

# VIRGINIA ENTERPRISE ZONE

How to Qualify Workshop

REAL PROPERTY INVESTMENT GRANT  
GRANT YEAR 2025



# VIRGINIA ENTERPRISE ZONE MAP

45

Zones

21

Cities

34

Counties

12

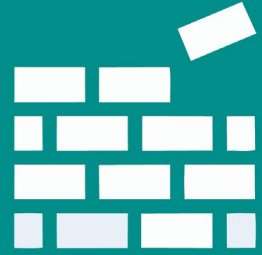
Towns



**36**

Job Creation  
Grants  
awarded

## GY2024 Summary Data



**117**

Real Property  
Investment  
Grants  
awarded

**>\$1.82M**

JCG Funds  
Awarded

**>\$13.68M**  
Total  
Disbursed

**>\$11.86M**

RPIG Funds  
Awarded

**2,957**

Net New Jobs  
Created

**>\$231.24M**

Private Investment  
Leveraged



# PROGRAM TIMELINE



## 2025 GENERAL ASSEMBLY SESSION

Funds Appropriated for GY25



## CALENDAR YEAR 2025

JCG | Jobs Created

RPIG | Final Placed-In-Service  
Document Received

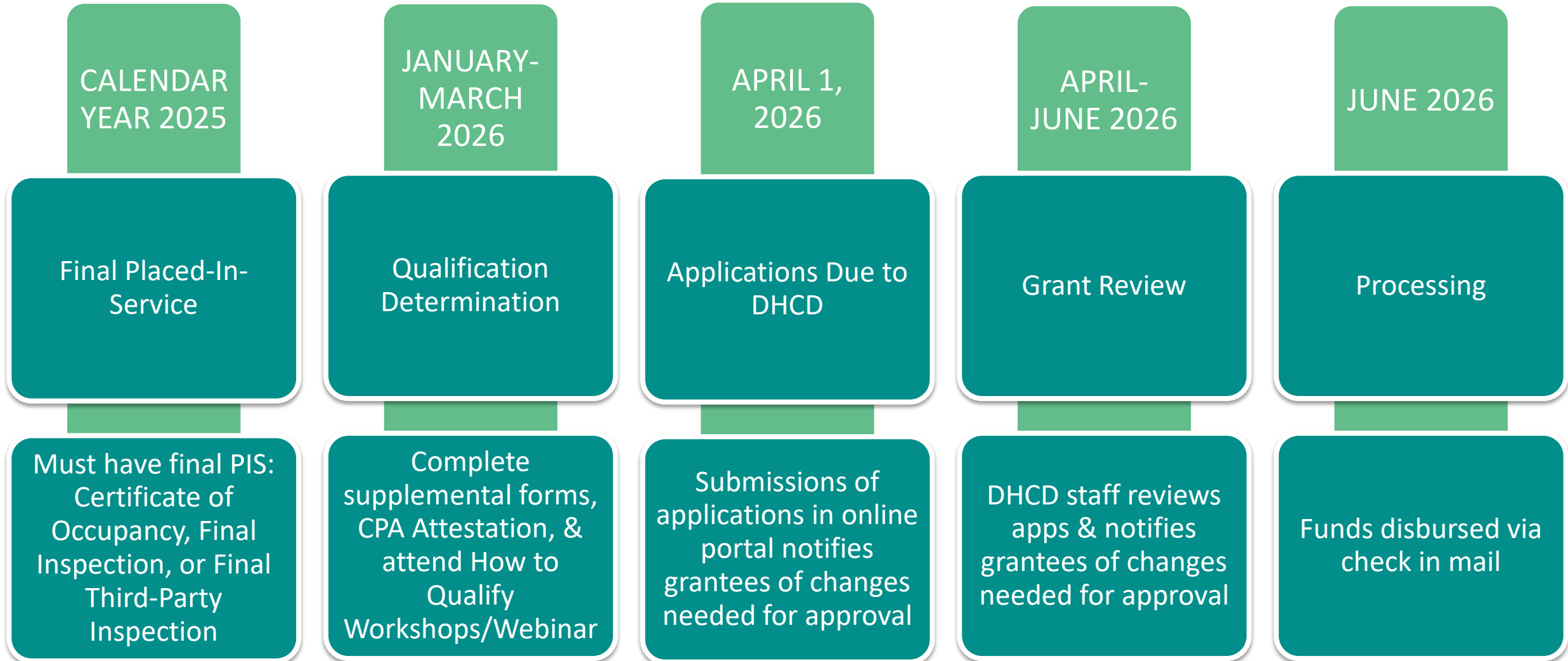


## GRANT YEAR 2025

Applications Due  
April 1, 2026



# PROGRAM TIMELINE

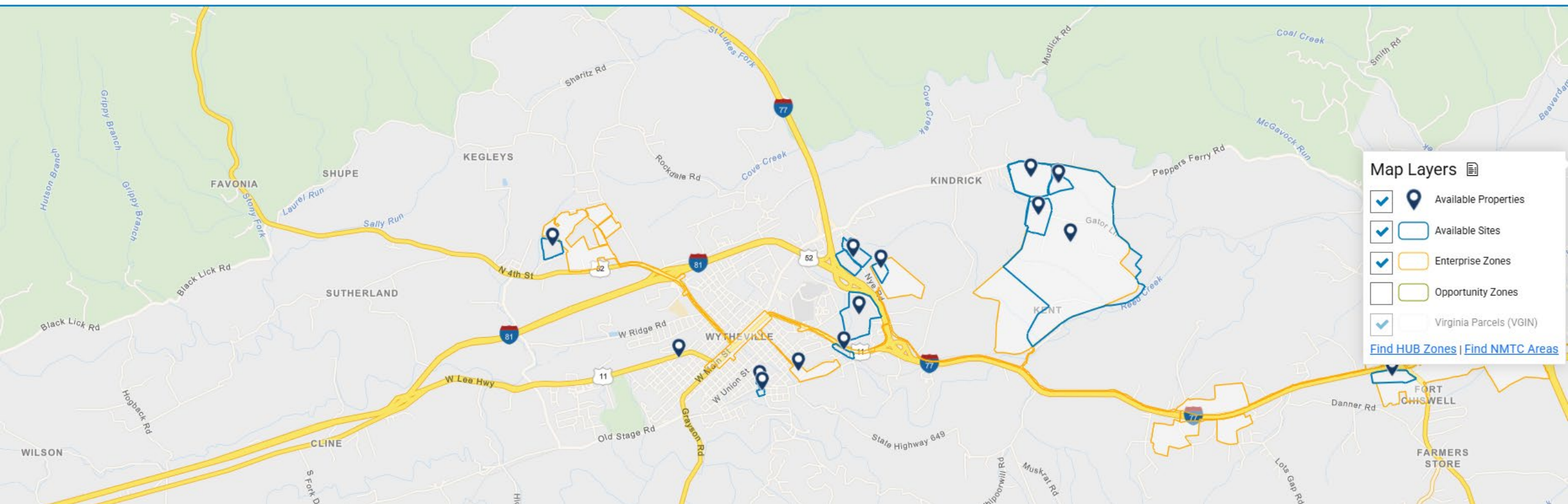


# ELIGIBLE PROPERTY TYPES

\*Zone investors **MUST** confirm that the physical location of the property is within the boundaries of an Enterprise Zone by contacting the locality's local zone administrator.



Find an Enterprise Zone, Opportunity Zone, property, or address



# ELIGIBLE PROPERTY TYPES

## BUILDING

- freestanding and unrelated in function to other buildings/structures
- common ownership but leased to tenants and owner has no say in general management
- tenants act independently of each other and owner doesn't dictate hours of operation

**Example:** (pic to right) group of adjacent downtown buildings with one owner each





# ELIGIBLE PROPERTY TYPES

## FACILITY

- a group of buildings
- co-located at a single physical location
- involved in related operations and designed to function as a unit
- under common ownership and management

**Example:** mall; business with multiple buildings, including a manufacturing building, administrative building, etc.





# ELIGIBLE PROPERTY USES

- 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.

