



## Façade Grant Program for Enterprise Zone One A *Program Guidelines*

Façade grants are available to qualifying for-profit commercial, industrial, and mixed-use commercial (with no more than 80% residential) projects from the Economic Development Authority of the City of Roanoke, Virginia, of one-third of qualified renovation or rehabilitation costs, with a maximum of \$25,000. Annually, this program will be appropriated at least \$100,000.

A non-profit business may apply provided the applicant can demonstrate that commercial activity occurs in at least 20% of the total square footage of the building resulting in revenue to the City from taxable sources such as; sales, prepared food and beverage, transient occupancy and admissions.

### **Purpose of the program:**

The purpose of this Façade Grant Program is to visually improve Enterprise Zone One A. The grants will encourage investment and improvement of real property within Enterprise Zone One A, decrease vacancy (especially vacancy of first floor retail storefronts), improve the vibrancy of the area, and serve as a valuable tool for revitalizing downtown and other sections of the City. Buildings selected for this grant must be in need of façade renovations.

### **Definitions:**

For the purpose of this program, “façade” refers to the principal face or front of a building or significant historical attachment contributing to the appearance of the building if restored. “Façade renovation” is defined as restoring to a better state by repair. A building may have multiple “facades” should they face a public right-of-way and have an entrance.

### **Application Process:**

1. Must complete and sign application form (must be signed by the owner of record) and return to the City of Roanoke’s Economic Development Department (EDD) prior to issuance of a building permit and before beginning work on the façade. An exception to this requirement may be granted by the City Manager for a large project that requires a building permit for work that is more extensive than the façade improvement or for a project that requires demolition work to determine the scope of the façade improvements.
2. If a side or the back of the building is being selected for improvement, please give a justification for how the side or back functions as the principal face of the

building either by usage or visibility. Only sides of a building with an entry point, facing a public right-of-way, are eligible for a Façade Grant.

3. The Economic Development Authority of the City of Roanoke, Virginia (EDA), at its next regularly scheduled meeting, unless otherwise agreed to by the EDA, will review and approve or disapprove the application, considering also the recommendation of the EDD. (Please note that the EDA meets on the third Wednesday of every month and applications should be in at least one week prior. Call the Department of Economic Development at (540) 853-2715 for the date of the next EDA meeting.)
4. The EDD or EDA may require further descriptions of the project before making a final decision on the eligibility of the project for the program, including sketches or other visual aids.
5. A maximum of \$25,000 or one-third of the total façade renovation construction cost, whichever is less, per project, may be granted if the project qualifies and funds are available. For applicants wishing to apply for multiple facades on the same tax parcel, only one Façade Grant may be issued per tax parcel.
6. No soft costs such as architectural, engineering, design, etc., will be considered for this grant, and only investment made on the façade is eligible, not in the interior of the building, building systems, roof, or other non-visible (from street level) aspect of the building. See the following pages for more information on eligible costs.
7. Grant funds will be paid, by the EDA, on a reimbursement basis, upon receiving verifiable receipts of construction costs and a photograph of the completed project.
8. The façade renovation must be completed within one year of the date of approval, unless the EDA and/or City grant an extension for such date.
9. Applicants must comply with all other applicable laws, rules and regulations, including a review and approval of plans by the Architectural Review Board, if required.



**Façade Grant Program for  
Enterprise Zone One A  
Program Checklist**

**Initial Application (Prior to submittal to the EDA):**

- Construction estimate detailing cost of façade improvements
- List of materials/procedures to be performed
- Scaled drawings/plans showing how the completed façade will look
- Photographs of existing façade

**After façade project is completed:**

- Detailed construction contract/receipts detailing work completed (**only work performed to the building's facade**)
- Proof of payment for work completed (cancelled checks, bank statements, and/or signed letter from vendor/contractor stating work paid in full)
- Photographs of completed project
- Certificate of Occupancy or Final Inspection

**Key points to remember:**

- The Roanoke Economic Development Authority must approve Façade Grant applications **BEFORE** permits are issued and construction begins.
- Only upgrades/renovations to the façade of the building (defined as the side of a building, facing a roadway, used as a primary or secondary entrance) can be included. Upgrades to facades without direct access to a public right-of-way and without a primary or secondary entrance, roof or interior work on the building, along with parking areas, is not covered in this grant.
- Soft costs, such as engineering fees, asbestos removal, environmental studies, etc. cannot be calculated in the grant reimbursement.
- **KEEP DETAILED RECORDS THROUGHOUT THE RENOVATION PROCESS!** All expenses and payments must be accounted for; incomplete paperwork will delay the processing of your grant.
- Renovations must be completed within one year of the date of approval unless an exemption is given by the Economic Development Authority.
- Applicants must comply with all other applicable laws, rules, and regulations as required.

