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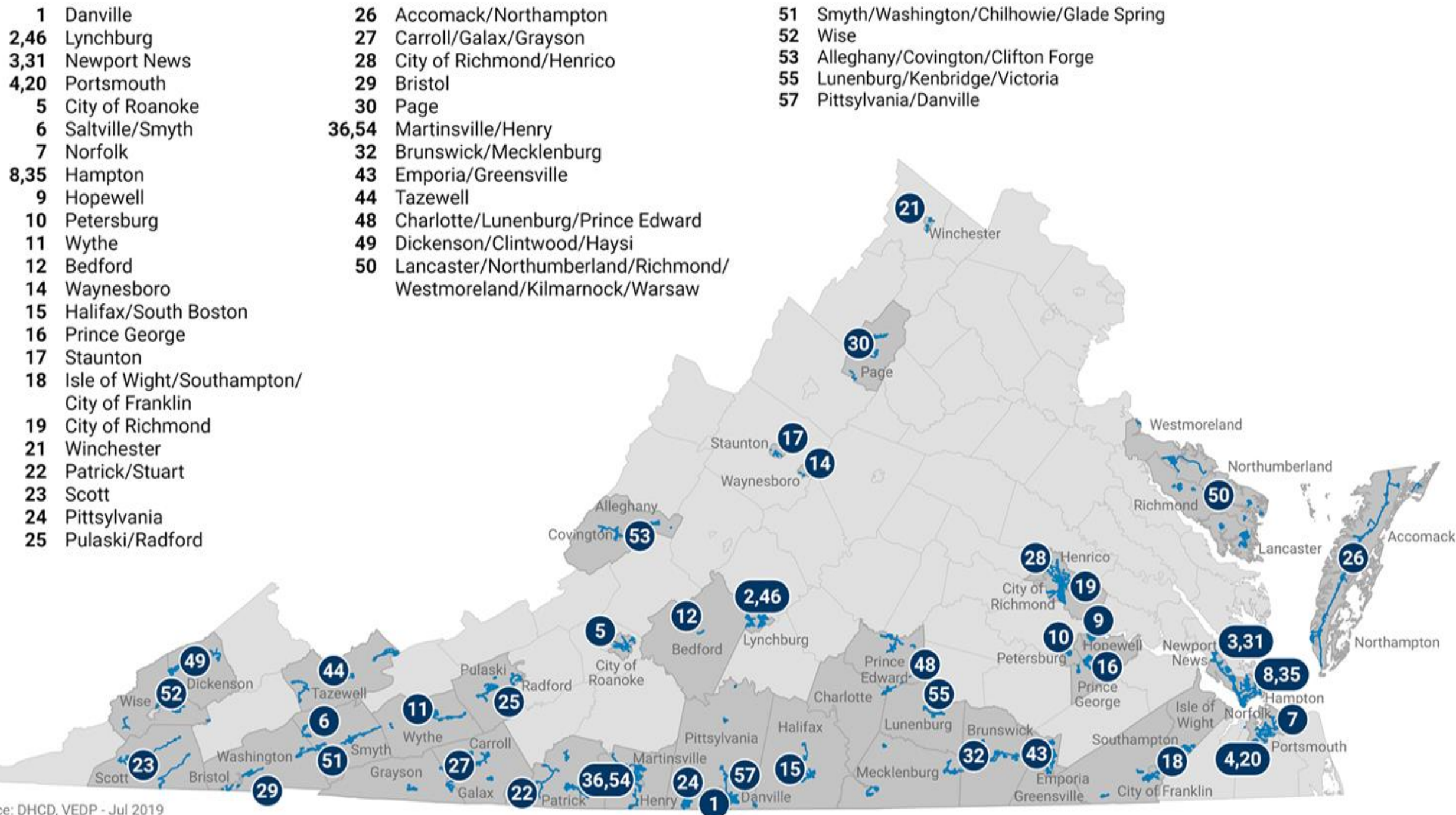
# Virginia Enterprise Zone

## HOW TO QUALIFY WORKSHOP

REAL PROPERTY INVESTMENT GRANT

GRANT YEAR 2022





# 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

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| **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](mailto: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](mailto: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](mailto: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



# Eligibility

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- **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

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- 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

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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

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## ➤ 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

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- 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>.20</u>	<u>x .20</u>	<u>x .20</u>	<u>x</u>
				Exceeds maximum grant amount
	\$380,000			
Grant	\$80,000	\$80,000	\$100,000	

