



Application For HIP Grant Incentives
Henrico Investment Program (HIP)
Henrico County Department of Community Revitalization
804-501-7640 (Assistance) enterprisezone@henrico.us (Electronic Submission)
P.O. Box 90775, Henrico, Virginia 23273-0775 (Mail Submission)

Application must be submitted and approved before starting work.
Please complete and include appropriate addendum(s).
Pages 1-4 only need to be completed once per applicant, even if applying for multiple grants.

Applicant/Property Information

Applicant:

Name: _____

Company: _____

Address: _____

City/State/ Zip-code: _____

E-Mail: _____

Phone: _____ Fax: _____

Relationship to Property Owner (if not owner): _____

Property Owner (if different from applicant):

Name: _____

Company: _____

Address: _____

City/State/ Zip-code: _____

E-Mail: _____

Phone: _____ Fax: _____

Project Site (address):

HIP Zone: _____

Names of Owners, Partners, President or CEO:

Type of Business Activity at or Proposed for Project Site:

Is business activity currently located at the project site? Yes: No:

Lease Own Zoning: _____ Business name: _____

Year business began: _____ Length of time at this location: _____

Does this business have more than one location? Yes: No:

For Interior Reconfiguration Under the Building Improvement Grant Only:

Years Remaining on Lease: _____

Size of Tenant Space (in square feet): _____

Application is for the following Grants (check Grants requested & attach required Addendum Sheet):

- Building Improvement Grant
- Paving Grant
- Landscaping Grant
- Demolition Grant
- Existing Signage Grant
- Off-Site Improvements Grant

Please complete the appropriate addendum and include all referenced documents to apply for grants checked above.

1. Scope of Work:

For each Henrico Investment Program Grant checked above, please identify the specific grant and provide a detailed description of the proposed scope of work including specific items required by the Addendum Attachment.

2. Project Budget:

For each Henrico Investment Program Grant checked above, please identify the specific grant and provide an estimated budget identifying the grant amount being requested and how such funds would be used toward a proposed improvement (budget may be in the form of an attachment).

3. Attachments: See Addendum for required attachments for each grant

For office use only. Do not write below this line.

Date Received: _____ Year existing building was built: _____

Valid Business License? Yes: No: Building Code Violation(s)? Yes: No:

Taxes or debts owed to the County? Yes: No:

Zoning or Maintenance Code Violation(s)? Yes: No:

DCR Approved: _____

Notes: _____

AFFIDAVIT FOR OWNER APPLICANT

DECLARATIONS:

I, the undersigned, hereby declare that, to the best of my knowledge and belief, the information provided in this application is true and accurate. I am authorized to act on behalf of the company/property named herein. I further agree by the terms and conditions of the program description and criteria as contained herein. I understand that the County may refuse to provide incentives under the Henrico Investment Program to firms or properties with delinquent debts owed to the County or outstanding Henrico County Code violations. I also understand that any false or misleading information provided by me, or the business may result in the loss of grants to which the firm or properties might otherwise be eligible. I understand that the failure to submit required information will result in forfeiture of the grants under the program.

Signature: _____ Date: _____

Print Name: _____

Property owner(s) must sign application:

I (we) the undersigned attest to my (our) ownership of the property located at:

(address) _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20____,

by _____ who is personally known to me or who has produced
_____ as identification and who did/did not take an oath.

Title Holder: _____

Notary Name: _____

Title Holder: _____

Notary Name: _____

{Seal}

Number: _____

Signature: _____ Date: _____

AFFIDAVIT FOR TENANT (OR OTHER AGENT) APPLICANT

If applicant is not the property owner, this affidavit for the tenant must be filled out and signed by the tenant or other agent and the property owner(s).

I (we) the undersigned attest to my (our) ownership of the property located at:

(address) _____

And hereby authorize: (tenant or agent) _____

to act as my (our) agent for the limited and express purpose of participating in the Henrico Investment Program. I have reviewed and approve of the alterations to be made on the property as proposed in the grant application.

