
Virginia Enterprise Zone

HOW TO QUALIFY WORKSHOP

REAL PROPERTY INVESTMENT GRANT

GRANT YEAR 2022



AGENDA

- I. About the Office of Economic Development & Tourism
- II. Enterprise Zone Overview
- III. Real Property Improvement Grants
 - a. Eligibility
 - b. Qualified Expenses
 - c. Application Process and Submission
- IV. Job Creation Grants

City of Lynchburg Office of Economic Development & Tourism

About Us

The Office of Economic Development and Tourism is the City of Lynchburg's economic development and tourism agency. With a focus on developing people and place, staff leads business retention, expansion and attraction efforts, entrepreneurship and tourism initiatives, and business marketing and promotion for the City.

Our Goals

1. Support and grow LYH businesses and destination assets
2. Position LYH as the best small city in America
3. Drive long-term economic growth and resilience

Our Audiences

- Businesses
- Residents
- Talent
- Visitors



City of Lynchburg Office of Economic Development & Tourism

LYH's Inclusive and Prosperous Future is Built Upon Six Values

Opportunity. We commit to economic opportunity for all residents and enterprises.

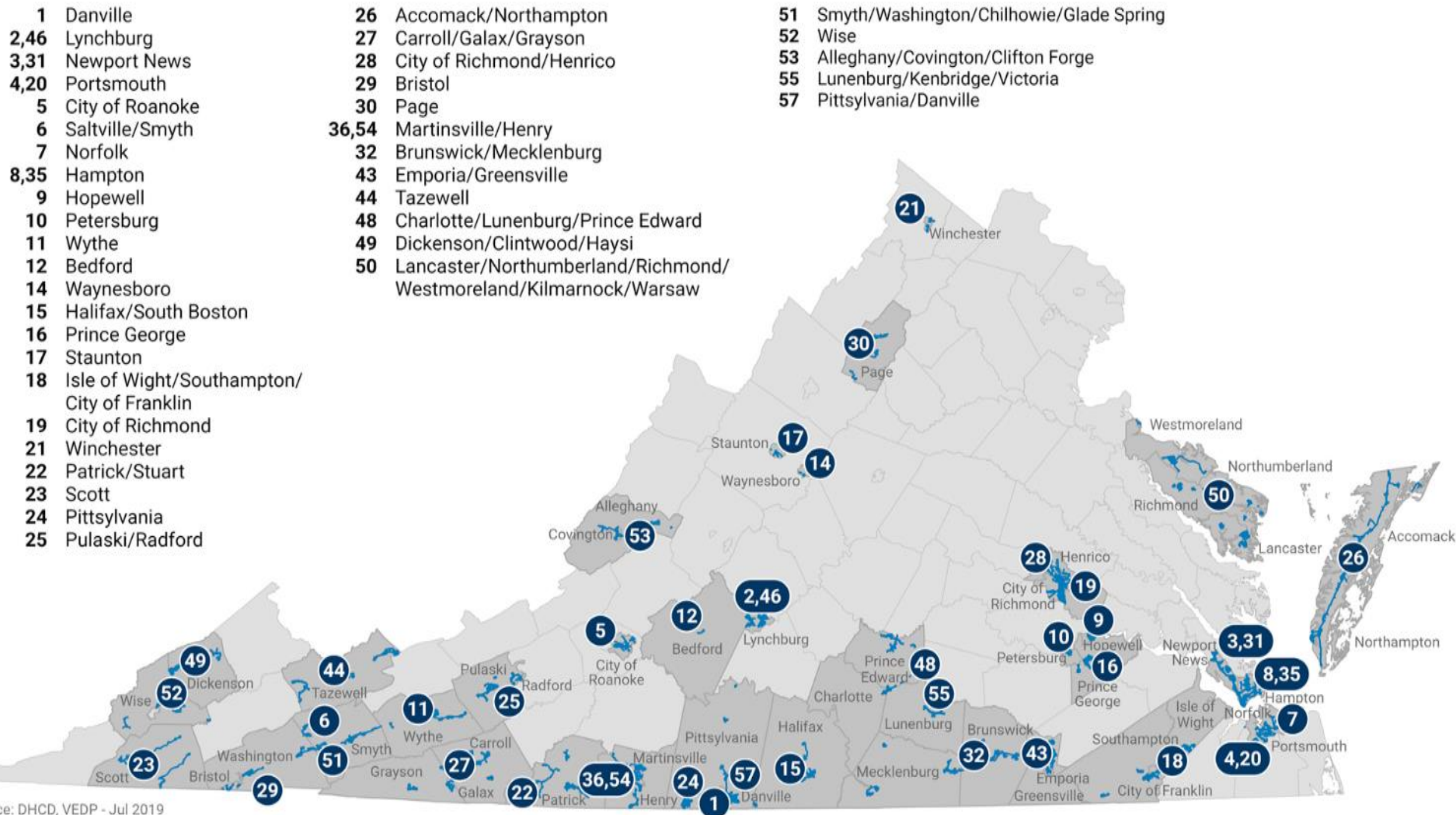
Innovation. We invest in the ideas and enterprises that create tomorrow's solutions.

Collaboration. We build value-added collaborations among partners, businesses and organizations.

Resiliency. We prepare for long-term economic health and sustainability.

Inclusion. We promote a sense of belonging and connection for all residents.

Public Investment. We invest in quality of place and community wellbeing to support job creation and attract investment.



GY2021 Snapshot

JOB CREATION GRANTS



50
Businesses



4,115
Jobs
Created/
Retained



\$2,493,393
Total
Awards

REAL PROPERTY INVESTMENT GRANTS



114
Properties



\$307,083,311
in
Qualified
Investments



\$11,089,416
Total
Awards

Timeline of Grant Process*

**Grants are performance-based & administered annually*

Funds appropriated by General Assembly (2022 Session)



Jobs Created in 2022



Final Placed-In-Service Documentation Received in 2022

April 3, 2023 Application Deadline



Submission

| **IMPORTANT** | Hard copies are no longer accepted.

| **DEADLINE** | All applications must be submitted via the Enterprise Zone Submission Portal by **11:59 PM (EST) April 3, 2023.** ←

| **DEADLINE** | ALL forms and documentation must be submitted by the deadline to be considered on-time.

| **EZ SUBMISSION PORTAL** |

<https://dmz1.dhcd.virginia.gov/EZonePortal/Default.aspx>



EZ Application Submission System/Portal



Enterprise Zone Application Submission System



[Home](#) | [RPIG](#) | [JCG](#) | [CPA Attestation Report](#)

Department of Housing and Community Development

Welcome to the Enterprise Zone Online Submission System!

Internet Explorer Users may experience compatibility issues with this application portal. DHCD recommends using a browser of Google Chrome or Higher to submit the Application.

Electronic application submittal is **required** for all Enterprise Zone Grant Applications. ALL required materials must be submitted electronically through this system. Hard copies are not accepted. The Enterprise Zone program **will also** accept electronic signatures at this time.

Tips for using the Online Submission System:

- Applicants should prepare their application, have all supplemental materials available and receive the CPA Attestation Report prior to beginning the electronic application on this website.
- Upon submission of the electronic application, applicants will be prompted **to Print & Save** the submitted application. DHCD recommends that applicants "Print to PDF" in order to save the submitted application for later reference.
- A confirmation e-mail will be sent to applicants once they submit their applications online. This email will be sent from: noreply@dhcd.virginia.gov. Certified Public Accountants (CPAs) will be copied on all confirmations.
- Attachments can now be uploaded electronically (i.e. CPA Attestation Reports, Placed in Service Documentation, JCG Worksheets, and Supplemental RPIG Forms). Please upload these documents in PDF or Excel format.
- If you have made an error on an application that has already been submitted, please contact EZONE@dhcd.virginia.gov to correct the electronic application.

NOTICE

The Enterprise Zone Application Submission System is currently accepting applications for Grant Year 2022. Applications will be accepted until 11:59 p.m. on **April 3, 2023**. Real Property Investment Grant and Job Creation Grant applications should be submitted to DHCD through this system by utilizing the buttons below (hard copies are no longer accepted). *See drop-down menus on the right for other required forms, including a copy of the [Commonwealth of Virginia W-9 Form](#).

[Submit Real Property Investment Grant Application Here](#)

[Submit Job Creation Grant Application Here](#)

[Submit Job Creation Grant - HUA/SWaM Application Here](#)

If you have any questions about the electronic submittal process, please contact EZONE@dhcd.virginia.gov or (804) 371-7171.

This site requires that all users have Acrobat Reader installed in order to print or view applications and instructions. Click [Here](#) to download Acrobat Reader for free.