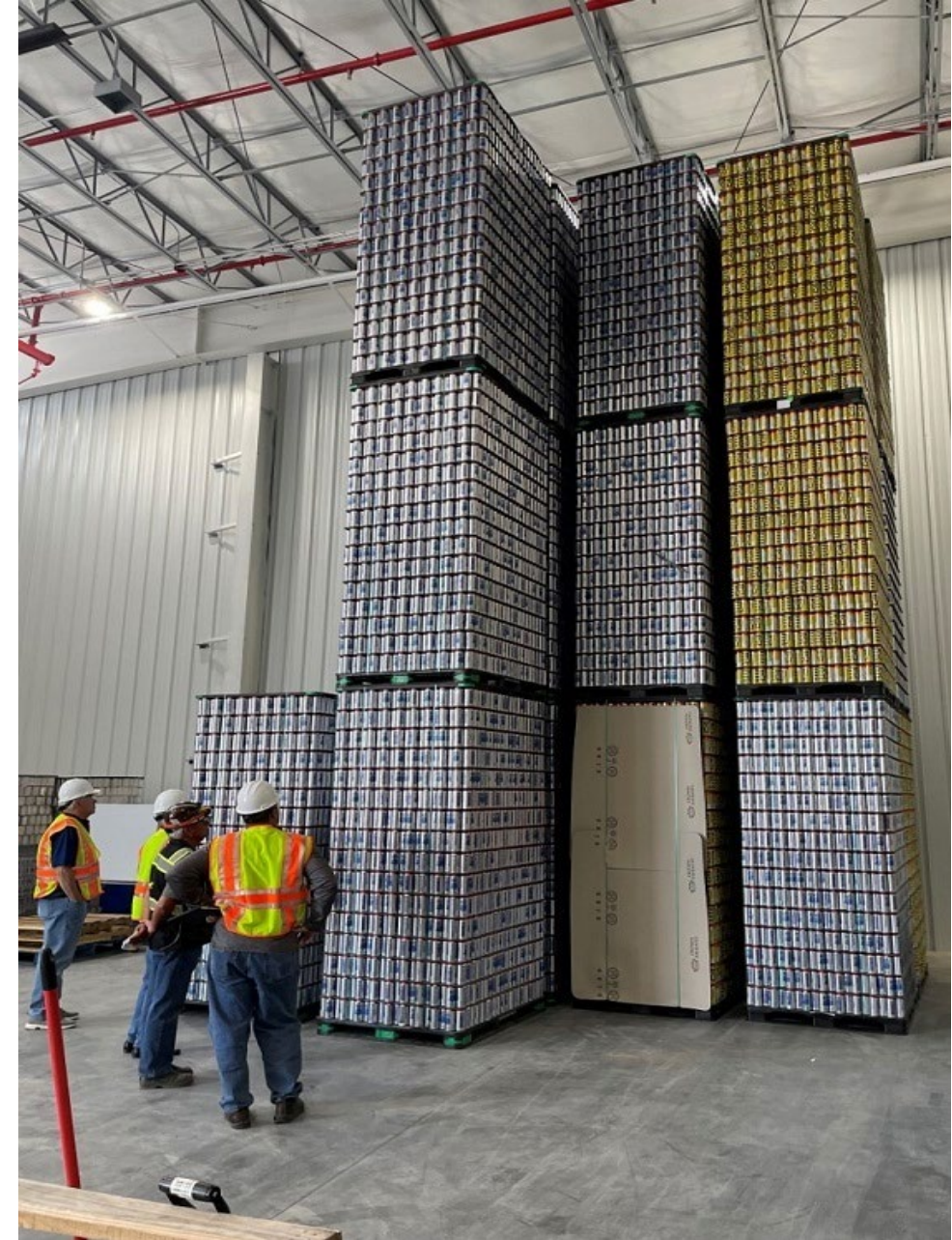
TOTAL INVESTMENT	GRANT AMOUNT (% of QRPI over threshold)	MAXIMUM GRANT AMOUNT
≤ \$5 million	20%	\$100,000
> \$5 million ≤ \$20 million	20%	\$200,000
> \$20 million	25%	\$300,000

TYPE OF CONSTRUCTION	MINIMUM THRESHOLD
New construction	\$500,000
Rehabilitation or expansion	\$100,000
Solar-only	No minimum
New construction with solar	\$450,000
Rehabilitation or expansion with solar	\$50,000

# 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 abatement
  - freight/mobilization

\*See page 11 of RPIG Manual for extensive lists.







# INELIGIBLE COSTS

## ○ Examples of unqualified investments:

- acquisition costs
- architectural fees
- business personal property
- closing costs
- furnishings
- insurance
- items beyond the property line
- leasing & legal fees
- machinery & tools
- permits & inspection fees
- signage
- utility connection fees



# 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).**  
**\*1<sup>st</sup> year of the 5 years is the GRANT YEAR!**
- Up to \$100,000 per building/facility for QRPI ≤ \$5M  
Up to \$200,000 for QRPI >\$5 Million ≤ \$20 Million  
**\*\*Up to \$300,000 for QRPI ≥ \$20Million**



# CALCULATION EXAMPLES

INVESTMENT TYPE	REHAB &/OR EXPANSION	NEW CONSTRUCTION	REHAB/EXP. CAPPED
TOTAL QRPI	\$500,000	\$1,000,000	\$2,000,000
SUBTRACT THRESHOLD	<u>-\$100,000</u>	<u>-\$500,000</u>	<u>-\$100,000</u>
GRANT-ELIGIBLE QRPI	\$400,000	\$500,000	\$1,900,000
MULTIPLY BY 20 %	<u>X .20</u>	<u>X .20</u>	<u>X .20</u>
	\$80,000	\$100,000	\$380,000 (exceeds maximum grant amount)
GRANT REQUEST	\$80,000	\$100,000	\$100,000





# SOLAR ELIGIBILITY

- 2019 legislative change allows projects with solar components to **qualify at lower thresholds** (threshold lowered by \$50,000)
- **New construction with solar threshold:** from \$500,000 to \$450,000 (*minimum \$50,000 in solar improvements*)
- **Rehab/expansion with solar threshold:** from \$100,000 to \$50,000 (*minimum \$50,000 in solar improvements*)
- **Solar-only improvements** (solar is the only component added to the building or facility) qualify with no threshold required







# SOLAR ELIGIBILITY

2024 legislative change allows moneys for enterprise zone real property investment grants to include **solar canopies for parking lots**.

