



# Application for Off-Site Improvements Grant

County of Henrico, Virginia

Department of Community Revitalization

Henrico Community Revitalization Web Site: <http://www.henrico.us/revit/>

Department of Community Revitalization, County of Henrico, Virginia, P.O. Box 90775, Richmond, Virginia 23273-0775\*\*

Phone 804-501-7615 Facsimile 804-501-7630

\*\*Use P.O. Box for all mail. Street address is 4062 Crockett Street, Henrico, Virginia 23228 for deliveries only.

**\* Application must be submitted and approved before starting work. \***

## Applicant Information

### Applicant:

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City/State/ Zip-code: \_\_\_\_\_

\_\_\_\_\_

E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### Project Site (address):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Property Owner (if different from applicant):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City/State/ Zip-code: \_\_\_\_\_

\_\_\_\_\_

E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### Identification Number:

Federal Tax ID number of Applicant:

\_\_\_\_\_

(Required for Disbursement of Grant Funds)

## Business Ownership

Sole Proprietorship

Partnership

S Corporation

Corporation

Limited Liability Company

Other \_\_\_\_\_

## Names of Owners, Partners, President or CEO:

\_\_\_\_\_

\_\_\_\_\_

## Type of Business Activity at Project Site:

\_\_\_\_\_

\_\_\_\_\_

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

Lease  Own Zoning: \_\_\_\_\_ Property ID Number (GPIN): \_\_\_\_\_

Year business began: \_\_\_\_\_ Length of time at this location: \_\_\_\_\_

Total Number of Employees at this location: \_\_\_\_\_ Full-Time: \_\_\_\_\_ Part-Time: \_\_\_\_\_

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

**1) Scope of Work.**

Provide a detailed description of the proposed scope of work and drawings that indentify specific work elements. Provide attachments as needed.

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**2) Project Budget**

Provide an itemized budget indicating the amount and use of funds needed for the proposed improvements. This should be a line item budget by work element and in sufficient detail to determine eligibility of expenses. Provide attachments as needed.

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**Required Attachments**

- A. A site plan and drawings showing location and details of all off-site improvements
- B. Competitive contractor bids. (*See Procurement Requirements for number of bids required*)
- C. Copy of bid solicitation, including reference to Davis-Bacon wage requirements.

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

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Date Received: \_\_\_\_\_ Year existing building was built: \_\_\_\_\_

Valid Business License? 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 business/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 Enterprise Zone 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.

I authorize the Henrico County Enterprise Zone Program Administrator to disclose such information, as provided to the County, to the Virginia Department of Housing & Community Development for reporting purposes as required.

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 County Enterprise Zone 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 business/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 Enterprise Zone 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.

I authorize the Henrico County Enterprise Zone Program Administrator to disclose such information, as provided to the County, to the Virginia Department of Housing & Community Development for reporting purposes as required.

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: \_\_\_\_\_

**Off-Site Improvements Grant Addendum  
Henrico County, Virginia  
Enterprise Zone Grant Program Description and Acknowledgement of Criteria**

The Henrico County Enterprise Zone Grant Program encourages the renovation of properties in the County's Enterprise Zone 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 off-site drainage, water, and sewer improvements.

The following criteria apply to the Off-Site Improvements Grant (*please initial after each to acknowledge that you have read and understand them*):

**Program Funding:** The County allocates funding from Community Development Block Grant funds for this program. Off-Site Improvements 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 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 and building improvements/new construction.

**Eligible Applicant:** An eligible applicant is a person or firm having ownership or leasehold rights in a building located within the Henrico County Enterprise 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 building may benefit from only one Off-Site Improvements Grant during any 5-year period. \_\_\_\_

**Eligible Improvements:** Eligible improvements are off-site drainage, water, and sewer needed to serve the property. The parcel served by the off-site improvements must have minimum investment of \$250,000 in new construction or \$50,000 in exterior improvements to an existing building. Off-site improvements must serve an Enterprise Zone property. Buildings must have an existing or proposed commercial or industrial occupancy. \_\_\_\_

**Planning and Permit Center Requirements:** Off-site improvements 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 an Application for Off-Site Improvements Grant on the appropriate County form(s) 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, 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 off-site improvements. \_\_\_\_

**Procurement Requirements:** The following Henrico Procurement procedures shall apply:

- Less than \$5,000, applicant shall provide one (1) bid;
- Between \$5,001 to \$15,000, applicant shall solicit a minimum of three (3) bids, which shall include a minimum of one (1) supplier selected from a list made available by the Virginia Department of Minority Business Enterprise (DMBE);
- Between \$15,001 and \$30,000, applicant shall solicit a minimum of four (4) bids, which shall include a minimum of one (1) supplier selected from a list made available by the Virginia Department of Minority Business Enterprise (DMBE); The Small, Women and Minority (SWaM) Vendor Directory can be located at the following link: <http://www.dmb.virginia.gov>

If proposed costs are above \$30,000, applicant shall follow the County's Competitive Sealed Bidding process outlined in the supplier relations guide <http://www.henrico.us/assets/supplierguide.pdf>. A copy of the published notice for invitations to bid and copies of three (3) competitive bids shall be provided to the Department of Community Revitalization. \_\_\_\_

**Agreement for the Use of CDBG Funds:**

**Jobs Agreement**

Upon approval of the application, the applicant will enter an agreement with the County, commonly known as the Jobs Agreement, setting forth the terms and conditions related to the use of federal Community Development Block Grant Program funds. As a condition to the use of the CDBG funds, the applicant must agree to create one job. The job created must be available to persons previously of low income, as defined by the U.S. Department of Housing and Urban Development. It is expected that the job will be created within two years of the completion of the improvements. The applicant agrees to provide information about employees hired pursuant to the Jobs Agreement and to maintain records as may be required for audit or reporting purposes. \_\_\_\_

**Davis-Bacon Wage Requirements**

The applicant will also be required to ensure that the contractor pay wages in compliance with the federal Davis Bacon wage rates. In addition, the applicant agrees to comply with the County procedures for the competitive bidding of the work. County staff will provide technical assistance to the applicant related to Davis Bacon and procurement. The applicant will be required to maintain a file related to the agreement and the status of its efforts to create jobs and the income eligibility of persons hired in the new positions. The County staff will monitor the progress of the applicant and the applicant will make the file and any related records available for inspection by County staff upon request. \_\_\_\_\_

**Payment:** Disbursement of grant funds is contingent upon completed work passing County inspections. 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). \_\_\_\_\_

**\*All work related to this grant must begin within 6 months of receiving the grant authorization or the grant application will become null and void.\*** \_\_\_\_\_