# Solar Eligibility

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- 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



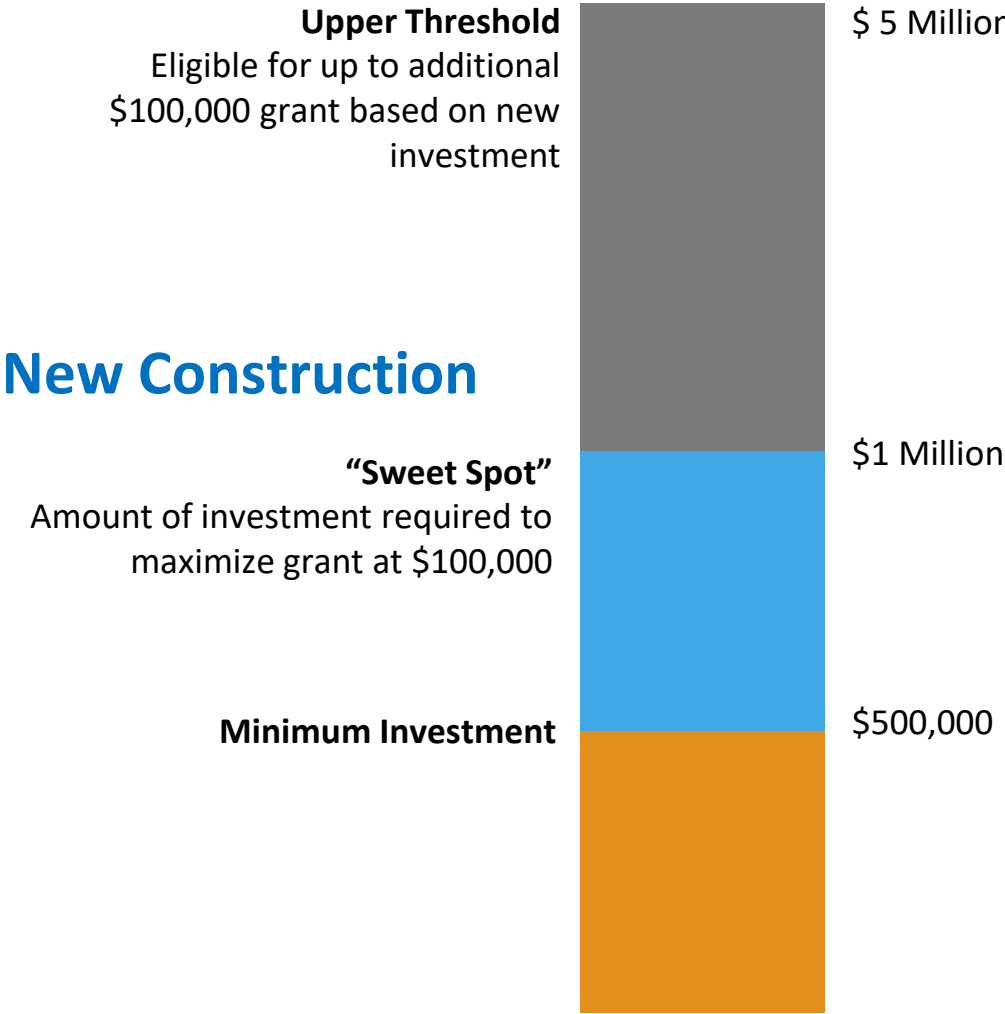
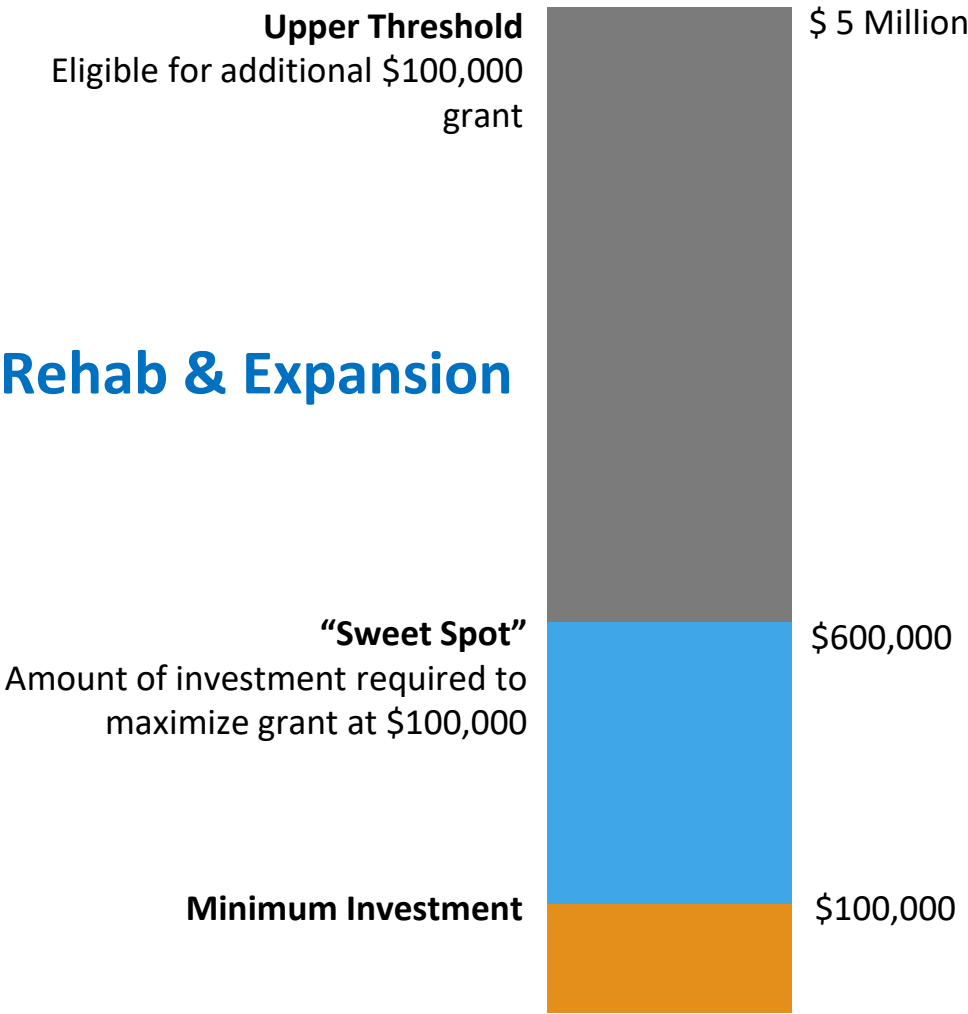
# Calculation Examples-Solar

