Local Enterprise Zone Annual Report Instructions

According to 13VAC 5-112-550, "A local governing body shall submit annual reports to the department for the purpose of program monitoring and evaluation. Annual reports shall be submitted to the department on Form EZ-3-AR no later than July 15 of the following year. Annual reports shall include information and data for the purpose of program evaluation as requested on Form EZ-3-AR." The material provided by your locality will be used in the DHCD Enterprise Zone Annual Report to the General Assembly. * Indicates a required field.

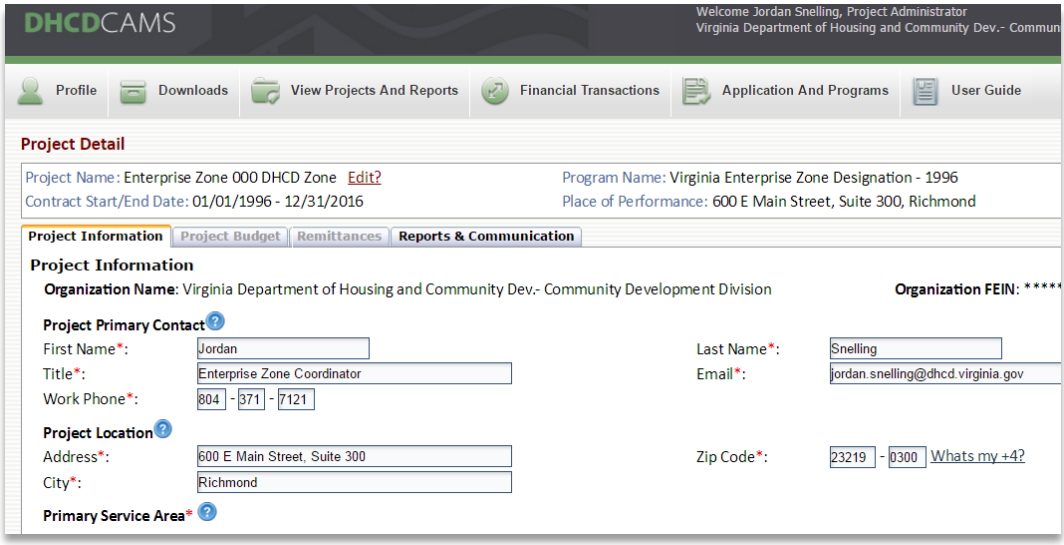
CAMS Instructions

1. Visit https://dmz1.dhcd.virginia.gov/camsportal/Login.aspx

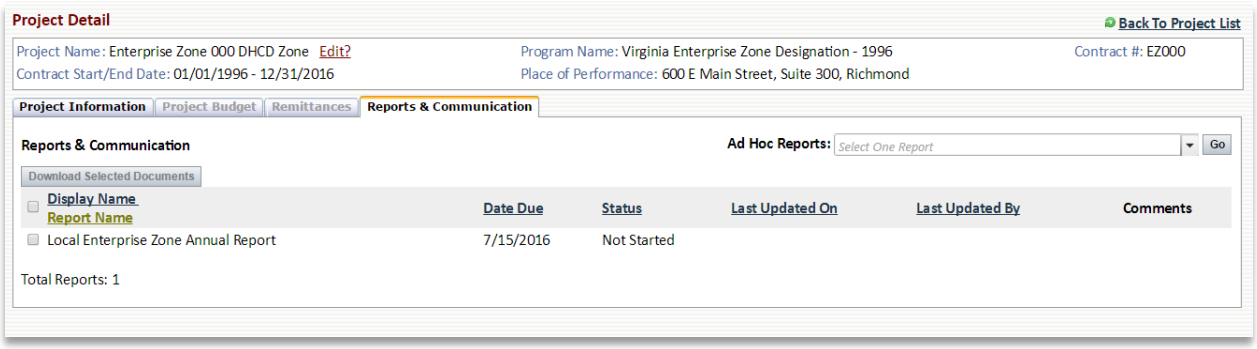
2. Click **View & Manage Projects** to see a Project List as well as a Reporting Schedule.