DECLARATIONS:

I, the undersigned, hereby declare that, to the best of my knowledge and belief, the information provided in this application is true and accurate. I am authorized to act on behalf of the company/property named herein. I further agree by the terms and conditions of the program description and criteria as contained herein. I understand that the County may refuse to provide grants under the Henrico Investment Program to firms or properties with delinquent debts owed to the County or outstanding Henrico County Code violations. I also understand that any false or misleading information provided by me, or the business may result in the loss of grants to which the firm or properties might otherwise be eligible. I understand that the failure to submit required information will result in forfeiture of the grants under the program.

Tenant/Agent Signature: _____ Date: _____

Owner Signature: _____ Date: _____

Name of Owner: _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20____,

by _____ who is personally known to me or who has produced _____ as identification and who did/did not take an oath.

Title Holder: _____ Notary Name: _____

Title Holder: _____ Notary Name: _____

{Seal}

Number: _____

Signature: _____ Date: _____

Building Improvement Grant Addendum **Program Description and Criteria Acknowledgement**

The Henrico Investment Program encourages the renovation of properties in the County's HIP Zones to enhance these commercial corridors as appealing places where people will want to shop and otherwise conduct business. The Building Improvement Grant is designed to assist with exterior or interior improvements, correct code violations or deficiencies, and help with large building system improvements and upgrades.

The following criteria apply to the Building Improvement Grant (***please initial each criterion to confirm agreement***).

Program Funding: Building Improvement Grants are available on a first come first served basis to eligible program participants. The amount of grant assistance for exterior renovation is limited to 33% of the total of renovation or improvement costs or **\$30,000**, whichever amount is lower. For interior reconfiguration, the amount of grant assistance is limited to 33% of the total reconfiguration or improvement costs or **\$10,000**, whichever amount is lower. The grant will be reimbursed based upon the actual costs and will be provided after the completion of the renovation. ____

Eligible Applicant: For exterior renovations, an eligible applicant is a person or company having ownership rights in a building located within the Henrico County HIP Zone. For interior reconfiguration, an eligible applicant is a person or company having either ownership or leasehold rights in a building less than 10,000 square feet in size, located within a HIP Zone. A leasehold applicant is required to have approval from the owner and must have 5 years remaining on the lease. Businesses must have a valid business license and may not have outstanding tax or other financial obligations to the County. The site must be zoned for the current or intended use. Exterior grants are linked to parcels and may benefit from only one Building Improvement Grant during any 5-year period (if a parcel has more than one building, each building is **not** separately eligible to apply). Interior grants are linked to businesses and may benefit from only one Building Improvement Grant during any 5-year period. ____

For multi-tenant complexes, each business is considered eligible for interior grants; however, for exterior grants, partial exterior work is not eligible. Thus, exterior work must apply to the whole building (i.e., an entire shopping center). ____

Eligible Improvements: The proposed improvements must include either exterior renovation or interior reconfiguration. Grant funds may be used to correct code violations or code deficiencies; however, no code violations may exist upon completion of the improvements. ____

New construction and additions are not eligible for this grant (unless part of the overall renovation). ____

Design Assistance: Participation in the Building Improvement Grant requires either prior participation in the County's Design Assistance Program, where an architect hired by the County consults with the applicant to prepare a design concept and cost estimate for renovations and site improvements, or the equivalent at the expense of the applicant. The Director of Community Revitalization may waive this requirement at his/her discretion. ____

Planning and Permit Center Requirements: Building/structural improvements and correction of code violations funded under this program fall under the same County requirements as other property improvements. The applicant is responsible for following County procedures regarding Plan of Development, obtaining required permits for the work, providing any required plans for permits, requests for rezoning, and plan review, if applicable. ____

Application Requirements: The applicant shall file a County Application for Henrico Investment Program Zone Incentives form and include the following:

- Site Plan and elevation drawings showing location, size, and details of all existing and proposed improvements;
- Description of proposed scope of work and cost estimates; and,
- Proof of requisite solicitations per County Procurement Requirements. _____

The applicant shall be responsible for employing an architect, engineer, or contractor, as required, for the development of plans and cost estimates. Quotations shall be of sufficient detail to evaluate each identified work item and associated cost. _____

Procurement Requirements: The following procurement procedures shall apply:

A written Scope of Work description shall be provided to each potential supplier. Supplier solicitations may be sent electronically via e-mail or fax. A list (name and address) of all solicited suppliers shall be provided to the Department of Community Revitalization. Supplier solicitation(s) shall be governed by the following:

- **Level 3 Purchases – Estimated Grant payment up to \$30,000** (total job cost between \$15,152 and \$90,909): Minimum of four (4) quotes solicited (*). A minimum of one (1) quote must be solicited from a company listed on the Virginia Department of Minority Business Enterprise (DMBE); Small, Women and Minority (SWaM) Vendor Directory, found at the following link: <https://www.sbsd.virginia.gov/directory>.