*Notwithstanding the provisions of § 59.1-548, Code of Virginia, or any other provision of law, moneys for enterprise zone real property investment grants shall be used to support the inclusion of rooftop solar or solar canopies for parking lots as a component of a real property project awarded a grant through the program.*

# CALCULATION EXAMPLES-SOLAR

INVESTMENT TYPE	NEW CONST. WITH SOLAR	REHAB/EXP. WITH SOLAR	SOLAR-ONLY
TOTAL QRPI	\$1,000,000	\$100,000	\$75,000
SUBTRACT THRESHOLD	<u>-\$450,000</u>	<u>-\$50,000</u>	<u>-\$0</u>
GRANT-ELIGIBLE QRPI	\$550,000	\$50,000	\$75,000
MULTIPLY BY 20 %	<u>X .20</u>	<u>X .20</u>	<u>X .20</u>
	\$110,00 (exceeds max)	\$10,000	\$15,000
GRANT REQUEST	\$100,000	\$10,000	\$15,000

# APPLICATION PROCESS

- To be eligible for this upcoming Grant Year 2025, a property must have been **placed in service January 1, 2025 – December 31, 2025.**
- A copy of the **final** 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!)*

\*See pages 14-15 of RPIG Manual for more info. about Final Third-Party Inspections.







# REQUIRED MATERIALS

Form EZ RPIG is no longer required.

The following are required materials:

- Commonwealth of Virginia W-9
- Applicant Declaration Form
- Local Zone Administrator Review Form
- Placed-in-Service Documentation
- Supplemental Forms (*when applicable*)
- CPA Attestation Report (*Submitted with application – not after deadline!*)

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

# REQUIRED MATERIALS

## Commonwealth of Virginia FORM W-9

Be sure you are using the  
Commonwealth of Virginia  
W-9 Form  
*(IRS / Department of Treasury  
W-9s are not accepted)*

Complete ALL HIGHLIGHTED  
SECTIONS

VIRGINIA ENTERPRISE ZONE

Form **W-9**  
Commonwealth of Virginia  
Substitute W-9 Form  
Revised March 2022

Request for Taxpayer Identification  
Number and Certification

Section 1 - Taxpayer Identification

☐ Social Security Number (SSN)

OR

☐ Employer Identification Number (EIN)

Unique Entity Identifier (UEI) (see instructions)

Entity Type

☐ Individual

☐ Sole Proprietorship

☐ Partnership

☐ Trust

☐ Estate

☐ Government

☐ Non-Profit

☐ Corporation

☐ S-Corporation

☐ C-Corporation

☐ Disregarded Entity

☐ Limited Liability Company

☐ Partnership

☐ Corporation

Entity Classification

☐ Professional Services

☐ Political Subdivision

☐ Real Estate Agent

☐ VA Local Government

☐ Federal Government

☐ VA State Agency

☐ Medical Services

☐ Legal Services

☐ Joint Venture

☐ Tax Exempt Organization

☐ OTH Government

☐ Other

Exemptions (see instructions)

Exempt payee code (if any):

(from backup withholding)

Exemption from FATCA reporting code (if any):

Contact Information

Legal Address:

City:

State:

Zip Code:

Remittance Address:

City:

State:

Zip Code:

Name:

Email Address:

Business Phone:

Fax Number:

Mobile Phone:

Alternate Phone:

Section 2 - Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or c) the IRS has notified me that I am no longer subject to backup withholding, and

3. I am a U.S. citizen or other U.S. person (defined later in general instructions), and

4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See instructions titled Certification


Printed Name:

Authorized U.S. Signature:

Date:

# COV W-9

- **MUST provide either SSN or FEIN.** Unique Entity Identifier (UEI) is NOT required.
- Provide FEIN if applicant is:  
-LLC    -Partnership    -Corporation    -S Corp
- Provide SSN if applicant is an individual or Sole Proprietor
- **“DISREGARDED ENTITY”** should NEVER be checked as the taxpayer entity type.
- 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.**
- Utilize the Legal Name and FEIN of the parent/taxable entity and note the name of the disregarded entity on the W-9.