3. Click **Detail** Next to the Enterprise Zone Project.

4. Update the **Project Information Tab** to reflect LZA's contact information.



4. Click **Reports & Communications Tab** find the Annual Report Form. Click the listing to open the report form.

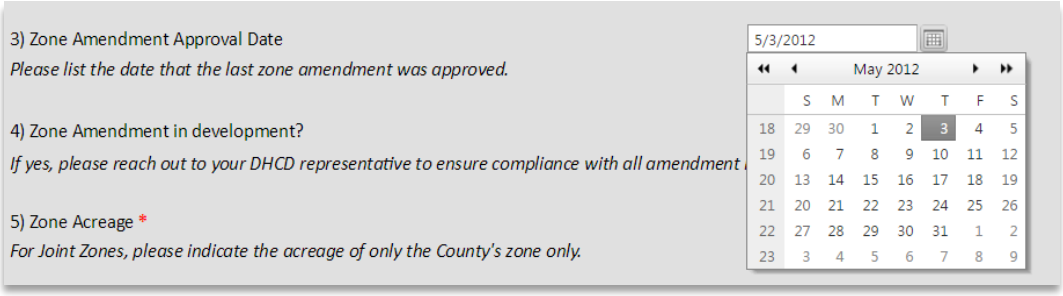


5. Once the report is open, you will see the 4 sections of questions, as outlined in the following pages of this manual. Helpful hints have been included in **red bolded font**. If you have any questions, please reach out to Tory McGowan at ezone@dhcd.virginia.gov or 804-371-7066.

Section 1: Zone Information

1) Local Zone Administrator * *Contact information for the Local Zone Administrator should also be entered into the Zone Data attachment.*

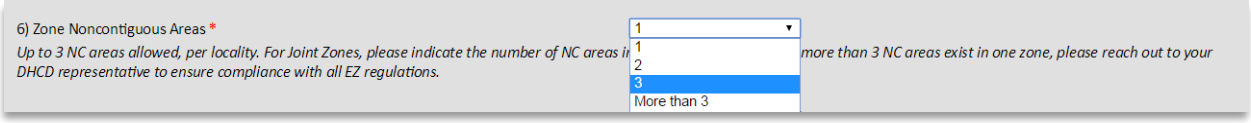
2) Local Zone Administrator changed during this reporting period? * Yes or No *Please indicate whether the Local Zone Administrator listed has changed within the reporting period. If so, please contact your DHCD representative to set up a technical assistance site visit.*



3) Zone Amendment Approval Date *Indicate the date of the last zone amendment approval. If you don't know the exact date of approval, enter 01/01/YYY. If the zone has not been amended since designation, please enter the designation date as 01/01/YYYY.*

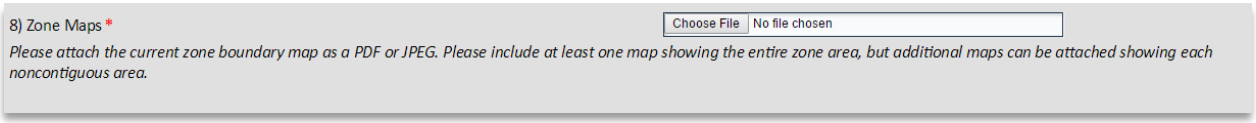
4) Zone Amendment in development? Yes or No *If yes, please reach out to your DHCD representative to ensure compliance with all amendment regulations.*

5) Zone Acreage * *For Joint Zones, please input the zone acreage for the subject locality only.*