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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

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- 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 <b>W-9</b> Commonwealth of Virginia Substitute W-9 Form Revised March 2022		Request for Taxpayer Identification Number and Certification		
<input type="checkbox"/> Social Security Number (SSN) <input type="checkbox"/> Employer Identification Number (EIN) <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px;"></div>		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.		
<b>Unique Entity Identifier (UEI) (see instructions)</b> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px;"></div>		<b>Legal Name:</b> <div style="border: 1px solid black; width: 100%; height: 20px;"></div>		
		<b>Business Name:</b> <div style="border: 1px solid black; width: 100%; height: 20px;"></div>		
<b>Entity Type</b> <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		<b>Entity Classification</b> <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		<b>Exemptions (see instructions)</b> Exempt payee code (if any): <div style="border: 1px solid black; width: 100%; height: 20px;"></div> (from backup withholding) <div style="border: 1px solid black; width: 100%; height: 20px;"></div> Exemption from FATCA reporting code (if any): <div style="border: 1px solid black; width: 100%; height: 20px;"></div>
<b>Contact Information</b>				
<b>Legal Address:</b> <div style="border: 1px solid black; width: 100%; height: 20px;"></div>		<b>Name:</b> <div style="border: 1px solid black; width: 100%; height: 20px;"></div>		
		<b>Email Address:</b> <div style="border: 1px solid black; width: 100%; height: 20px;"></div>		
<b>City:</b> <div style="border: 1px solid black; width: 100%; height: 20px;"></div>		<b>Business Phone:</b> <div style="border: 1px solid black; width: 100%; height: 20px;"></div>		
<b>Remittance Address:</b> <div style="border: 1px solid black; width: 100%; height: 20px;"></div>		<b>Fax Number:</b> <div style="border: 1px solid black; width: 100%; height: 20px;"></div>		
		<b>Mobile Phone:</b> <div style="border: 1px solid black; width: 100%; height: 20px;"></div>		
<b>City:</b> <div style="border: 1px solid black; width: 100%; height: 20px;"></div>		<b>Alternate Phone:</b> <div style="border: 1px solid black; width: 100%; height: 20px;"></div>		
Under penalties of perjury, I certify that:				

# Form EZ-RPIG

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- 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><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

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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).