Form <b>W-9</b> Commonwealth of Virginia Substitute W-9 Form Revised March 2022		<b>Request for Taxpayer Identification Number and Certification</b>		
<input type="checkbox"/> <b>Social Security Number (SSN)</b> <i>OR</i> <input type="checkbox"/> <b>Employer Identification Number (EIN)</b> <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)</b> (see instructions) <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>		<b>Entity Classification</b>		<b>Exemptions (see instructions)</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		<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; 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>



# COV FORM W-9 | Contact Information

- Remittance address may be different than the physical/legal address of the company and **MUST** be completed. Please be sure to complete BOTH Legal Address & Remittance Address.
- **Remittance address *MUST* be the address to which the company wants to receive the grant check. TRIPLE CHECK THIS ADDRESS!**
- If you already do business with Commonwealth of Virginia, you may receive your payment through EFT. All information must be completed on the COV W-9.

Contact Information			
Legal Address:			
City:	State:	Zip Code:	
Remittance Address:			
City:	State:	Zip Code:	
Under penalties of perjury, I certify that:			

# COV FORM W-9 | Signature

- Print and Sign Name of contact person listed above
- **Date of signature MUST be in 2026**
- Signature Options:
  - Physically sign the document, scan, and submit
  - Digital/Electronic Signature – must be an approved vendor or provide the audit report verifying the signature

Approved Electronic  
Signature Vendors:

*DocuSign*  
*Adobe Signature*

Section 2 - Certification	<p>1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and</p> <p>2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or c) the IRS has notified me that I am no longer subject to backup withholding, and</p> <p>3. I am a U.S. citizen or other U.S. person (defined later in general instructions), and</p> <p>4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.</p> <p>Certification instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See instructions titled Certification</p>	
	Printed Name:	
	Authorized U.S. Signature:	Date:

# APPLICANT DECLARATION FORM

- See blue instructions for the correct person to fill out each section.
- Contact phone and email should be the main contact for the application/grant. This is the email we will reach out to with any discrepancies or questions we have.
- The **Narrative Summary** gives us a better understanding of the project. Include:
  - info on the state of the building/facility before the project began (building use and owner)
  - rough summary of end goals/work
  - timeline of the project



## APPLICANT DECLARATION FORM

[TO BE COMPLETED BY THE ZONE INVESTOR/GRANT APPLICANT]

ZONE INVESTOR/APPLICANT NAME |

BUSINESS NAME |

CONTACT PHONE |

CONTACT EMAIL |

PHYSICAL ADDRESS OF PROPERTY |

**NARRATIVE SUMMARY** | *(Summarize the project, including building use and owner, a summary of work completed, and the timeline of the project) RPIG application only*

[TO BE COMPLETED BY THE ZONE INVESTOR/GRANT APPLICANT OR CPA]

### RPIG THRESHOLD MET

- ☐ Real Property Investment Grant (RPIG)
- ☐ New Construction project (\$500,000 threshold met)
  - ☐ Rehab/Expansion project (\$100,000 threshold met)
  - ☐ Solar Only (no threshold)
  - ☐ New Construction w/ Solar (\$450,000 threshold met)
  - ☐ Rehab/Expansion w/ Solar (\$50,000 threshold met)

### JCG THRESHOLD MET

- ☐ Job Creation Grant (JCG)
- ☐ JCG 4-job minimum met

*Additional Information if needed*



# APPLICANT DECLARATION FORM

## ○ Declaration:

“I, the undersigned, on behalf of the zone investor/applicant, declare that I have made the management decisions necessary to complete this application and this application has been examined by me and is an accurate statement. I have disclosed all required documentation so that the CPA could perform the Agreed Upon Procedures established by DHCD. I am authorized to sign on behalf of the zone investor/applicant.”

## ○ Signature & date required

### CPA ATTESTATION

- ☐ Real Property Investment Grant (RPIG) (CPA Attestation required for all)
- ☐ CPA Attestation completed and part of submission
- ☐ Job Creation Grant (JCG) (CPA Attestation is required for JCGs except when applicant has base year employment at or below 100 PFTP and grant-eligible positions at or below 25 PFTP.)
- ☐ CPA Attestation completed and part of submission
- ☐ No CPA Attestation required

### RPIG APPLICANTS ONLY

#### PERMITS & FINAL PLACED IN SERVICE DOCUMENTS

- ☐ If permits required by locality, then a Certificate of Occupancy or Final Inspection is required.
- ☐ Certificate of Occupancy (C.O.) from locality provided
- ☐ Final Inspection from locality provided (no C.O. required)
- ☐ If permits not required by locality, then a third-party inspection must be provided.
- ☐ Third-party inspection provided and is FINAL.