(*) *The applicant has the option to use any vendor, however, grant reimbursement will be based on the lowest qualified bid.*

In the event that no responsible quotes are received from the initial requested supplier solicitation list, a new list shall be developed, and the request procedure repeated. _____

Payment: Disbursement of grant funds is contingent upon completed work passing County inspection. The applicant will provide proof of all project related expenditures. Payment of the grant will be made on a reimbursement basis after the receipt of all supporting documentation. Payment will be made within 15 days of approval by the County staff. Written request for payment of grants must be received by the County within 90 days after completion of the work. Completion of the work is defined as final payment to contractor(s).

IMPORTANT

All work related to this application must begin within 6 months or grant authorization becomes null and void. _____

Paving Grant Addendum

Program Description and Criteria Acknowledgement

The Henrico Investment Program encourages the renovation of properties in the County's HIP Zones to enhance these commercial corridors as appealing places where people will want to shop and otherwise conduct business. The Paving Grant is available to enhance the appearance and function of existing businesses by rehabilitating deteriorated parking areas or paving existing unpaved parking areas.

The following criteria apply to the Paving Grant (***please initial each criterion to confirm agreement***):

Program Funding: Paving Grants are available on a first come first served basis to eligible program participants. The amount of grant assistance is limited to 33% of the paving costs or **\$5,000**, whichever amount is lower. The grant will be reimbursed based upon the actual costs and will be provided after the completion of the paving. _____

Eligible Applicant: An eligible applicant is a person or company having ownership or leasehold rights in a building located within the Henrico County HIP Zone. A leasehold applicant is required to have approval from the owner. Businesses must have a valid business license and may not have outstanding tax or other financial obligations to the County. The site must be zoned for the current or intended use. A single parcel may benefit from only one Paving Grant during any 5-year period. _____

Eligible Improvements: Paving of existing parking areas that are unpaved, gravel, or deteriorated; expansion of existing parking areas; sealing of parking areas and striping. Eligible costs may also include the installation of bumper blocks and signage indicating handicapped spaces. In lieu of repaving, resealing accompanied by repair of any damaged areas and filling of cracks is allowed, provided the work addresses any code compliance issues. Staff will reserve the right to reject any resealing-only applications if adequate repair work is not included. Partial lot paving is eligible if the rest of the lot is code compliant. Proposed parking areas must be visible from the right-of-way, serve customers/employees, have access to the street, and be located within the County's HIP Zone. Parking areas must serve an existing building or where an addition to an existing building is being proposed. _____

Parking lots for new buildings are not eligible for this grant, unless associated with redevelopment. _____

Land Disturbance: If paving requires more than 2,500 square feet of land disturbance, or if the property is located in a Resource Protection Area (RPA), the Department of Public Works requires a Standard Environmental Site Assessment (ESA) and Erosion and Sediment Control Plan Sheet. More information can be found at the Henrico County Department of Public Works webpage at: <http://www.co.henrico.va.us/works/engineering-environmental-services/erosion-sediment>. In addition, the new construction must be approved by the Planning Department. _____

Planning and Permit Center Requirements: Paving funded under this program falls under the same County requirements as other property improvements. The applicant is responsible for following County procedures regarding Plan of Development, obtaining required permits for the work, providing any required plans for permits, requests for rezoning, and plan review, if applicable. _____

Application Requirements: The applicant shall file an Application for Henrico Investment Program Incentives and include:

- Site Plan showing the location, size, extent of all paving, and delineation of all required parking spaces.
- Description of proposed scope of work and cost estimates; and,
- Copies of quotes as per County procurement requirements.

