the Locations listed in a Hampton Enterprise Zone ___ No If Yes,

check all applicable: _____ Hampton Urban _____ Hampton Roads Center

Own or Lease Location? (Circle One) If leasing, monthly rent amount: _____

Website _____

Point of Contact for Questions regarding this Application: _____

Business Phone _____ Cell Phone _____ Email _____

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2. Applicant Entity is Organized as a: (Check one; If “Other,” Enter Entity Type)
- | | |
|--|--|
| <input type="checkbox"/> Partnership | <input type="checkbox"/> C Corporation |
| <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> LLC – Single Member |
| <input type="checkbox"/> S Corporation | <input type="checkbox"/> LLC – Multiple Member |
| | <input type="checkbox"/> Other _____ |

3. Describe Each Business Activity of the Applicant Entity: _____

Are any of the above described activities operated pursuant to a franchise agreement?

___ No ___ Yes; If yes, explain: _____

4. Small Women or Minority Owned Y/N? _____ Virginia SWAM # _____

5. Business NAICS code: _____

6. Age of Business: (Check only one)

New (Has actively operated for less than 36 months)

Existing If so, how long? _____

(Note: A “yes” response to any of items 7 – 11 does not automatically disqualify an applicant for a possible grant award.)

7. Is the applicant owned in whole or in part by an employee or appointee of the City of Hampton, or the spouse or immediate family member of any such employee or appointee? ___ No ___ Yes; If yes, please explain:

8. Does the applicant or any officer, director, or owner of the applicant have business judgments, past due federal, state, or local taxes of any nature, unsettled lawsuit(s) or major legal disputes past or pending? Yes or No. If yes, please explain:

9. Has the applicant or any officer, director, or owner of the applicant defaulted on a loan, or been involved in any bankruptcy or insolvency proceedings? Yes or No. If yes, give date(s) and explain:

10. Has the applicant, or any officer, director, or owner of the applicant been informed of any current or on-going investigation to possible violations of state and/or federal securities laws? Yes or No. If Yes, please explain:

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SECTION III: GRANT SPECIFIC INFORMATION

1. Economic Development Grant: Provide the following only if the box checked on page 1 of this Application is titled “Economic Development”:
 - a. If an existing business, amount of existing (prior to commencement of the Project) (1) total capital investment (separately identify what portion of the existing total capital investment relates to real property acquisition); (2) quantity and quality of full-time jobs; and (3) local tax revenues generated;

With respect to the Project, provide:

- b. Amount and nature of to be added capital investment, to be made within a specified timeframe not to exceed 36 months;
 - c. Number of full-time jobs to be added to be created within a specified timeframe not to exceed 36 months;
 - d. Description of each of the full-time job positions to be created, including the average wage or annual salary rates for each new full-time position; and
 - e. Amount and nature of new local tax revenues expected to be generated
 - f. Description of how the Project is consistent with the City’s Master Plan
 - g. Type(s) of activity conducted or planned to be conducted by the business in the City upon completion of the project; and, if multiple activities, the square footage dedicated to each both before and after completion of the Project
 - h. Anticipated impact on neighboring properties; and more generally on the area of the City where the business operates (i.e. such as within a business park or other similar area)
2. Hampton Manufacturing & Innovation Grant: Provide documents or other evidence that demonstrate one (1) or more of the following only if the box checked on page 1 of this Application is “Hampton Manufacturing & Innovation”:
 - a. Commitment to improve profitability
 - b. Raise productivity
 - c. Compete in global markets
 - d. Enhance value to the customer through product improvement
3. NASA Technology Commercialization Grant: Provide documentation or other evidence of the following only if the box checked on the page 1 of this Application is “NASA Technology Commercialization”:
 - a. Commencement of licensing application or a Space Act Agreement (SAA) with any NASA facility;

OR

 - b. Proof of (i) being awarded one (1) or more SBIR/STTR contract with any NASA facility; or (ii) being a current or former civil servant employed with NASA seeking to commercialize aerospace technologies similar to those developed at NASA who is the majority owner of the business.

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4. Retail Assistance Grant: Provide the following only if the box checked on page 1 of this Application is titled “Downtown Hampton Phoebus Retail Assistance”:
 - a. Type of retail activity: _____
 - b. Explanation and/or documents supporting:
 - Consistency with the vision of the district and master plan
 - Positive impact on district residential revitalization
 - Ability to increase critical mass of retail and to convert first floor space to retail
 - Expected effect on the appearance of the district
 - Previous success of the business in other locations; or, likely success of the business based on its business plan
 - Expected investments by property and business owners
 - Return on investment/tax revenue to the City
 - If the project is a mix of uses (other than retail), the square footage dedicated to retail and (i) the anticipated sales revenue generated by the retail activities, and (ii) a comparison of those retail sales revenues to the total revenues anticipated for all uses

SECTION IV: REQUIRED INFORMATION – REAL PROPERTY IMPROVEMENTS

If a project for which grant funding is requested includes improvements to real property, each of the following must be included with the application:

1. Age of the structure(s) to be improved.
2. Elevations, drawings, renderings, pictures, or other illustrative images of the Project.
3. At least two (2) estimates for the Project (Improvements must be done by contractor(s) licensed by the Virginia Board of Contractors, or other applicable regulatory board, at a level adequate to perform the work contemplated by the Project).
4. If the entity applying does not own the real property that will be improved by the Project, applications must also include:
 - a. Property Owner Authorization to proceed with the Project (See Section VIII).
 - b. Copy of executed lease agreement for the Applicant Entity’s use of the real property.

