

Hammond Economic Development Business Façade Rebate Program

(Revised December 5, 2014)

Program Objective

The Façade Rebate program seeks to increase the physical attractiveness and marketability of Hammond's industrial and commercial areas through financial rebates for commercial renovation and beautification projects.

Program Qualifications and Parameters

Applications must be reviewed and approved by the Façade Rebate Committee prior to the commencement of the project. The following documents must be submitted with the initial application: A description of work to be completed; photography of the building prior to work being completed (electronic & originals); and work estimates. Funds will be awarded on a competitive basis, based on the project's overall impact.

Priority consideration will be given to:

- 1) Commercial/Retail store fronts (includes expansion)
- 2) Industrial office and manufacturing (includes expansion)
- 3) New construction

The program provides rebates for various façade rehabilitation activities, including:

- Complete façade renovation
- Exterior lighting
- New signs, graphics
- Windows, doors, window displays & awnings
- Exterior painting and landscaping

After the approved work has been completed, the successful applicant must submit the following documentation: paid invoice(s), copy (front and back) of cancelled check(s), electronic and original photography (before and after) of the project. Rebate checks will not be issued until the work has been completed and all required documentation has been submitted to the department. The project is subject to a visual inspection by the Façade Rebate Committee. (NOTE: Projects that receive financial awards must complete the work within six months upon receipt of an award notification letter. Failure to complete the work or provide the necessary documentation (i.e. cancelled checks, paid invoices), within six months may result in the rescission of the award amount.

Eligible Businesses: Commercial for-profit enterprises in the City of Hammond.

Contractors selected by the business to perform work must be licensed with the City of Hammond's Building Department. Any projects over \$300 will require a building permit.

Rebate Project Compensation Schedule

<u>Eligible Project Cost</u>	<u>Maximum Rebate Amount (%)</u>
\$1 - \$10,000	40% + 10%
\$10,001 - \$20,000	30% + 10%
\$20,001 - \$50,000	25% + 10%
\$50,001 - \$100,000	20% + 10%
\$100,001 +	10% + 10%

The Department of Economic Development encourages a thriving business community within the City of Hammond. It is for that reason we will offer a greater rebate for businesses which utilize Hammond contractors. Companies using Hammond contractors will be eligible for an additional 10% reimbursement. A list of Hammond contractors has been provided for your convenience. Contractors must be licensed in the City of Hammond and all necessary building permits must be obtained.

The Department of Economic Development appreciates your investment in the City of Hammond and strives to grant the highest awards possible. However, the rebate schedule above lists a **maximum** award amount. A number of factors are considered when granting façade awards, including the availability of funds and the number of program applicants per year.

The Department of Economic Development reserves the right to increase or decrease the amount of rebate based on the impact or deviation from the projects initial statement of work. Projects located on or visible from regional and local arterial roads may be eligible for additional funds depending on the overall investment, visual impact, and use of very high quality materials. Failure to apply and receive all appropriate permits will result in no rebate. Work cannot be self-performed.

When applicable, the contractor must be licensed and bonded by the City of Hammond with all relevant permits applying.

Please return this completed application to the Mayor's Office of Economic Development at 5925 Calumet Avenue, Room 328, Hammond, IN 46320. Questions regarding the Façade Rebate Program should be directed to Africa Tarver at 219-853-6508, extension 1 for Economic Development.

Hammond Economic Development Business Façade Rebate Program

Date: _____

Company Name: _____

Address: _____

DUNS Number: _____

Contact Person: _____

Phone/Fax No: _____ / _____

Project Description: _____

(Attach additional sheets as necessary)

Anticipated Project Cost: _____

Anticipated Project Completion Date: _____

Total Current Employment: Full Time: _____ Part Time: _____

New Jobs Created (if any): _____

Has your company ever utilized a façade program or other business

incentives offered by the City of Hammond? _____

If yes, please list: _____

Name: _____ Title: _____
(Please print)

Signature: _____ Date: _____

Please attach a copy of necessary bid information, applicable licensing, and permit document(s) to the back of this application.

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									
or									
Employer identification number									

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for 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
2. 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.

Sign Here	Signature of U.S. person ▶	Date ▶
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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)

- 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
4. 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.