SUBMISSION

Select the hyperlinks below to access applications and forms

General Information

RPIG - Real Property Investment Grant

Online Real Property Investment Grant Application

[Form EZ-RPIG \(downloadable; to be uploaded into this system for submission\)](#)

[Local Zone Administrator Contact Information](#)

[UPDATED DRAFT Real Property Investment Grant Instruction Manual](#)

[Itemized List of Qualified Real Property Investments](#)

[Supplemental Multiple Owner Form](#)

[Supplemental Tenant Coordination Form](#)

[Supplemental Tenant Owner Consent Form](#)

[Supplemental Mixed Use Form](#)

[RPIG 2018-2021 Award Schedule](#)

[LZA Verification](#)

JCG - Job Creation Grant

JCG HUA/SWaM - Job Creation Grant for High Unemployment Area & SWaM-Certified Businesses

CPA Attestation Report (RPIG and JCG)

Drop-down Menus

[Home](#) | [RPIG](#) | [JCG](#) | [CPA Attestation Report](#)

Copyright Department of Housing and Community Development

Virginia Enterprise Zone



Eligibility

- **Building or facility** located in an Enterprise Zone- contact local economic development office
- **Building**-freestanding and unrelated in function to other buildings/structures; common ownership but leased to tenants & owner has no say in general management; tenant act independently of each other and the owner doesn't dictate hours of operation
- **Facility**-a group of buildings, co-located at a single physical location, involved in related operations, under common ownership and management. Example: shopping center, mall



Eligible Properties

- The RPIG is available to investors that are undertaking **rehabilitation, expansion, or new construction** projects within the boundaries of Enterprise Zones.
- The building or facility must be:
 - *Commercial: including office and retail*
 - *Industrial*
 - *Mixed-use: At least **30% of useable floor space** is devoted to commercial, office, or industrial use.*



Eligible Applicants

A “**Qualified Zone Investor**” is any entity or individual capitalizing on or expensing the costs associated with the real property investment, such as:

- **Property Owners:** *Occupant or Non-Occupant*
- **Multiple Owners:** *Rights to RPIG qualification should be coordinated with all other owners of the property.*
- **Tenant:** *Tenants making leasehold improvements may apply for the RPIG with the owner’s permission, only if the improvements are capitalized or expensed by the tenant for tax purposes.*
- **Developers:** *Rights to RPIG qualification should be reflected in the sale documents if property has been sold (don’t have to maintain ownership to apply, but first right is to the current owner)*



Eligibility Requirements

- Zone investors **must meet minimum investment thresholds** based on construction type.
- Thresholds must be met each year an RPIG is applied for, and do not carry over.
- Grant cap is based on total qualified investment.
- Less than \$5 million in QRPI=\$100K max. grant
- More than \$5 million in QRPI=\$200K max. grant
- Grant amount is **20% of the QRPI OVER** the respective eligibility threshold

Type of Construction	Minimum Threshold
New construction	\$500,000 in QRPIs
Rehabilitation or expansion	\$100,000 in QRPIs
Solar-only	\$0 in QRPIs
New construction with solar	\$450,000 in QRPIs
Rehabilitation or expansion with solar	\$50,000 in QRPIs

Total Investment	Maximum Grant Amount
less than \$5 million	\$100,000
more than \$5 million	\$200,000

Eligibility Requirements

Type	Investment	Threshold	Total Grant-Eligible Funds*	Grant Rate	Grant Request	Example Proration	Grant Award
New Construction	\$1,000,000	\$500,000	\$500,000	20%	\$100,000	\$0.88	\$88,000
Rehab/Expansion	\$500,000	\$100,000	\$400,000	20%	\$80,000	\$0.88	\$70,400
New Construction with solar	\$1,000,000	\$450,000	\$550,000	20%	\$100,000	\$0.88	\$88,000
Rehab/Expansion with solar	\$100,000	\$50,000	\$50,000	20%	\$10,000	\$0.88	\$8,800
Solar-only	\$75,000	\$0	\$75,000	20%	\$15,000	\$0.88	\$13,200

Qualified Investments

- **Hard construction costs**; any exterior, interior, structural, mechanical, or electrical improvements necessary to construct, expand, or rehabilitate a building for commercial, industrial, or mixed-use;
- Includes excavations; grading & paving; installing driveways; & landscaping or land improvements.
- **Examples:**
 - Carpentry
 - Ceilings
 - Demolition
 - Doors/windows
 - Drywall
 - HVAC
 - Painting
 - Plumbing
 - Masonry
 - Roofing
 - lead/asbestos



**See page 12 of RPIG Manual for extensive lists.*

Ineligible Costs

➤ Examples of unqualified investments:

- X Acquisition costs
- X Architectural fees
- X Closing costs
- X Furnishings
- X Insurance
- X Leasing & legal fees
- X Machinery & tools
- X Permits & inspection fees
- X Signage
- X Utility connection fees
- X Items beyond the property line

*no machinery & tools; no business personal property



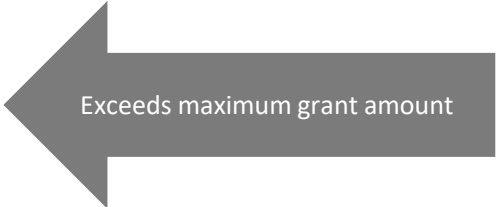
Calculating Awards

- The dollar amount of a grant is based on the amount spent on the Qualified Real Property Investments (QRPI).
- **Grant awards = 20% of the QRPI made in excess of the respective eligibility threshold (\$100k or 500k),** with grant award caps based on the amount of investment. Grant awards are capped per building/facility over **5 years (consecutive term)**.
 - Up to **\$100,000 per building/facility for QRPI of less than \$5 million**
 - Up to **\$200,000 for QRPI over \$5 million**



Calculation Examples

Examples:		<u>Rehab</u>	<u>New</u>
<u>*Rehab- Capped</u>			
Investment	\$500,000	\$900,000	\$2,000,000
Threshold	- <u>\$100,000</u>	- <u>\$500,000</u>	- <u>\$100,000</u>
Grant Eligible	\$400,000	\$400,000	\$1,900,000
Grant Rate	<u>x .20</u>	<u>x .20</u>	<u>x .20</u>
	\$380,000		
Grant	\$80,000	\$80,000	\$100,000



Solar Eligibility

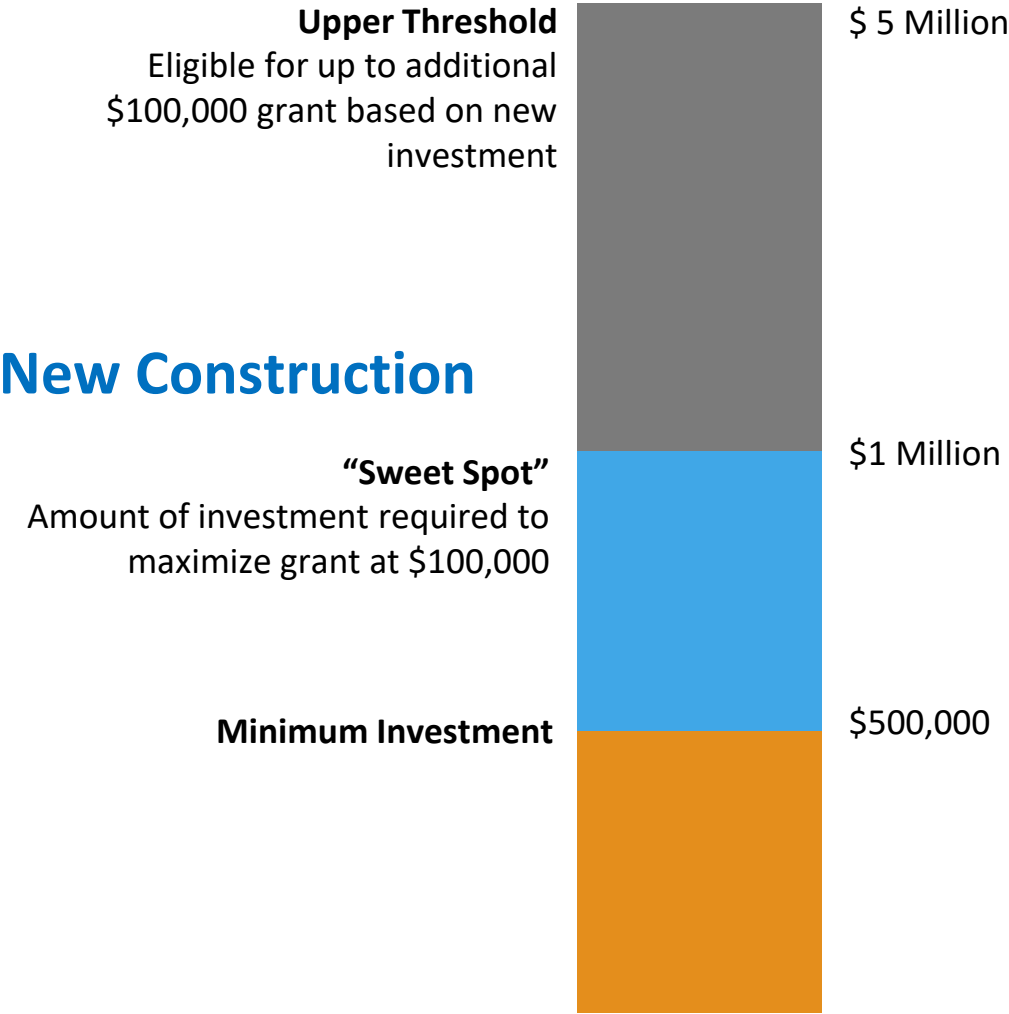
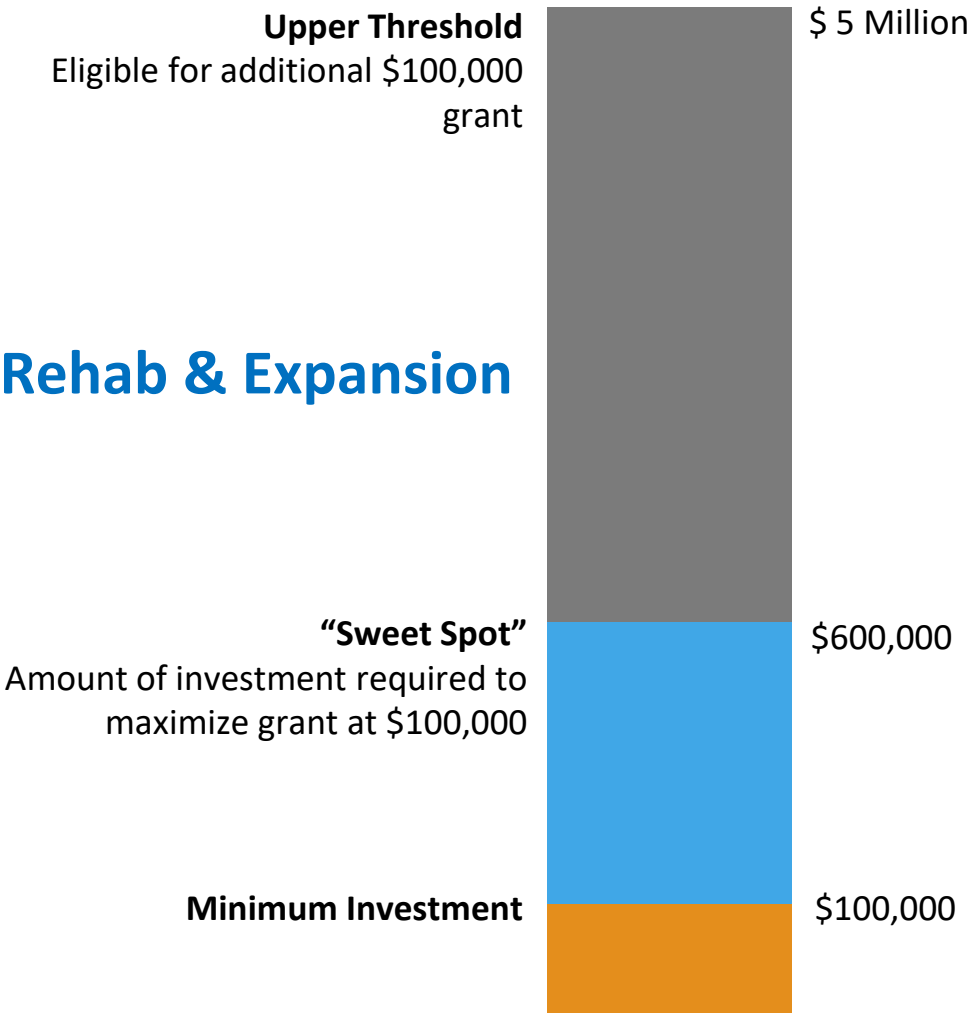
- RPIG legislative change in 2019
- Allows projects with solar components to qualify at lower thresholds
- **To qualify must be at least \$50,000 in solar**
- Solar-only improvements of \$50,000 to \$100,000 qualify with \$0 threshold
- Solar as part of a larger project lowers the overall threshold by \$50,000