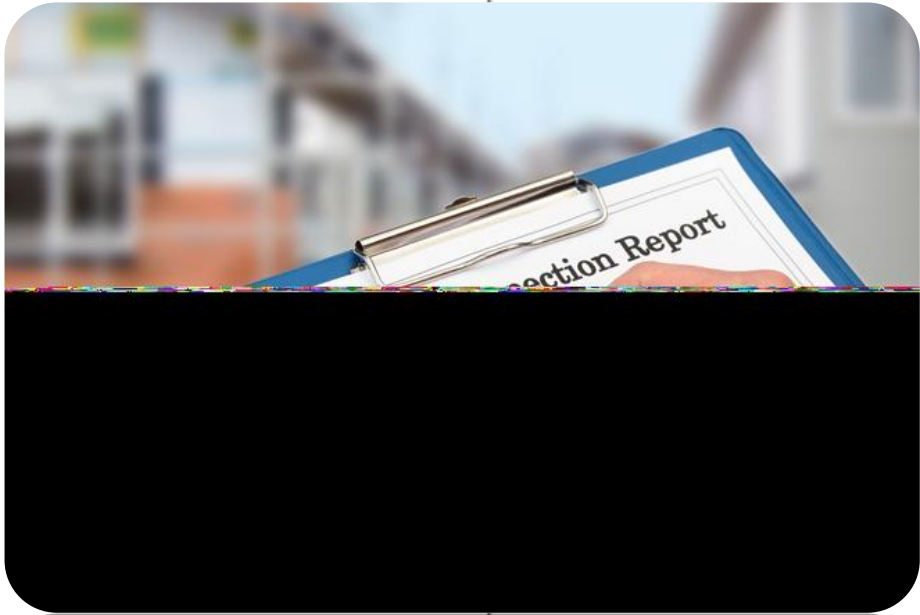




# Part II | Placed-in-Service Documentation


PART II: PLACED-IN-SERVICE DOCUMENTATION

A.	<input type="checkbox"/> CERTIFICATE OF OCCUPANCY <input type="checkbox"/> FINAL INSPECTION <input type="checkbox"/> 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.
<div></div>	



# 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...

Cut Copy Paste Format Painter

Clipboard

Calibri 11 A A B I U

Font

Wrap Text Merge & Center

Alignment

General \$ % , .00 .00

Number

Conditional Formatting Table

Normal Bad Good Neutral Calculation Check Cell Explanatory T... Input Linked Cell Note

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									
7									
8									
9									
10									
11									
12									

# Part IV | Qualification Info

## PART IV: QUALIFICATION INFORMATION

<b>1. Date Real Property Placed in Service (MM/DD/YYYY)</b> <ul style="list-style-type: none"><li>To verify this <u>date</u> <b>attach a copy</b> 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.</li><li>When submitting a licensed <u>third party</u> inspector's report, applicant must also <b>attach a letter</b> from the local Building Official verifying that project did not require any permits.</li></ul>	1. <input type="text"/> / <input type="text"/> / 2022
<b>2. Qualification is requested for calendar year:</b>	2. 2022
<b>3. Grant Calculation:</b>	
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"><li>For investments (3A) less than \$5 million, this amount cannot exceed \$100,000.</li><li>For investments (3A) of \$5 million or more, this amount cannot exceed \$200,000.</li><li><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></li></ul>	3E. \$ <input type="text"/>
<b>4. Real Property Investment Grants previously issued to this building or facility. See RPIG Award Schedule.</b>	
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