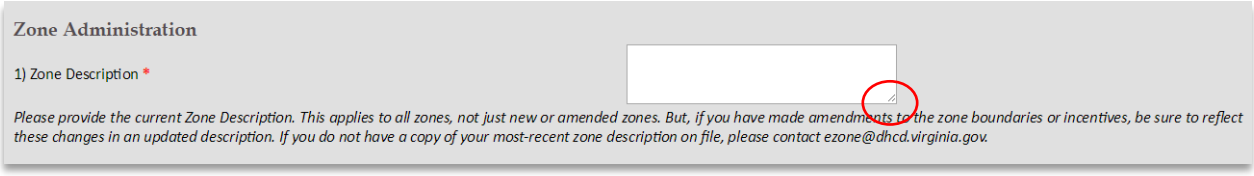
6) Zone Noncontiguous Areas * *1, 2, 3, or More than 3* *Each zone should must have at least 1 area. Each zone may have up to 3 NC areas. If a locality has more than 3, they are out of compliance with the EZ regulations. For Joint Zones please indicate the number of NC areas for the subject locality only.*

7) Zone Population *Only for Zone's whose acreage is based on 7% of the locality's total population.*

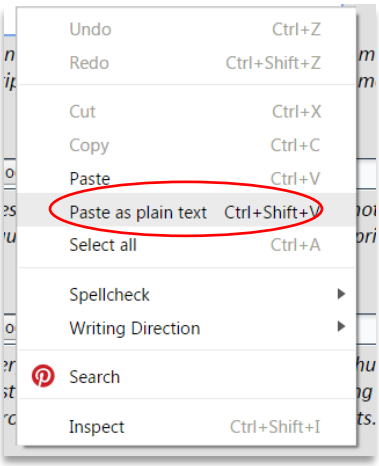


8) Zone Maps * *Please attach the current zone boundary map as a PDF or JPEG. Please include at least one map showing the entire zone area, but additional maps can be attached showing each noncontiguous area.*

Section 2: Zone Administration

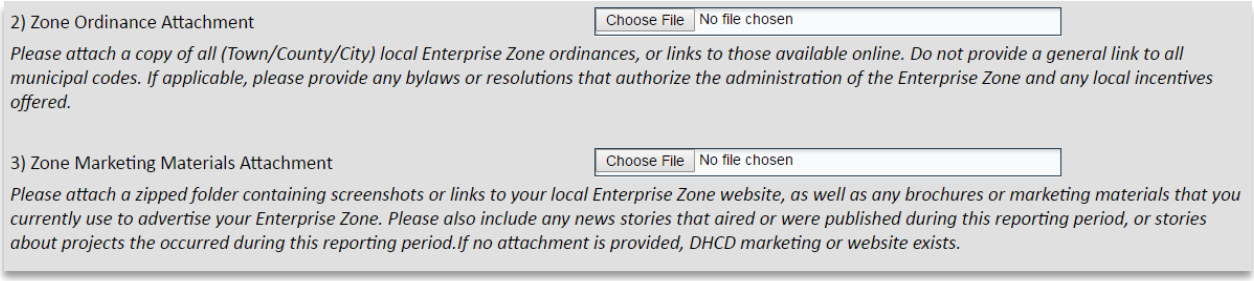


1) Zone Description * *Please provide the current Zone Description. This description should be updated to reflect any 2018 amendments. To find the zone's most recent Zone Description, please see the previous calendar year Annual Report in CAMS.*



To expand the box for typing and viewing purposes, click and drag the diagonal lines at the bottom right-hand corner of the text box (Circled Above). See the Zone Activity Report screenshot below for an example of an expanded text box.

If you are copying text into the reporting box, please use UNFORMATTED TEXT, avoiding bullets and variable spacing and fonts. This can be done by right-clicking in the narrative block and selecting "Paste as plain text".