If you have any questions concerning the Façade Grant application or the grant approval process, please contact Brandon Turner with the Department of Economic Development at [Brandon.turner@roanokeva.gov](mailto:Brandon.turner@roanokeva.gov) or at 540-853-5405.



## Façade Grant Program for Enterprise Zone One A *Approved Façade Costs*

The purpose of this Façade Grant Program is to visually improve Enterprise Zone One A. The grants will encourage investment and improvement of real property within Enterprise Zone One A, decrease vacancy (especially vacancy of first floor retail storefronts), improve the vibrancy of the area, and serve as a valuable tool for revitalizing downtown and other sections of the City. Buildings selected for this grant must be in need of façade renovations. The following lists show qualified and unqualified investments associated with the Façade Grant program:

Qualified Façade Investments	Unqualified Façade Investments
<ul style="list-style-type: none"> <li>• Balconies</li> <li>• Decorative lighting</li> <li>• Demolition of existing façade elements</li> <li>• Doors and treatments</li> <li>• Downspouts/guttering</li> <li>• Electrical work associated with lighting and/or security features</li> <li>• Exterior finishes (including brick, rock, stucco, and exterior instillation finishing systems)</li> <li>• Flood reduction features (decorative) required by FEMA</li> <li>• Labor costs associated with the façade project</li> <li>• Painting</li> <li>• Porch features (columns/rails only)</li> <li>• Pressure washing/sandblasting to restore original elements</li> <li>• Removal of unsightly façade elements (communication boxes, awnings, stairwells)</li> <li>• Rental equipment (used only for façade renovation)</li> <li>• Restoration of historic details</li> <li>• Shutters</li> <li>• Storefronts</li> <li>• Windows and treatments</li> <li>• Woodwork</li> </ul>	<ul style="list-style-type: none"> <li>• Awnings</li> <li>• Blinds/curtains/shades</li> <li>• Decking</li> <li>• Dumpster rental</li> <li>• Excavation work</li> <li>• Fees (Architectural, Permitting, etc.)</li> <li>• Fencing</li> <li>• Interior features</li> <li>• Landscaping</li> <li>• Parking lot repair or installation</li> <li>• Pedestrian flow control devices (portable barriers, caution tape, etc)</li> <li>• Portable toilet rental</li> <li>• Roof work (except details attached to the façade)</li> <li>• Sidewalk repair or installation</li> <li>• Signage</li> </ul>

Special Considerations
<ul style="list-style-type: none"> <li>• Basic façade investments such as routine painting, light replacement, window cleaning, pressure washing, etc. which is not part of an overall and significant façade rehabilitation project are deemed “maintenance” and are thus not covered.</li> <li>• Lighting is not covered if it is deemed as a replacement of an existing device; only lighting which is deemed a visual improvement and enhances security will be approved.</li> <li>• All façade costs must be approved by the Economic Development Authority <b>in advance</b> of work being performed; all façade costs added after approval of the grant application will be deemed as unqualified investments.</li> </ul>



**Façade Grant Program for  
Enterprise Zone One A  
Grant Application**

To: Enterprise Zone Administrator

As a part of the Enterprise Zone One A program, the EDA will provide a grant of up to one-third of investment in the façade of a building, capped at \$25,000 per grant.

Date: \_\_\_\_\_

Printed name of legal owner(s): \_\_\_\_\_

Signature of legal owner(s): \_\_\_\_\_

Contact telephone number: \_\_\_\_\_

Applicant: \_\_\_\_\_

Applicant contact phone number: \_\_\_\_\_

Street address of building: \_\_\_\_\_

Tax Parcel Number of property upon which the building is located: \_\_\_\_\_

Description of proposed improvements (attach additional page(s) for information as needed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated cost of façade improvements: \_\_\_\_\_

Estimated completion date: \_\_\_\_\_

I have attached the following:

- List of materials and processes to be completed
- Façade renovation cost estimate(s)
- Scaled drawings/renderings
- Photographs of the existing facade

I understand that I will need to submit the following documents when the project is completed in order to receive the grant: construction contract and/or receipts documenting investment in façade of building, photograph of completed project, and such other documents as the EDA or City may request, such as Certificate of Occupancy or Final Inspection

I understand that the Economic Development Authority and the City of Roanoke must approve this application before work begins on the project or I may not be eligible for this grant.