The applicant, at their expense, could be required to employ an architect, engineer, or contractor, as may be appropriate, for the development of plans and cost estimates. Estimates and subsequent quotes must provide adequate detail to determine the costs of discrete work items and for the identification of paving costs. _____

Procurement Requirements: The following procurement procedures shall apply:

A written Scope of Work description shall be provided to each potential supplier. Supplier solicitations may be sent electronically via e-mail or fax. A list (name and address) of all solicited suppliers shall be provided to the Department of Community Revitalization. Supplier solicitation(s) shall be governed by the following:

- **Level 2 Purchases – Estimated Grant payment up to \$5,000** (total job cost between \$6,061 and \$15,151): Minimum of three (3) quotes solicited (*). A minimum of one (1) quote must be solicited from a company listed on the Virginia Department of Minority Business Enterprise (DMBE); Small, Women and Minority (SWaM) Vendor Directory, found at the following link: <https://www.sbsd.virginia.gov/directory>.

(*) *The applicant has the option to use any vendor, however, grant reimbursement will be based on the lowest qualified bid.*

In the event that no responsible quotes are received from the initial requested supplier solicitation list, a new list shall be developed, and the request procedure repeated. _____

Payment: Disbursement of grant funds is contingent upon completed work passing County inspection. The applicant will provide proof of all project related expenditures. Payment of the grant will be made on a reimbursement basis after the receipt of all supporting documentation. Payment will be made within 15 days of approval by the County staff. Written request for payment of grants must be received by the County within 90 days after completion of the work. Completion of the work is defined as final contractor payment. _____

IMPORTANT

All work related to this application must begin within 6 months or grant authorization becomes null and void. _____

Landscaping Grant Addendum

Program Description and Criteria Acknowledgement

The Henrico Investment Program encourages the renovation of properties in the County's HIP Zones to enhance these commercial corridors as appealing places where people will want to shop and otherwise conduct business. The Landscaping Grant is available to enhance aesthetic appeal along building fronts and parking areas and to screen and enhance parking areas.

The following criteria apply to the Landscaping Grant (***please initial each criterion to confirm agreement***):

Program Funding: Landscaping Grants are available on a first come first served basis to eligible program participants. The amount of the grant assistance is limited to 33% of the landscaping costs or **\$2,000**, whichever amount is lower. The grant will be reimbursed based upon the actual costs and will be provided after the completion of the landscaping. ____

Eligible Applicant: An eligible applicant is a person or company having ownership or leasehold rights in a building located within the Henrico County HIP Zones. A leasehold applicant is required to have approval from the owner. Businesses must have a valid business license and may not have outstanding tax or other financial obligations to the County. The site must be zoned for the current use. A single parcel may benefit from only one Landscaping Grant during any 5-year period. ____

Eligible Improvements: The proposed landscaping must be for the enhancement of an existing parking area, in front of the existing building or property, or in front of an addition to an existing building. ____

Landscaping for new buildings is not eligible for this grant, unless associated with redevelopment. ____

Replacement or restoration of required landscaping (fixing code enforcement issues) is eligible for this grant. ____

Elements such as walkways, patios, outdoor furniture, or regular maintenance are not eligible reimbursable costs. ____

Land Disturbance: If landscaping requires more than 2,500 square feet of land disturbance, or if the property is located in a Resource Protection Area (RPA), the Department of Public Works requires a [Standard Environmental Site Assessment \(ESA\) and Erosion and Sediment Control Plan Sheet](#). More information can be found at the Henrico County Department of Public Works webpage at: <http://www.co.henrico.va.us/works/engineering-environmental-services/erosion-sediment>. In addition, the new construction must be approved by the Planning Department. ____

Planning and Permit Center Requirements: Landscaping funded under this program falls under the same County requirements as other property improvements. The applicant is responsible for following County procedures regarding Plan of Development, obtaining required permits for the work, providing any required plans for permits, requests for rezoning, and plan review, if applicable. ____

Application Requirements: The applicant shall file an [Application for Henrico Investment Program Incentives](#) on the appropriate County form(s) and include the following:

- Landscape Plan showing the location, size, and species of all existing and proposed plantings
- Description of proposed scope of work and cost estimates
- Copies of bids as per the procurement requirements