2) Zone Ordinance Attachment * *Please attach a copy of all (Town/County/City) local Enterprise Zone ordinances, or links to those available online. Do not provide a general link to all municipal codes. If applicable, please provide any bylaws or resolutions that authorize the administration of the Enterprise Zone and any local incentives offered.*

3) Zone Marketing Materials Attachment *Please attach a zipped folder containing screenshots or links to your local Enterprise Zone website, as well as any brochures or marketing materials that you currently use to advertise your Enterprise Zone. Please also include any news stories that aired or were published during this reporting period, or stories about projects the occurred during this reporting period. If no attachment is provided, DHCD marketing or website exists.*

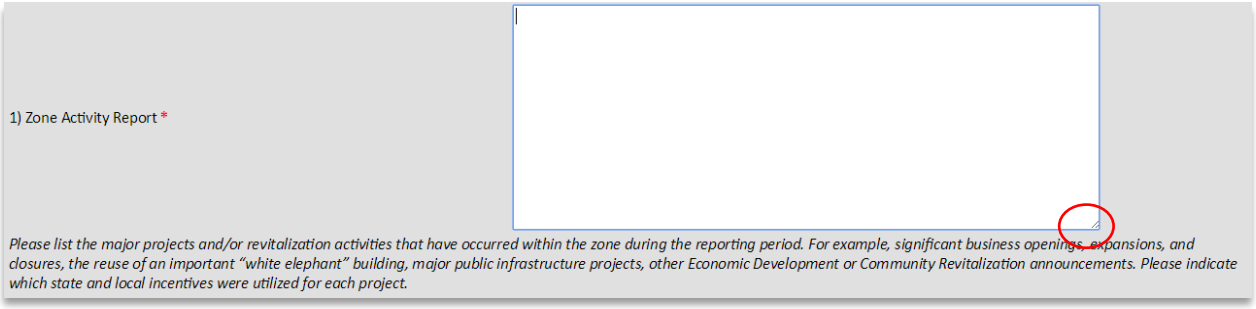
Attachments should be submitted as a PDF or Zipped Files. The system does not allow you to attach multiple documents to a single question unless they are in a zipped file or merged in a PDF.

4) Zone Planning * *Please discuss any upcoming plans and/or objectives for the subject locality's Enterprise Zone program. This can include amending zone boundaries and/or local incentives, updating websites and marketing materials, etc.*

5) Local Zone Administrator Assistance Request *Please indicate the type of assistance/services that would help meet the goals and increase the effectiveness of the local Enterprise Zone. This can include New LZA Training, Assistance with Amendments, Local Incentive Development, Zone Marketing Strategies, etc. Please indicate if you would like to schedule a site visit for 2019-2020.*

Section 3: Zone Activities

1) Zone Activity Report * *Please list the major projects and/or revitalization activities that have occurred within the zone during the reporting period. For example, significant business openings, expansions, and closures, the reuse of an important "white elephant" building, major public infrastructure projects, other Economic Development or Community Revitalization announcements. Please indicate which state and local incentives were utilized for each project.*



To expand the box for typing and viewing purposes, click and drag the diagonal lines at the bottom right-hand corner of the text box (Circled Above).

2) Zone Activity Report for Non-Participants * *Please describe projects and activities that occurred within the zone but did not utilize Enterprise Zone benefits (state or local)? Why were these businesses or investors unable or uninterested in applying to the incentives?*

NOTE: *If there is a company in the Enterprise Zone that you would like DHCD to highlight for Business Appreciation Month or in the Enterprise Zone Annual Report to the General Assembly, please send contact information and background information on the business. Please also include what local/state incentives the company has utilized.*

3) Zone Inactivity *If no applications were submitted in the previous grant cycle, please explain the actions planned to increase usage of the State incentive programs. What specific steps will be taken to ensure an increase in applications in upcoming Grant Years?*

Section 4: Job Creation & Investment Data

1) Zone Data Attachment * This information must be submitted using the template provided by DHCD. This template will be emailed to all Zone Administrators and will be posted on the DHCD website. Using this template, please report business and job creation activity, local incentive utilization, and both public and private investment that occurred in the zone during this calendar year.