#### ELIGIBLE USE

- ☐ Commercial
- ☐ Industrial
- ☐ Mixed-Use (at least 30% commercial or industrial)

### JCG APPLICANTS ONLY

#### JCG WORKSHEET

Worksheet required for all first-time JCG applicants and any applicants that did not require submission of the CPA Attestation

- ☐ JCG Worksheet completed and part of submission
- ☐ JCG Worksheet NOT required
- ☐ Not applicable (if RPIG submission)

**Declaration** | *I, the undersigned, on behalf of the zone investor/applicant, declare that I have made the management decisions necessary to complete this application and this application has been examined by me and is an accurate statement. I have disclosed all the required documentation so that the CPA could perform the Agreed Upon Procedures established by DHCD. I am authorized to sign on behalf of the zone investor/applicant.*

**Typed or Printed Name** | \_\_\_\_\_

**Signature & Date** | \_\_\_\_\_

# LZA REVIEW FORM

- **Property Identification Number-**  
This number is specific to each locality (tax ID #, parcel ID, etc.). Ask LZA for help identifying this number if needed.
- Second half of form must be completed by LZA.
- LZA certifies that the **property is located within the boundaries of an Enterprise Zone.**
- **Must be signed by LZA.**  
**Electronic signatures are accepted.** (LZA may NOT simply type their name in the form.)



## LOCAL ZONE ADMINISTRATOR REVIEW FORM

*To be completed by zone investor/grant applicant:*

Zone Investor/Applicant Name		
Zone Investor/Applicant Email		
Zone Investor/Applicant Phone		
Physical Address of the Property		
Property Identification #		
<i>(specific to each locality; may be called tax ID # or parcel ID)</i>		

*To be completed by the Local Zone Administrator:*

Zone Name & Number		
Zone Designation Date		
<input type="checkbox"/> I certify that the property of the applicant is located within the boundaries of an Enterprise Zone.		
Local Zone Administrator Name		
Local Zone Administrator Signature & Date		



# EZ-RPIG ONLINE APPLICATION

Part I: Background Information

Part II: Placed-in-Service Documentation

Part III: Qualified Property Investments

Part IV: Qualification Information

Part V: CPA Information

Part VI: Application Information

Part VII: Comments

Part VIII: Documents Upload



# SUBMISSION

All documents must  
be submitted via  
the EZ Application  
Submission Portal

Submission  
deadline  
11:59PM (EST)  
April 1, 2026

All applications & docs  
must be submitted by  
the deadline to be  
considered on-time



All Enterprise Zone applications, as well as all required and/or supplemental documents, **MUST BE SUBMITTED ELECTRONICALLY IN THIS PORTAL SYSTEM by 11:59PM on April 1, 2026**. Hard copies are not accepted.

For questions about the submittal process, please contact [ezone@dhcd.virginia.gov](mailto:ezone@dhcd.virginia.gov) or (804) 773-1322.

## IMPORTANT INFO BEFORE USING THIS SYSTEM

- Google Chrome or higher is recommended for using this system (Internet Explorer is not recommended).
- Acrobat Reader is required to use this system and must be installed to print or view applications and instructions. Click [Here](#) to download Acrobat Reader for free.
- Applicants should prepare their application, have all supplemental materials available, and receive the CPA Attestation Report before submitting the application in this portal.
- Applications can not be saved and then worked on at a later time. Applicant must be ready to submit the full application at time of online submission.
- Upon submission, applicants will be prompted to Print & Save. We recommend selecting Print to PDF to save the submitted application for later reference.

**ALL APPLICATIONS &  
DOCUMENTS ARE DUE  
BY 11:59PM on APRIL  
1, 2026.**

### REAL PROPERTY INVESTMENT GRANT (RPIG) FOR REFERENCE: [RPIG MANUAL](#)

[GY2025 RPIG Sample Application](#)

[RPIG APPLICATION SUBMISSION HERE](#)

#### REQUIRED DOCS TO UPLOAD

[Commonwealth of Virginia W-9](#)  
[Local Zone Administrator Review](#)  
[Applicant Declaration](#)  
[RPIG Attestation Report Form](#)

#### SUPPLEMENTAL DOCS TO UPLOAD

[Multiple Owner Form](#)  
[Tenant Coordination Form](#)  
[Tenant Owner Consent Form](#)  
[Vacant House Form](#)

### JOB CREATION GRANT (JCG) FOR REFERENCE: [JCG MANUAL](#)

[GY2025 JCG Sample Application](#)

[GY2025 JCG HUA/SWaM Sample Application](#)

[GY2025 High Unemployment Area Matrix](#)

[JCG APPLICATION SUBMISSION HERE](#)

#### REQUIRED DOCS TO UPLOAD

[Commonwealth of Virginia W-9](#)  
[Local Zone Administrator Review](#)  
[Applicant Declaration](#)  
[JCG Worksheet or JCG Worksheet-HUA/SWaM](#)  
[JCG Attestation Report Form](#)

### CPA ATTESTATION REPORT (RPIG & JCG)

FOR REFERENCE: [CPA Agreed Upon Procedures Manual \(RPIG & JCG\)](#)

FOR REFERENCE: [Guidance on CPA Attestation Report Format & Documentation of Findings](#)

[Sample CPA Engagement Letter](#)

#### REQUIRED DOCS TO UPLOAD

(under RPIG & JCG required docs to upload)

[RPIG Attestation Report Form](#)

[JCG Attestation Report Form](#)

[Find Your Local Zone Administrator](#)

### AFTER SUBMISSION

-A confirmation email will be sent from [noreply@dhcd.virginia.gov](mailto:noreply@dhcd.virginia.gov) to the email provided. CPAs will be copied on all confirmations.