Calculation Examples-Solar

Examples:	<u>Solar Only</u>	<u>New w/ Solar</u>	<u>Rehab w/ Solar</u>
Investment	\$75,000	\$900,000	\$500,000
Threshold	<u> - \$0</u>	<u>- \$450,000</u>	<u>- \$50,000</u>
Grant Eligible	\$75,000	\$450,000	\$450,000
Grant Rate	<u>x .20</u>	<u>x .20</u>	<u>x .20</u>
Grant	\$15,000	\$90,000	\$90,000

Investment Continuum



Application Process

- To be eligible for GY 2022, a property must have been **placed in service January 1, 2022 – December 31, 2022.** 
- A copy of the Placed In Service documentation must be submitted with all RPIG applications.
- Examples:
 - Final Certificate of Occupancy
 - Final Building Inspection
 - Final Third Party Inspection*(Only acceptable if the project does not require any permits!)*



Required Materials

➤ The following are required materials:

- Commonwealth of Virginia W-9
- Form EZ-RPIG
(includes Applicant Declaration and Local Zone Administrator Verification)
- Supplemental Forms
(when applicable)
- Placed in Service Documentation
- CPA Attestation Report
(Should be submitted with application – not after deadline!)

➤ <https://dmz1.dhcd.Virginia.gov/EZPortal/>



COV W-9

- **FEIN is required.** Unique Entity Identifier (UEI) is NOT required
- Remittance address may be different than the physical/legal address of the company
- **Remittance address MUST be the address to which the company wants to receive the grant check**
- “DISREGARDED ENTITY” should never be checked as the taxpayer identification
- If the company that is applying is a disregarded entity, then a W-9 should be submitted for the company/individual that is capitalizing on the investment

Form W-9 Commonwealth of Virginia Substitute W-9 Form Revised March 2022	<h2 style="margin: 0;">Request for Taxpayer Identification Number and Certification</h2>																			
<div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <input type="checkbox"/> Social Security Number (SSN) <input type="checkbox"/> Employer Identification Number (EIN) <div style="display: flex; justify-content: space-around; width: 100px;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> </div> <div style="width: 60%;"> <p>Please select the appropriate Taxpayer Identification Number (EIN or SSN) type and enter your 9 digit ID number . The EIN or SSN provided must match the name given on the "Legal Name" line to avoid backup withholding. If you do not have a Tax ID number, please reference "Specific Instructions - Section 1." If the account is in more than one name, provide the name of the individual who is recognized with the IRS as the responsible party.</p> </div> </div>																				
<div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <input type="checkbox"/> Unique Entity Identifier (UEI) (see instructions) <div style="display: flex; justify-content: space-around; width: 100px;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> </div> <div style="width: 60%;"> <div style="display: flex;"> <div style="width: 50%;"> Legal Name: Business Name: </div> <div style="width: 50%; border: 1px solid black; height: 30px;"></div> </div> </div> </div>																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Entity Type</th> <th style="width: 40%;">Entity Classification</th> <th style="width: 20%;">Exemptions (see instructions)</th> </tr> </thead> <tbody> <tr> <td> <input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> S-Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> C-Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Disregarded Entity <input type="checkbox"/> Estate <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Government <input type="checkbox"/> Partnership <input type="checkbox"/> Non-Profit <input type="checkbox"/> Corporation </td> <td> <input type="checkbox"/> Professional Services <input type="checkbox"/> Medical Services <input type="checkbox"/> Political Subdivision <input type="checkbox"/> Legal Services <input type="checkbox"/> Real Estate Agent <input type="checkbox"/> Joint Venture <input type="checkbox"/> VA Local Government <input type="checkbox"/> Tax Exempt Organization <input type="checkbox"/> Federal Government <input type="checkbox"/> OTH Government <input type="checkbox"/> VA State Agency <input type="checkbox"/> Other </td> <td> Exempt payee code (if any): <div style="border: 1px solid black; height: 20px; width: 100%;"></div> (from backup withholding) <div style="border: 1px solid black; height: 20px; width: 100%;"></div> Exemption from FATCA reporting code (if any): <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </td> </tr> </tbody> </table>			Entity Type	Entity Classification	Exemptions (see instructions)	<input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> S-Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> C-Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Disregarded Entity <input type="checkbox"/> Estate <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Government <input type="checkbox"/> Partnership <input type="checkbox"/> Non-Profit <input type="checkbox"/> Corporation	<input type="checkbox"/> Professional Services <input type="checkbox"/> Medical Services <input type="checkbox"/> Political Subdivision <input type="checkbox"/> Legal Services <input type="checkbox"/> Real Estate Agent <input type="checkbox"/> Joint Venture <input type="checkbox"/> VA Local Government <input type="checkbox"/> Tax Exempt Organization <input type="checkbox"/> Federal Government <input type="checkbox"/> OTH Government <input type="checkbox"/> VA State Agency <input type="checkbox"/> Other	Exempt payee code (if any): <div style="border: 1px solid black; height: 20px; width: 100%;"></div> (from backup withholding) <div style="border: 1px solid black; height: 20px; width: 100%;"></div> Exemption from FATCA reporting code (if any): <div style="border: 1px solid black; height: 20px; width: 100%;"></div>												
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<div style="text-align: center; border: 1px solid black; padding: 2px; margin-bottom: 5px;"> Contact Information </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Legal Address:</td> <td style="width: 20%;">Name:</td> <td style="width: 40%;"></td> </tr> <tr> <td></td> <td>Email Address:</td> <td></td> </tr> <tr> <td>City: State: Zip Code:</td> <td>Business Phone:</td> <td></td> </tr> <tr> <td>Remittance Address:</td> <td>Fax Number:</td> <td></td> </tr> <tr> <td></td> <td>Mobile Phone:</td> <td></td> </tr> <tr> <td>City: State: Zip Code:</td> <td>Alternate Phone:</td> <td></td> </tr> </table>			Legal Address:	Name:			Email Address:		City: State: Zip Code:	Business Phone:		Remittance Address:	Fax Number:			Mobile Phone:		City: State: Zip Code:	Alternate Phone:	
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Remittance Address:	Fax Number:																			
	Mobile Phone:																			
City: State: Zip Code:	Alternate Phone:																			
Under penalties of perjury, I certify that:																				

Form EZ-RPIG

- Part I: Background Information
- Part II: Placed-in-Service Documentation
- Part III: Qualified Investments
- Part IV: Qualification Information
- Part V: Contact Information
- Part VI: Application Information
- Part VII: Declaration



***Downloadable copy to be uploaded in submission system & online**

Part I | Background Information

PART I: BACKGROUND INFORMATION

1. Qualified Zone Investor's Legal Name				2. Type of Zone Investor (check one) <input type="checkbox"/> Owns building - occupant <input type="checkbox"/> Owns building - non-occupant <input type="checkbox"/> Owns space in building (i.e. office condo) <i>Supplemental Form required</i> <input type="checkbox"/> Tenant in building <i>Supplemental Form(s) required</i> <input type="checkbox"/> Developer (not owner) <i>See Page 10 of Manual</i>											
3. Federal Employment ID# (FEIN)/Social Security Number (SSN) <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>												2-Digit EID Suffix (if applicable)			
4. Physical Address of Zone Establishment				Town/County/City				Zip Code							
5. Real Property Use Classification (check one) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Mixed Use <i>Supplemental Form required</i>				6. Type of Real Property (check one) <input type="checkbox"/> Building <input type="checkbox"/> Facility											
7. Type of real property investment that was made: <input type="checkbox"/> Rehabilitation of an existing building/facility <input type="checkbox"/> Expansion of an existing building/facility <input type="checkbox"/> New Construction <input type="checkbox"/> Solar only (\$50,000 to \$100,000) <input type="checkbox"/> Rehab/expansion with solar <input type="checkbox"/> New construction with solar				8. Property Identification Number(s) <i>See Page 16 of Manual</i>											
9. Zone Name				10. Zone #		11. Zone Designation Date / /		12. Name of Local Zone Administrator							
13. Signature of Local Zone Administrator verifying that the physical address, type of real property, and property identification number listed on EZ-RPIG Part I, Boxes 4, 5, and 8 is correct and the property is in the Enterprise Zone identified in Box 9 above. Signature _____ Date _____															

Online

14. Narrative Summary: See RPIG Manual for Instructions (*maximum characters allowed: 1500)

Provide a summary paragraph explaining the building use and building owner, a summary of the work completed, and any other helpful background information on the project (limited to 1,500 characters).