	A	B
1	**Local Enterprise Zone Annual Report Form EZ-3-AR**	
2	**Zone Data Attachment**	
3	**This document is intended for submission with the Local Enterprise Zone Annual Report Form EZ-3-AR, which shall be submitted annually through the Centralized Application Management System at https://dmz1.dhcd.virginia.gov/camsportal/Login.aspx.**	
4	*According to 13VAC 5-112-550, "A local governing body shall submit annual reports to the department for the purpose of program monitoring and evaluation. Annual reports shall be submitted to the department on Form EZ-3-AR no later than July 15 of the following year. Annual reports shall include information and data for the purpose of program evaluation as requested on Form EZ-3-AR." The material provided by your locality will be used in the DHCD Enterprise Zone Annual Report to the General Assembly.*	
5		
6	**Locality:**	
7	**Designation Zone #:**	
8	**Local Zone Administrator (LZA):**	
9	**LZA Mailing Address:**	
10	**LZA Office Address:**	
11	**LZA Email Address:**	
12	**LZA Phone Number:**	
13	**Alternate Contact Person:**	
14	**Alternate Email Address:**	
15	**Alternate Phone Number:**	
16		
17	**PROCEED TO THE NEXT TAB**	

	A	B	C	D	E	F	G	H	I	J	K
1	**Local Incentive Utilization: Calendar Year 2018**										
2	This list should include ALL local incentives offered by the locality - not only those utilized during the calendar year.										
3	**Description/Administration**					**2015 Utilization**					
4	**#**	**Incentive Name**	**Qualification Criteria**	**Provider**	**Application Approver/Processor**	**Number of Qualified Businesses in 2016**	**Financial Value of Incentive in 2016**	**Total # of Jobs Created**	**Total Investment Leveraged & Type**		**If the incentive was not utilized during this Calendar Year, please provide an explanation and discuss any plans to improve usage.**
5				*City's Economic Development Office, County IDA, etc.*	*Local Zone Administrator, Commissioner of Revenue, Zoning Administrator, etc.*			*# of Jobs (If Applicable)*	*Amount of Investment ($) (If applicable)*	*Type of Investment Required (If Applicable: Real Property; Machinery & Tools; Business Personal Property; etc.)*	
6	*Ex:*	*Permit Fee Rebate*	*Minimum $25,000 investment in rehab or new construction. Final Inspection Approved*	*City's Building Code Office*	*Local Zone Administrator*	*15*	*$6,000*	*N/A*	*$750,000*	*Real Property*	*N/A*
7	**1**										
8	**2**										
9	**3**										
10	**4**										
11	**5**										
12	**6**										
13	**7**										
14	**8**										
15	**9**										
16	**10**										
17	**11**										
18	**12**										
19	**13**										
20	**14**										
21	**15**										
22	**16**										
23	**17**										
24	**18**										
25	**19**										
26	**20**										
27					**Total**	**0**	**$0**	**0**	**$0**		
28											
29	**PROCEED TO THE NEXT TAB**										

The Excel worksheet is locked for structure and formatting.

	A	B	C	D	E
1	Business Activity & Job Creation in Zone: Calendar Year 2018				
2		New	Expansions	Closures	Downsizing
3	Total # of Businesses				
4	Total # of Jobs Created/Lost				
5	List of Business Names				
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26	Add Rows as Needed				
27					
28	PROCEED TO THE NEXT TAB				

	A	B	C
1	Private Investment in Zone: Calendar Year 2018		
2	New Construction		
3	Type of Permit	Number of Permits	Total Investment
4	Manufacturing		$0.00
5	Office		$0.00
6	Retail		$0.00
7	Mixed-use		$0.00
8	Subtotal	0	$0.00
9	Rehab and Expansion		
10	Type of Permit	Number of Permits	Total Investment
11	Manufacturing		$0.00
12	Office		$0.00
13	Retail		$0.00
14	Mixed-use		$0.00
15	Subtotal	0	$0.00
16	Total	0	$0.00
17			
18	PROCEED TO THE NEXT TAB		