SUBMISSION

FORMS

# PART I | BACKGROUND INFORMATION

## PART I: BACKGROUND INFORMATION

1. Qualified Zone Investor's Legal Name

3. Federal Employment ID# (FEIN) or Social Security Number (SSN)

*Enter SSN only if individual is applying for RPIG grant. See RPIG manual for more information*

4. Physical Address of Zone Establishment

5. Real Property Use Classification

- ☐ Industrial
- ☐ Commercial
- ☐ Mixed use - Supplemental mixed use form required

7. Type of real property investment that was made

- ☐ Rehabilitation of an existing building/facility
- ☐ Expansion of an existing building/facility
- ☐ New construction
- ☐ Solar Only
- ☐ Rehab/expansion with solar
- ☐ New construction with solar

10. Zone Name

2. Type of Zone Investor

- ☐ Owns building - occupant
- ☐ Owns building - non-occupant
- ☐ Owns space in building (i.e. office condo) - Supplemental multiple owner form required
- ☐ Tenant in building - Supplemental tenant form required
- ☐ Developer (not owner) - See page 9 of Instruction Manual

City/County/Town

Zip Code

6. Type of Real Property

- ☐ Building
- ☐ Facility

8. Amount of square footage of rehab/expansion or new construction completed

9. Property Identification Number

11. Zone #

12. Zone Designation Date

13. Name of Local Zone Administrator

- FORM EZ-RPIG is no longer required to be uploaded; the same information is submitted online directly into the portal.
- **A sample application** is available to collect information prior to entering it into the application portal.
- Application cannot be saved and must be submitted all at once.



# PART I | BACKGROUND INFORMATION

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).

| Grant Applicant Contact Information Required |

15. Name of Grant Applicant Representative	Title	Daytime Phone #	E-mail Address
<div><div>▼</div><div>First: <input type="text"/></div><div>Last: <input type="text"/></div></div>	<input type="text"/>	<input type="text"/>	<input type="text"/>
16. Principal Mailing Address	City	State	Zip Code
<input type="text"/>	<input type="text"/>	<div>VA▼</div>	<input type="text"/>

# PART II | PLACED-IN-SERVICE DOCUMENTATION

## PART II: PLACED-IN-SERVICE DOCUMENTATION

- 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. Please contact us at [ezone@dhcd.virginia.gov](mailto:ezone@dhcd.virginia.gov) 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 current application Grant Year**. (\*maximum characters allowed: 1500)
- ☐ **Final Placed-In-Service documentation MUST be dated within the current application Grant Year 2025 (NOT 2024 or 2026).**
  - ☐ **Difference in the name and address** listed on the final P-I-S documentation from the name and address listed in Part I, Boxes 1 and 4. Explain any differences here. This sometimes occurs if there is a parent company or if the zone investor is an individual.

# PART III | ITEMIZED LIST OF QRPI

## PART III: ITEMIZED LIST OF QUALIFIED REAL PROPERTY INVESTMENTS

	Type of Qualified Real Property Investment	\$ Amount
1.	Carpentry	\$ 28,628.10
2.	Electrical	\$ 14,791.20
3.	Concrete	\$ 39,612.31
4.	Demolition	\$ 12,385.65
5.	Doors & Windows	\$ 2,621.32
6.	Drywall	\$ 22,350.00
7.	HVAC	\$ 15,650.37
8.	Masonry	\$ 75,321.16
9.	Steel	\$ 25,361.13
10.		\$
11.		\$
12.		\$
13.		\$
14.		\$
15.		\$
16.		\$
17.		\$
18.		\$
19.		\$
20.	See Attachment	\$ 85,621.15
21.	Total Qualified Real Property Investment	\$ 322,342.39 (amount to enter in line 3A)

Upload a list of the remaining items and corresponding dollar amounts in Part VIII of the online application.

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

Note: For projects that contain more than 20 qualified real property investments, list the sum of the remaining dollar amount in line 20 and label the category as "see attachment." Please upload this document in Part VIII under Additional Information.



