

Major Urban Construction Business Assistance Program Application

Business Name Federal Tax ID #

Company Legal Status:

Business Address City, State Zip Code

Phone – Business Fax

Website: E-mail:

Principal Contact:

Name Title

Address City, State Zip Code

Phone – Business Phone - Fax Phone – Mobile Phone – Home

E-mail address

Principal Owners (list all)

Name	Address	Phone	E-mail address
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Business Type:

Are you currently providing services to the City of Norfolk	Yes	No
If no, are you interested in procurement opportunities with the City?	Yes	No
Are you a Small, Minority, or Woman-owned Business?	Yes	No

Which program are you interested in? (Mark all that apply)

1. Financial Assistance to Temporarily Affected Businesses
2. Timing Advantage Remodel Initiative
3. Relocation Assistance

For each program checked above the following information must be submitted with this application:

Financial Assistance to Temporarily Affected Businesses

1. Loss of business revenues >20% due to construction project

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- a. Documentation that the business has operated at the same location at least two years prior to the start of the construction
 - b. Two (2) years audited financial statements, IRS and/or Commission of Revenue tax filings
 - c. Documented significant business revenue >20% decline during construction.
 - d. Current Business Plan, projections, and operational concerns
2. Businesses that may lose physical assets, such as awnings for outside dining or signs, etc.
 - a. Description of asset
 - b. Original cost of asset
 - c. Estimate of cost of removing and replacing asset

Timing Advantage Remodel Grant Program

1. Description of Remodel
 - a. building façade improvements
 - b. enhanced entrances or storefronts
 - c. exterior lighting
 - d. replacement of signage
 - e. fencing
 - f. landscaping
 - g. upgraded parking surface areas (paving) with associated landscape improvements
2. Estimate of cost of project
3. Engineering fee estimate for exterior work; site and building demolitions related to upgrading real estate

Relocation Assistance Program

1. Documentation of need to relocate business
2. Name of project causing relocation
3. Documentation of ownership of relocated business
4. Documentation of current and new space:
 - a. floor area
 - b. fixtures
 - c. addressed collateral materials
 - d. lease rates, purchase/acquisition price
5. Documentation of other costs

This application does not obligate the City of Norfolk to provide assistance to any business. Applications to the Major Infrastructure Business Assistance Program will be reviewed and evaluated independently. Assistance can only be provided to businesses that meet the eligibility guidelines established by the City of Norfolk.

By signing this document, I certify that all statements continued herein are true to the best of my knowledge. I understand that my application will be reviewed and evaluated independently and that my eligibility for the program is based on the information I have provided. Any change in this information, which changes my eligibility, may result in the denial of business assistance.

Print Name of Business Owner

Date

Business Owner's Signature

Referred by (if known)