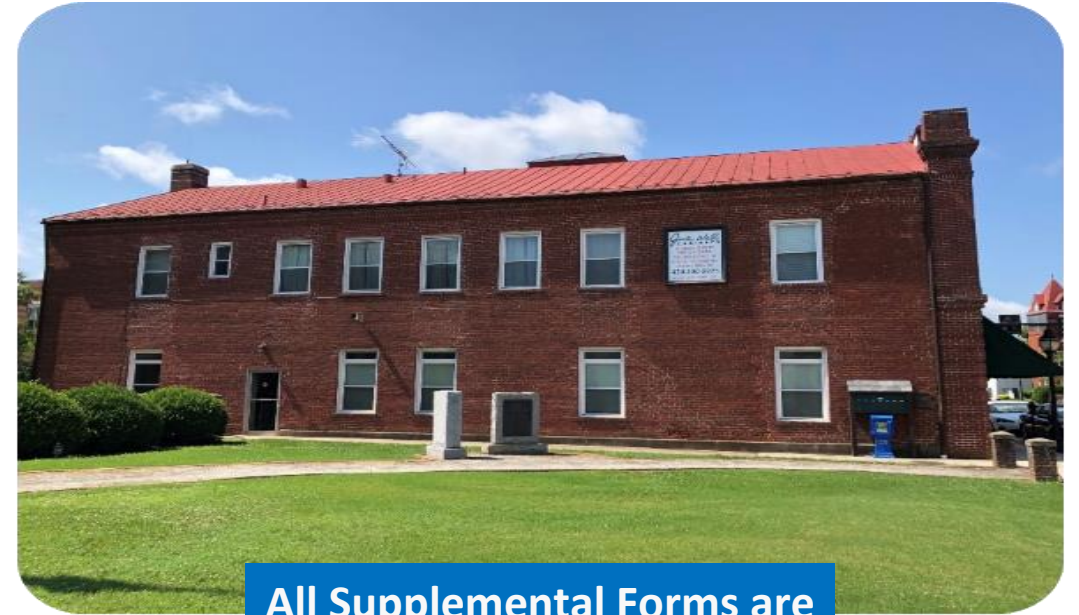
Password protected documents will NOT be accepted.

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

# Supplemental Forms

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- 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

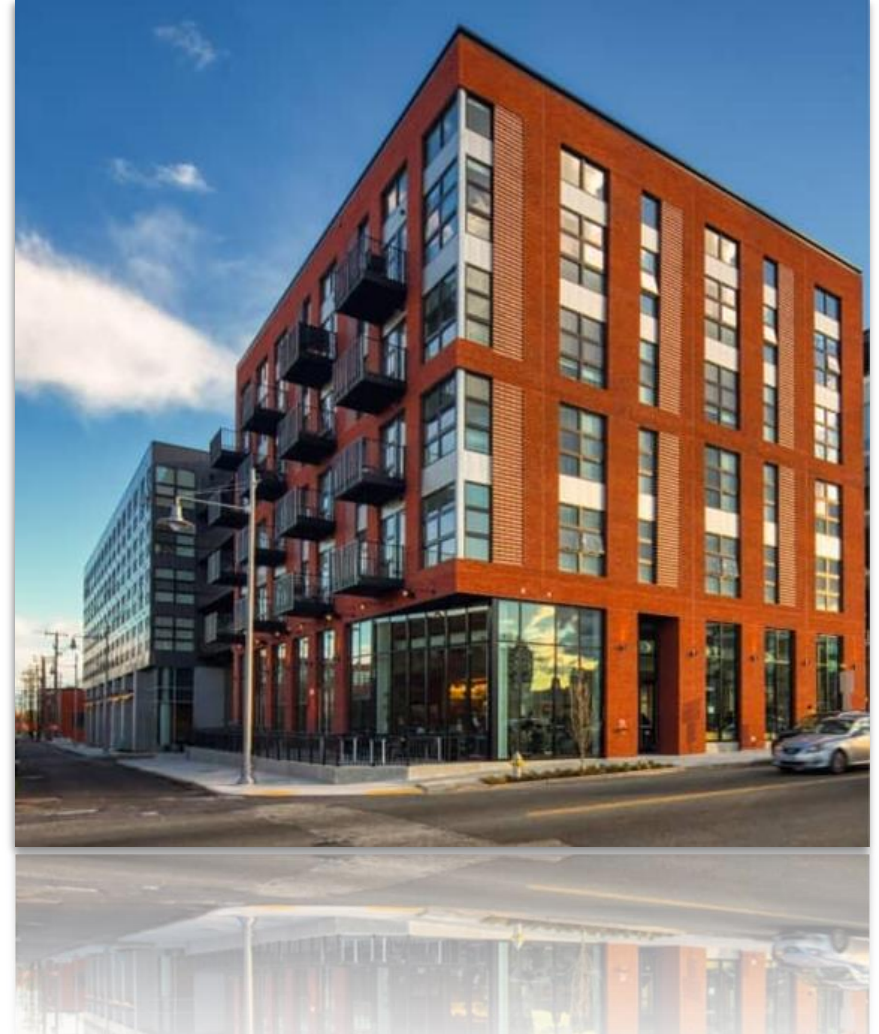


**All Supplemental Forms are  
Available on the DHCD  
website and the EZ  
Application Portal.**

# Mixed-Use Buildings

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- 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

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- 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

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- 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’*





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# Program Contacts

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