A. ☐ CERTIFICATE OF OCCUPANCY ☐ FINAL INSPECTION ☐ THIRD PARTY INSPECTOR'S REPORT

B. Please explain any differences in the name and address listed on the final Placed-in-Service documentation from the name and address listed in Part I, Boxes 1 and 4. You may attach a letter to the hard-copy submission if additional space is required to explain discrepancies. A letter from the locality may not be provided in lieu of placed-in-service documentation if a Certificate of Occupancy or Final Building Inspection was required by the locality. Documentation should be dated within the appropriate calendar year.



Part III | Itemized List of QRPI

<u>Qualified Real Property Investment</u>		<u>Dollar Amount</u>
1. Carpentry		\$28,628.10
2. Electrical		\$14,791.20
3. Concrete		\$39,611.21
4. Demolition		\$12,385.00
5. Doors & Windows		\$2,561.27
6. Drywall		\$22,500.00
7. HVAC		\$16,037.10
8. Masonry		\$80,081.80
9. Steel		\$29,311.00
10. <input type="text"/>		<input type="text"/>
11. <input type="text"/>		<input type="text"/>
12. <input type="text"/>		<input type="text"/>
13. <input type="text"/>		<input type="text"/>
14. <input type="text"/>		<input type="text"/>
15. <input type="text"/>		<input type="text"/>
16. <input type="text"/>		<input type="text"/>
17. <input type="text"/>		<input type="text"/>
18. <input type="text"/>		<input type="text"/>
19. <input type="text"/>		<input type="text"/>
20. <input type="text"/>		<input type="text"/>
21. Total Qualified Real Property Investment		\$245,906.68 <i>Amount to Enter in Box 3A</i>


The sum of the qualified real property investments is automatically calculated online and populates Part III, Box 3A.

Part III | Itemized List of QRPIs

QRPI Sheet (2).xlsx - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do...

CutCopyFormat Painter

Clipboard

Calibri11A A

Font

Wrap Text

Alignment

General

Number

Conditional FormattingTable

NormalBadGoodNeutralCalculation

Check CellExplanatory T...InputLinked CellNote

Styles

A4

	A	B	C	D	E	F	G	H	I
1	Description of Qualified Real Property Improvement	Cost of Qualified Real Property Improvement							
2	New roof	\$ 25,000.00							
3	HVAC system	\$ 42,000.00				Total Qualified Real Property Improvements Cost	\$ 67,000.00		
4									
5									
6									
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8									
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12									

Part IV | Qualification Info

PART IV: QUALIFICATION INFORMATION

1. Date Real Property Placed in Service (MM/DD/YYYY) <ul style="list-style-type: none">To verify this <u>date</u> attach a copy of the final Certificate of Occupancy, final building inspection (approved by local jurisdiction), or a licensed third party inspector's report in cases where project did not require a permit.When submitting a licensed <u>third party</u> inspector's report, applicant must also attach a letter from the local Building Official verifying that project did not require any permits.	1. <input type="text"/> / <input type="text"/> / 2022
2. Qualification is requested for calendar year:	2. 2022
3. Grant Calculation:	
A. Actual dollar amount of qualified real property investments made by applicant:	3A. \$ <input type="text"/>
B. Applicable investment threshold based on the type of real property investment:	3B. \$ <input type="text"/>
C. Amount of public grant funds received and used to fund qualified real property investments	3C. \$ <input type="text"/>
D. Grant eligible dollar amount (Box 3A minus Box 3B and Box 3C):	3D. \$ <input type="text"/>
E. Multiply Box 3D by 20%. This is the amount of grant the zone investor is requesting. <ul style="list-style-type: none">For investments (3A) less than \$5 million, this amount cannot exceed \$100,000.For investments (3A) of \$5 million or more, this amount cannot exceed \$200,000.<i>Tenants or zone investors who own a space within a building cannot request the maximum grant amount if they did not coordinate qualification or receive owner consent.</i>	3E. \$ <input type="text"/>
4. Real Property Investment Grants previously issued to this building or facility. See RPIG Award Schedule.	
A. Have real property investment grants been awarded to the building or facility in the last four years? <i>If yes, complete Box 4B.</i>	4A. <input type="checkbox"/> YES <input type="checkbox"/> NO
B. If yes, indicate the total amount received in previous years. <i>The sum of 3D and 4B shall not exceed the applicable \$100,000 or \$200,000 investment, per the regulations in Box 3D.</i>	4B. \$ <input type="text"/>

Must indicate the amount of any public funds and previous RPIG awards within current 5-year cycle.

Uploading Documents

PART IX: UPLOAD DOCUMENTS

** Password protected documents will NOT be accepted. All documents must be uploaded separately (one PDF with all of the documents will NOT be accepted).*

Placed in Service Documentation

No file chosen

CPA Attestation Report Form

No file chosen

Itemized List of Qualified Real Property Investments

No file chosen

COV Form W-9

No file chosen

Form EZ-RPIG

No file chosen

Form EZ-RPIG Multiple Owner (If Applicable)

No file chosen

Form EZ-RPIG Tenant-Owner Consent (If Applicable)

No file chosen

FORM EZ-RPIG - Tenant Coordination (If Applicable)

No file chosen

FOR EZ-Mixed-Use (If Applicable)

No file chosen

Additional Information

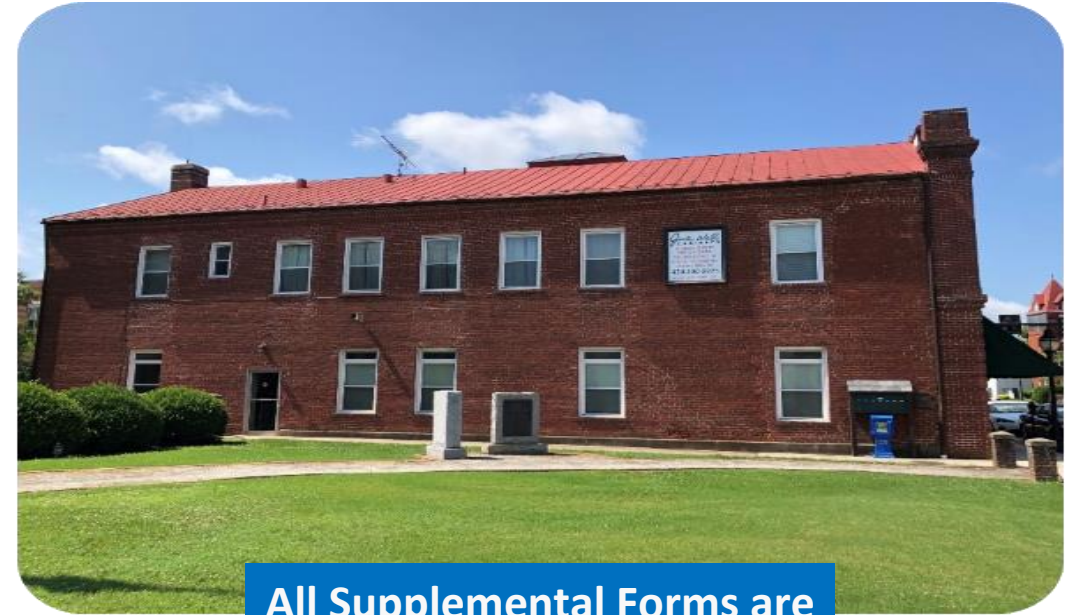
No file chosen

Password protected documents will NOT be accepted.

All documents must be uploaded separately (one PDF with all of the documents will NOT be accepted).

Supplemental Forms

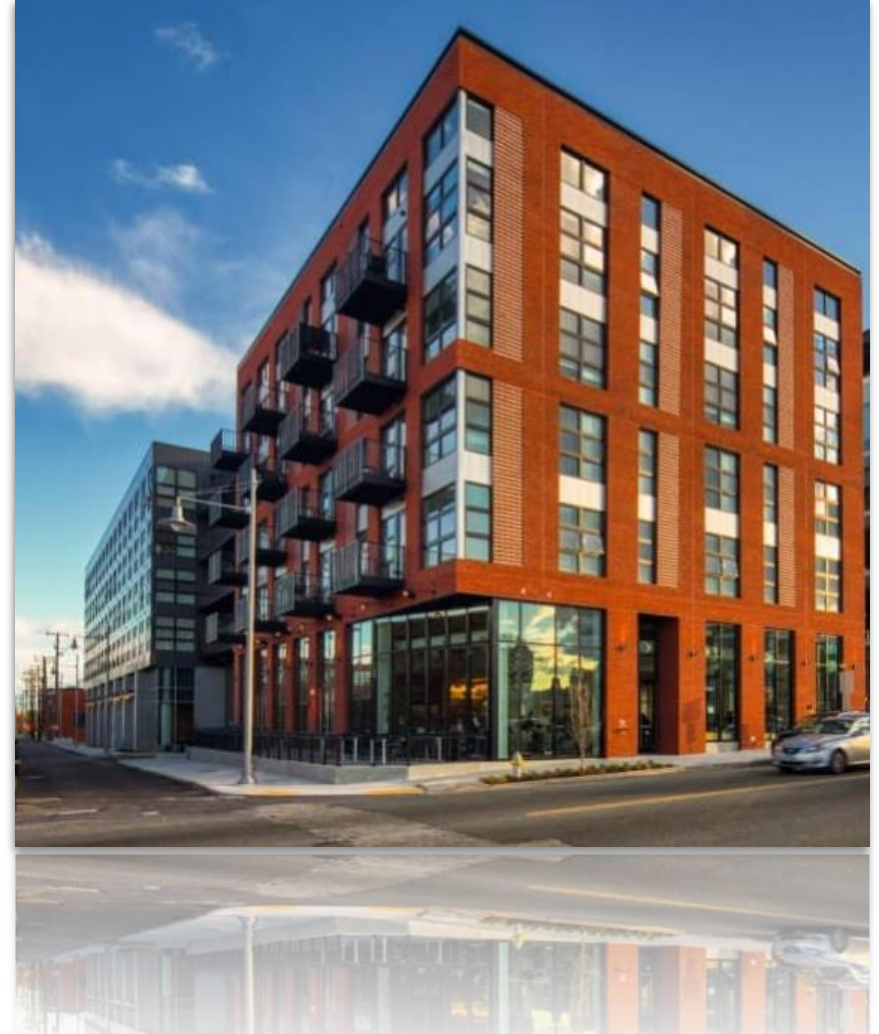
- Supplemental forms are required if...
- Investments were made to a mixed-use building
 - Form EZ-RPIG Mixed-Use
- The Zone Investor is a Tenant
 - Form EZ-RPIG Tenant-Owner Consent
 - Form EZ-RPIG Tenant Coordination
(if required by owner)
- The Zone Investor owns a space within a building/facility:
 - Form EZ-RPIG Multiple Owner