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SECTION V: FINANCIAL INFORMATION & BUSINESS PLAN

Based on age of the business, include the following documents with the application.

1. Applicant Entity Financial Information:

If Applicant Entity has been in business for 3 years or more, provide:

1. Entity Tax Returns -most recent 2 Years
2. Entity Company Financial Statements – most recent 2 Years
3. Business Plan if Project includes a major change in business activity

OR

If Applicant Entity has been in business for less than 3 years, provide:

- Business Plan
- Personal Financial Statements for All Business Owners
- Personal Tax Returns for 3 Years for All Business Owners
- Proforma Income (Profit & Loss) Statements for at least 3 years (include month by month projections if business activity is seasonal)

[Remainder of page intentionally left blank.]

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SECTION VI: APPLICANT ACKNOWLEDGEMENT & SIGNATURE

This application must be signed by all parties necessary to bind the Applicant Entity to the terms of this Application and grant agreement that may result from the submission of this Application. This page may be replicated if multiple parties must sign in order for the Applicant Entity to be bound. (See also the Note below). By initialing and signing below, you acknowledge and agree that:

(Initial)

- (i) _____ You have read and understand all Applicant Information provided with this Application and have completed all sections applicable to the grant type applied for.
- (ii) _____ All information provided in and attached to this Application is true, accurate, and complete.
- (iii) _____ Any additional information reasonably requested by the Economic Development Department staff or the EDA in connection with this Application will provided or authorized for release to said representative.
- (iv) _____ You are duly authorized to sign on behalf of and bind the Applicant entity with respect to all information provided in and with this application.
- (v) _____ If awarded, the granted will be paid with public funds and as such may be made public pursuant to Part I of the Applicant Information (“Public Disclosure; Protection of Confidential Proprietary Information), and any other applicable laws of the United States of America and the Commonwealth of Virginia.
- (vi) _____ If awarded, the grant agreement must be executed within 45 days of receipt from the EDA; and if not executed within 45 days of receipt from the EDA, the grant awarded to the Applicant Entity by the EDA pursuant to this Application shall be null and void.

Name (Print) _____ Title _____

Signature _____ Date _____

(Note: If other than individual/sole proprietor, please provide documentation that you are authorized to sign this Application on behalf of the Applicant Entity and bind the Applicant Entity to any agreement with the EDA related to this Application.)

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SECTION VII: CREDIT REPORT and COMMISSIONER OF THE REVENUE ACCESS AUTHORIZATION

The undersigned authorizes any member of the staff of the City of Hampton, Virginia's Economic Development Department, on behalf of the Economic Development Authority of the City of Hampton, Virginia, to independently verify all information furnished in and in connection with the Application and further authorizes:

1. Staff, on behalf of the EDA, to access and retain a credit report(s) and cooperate as necessary to facilitate access to such report(s), including, but not limited to, providing to staff social security number(s) and federal identification number(s); and
2. Representatives of the City of Hampton's Office of the Commissioner of the Revenue is authorized to release information to the EDA regarding the Applicant Entity's local tax filings that would otherwise be protected by the taxpayer confidentiality provisions of the Code of Virginia §58.1-3, as it may be amended from time to time, including, but not limited to its business license, business personal property, food and beverage, admissions, and any other local taxes for which Applicant Entity is liable and and/or responsible and or other similarly applicable provisions of law, to be used by the EDA solely for purposes of evaluating information provided in or with this Application.

Individual Authorization:

Name: _____

Signature: _____

Date: _____

Applicant Entity Authorization:

Name (Print) _____ Title _____

Signature _____ Date _____

(This form may be replicated if multiple parties must provide this authorization in order for the Application to be complete.)

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SECTION VIII: PROPERTY OWNER AUTHORIZATION

HAMPTON REVOLVING LOAN AND GRANT FUND PROGRAM FACADE IMPROVEMENT GRANT LESSOR-OWNER AUTHORIZATION FORM

LESSOR/OWNER AUTHORIZATION FOR REAL PROPERTY IMPROVEMENTS

I, _____ owner of the property located at
(Legal Ownership Name)

_____, understand that _____,
(Property Address) (Lessee)

who has a valid lease for the property listed above, authorize said tenant to complete improvements listed in the Hampton Revolving Loan & Grant Program application and to request a grant from the Economic Development Authority to complete said improvements.

(Authorized Owner Print Name)

(Authorized Owner Signature) (Date)

COMMONWEALTH OF VIRGINIA

City/County of _____, to-wit:

The foregoing Lessor/Owner Authorization Form was executed before me this day of _____, 20____, by _____, owner of property located at _____ in the City of Hampton, Virginia and was either: _____ personally known to me; or produced _____ for identification.

(Print Name of Notary Public)

Notary Public Signature (SEAL)

My commission expires:

Registration number:

(This form may be replicated if multiple parties must provide this authorization in order for the Application to be complete.)