The applicant, at their expense, shall be required to employ an architect, engineer, or contractor, as may be appropriate, for the development of the plans and estimates. Estimates and subsequent bids must provide adequate detail to determine the costs of discrete work items and for the identification of costs for landscaping. ____

Procurement Requirements: The following procurement procedures shall apply:

A written Scope of Work description shall be provided to each potential supplier. Supplier solicitations may be sent electronically via e-mail or fax. A list (name and address) of all solicited suppliers shall be provided to the Department of Community Revitalization. Supplier solicitation(s) shall be governed by the following:

- **Level 1 Purchases – Estimated Grant payment up to \$2,000** (total job cost under \$6,060): Minimum of two (2) quotes solicited (*).

(* *The applicant has the option to use any vendor, however, grant reimbursement will be based on the lowest qualified bid.*

In the event that **NO** responsible quotes are received from the initial requested supplier solicitation list, a new list shall be developed, and the request procedure repeated. ____

Payment: Disbursement of grant funds is contingent upon completed work passing County inspection. The applicant will provide proof of all project related expenditures. Grant payment will be made on a reimbursement basis after the receipt of all supporting documentation. Payment will be made within 15 days of approval by the County staff. Written request for payment of grants must be received by the County within 90 days after completion of the work. Completion of the work is defined as final payment to contractor(s). _____

IMPORTANT

All grant related work must begin within 6 months of authorization, or the application becomes null and void. _____

Demolition Grant Addendum

Program Description and Criteria Acknowledgement

The Henrico Investment Program encourages the renovation of properties in the County's HIP Zones to enhance these commercial corridors as appealing places where people will want to shop and otherwise conduct business. The Demolition Grant is available to support the demolition of existing buildings which impede new construction.

The following criteria apply to the Demolition Grant (***please initial each criterion to confirm agreement***):

Program Funding: Demolition Grants are available on a first come first served basis to eligible program participants. The amount of the grant assistance is limited to 33% of the demolition costs or **\$100,000**, whichever amount is lower. The grant will be reimbursed based upon the actual costs and will be paid after completion of the new building and receipt of a final Certificate of Occupancy or equivalent. The Certificate of Occupancy or equivalent must be granted within 24 months from the completion of demolition (when demo permits are finalized). ____

Eligible Applicant: An eligible applicant is a person or company having current or future ownership rights in a building located within the Henrico County HIP Zone. The site must be zoned for the current use. A site (parcel) may benefit from only one Demolition Grant during any 5-year period. ____

Eligible Improvements: The proposed demolition must clear a site for an additional investment of at least \$250,000 for a new building. ____

Partial demolition is not eligible, unless more than 75% of the floor plate of the building's conditioned space is cleared. ____

Land Disturbance: If demolition requires more than 2,500 square feet of land disturbance, or if the property is located in a Resource Protection Area (RPA), the Department of Public Works requires a [Standard Environmental Site Assessment \(ESA\) and Erosion and Sediment Control Plan Sheet](#). More information can be found at the Henrico County Department of Public Works webpage at: <https://www.co.henrico.va.us/works/engineering-environmental-services/erosion-sediment>. In addition, the new construction must be approved by the Planning Department. ____

Planning and Permit Center Requirements: Demolition funded under this program falls under the same County requirements as other property improvements. The applicant is responsible for following County procedures regarding Plan of Development, obtaining required permits for the work, providing any required plans for permits, requests for rezoning, and plan review, if applicable. ____

Application Requirements: The applicant shall file an [Application for Henrico Investment Program Incentives](#) on the appropriate County form(s) and include the following:

- Site Plan showing the location, size, and details of all existing and proposed improvements
- Description of proposed scope of work and cost estimates
- Copies of bids as per the procurement requirements
- Photographs of all sides of buildings to be demolished

The applicant, at their expense, shall be required to employ an architect, engineer, or contractor, as may be appropriate, for the development of the plans and estimates. Estimates and subsequent bids must be prepared on a line-item basis and will provide for adequate detail to determine the costs of discrete work items and provide for the identification of costs for demolition. ____

Procurement Requirements: The following Henrico Procurement procedures shall apply:

A written and defined work description, for all purchases, must be provided to potential vendors. Small Purchase requests can be sent electronically via e-mail or fax. All Bid requests, including SWaM, shall be provided to the Department of Community Revitalization.