**All Supplemental Forms are
Available on the DHCD
website and the EZ
Application Portal.**

Mixed-Use Buildings

- Form EZ-RPIG Mixed-Use verifies that **at least 30% of useable square footage** in building is devoted to commercial, office, or industrial use.
- If there are **common areas** that are accessible to the commercial space, this may be counted toward the commercial SF. **Example:** Lounge or Conference Room
- Form EZ-RPIG Mixed-Use must be completed by the preparer of the measured drawings/plans for work done to the referenced building.
 - The preparer of plans must be a **licensed, third-party**, architect, surveyor, or draftsman.
 - The CPA will review the status of the license during the attestation process.



Grant Coordination

- Supplemental Forms ensure the grant caps are not exceeded.
- If owners and tenants do not coordinate, DHCD will determine the maximum grant amount available based on the cumulative amount of real property investment made to the property or proportion of square footage leased/owned by the Zone Investor.

APPLICANT	Tenant	Tenant	Landlord &/or owner
INVESTMENT	Leasehold improvements made directly by tenant	Improvements made by landlord/owner under a capital lease	Improvements paid for by landlord/owner as part of an operating lease



Common Errors

- Placed in Service documentation is not final or indicates pending work or a failed inspection.
- The Zone Investor must apply for the GY associated with the Calendar Year of their Final documentation.
- Placed in Service documentation for consecutive phases of a project were received in a different calendar year.
- RPIG eligibility is based on the Calendar Year that each CO was received, and therefore, each CO would require separate applications.
- If multiple phases of work were completed on a single building/facility within the same calendar year=must only meet the minimum investment threshold once



Common Errors

- Application spans multiple addresses (facility) but CO only references one address.
- Zone Investors can only apply for work covered under the placed in service documentation. If the work covered multiple addresses, multiple COs should be presented or the CO should reflect all addresses. This should be noted on Form EZ-RPIG!
- Differences in address entered from one year to another.
- Make sure the physical address is exactly the same as in previous RPIG applications. (North vs. N., Street vs. St., etc.). If the grant cap is exceeded due to address errors/confusion, grant awards must be repaid to Commonwealth.
- Properties improperly identified as buildings instead of a facility.
- Grants are capped per building/facility. The property must be correctly identified so that applicable grant caps are not exceeded. Contact DHCD staff if unclear.

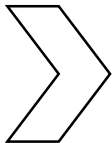
Common Errors

- Vague or conditional items listed on the schedule of investments.
- It is best to break down and individually list all investments. Instead of “Site Work” include the specific items such as: *Excavation, Concrete, General Conditions*
- Lack of detail when including conditional items.
- A list of conditional items can be found in the RPIG Instruction Manual. *Example: Don’t list ‘Change Orders’. Do list ‘Additional Flooring Work’*



Programmatic Timeline

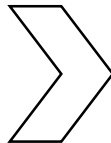
Funds appropriated by General Assembly (2022 Session)



Jobs Created in 2022



Final Placed-In-Service Documentation Received in 2022



April 3, 2023 Application Deadline

APRIL 2023

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Submission

| **IMPORTANT** | Hard copies are no longer accepted.

| **DEADLINE** | All applications must be submitted via the Enterprise Zone Submission Portal by **11:59 PM (EST) April 3, 2023.** ←

| **DEADLINE** | ALL forms and documentation must be submitted by the deadline to be considered on-time.

| **EZ SUBMISSION PORTAL** |

<https://dmz1.dhcd.virginia.gov/EZonePortal/Default.aspx>



EZ Application Submission System/Portal



Enterprise Zone Application Submission System



[Home](#) | [RPIG](#) | [JCG](#) | [CPA Attestation Report](#)

Department of Housing and Community Development

Welcome to the Enterprise Zone Online Submission System!

Internet Explorer Users may experience compatibility issues with this application portal. DHCD recommends using a browser of Google Chrome or Higher to submit the Application.

Electronic application submittal is **required** for all Enterprise Zone Grant Applications. ALL required materials must be submitted electronically through this system. Hard copies are not accepted. The Enterprise Zone program **will also** accept electronic signatures at this time.

Tips for using the Online Submission System:

- Applicants should prepare their application, have all supplemental materials available and receive the CPA Attestation Report prior to beginning the electronic application on this website.
- Upon submission of the electronic application, applicants will be prompted **to Print & Save** the submitted application. DHCD recommends that applicants "Print to PDF" in order to save the submitted application for later reference.
- A confirmation e-mail will be sent to applicants once they submit their applications online. This email will be sent from: noreply@dhcd.virginia.gov. Certified Public Accountants (CPAs) will be copied on all confirmations.
- Attachments can now be uploaded electronically (i.e. CPA Attestation Reports, Placed in Service Documentation, JCG Worksheets, and Supplemental RPIG Forms). Please upload these documents in PDF or Excel format.
- If you have made an error on an application that has already been submitted, please contact EZONE@dhcd.virginia.gov to correct the electronic application.

NOTICE

The Enterprise Zone Application Submission System is currently accepting applications for Grant Year 2022. Applications will be accepted until 11:59 p.m. on **April 3, 2023**. Real Property Investment Grant and Job Creation Grant applications should be submitted to DHCD through this system by utilizing the buttons below (hard copies are no longer accepted). *See drop-down menus on the right for other required forms, including a copy of the [Commonwealth of Virginia W-9 Form](#).

[Submit Real Property Investment Grant Application Here](#)

[Submit Job Creation Grant Application Here](#)

[Submit Job Creation Grant - HUA/SWaM Application Here](#)

If you have any questions about the electronic submittal process, please contact EZONE@dhcd.virginia.gov or (804) 371-7171.

This site requires that all users have Acrobat Reader installed in order to print or view applications and instructions. Click [Here](#) to download Acrobat Reader for free.

SUBMISSION

Select the hyperlinks below to access applications and forms

General Information

RPIG - Real Property Investment Grant

Online Real Property Investment Grant Application

[Form EZ-RPIG \(downloadable; to be uploaded into this system for submission\)](#)

[Local Zone Administrator Contact Information](#)

[UPDATED DRAFT Real Property Investment Grant Instruction Manual](#)

[Itemized List of Qualified Real Property Investments](#)

[Supplemental Multiple Owner Form](#)

[Supplemental Tenant Coordination Form](#)

[Supplemental Tenant Owner Consent Form](#)

[Supplemental Mixed Use Form](#)

[RPIG 2018-2021 Award Schedule](#)

[LZA Verification](#)

JCG - Job Creation Grant

JCG HUA/SWaM - Job Creation Grant for High Unemployment Area & SWaM-Certified Businesses

CPA Attestation Report (RPIG and JCG)

Drop-down Menus

[Home](#) | [RPIG](#) | [JCG](#) | [CPA Attestation Report](#)

Copyright Department of Housing and Community Development

Virginia Enterprise Zone



Qualifying for JCGs

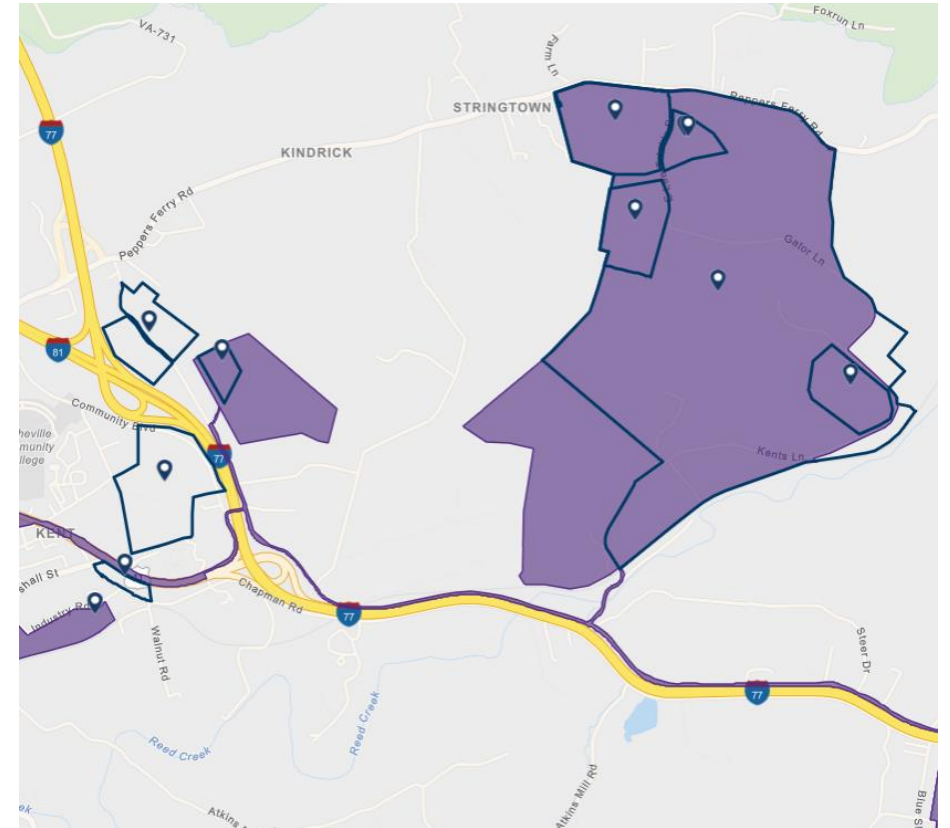
➤ Summary Qualifications:

1. Within EZ boundaries
2. Positions are full-time & permanent
3. Net new positions for Virginia
4. Over the 4-job threshold
5. Offer at least 50% health benefits
6. Meet minimum wage requirements



Qualifying for JCGs

1. Within Enterprise Zone boundaries
2. Permanent, Full-Time Positions
 - Jobs of **indefinite duration**
 - Requiring the employee to **report to work** within the zone on a regular basis (at least once a month)
 - Position must be **normally scheduled** to work either:
 - *A minimum of 35 hours/week for at least 48 weeks;*
 - *A minimum of 35 hours/week for portion of taxable year in which employee was hired; or*
 - *A minimum of 1,820 hours/year if standard fringe benefits are paid by business firm.*



Qualifying for JCGs

3. Net-New

(not moved from one location in Virginia to another)

4. New or existing businesses who have created grant-eligible jobs over “Base Year” employment levels

- Base year = either of the two calendar years immediately preceding a firm’s first year of grant eligibility.
- New businesses will have a base year employment of zero.
- Must meet **4-job threshold** for qualification for JCG. *(Therefore, businesses must create at least 5 jobs to qualify for a grant.)*



Qualifying for JCGs

5. Must offer to pay at least 50% of the eligible employees' health insurance premium
(employee may sign waiver if refuse to accept)

6. Must meet minimum wage requirements

7. Must not be a restricted position:

- X Personal Service (NAICS 812)
- X Food and Beverage (NAICS 722)
- X Retail (NAICS 441-548, 451-454)
- X Units of government
- X Nonprofits
(except business (NAICS 813910)
& professional organizations (NAICS 813920))



Minimum Wage Requirements

➤ JCG awards are determined based on [wage-rates](#) and the number of [full-months worked](#) in the Grant Year.

- Up to [\\$500/year](#) per net new permanent, full-time position earning at least [150% of the minimum wage](#) (125% in HUAs or [SWaM-certified businesses](#)) with offered health benefits.
- Up to [\\$800/year](#) per net new permanent full-time position earning at least [175% of the minimum wage](#) with health benefits.
- Receive grants for up to [350 positions](#) per year.



➤ “Minimum wage”-the federal minimum wage of the Virginia minimum wage, whichever is higher as determined for the current calendar year as of December 1 of the prior calendar year by the department. (Determination is continuously in effect throughout the calendar year, regardless of changes to the federal minimum wage or the Virginia minimum wage during that year.)

Minimum Wage Requirements

- The upcoming grant cycle (GY2022) includes jobs created in calendar year 2022. On December 1, 2021 the **Virginia minimum wage was \$9.50 per hour** (and higher than the federal minimum wage).

ELIGIBLE BUSINESSES	% OF MINIMUM WAGE	WAGE RATE THRESHOLD	GRANT PER PFTE
All businesses	175%	\$16.63/hour	\$800
All businesses	150%	\$14.25/hour	\$500
<i>HUA/SWaM businesses</i>	125%	<i>\$11.88/hour</i>	<i>\$500</i>

- New minimum wage requirements may affect previous grantees. Positions that were eligible in the past may not be eligible if they do not meet the new wage rate thresholds.

Application Process

- Now accepting applications for [Grant Year 2022](#) from businesses that have increased employment over their Base Year, by more than the 4-job eligibility threshold during Calendar Year 2022 (Jan. 1, 2022 – Dec. 31, 2022). ←
- As provided in §59.1-547, A [CPA attestation](#) is a required component to ALL JCG applications [except](#):
 - *When the applicant has a Base Year employment ≤ 100 PFTP AND Grant Eligible positions ≤ 25 PFTP.*



Calculating Awards | Example

- Base Year (2020) Employment Level: 10 Permanent Full-Time Employees (PFTEs)
- Grant Year Employment Level: 20 PFTEs
 - All positions are earning 150% of minimum wage (\$14.25/hr)
 - All worked January 1 – December 31, 2022
 - All 10 are offered health benefits, equal to at least 50% of premium
- Calculation: 20 Grant Year Employees
 - 10 Base Year Employees
 - 4 Jobs: Eligibility Threshold
 - = 6 Grant-Eligible PFTPs
 - x \$500 grant = a JCG award of up to \$3,000



High Unemployment Areas

- Businesses located in HUAs are eligible to apply for the JCG at the reduced wage rate threshold of **\$11.88/hour, or 125% of minimum wage**.
- Any **existing business** that has **previously applied** for the JCG as an HUA applicant in one of these zones may continue to qualify at 125% of the the minimum wage for the remainder of their 5-year grant period.
- Any **new businesses** applying for the JCG in these zones must pay at least 125% of the minimum wage to qualify.

ZONE NAME	ZONE #
Brunswick County	32B
City of Danville	1 & 57B
City of Emporia	43B
City of Franklin	18
City of Hopewell	9
City of Martinsville	36
City of Peterburg	10
City of Portsmouth	4 & 20

SWaM-Certified Businesses

- 2021 legislation passed allows for SWaM-certified (Small, Women-owned, and Minority-owned) businesses to be eligible to use the reduced wage threshold (125% minimum wage= \$11.88/hour) in qualifying for the \$500 grant amount.
- To be eligible at the reduced wage threshold, the company must have been SWaM-certified in calendar year 2022.
- SWaM-certified businesses must use Form EZ-JCG-HUA/SWaM and the JCG-HUA/SWaM Worksheet.
- Look up whether a business is SWaM-certified on the online directory-
<https://directory.sbsd.virginia.gov/#/executiveExport>



Grant Term

➤ 5-year grant term


- *must maintain or increase employment over the base year employment, by at least 5 net new permanent full-time positions
(1 PFTF over the 4-job threshold).*

➤ After first 5-year grant period, possible qualification for subsequent grant period if still creating new jobs that are eligible

- *For a Subsequent Grant Period's initiated within 2 years of the previous 5-year term, the Base Year must be the last Grant Year.*
- *For a Subsequent Grant Period's initiated more than 2 years after the previous 5-year term, the Base Year must be 1 of the 2 preceding years.*



JCG Worksheet

- The worksheet should be filled out from left to right.

- Do not skip columns.
- Do not disrupt/change formulas.
- Some cells are locked to protect formulas.
- Some cells are hidden.
- Cells will turn red to signal potential errors.



JCG Worksheet Example-Sheet 1

	A	B	C	D	E	F	I	J	K	M	N	O	P	Q	R
16	*Please fill out the worksheet from left to right. Skipping columns may lead to incorrect calucations.														
17	Employees Filling Permanent Full-Time Positions				Base Year			Current Grant Year (GY): 2022					Wage Classification for Net New Positions		
18	Employee Number	Included in CPA Sample Y/N	Employee Name	Last 4 digits of SSN	First work date in base year	Last work date in base year	Months the EF-PFTP worked in Base Year	First work date in grant year 2022	Last work date in grant year 2022	Months the EF PFTP worked in Grant Year 2022	Offered Health Benefits Y / N	Hourly wage Rate for Employees listed in ONLY Grant Year 2022	PFTP in GY not grant eligible (not new in grant year or not meeting wage & health benefit requirement)	New EF PFTP in GY earning at least \$14.25/hr but less than \$16.63/hr	New EF PFTP in GY earning at least \$16.63/hr
19															
20	1	Y	Patrick Henry	2222	01/01/20	03/13/20	2.40			0.00	Y		0.00	0.00	0.00
21	2	Y	Patrick C. Henry	2222	01/01/20	12/31/20	12.00	01/01/22	12/31/22	12.00	Y		12.00	0.00	0.00
22	3	Y	Thomas Jefferson	3333	01/01/20	12/31/20	12.00	01/01/22	12/31/22	12.00	Y		12.00	0.00	0.00
23	4	Y	William Fleming	4444	06/12/20	12/31/20	6.67	01/01/22	12/31/22	12.00	Y		12.00	0.00	0.00
24	5	Y	Thomas Nelson, Jr.	5555	01/19/20	12/31/20	11.44	01/01/22	12/31/22	12.00	Y		12.00	0.00	0.00
25	6	Y	David Jameson	66666	09/14/20	12/31/20	3.58	01/01/22	12/31/22	12.00	Y		12.00	0.00	0.00
26	7	Y	Benjamin Harrison V	77777	01/01/20	12/31/20	12.00	01/01/22	12/31/22	12.00	Y		12.00	0.00	0.00
27	8	Y	Edmund Randolph	8888			0.00	01/01/22	12/31/22	12.00	Y	17.00	0.00	0.00	12.00
28	9	Y	Henry Lee III	9999			0.00	01/01/22	03/10/22	2.27	Y	15.00	0.00	0.00	2.27
29	10	Y	Henry Lee III	9999			0.00	03/11/22	12/31/22	9.73	Y	17.00	0.00	0.00	9.73
30	11	Y	James Monroe	1212			0.00	02/01/22	12/31/22	10.98	N		10.98	0.00	0.00
31	12	Y	John Page	1313			0.00	01/01/22	12/31/22	12.00	Y	17.00	0.00	0.00	12.00
32	13	Y	John Tyler Sr	1414			0.00	01/01/22	03/01/22	1.97	Y	17.00	0.00	0.00	1.97
33	14	Y	John Tyler Sr	1414			0.00	05/01/22	12/31/22	8.05	Y	17.00	0.00	0.00	8.05
34	15	Y	George William Smith	1515			0.00	02/01/22	12/31/22	10.98	Y	17.00	0.00	0.00	10.98
35	16	Y	Peyton Randolph	1616			0.00	02/01/22	12/31/22	10.98	Y	11.00	10.98	0.00	0.00
36	17	Y	James Barbour	1717			0.00	02/01/22	12/31/22	10.98	Y	17.00	0.00	0.00	10.98
37	18						0.00			0.00		XX.XX	0.00	0.00	0.00
38	19						0.00			0.00		XX.XX	0.00	0.00	0.00

JCG Worksheet Example-Sheet 2

	A	B	C
1	Values to be Entered in Form EZ-JCG		
2	New Job Creation	Total Value	Form Reference
3	# of all equivalent PFTP filled by the firm during the BASE year	0.00	Part II., 4.A.
4	# of all equivalent PFTP filled by the firm during the GRANT year	0.00	Part II., 4.B.
5	New eligible PFTP filled in grant year earning at least 175% of the minimum wage and health benefits	0.00	Part II., 5.E.
6	New eligible PFTP filled in grant year earning at least 150% of the minimum wage (but less than 175%) and health benefits	0.00	Part II., 5.F.