# PART IV | QUALIFICATION INFORMATION

## PART IV: QUALIFICATION INFORMATION

1. Date Real Property placed in service (MM/DD/YYYY)	1	<input type="text"/>
2. Qualification is requested for calendar year (YYYY)	2	<input type="text"/>
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. (Line 3A minus Line 3B and Line 3C)	3D \$	<input type="text"/>
E. Calculate grant amount as follows:	3E \$	<input type="text"/>
<ul style="list-style-type: none"><li>• For investments (line 3A) less than or equal to \$5 million multiply line 3D by 20%, this amount cannot exceed \$100,000</li><li>• For investments (line 3A) greater than \$5 million but less than \$20 million multiply line 3D by 20%, this amount cannot exceed \$200,000</li><li>• For investments (line 3A) of \$20 million or more multiply line 3D by 25%, this amount cannot exceed \$300,000</li></ul>		
<i>Note: Tenants or zone investors who own a space within a building cannot request the maximum grant amount if they did not coordinate qualification.</i>		
4. If Real Property Investment Grants have been previously issued to the building or facility in the last five years, enter that amount here. (If none, enter "0.") The sum of Line 3E and Line 4 shall not exceed the applicable maximum grant amount per the regulations in line 3E above.	4 \$	<input type="text"/>
5. Total Grant Requested	5 \$	<input type="text"/>

Auto populated from  
Part III QRPI Total.

Must indicate the amount of any public  
funds used on the project.

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

# PART V | CPA INFORMATION

**PART V: CPA INFORMATION**

Name of Certified Public Accountant	VA License #	Daytime Phone #	E-mail Address	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Accounting Firm	Address	City	State	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	VA <input type="button" value="v"/>	<input type="text"/>

The Qualified Zone Investor must provide contact information for the CPA who prepared the Attestation Report in this section.

# PART VI | APPLICATION INFORMATION

**PART VI: APPLICATION INFORMATION**

Check the boxes below that apply to your application submission.

- ☐ Submission includes Supplemental EZ-RPIG Mixed-Use Form
- ☐ Submission includes Supplemental EZ-RPIG Multiple-Owner Form
- ☐ Submission includes Supplemental EZ-RPIG Tenant Coordination Form
- ☐ Submission includes Supplemental EZ-RPIG Tenant Owner Consent Form
- ☐ Submission includes CPA Attestation Report Form
- ☐ Submission includes Final Placed-in-Service documentation
- ☐ Submission includes Form W-9

This portion of the online submittal notifies DHCD that required and supplemental forms should accompany the online submission. Check the boxes that are applicable to confirm that the documents apply to your submission and have been uploaded in Part VIII.

# PART VIII | UPLOADING DOCUMENTS

## PART VIII: UPLOAD DOCUMENTS

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

\* Indicates a document that must be uploaded to submit application .

### Placed in Service Documentation\*

Choose File

No file chosen

### CPA Attestation Report Form\*

Choose File

No file chosen

### COV Form W-9\*

Choose File

No file chosen

### Applicant Declaration Form\*

Choose File

No file chosen

### LZA Review\*

Choose File

No file chosen

### Form EZ-RPIG Multiple Owner (If Applicable)

Choose File

No file chosen

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

Choose File

No file chosen

### Form EZ-RPIG Tenant Coordination (If Applicable)

Choose File

No file chosen

### Form EZ-Mixed-Use (If Applicable)

Choose File

No file chosen

### Additional Information

Choose File

No file chosen

Password protected documents will NOT be accepted.

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

The final field in this section requires the applicant to check the Commonwealth of Virginia W-9 to ensure that the correct FEIN was used, and the Remittance Address field is the correct address to which the Department will send the company's grant check.

Check COV W-9 that the correct FEIN was used, and the remittance address is the correct address to which the Department will send the company's grant check. ☐

Reset

Submit



# RPIG APPLICANT RESPONSIBILITIES

The zone investor will provide the CPA with the following:

- The Real Property Investment Grant information required to complete the online application and all other required attachments (a sample application page can be downloaded and used for this purpose but is not a required document to be uploaded);
- All **invoices, receipts, and proof of payment** for QRPIs capitalized or expended by the zone investor;
- The **final placed in service documentation** issued for the completed QRPIs;



# RPIG APPLICANT RESPONSIBILITIES

The zone investor will provide the CPA with the following:

- For **mixed-use buildings**, the measured drawings for the building indicating the square footage and use of the building
- For zone investors applying as **owners of space within a building**, the closing documents or deed of trust indicating the building's square footage; &
- For zone investors applying as **tenants**, the current lease agreement indicating the building's square footage.






# 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 or owner under a capital lease	Improvements paid for by landlord/owner as part of an operating lease







# COMMON ERRORS

- **ERROR 1 | 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.

- **ERROR 2 | 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

- **ERROR 3 | 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 in Part II of the online EZ-RPIG application.

- **ERROR 4 | Differences in address entered from one year to another.**

Make sure the physical address is 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.

- **ERROR 5 | 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

- **ERROR 6 | 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

- **ERROR 7 | 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'



Q&A



# THANK YOU!

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[ezone@dhcd.virginia.gov](mailto:ezone@dhcd.virginia.gov)

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