- **Level 3 Purchases – Estimated Grant payment up to \$30,000** (total job cost between \$15,152 and \$90,909): Minimum of four (4) quotes solicited.(*). A minimum of one (1) quote must be solicited from a company listed on the Virginia Department of Minority Business Enterprise (DMBE); Small, Women and Minority (SWaM) Vendor Directory, found at the following link: <https://www.sbsd.virginia.gov/directory>.

(*). *The applicant has the option to use any vendor, however, grant reimbursement will be based on the lowest qualified bid.*

All bids received at the IFB stated date, time, and place shall be opened and read aloud. Bids will be awarded to the lowest responsible bidder. The published bid notice and copies of all bids shall be provided to the Department of Community Revitalization. ____

Payment: Disbursement of grant funds is contingent upon completed work passing County inspection. The applicant will provide proof of all project related expenditures. Grant payment will be made on a reimbursement basis after receipt of all supporting documentation and payment will be made within 15 days following approval. A written request for grant payment must be received within 90 days after completion of the work. Completion of the work is defined as final payment to contractor(s). _____

IMPORTANT

All work related to this grant must begin 6 months after authorization or the application becomes null and void. _____

Existing Signage Grant Addendum **Program Description and Criteria Acknowledgement**

The Henrico Investment Program encourages the renovation of properties in the County's HIP Zones to enhance these commercial corridors as appealing places where people will want to shop and otherwise conduct business. The Existing Signage Grant is available to replace existing deteriorated freestanding signs in a manner that enhances the business and commercial area where it is located.

The following criteria apply to the Existing Signage Grant (***please initial each criterion to confirm agreement***):

Program Funding: Existing Signage Grants are available on a first come first served basis to eligible program participants. The amount of the grant assistance is limited to 33% of the total of demolition, replacement, or refurbishment costs or **\$2,000**, whichever amount is lower. The grant will be reimbursed based upon the actual costs and will be provided after the completion of the signage improvement.

Eligible Applicant: An eligible applicant is a person or company having ownership or leasehold rights in a building located within the Henrico County HIP Zone. A leasehold applicant is required to have approval from the owner. Businesses must have a valid business license and may not have outstanding tax or other financial obligations to the County. The site must be zoned for the current use. A single parcel may benefit from only one Existing Signage Grant during any 5-year period. ____

Eligible Improvements: Any deteriorated, existing, freestanding sign on property located in the County's HIP Zone to be demolished, replaced, or refurbished. Replacement of a message panel alone is not considered being "refurbished." ____

New signs are not eligible for this grant. ____

Conversion to internally illuminated signs or message signs is not eligible for this grant. ____

Planning and Permit Center Requirements: Signage improvement funded under this program falls under the same County requirements as other property improvements. The applicant is responsible for following County procedures regarding Plan of Development, obtaining required permits for the work, providing any required plans for permits, requests for rezoning, and plan review, if applicable. ____

Application Requirements: The applicant shall file a County Application for Henrico Investment Program Incentives and include the following:

- Design Plan and elevation drawings showing the color, dimension, height, lettering, location, materials, and other details of all proposed signage improvements
- Copies of quotes as per the procurement requirements

The applicant, at their expense, may be required to employ an architect, engineer, or contractor, as may be appropriate, for the development of the design plan. All quotes must provide adequate detail to determine the costs of discrete work items and for the identification of costs for signage. ____

Procurement Requirements: The following procurement procedures shall apply:

A written Scope of Work description shall be provided to each potential supplier. Supplier solicitations may be sent electronically via e-mail or fax. A list (name and address) of all solicited suppliers shall be provided to the Department of Community Revitalization. Supplier solicitation(s) shall be governed by the following:

- **Level 1 Purchases – Estimated Grant payment up to \$2,000** (total job cost under \$6,060): Minimum of two (2) quotes solicited. (*)

(*) *The applicant has the option to use any vendor, however, grant reimbursement will be based on the lowest qualified bid.*