JCG Worksheet (or JCG-HUA/SWaM Worksheet)

- All JCG Applicants must complete a JCG Worksheet or JCG-HUA/SWaM Worksheet
 - JCG Worksheet: To be completed by non-HUA/SWaM businesses for net new positions earning at least \$14.25/hour
 - JCG-HUA/SWaM Worksheet: To be completed by HUA/SWaM businesses for net new positions earning at least \$11.88/hour

- The JCG Worksheet calculates grant-eligible positions filled during the grant year.
 - Automatically calculates qualification information to be used for the JCG application form, Form EZ-JCG (or Form EZ-JCG-HUA/SWaM)
 - If a position was not filled for the entire grant year, proration based on months employed is automatically calculated.
 - Based on the dates of employment, the worksheet will automatically distribute full months worked at each eligible wage rate requirement (125%, 150% or 175%) once wage data is entered.

JCG (HUA/SWaM) Worksheet

- All employees filling permanent full-time positions in the Base Year and Grant Year.
- Positions that should not be included are positions that:
 - not permanent (contracted or seasonal);
 - not full-time (part-time or as-needed);
 - not meeting the report to work requirement; &
 - food and beverage, retail, and personal service
 - churned positions
- Wage info only needs to be listed for Permanent, Full-Time Positions hired **after the Base Year, through 12/31/2022** that have been offered health benefits.
- An employee **given a raise** during the GY must be entered on separate lines for each wage rate.



Salary & Wages

- Divide an employee's annual salary by 1,820 hours
 - Include shift premiums and commissions.
 - Do not include bonuses or overtime.

- Calculations must be shown in the Attestation Report
 - Salary Conversion Example:
 - Annual Salary = \$32,000
 - Conversion Rate = 1,820 hours
 - $\$32,000 / 1,820 \text{ hours} = \$17.58/\text{hour}$
= Wage Rate



Printing Worksheets

Please note that while you are no longer required to submit the JCG Worksheet you are required to use it for completing the application and a hard copy must be kept on file with your other grant request documentation.

When printing the hard copy for your documentation records, please follow the instructions below.

Since the worksheet is equipped with formulas in place for 3,000 rows, the worksheet will print **ALL** the rows unless the print range is specified by the applicant.

Follow these instructions to ensure that only the completed portions of the worksheet are printed.

- ☐ Under the **View** tab on top toolbar, click on "Page Break Preview" to determine the total number of pages completed.
- ☐ When printing, specify the print range based on the number of pages completed by the applicant.
- ☐ The hard copy should only include the completed pages within the "JCG Worksheet" tab.
- ☐ The worksheet must be printed with a landscape layout on legal size paper.

Once the hard copy has been printed:

- ☐ The business firm representative must sign the first page and initial each page of the JCG Worksheet.



Required Materials

➤ Online: Application and all required materials must be submitted by **11:59 PM (EDT) on April 3, 2023.** ←

- Form EZ-JCG or Form EZ-JCG-HUA/SWaM
- Commonwealth of Virginia W-9
- CPA Attestation Report (Should be submitted with application - not after deadline!) unless the firm is exempt from the attestation requirement
- JCG Worksheet or JCG-HUA/SWaM Worksheet

All application materials are available on the EZ Online Submission Site:
<https://dmz1.dhcd.virginia.gov/EZonePortal/>

Form EZ-JCG/Form EZ-JCG-HUA/SWaM

➤ Organized into four parts:

- Part I | Background Information
- Part II | Qualification Information
- Part III | Contact Information
- Part IV | Declaration



Part I | Background Info

1. Business Firm Legal Name				2. Trading Name, if Different than Legal Name				3. Date Bus. began Operation in Zone / /			
4. Federal Employment ID# (FEIN)/Social Security Number (SSN)						2-Digit EID Suffix (if applicable)		5. Activity # (First three digits of NAICS Code)			
6. Physical Address of Zone Establishment						Town/County/City		Zip Code			
7. Type of Application						8. Type of Job Creation Made by the Applicant					
<input type="checkbox"/> Standard (If so, this is NOT the correct form. See FORM EZ-JCG.)						<input type="checkbox"/> Expansion of an existing firm					
<input type="checkbox"/> High Unemployment Area (HUA) OR SWaM-Certified Business						<input type="checkbox"/> New firm (Start Up)					
						<input type="checkbox"/> Relocation of a firm from outside Virginia					
						<input type="checkbox"/> Relocation and expansion of a firm within Virginia					
						City/County Relocated from within Virginia:					
						<i>Note: Firms are not eligible to apply for the JCG if simultaneously closing a facility in Virginia</i>					
9. Federal Employment ID# (FEIN) of Parent Company						10. If the Firm is a Subsidiary, Name of the Parent Company					
11. Zone Name						12. Zone #		13. Zone Designation Date / /		14. Name of Local Zone Administrator	
15. Signature of Local Zone Administrator verifying that physical address listed on EZ-JCG Part I Box 6 is in the enterprise zone identified in item 11 above and if marked as an HUA application, is eligible to be processed as such.											
Date											

Part II | Qualification Info

PART II: QUALIFICATION INFORMATION

In order to calculate the number of grant eligible employees and determine the applicable grant amount, please complete the **JCG Worksheet** prior to completing this section. Values from the **JCG Worksheet** should be used to complete #4 and #5 below. This is NOT the correct form for HUA localities.

- Grant is requested for appropriate Calendar Year (2022).
- Check Qualification Year. ☐ YR 1 ☐ YR 2 ☐ YR 3 ☐ YR 4 ☐ YR 5
- Base Year used by the business firm (YYYY). The base year remains the same for the five years of qualification.
- Grant Eligible Positions (Net new positions over four job threshold; Note: PFTPs = Permanent full-time positions.)

All documented jobs must exclude part-time and temporary positions, as well as positions in retail, food and beverage, and [personal services](#).

A. # of all equivalent PFTPs filled by the firm during the BASE year. (Sheet 2 of JCG Worksheet, Cell B3). ▪ If applying for Years 2-5, this cell should be the same as submitted on the Year 1 application.	A. <input type="text"/>
B. # of all equivalent PFTPs filled by the firm during the GRANT year. (Sheet 2 of JCG Worksheet, Cell B4).	B. <input type="text"/>
C. Increase in the # of equivalent PFTPs created over the base year. Subtract Box A from Box B.	C. <input type="text"/>
D. Net new jobs created over four net new job threshold. Subtract 4 from Box C. ▪ If Box C is equal to or less than 4, the firm will not qualify for the JCG.	D. <input type="text"/>

5. Grant Eligible Employees with Qualifying Wage Rates and Health Benefits

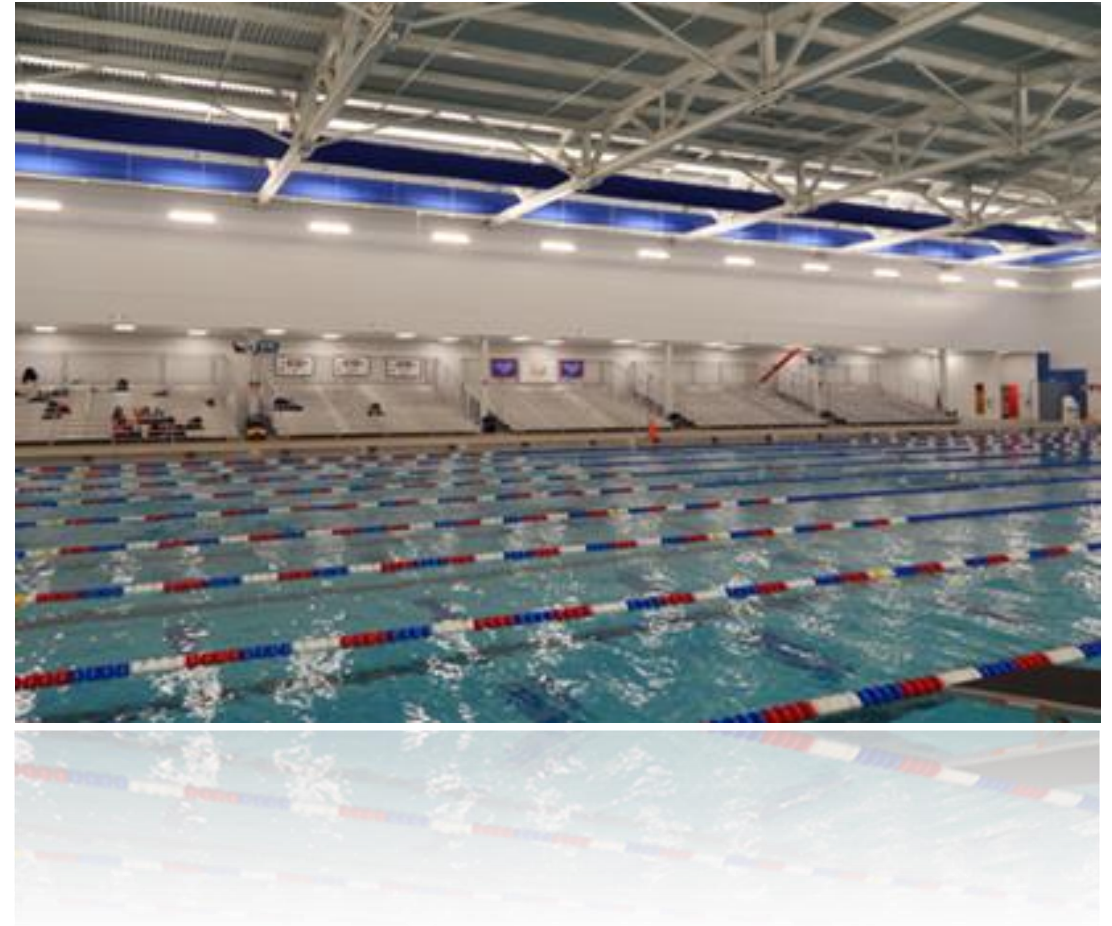
E. New eligible PFTPs filled in the Grant Year, earning at least 175% of the minimum wage w/ health care benefits. (Sheet 2 of JCG Worksheet, Cell B5)	E. <input type="text"/>
F. New eligible PFTPs filled in Grant Year earning at least 150% of the minimum wage (but less than 175% of the minimum wage) w/ health care benefits. (Sheet 2 of JCG Worksheet, Cell B6)	F. <input type="text"/>
G. Number of new grant year PFTPs meeting wage and health benefits requirements. (Sum of Boxes E and F)	G. <input type="text"/>