	A	B	C
1	Public Investment in Zone: Calendar Year 2018		
2	Infrastructure		
3	Type of Investment	Total Investment	Description
4	Streets/Sidewalks	$0.00	
5	Water	$0.00	
6	Sewer	$0.00	
7	Broadband	$0.00	
8	Other	$0.00	
9	Subtotal	$0.00	
10	Public Buildings		
11	Type of Investment	Total Investment	Description
12	Improvements	$0.00	
13	New Construction	$0.00	
14	Subtotal	$0.00	
15	Parks and Schools		
16	Type of Investment	Total Investment	Description
17	Improvements	$0.00	
18	New Construction	$0.00	
19	Subtotal	$0.00	
20	Total	$0.00	

2) Zone Activity Methodology * *Please provide the sources and methodology for producing the Business Activity and Job Creation estimates, included in the Zone Data Attachment. Information on recommended methodology is included on the next page of this manual.*

Zone Activity Methodology

1. Virginia Employment Commission Resource #1: QCEW
www.virginialmi.com
Instructions:

1. Click "Industry Data" under the Labor Market Data Column
2. Click on "Quarterly Census of Employment and Wages (QCEW)"
3. Choose your County or City
4. Specify Time Period Window 5. Select "Total, All Industries".

This information gives you the number of employers (average establishments) and total employees (average employment) for the region specified in step three and for the time period specified in step four. Although this information is for the entire city use this information to create an average of the number of employees per business. If you can identify the number of new businesses and closed businesses within your zone you can use the average employee number to justify the numbers you submit on the Annual Report. It is important that you document the process that you use to calculate your numbers and that you remain consistent.

2. Virginia Employment Commission Resource #2: Start Up Firms
www.virginialmi.com
Instructions:

1. Click on "LMI TOOLS"
2. Scroll down to Industry heading and select "Start Up Firms"
3. Specify Locality (Cities are grouped under County heading)
4. Click "Apply".

This information provides you the total number of startups in the locality specified as defined by the criteria below which is also found on their website: Setup and liability date both occurred during the quarter; Establishment had no predecessor UI Account Number; Private Ownership; Average employment is less than 250; for multi-unit establishments, the parent company must also meet the above criteria.

3. Virginia Employment Commission Resource #3: Quarterly SES 202 Report
www.vec.virginia.gov
Instructions:

1. Available upon request to VEC. Requires a confidentiality waiver, ensuring no individual company's employment numbers will be disclosed to the public.

This comprehensive local business list comes in an Excel document, and must be edited for zip codes/street addresses within the EZ(s). The list only includes companies that pay unemployment insurance, and some businesses are not accurate or may be left off due to physical proximity to another locality. After editing, the excel document is useful for reporting new/expanding/closed businesses, when compared to the previous year's same quarterly report. This report is useful for other economic/community development publications as it lists every local business, physical and mailing addresses, NAICS code, and number of employees.

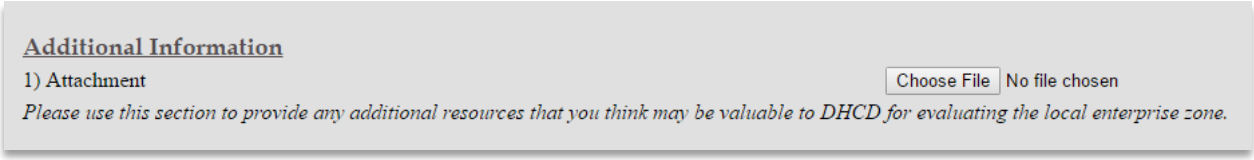
4. US Census Resources
www.census.gov
Instructions:

1. Click on "Local Employment Dynamics" under Business & Industry
2. Select "QWI Online" (Quarterly Work Indicators) under the Quick Links Column
3. Specify Year, Quarter, and County/City

This will give you information on Job Creation, New Hires, Separations and more for the quarter selected as well as an average of the previous three quarters.

Section 5: Additional Information

3) Zone Inactivity *Please use this section to provide any additional resources that you think may be valuable to DHCD for evaluating the local enterprise zone.*



VIRGINIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
Partners for Better Communities
www.dhcd.virginia.gov

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