In the event that no responsible quotes are received from the initial requested supplier solicitation list, a new list shall be developed, and the request procedure repeated. ____

Payment: Disbursement of grant funds is contingent upon completed work passing County inspection. The applicant will provide proof of all project related expenditures. Grant payment will be made on a reimbursement basis following receipt of all supporting documentation. Payment will be made within 15 days of approval by the County staff. Written request for payment of grants must be received by the County within 90 days after completion of the work. Completion of the work is defined as final payment to contractor(s). ____

IMPORTANT

All work related to this grant must begin 6 months after authorization or the application becomes null and void. ____

Off-Site Improvements Grant Addendum

Program Description and Criteria Acknowledgement

The Henrico Investment Program encourages the renovation of properties in the County's HIP Zones to enhance these commercial corridors as appealing places where people will want to shop and otherwise conduct business. The Off-Site Improvements Grant is available to promote the development, redevelopment, and rehabilitation of properties through various off-site improvements.

The following criteria apply to the Off-Site Improvements Grant (***please initial each criterion to confirm agreement***):

Program Funding: Off-Site Improvement Grants are available on a first come first served basis to eligible program participants. The amount of the grant assistance is limited to 33% of the proposed off-site improvement costs or **\$10,000**, whichever amount is lower. The grant will be reimbursed based upon the actual costs and will be provided after the completion of the off-site improvements. ____

Eligible Applicant: An eligible applicant is a person or company having ownership rights in a building located within the Henrico County HIP Zone. The site must be zoned for the current use. A single parcel may benefit from only one Off-Site Improvements Grant during any 5-year period. ____

Eligible Improvements: Eligible improvements are off-site drainage, water, sewer, bus stops, turn lanes, and traffic lights needed to serve the property. The parcel served by the Off-Site Improvements grant must have a minimum investment of \$250,000 in new construction or \$50,000 in exterior improvements to the existing building. Off-site improvements must serve a property located in a HIP Zone. Buildings must have an existing commercial or industrial occupancy. ____

Planning and Permit Center Requirements: Off-Site improvements funded under this program falls under the same County requirements as other property improvements. The applicant is responsible for following County procedures regarding Plan of Development, obtaining required permits for the work, providing any required plans for permits, requests for rezoning, and plan review, if applicable. ____

Application Requirements: The applicant shall file a County Application for Henrico Investment Program Incentives and include the following:

- Site Plan and drawings showing location and details of all off-site improvements
- Description of proposed scope of work and cost estimates
- Copies of bids as per the procurement requirements

The applicant, at their expense, may be required to employ an architect, engineer, or contractor, as may be appropriate, for the development of the design plan. All quotes must provide adequate detail to determine the costs of discrete work items and for the identification of costs for signage. ____

Procurement Requirements: The following procurement procedures shall apply:

A written Scope of Work description shall be provided to each potential supplier. Supplier solicitations may be sent electronically via e-mail or fax. A list (name and address) of all solicited suppliers shall be provided to the Department of Community Revitalization. Supplier solicitation(s) shall be governed by the following:

- **Level 3 Purchases – Estimated Grant payment up to \$30,000** (total job cost between \$15,152 and \$90,909): Minimum of four (4) quotes solicited (*). A minimum of one (1) quote must be solicited from a company listed on the Virginia Department of Minority Business Enterprise (DMBE); Small, Women and Minority (SWaM) Vendor Directory, found at the following link: <https://www.sbsd.virginia.gov/directory>.

(*) *The applicant has the option to use any vendor, however, grant reimbursement will be based on the lowest qualified bid.*

In the event that no responsible quotes are received from the initial requested supplier solicitation list, a new list shall be developed, and the request procedure repeated. ____

Payment: Disbursement of grant funds is contingent upon completed work passing County inspection. The applicant will provide proof of all project related expenditures. Grant payment will be made on a reimbursement basis following receipt of all supporting documentation. Payment will be made within 15 days of approval by the County staff. Written request for payment of grants must be received by the County within 90 days after completion of the work. Completion of the work is defined as final payment to contractor(s). ____

IMPORTANT

All work related to this grant must begin 6 months after authorization or the application becomes null and void. ____