6. Grant Requests

A. Requested JCG award for PFTPs earning at least 175% of the minimum wage w/ health care benefits ▪ Using procedures from Page 1, multiply appropriate number by \$800	A. \$ <input type="text"/>
B. Requested JCG award for PFTP earning at least 150% of the minimum wage (but less than 175% of the minimum wage) w/ health care benefits. ▪ Using procedures from Page 1, multiply appropriate number by \$500	B. \$ <input type="text"/>
C. Total amount of job creation grants requested. (Sum of Boxes 6A and 6B)	C. \$ <input type="text"/>

CPA Attestation

- Attestation requirement is waived if a firm has a base year employment of 100 or fewer positions AND creates 25 or fewer grant eligible positions (§ 59.1-547)
- Waiver eligibility must be determined each year.
- Firm must still complete the required JCG Worksheet and submit to DHCD for review.
- DHCD staff will monitor each firm who was able to waive the attestation requirement annually using the procedures outlined in the CPA Attestation Manual.



Program Contacts

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City of Lynchburg Office of Economic Development & Tourism

About the EDA

The Economic Development Authority (EDA) of the City of Lynchburg is a political subdivision of the Commonwealth of Virginia and serves as the incentive arm of the City. The EDA takes an active role in economic development efforts, pursuing investment and development opportunities, and elevating the economic profile of the City.



City of Lynchburg Office of Economic Development & Tourism

In FY 22, there was \$1,122,817 awarded in **Enterprise Zone Real Property Improvement Grants** to 14 LYH companies and organizations, leveraging \$33.7 million in capital investment.

In FY 22, there was \$150,000 awarded in **Local Redevelopment Grants** to 18 small businesses leveraging \$13.7 million in improvements supporting nearly 200 jobs.

In FY 2022, \$163.5 million in **commercial construction permits** were issued.

Largest Employment Sectors

1. Health Care & Social Assistance
2. Retail Trade
3. Manufacturing

Read our full 2022 Annual Report at www.opportunitylynchburg.com.

City of Lynchburg Office of Economic Development & Tourism

Local Redevelopment Program

- Requires min. 30% commercial with a minimum investment of \$25,000. Applications are open March 1st; due May 1st for previous calendar year (March 1-February 28). Qualified applicants will be sent an application.
- Contact Alisha Meador at: 434.455.4494

Real Estate Rehab Program

- Tax credit; commercial and industrial properties can receive up to 10 years of tax exemption on the improved value of their property.
- Contact City Assessor at: 434.455.3830



LYH EMPLOYS YOU

FIND JOBS IN LYH

The Office of Economic Development & Tourism has partnered with JobsEQ to bring you a Real-Time Intelligence view of the Lynchburg region's hiring landscape.

Job searching can be complicated, especially when you have to visit multiple websites to find what you need. This tool takes care of that for you! Active job postings are pulled from thousands of online hiring tools and websites, enabling you to look for the job you want, right here in our region. One stop, one tool.

Search by keyword, job title, specific employer or category...or just click 'browse all' and see all of the incredible opportunities that are here in your city!

BY JOB TITLE

BY EMPLOYER NAME

BY JOB CATEGORY

BY KEYWORD

[Or Browse All](#)

Destination Development + Talent

- In the Commonwealth, the hospitality and tourism sector generated over \$25 billion and supports 185,000 jobs in 2021. The Youngkin administration in its “Compete to Win” strategy affirms tourism and quality of life as a talent attractor for economic development.
- In the City of Lynchburg, domestic tourism has recovered 120% from July 2019, above pre-pandemic levels.
- In 2020, there were 23,161 graduates from LYH colleges and universities.
- OEDT secured 60 groups/events in FY2 22 across our target tourism sectors – meetings and conferences, leisure travel, and sports tourism – with an estimated economic impact of \$10.94 million.

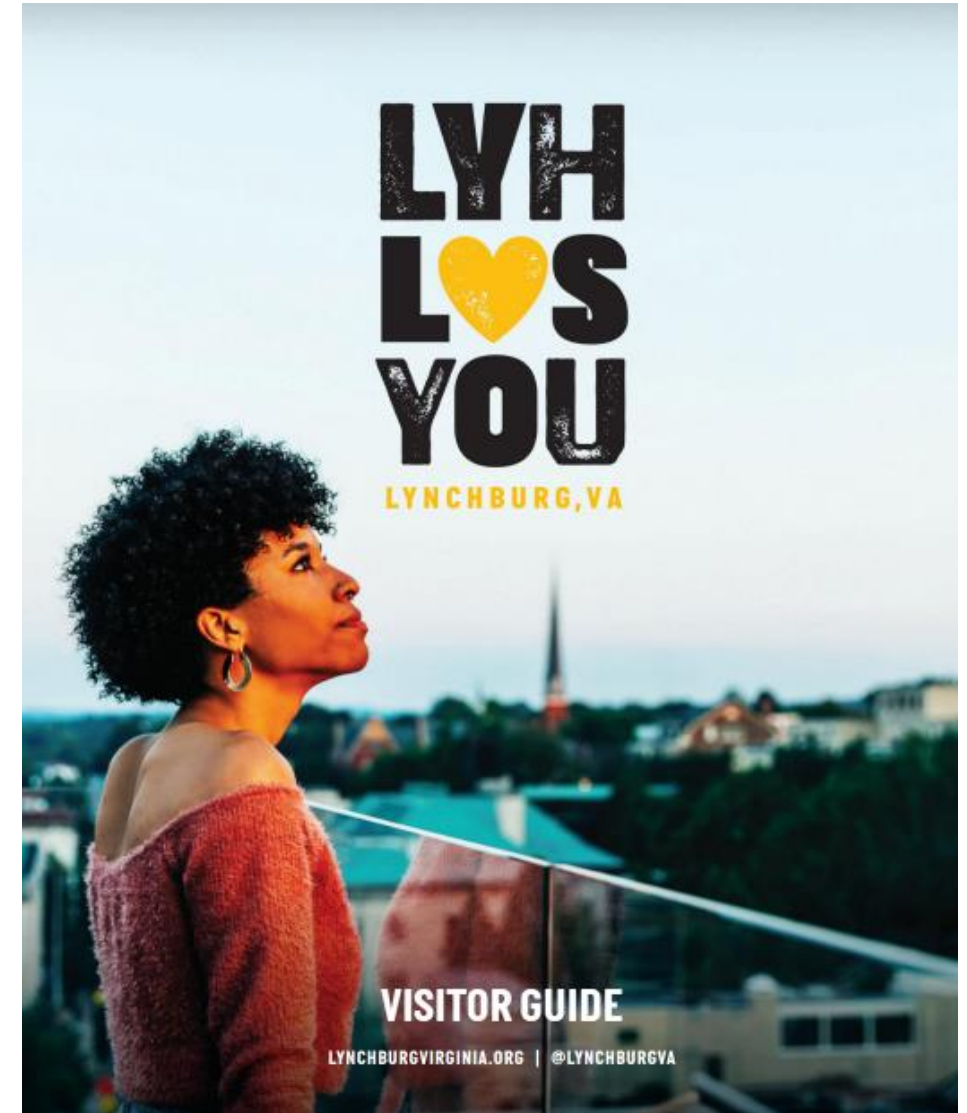
Need recruitment materials?

Emelyn Gwynn, Communications Manager
Emelyn.Gwynn@lynchburgva.gov

Hosting professional associations or board meetings?

Andrew Marks, Sales Manager
Andrews.Marks@lynchburgva.gov

Local Programs



City of Lynchburg Office of Economic Development & Tourism

Recent Press

- Cities on the Rise – [Southern Living](#)
- Top 25 College Towns – [Travel + Leisure](#)
- The Top 25 Cities for Employee Ownership 2022 – [Certified EO](#)
- City of Lynchburg Awarded Funding for Airport Commerce Park Regional Development Project – [Go Virginia](#)



Electronic Design + Manufacturing, Employee-Owned

City of Lynchburg Office of Economic Development & Tourism

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Stay Connected

City of Lynchburg Office of Economic Development & Tourism



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