Please return this application, as well as a photograph of the building façade to be improved, to the Department of Economic Development, 117 Church Avenue SW, Roanoke, VA 24011 or fax to (540) 853-1213. Call (540) 853-2715 for more information.

Date Rec'd: \_\_\_\_\_ EDA Approval: \_\_\_\_\_ Completion: \_\_\_\_\_ Check # & Date: \_\_\_\_\_ Grant Date: \_\_\_\_\_



**Partial Real Estate Tax Exemption of Rehabilitated  
Buildings in Enterprise Zone One A**  
*(See Roanoke City Code Section s 32-101.1 et. seq.)  
Program Guidelines*

A real estate tax exemption may be available for businesses within Enterprise Zone One A (EZ One A) for increasing, through substantial rehabilitation or renovation, the assessed value of an existing commercial and industrial building and in the case of EZ One A, mixed-use commercial building (no more than 80% residential). In order to qualify for the exemption, a structure shall meet all of the following criteria:

1. Be no less than 15 years of age and located within Enterprise Zone One A.
2. Be rehabilitated or renovated so as to increase the assessed value of the structure by at least \$50,000 or more.
3. Be designed for, and suitable for, commercial, industrial, or in the case of EZ One A, mixed-use commercial (no more than 80% residential) after completion of such rehabilitation or renovation.
4. The structure has not received an exemption under Division 5, Exemption of Certain Rehabilitated Real Property and, as to Enterprise Zone One A, former Division 5 A, Exemption of Certain Rehabilitated Real Property located in Enterprise Zone One, of Article II, Chapter 32, of the Code of the City of Roanoke.
5. The rehabilitation or renovation must be completed within two years after the date of the filing of the application for exemption in EZ One A.
6. Applicants must obtain all applicable building permits for the work to be undertaken.
7. All work must be done in accordance with all applicable laws, rules, and regulations.

The types of substantial rehabilitation or renovation improvements considered as increasing the assessed value are limited to those made to the actual qualifying structure only. Other improvements, fees, or costs will not be considered.

Any new additions to the qualified structure of any additional square footage over the pre-rehabilitated square footage will not be considered as increasing the assessed value of this qualifying structure or eligible for or considered for the tax exemption since the purpose of this incentive is to encourage rehabilitation or renovation of existing structures. The exemption provided shall not apply when any existing structure is demolished or razed and a replacement structure is constructed.

*Please see the following page for more information on the Partial Real Estate Tax Exemption of Rehabilitated Buildings program.*

The amount of the exemption from real property taxation shall be an amount equal to the difference in the appraised value of the structure immediately before rehabilitation/renovation and immediately after rehabilitation/renovation, as determined by the Director of Real Estate Valuation. This amount only, on a fixed basis, shall constitute the exemption, notwithstanding subsequent assessment or reassessment. The exemption shall commence July 1 of the tax year following completion of renovation and approval of the application. The exemption shall cover the project for a period of seven years in EZ One A. Only one exemption under this division may be applicable to any qualifying structure during the life of the qualifying structure. The maximum tax exemption for any qualifying structure over the seven-year period in EZ One A is \$100,000. Upon transfer of ownership of the rehabilitated building, the tax exemption remains with the building for the duration of the eligibility period.

The application, which is to be submitted to the Director of Real Estate Valuation, with a copy to the Economic Development Department, must include:

1. Completed Partial Tax Exemption Application form (see next page).
2. \$50.00 processing fee.
3. Such other information as may be requested by the director of Real Estate Valuation.

At this point, an appraiser from the Office of Real Estate Valuation will arrange with the owner for an "on-site" appraisal of the building prior to any rehabilitation or renovation work. When the rehabilitation or renovation work is completed, the owner should arrange with the Office of Real Estate Valuation for an "on-site" appraisal of the building in its completed condition within 30 days of completion. The Director of Real Estate Valuation will review information, and upon approval, authorize an exemption for qualifying projects. For qualified projects, the tax exemption begins on July 1 of the tax year following completion of the rehabilitation or renovation and approval of the application.



**Partial Real Estate Tax Exemption of Rehabilitated  
Buildings in Enterprise Zone One A  
Program Application**

To: Director of Real Estate Valuation

I hereby request partial exemption from real estate taxes on the following building to be rehabilitated or renovated, pursuant to Roanoke City Code Sections 32-101.1 et. seq. Further, I clarify the information contained in this application is to the best of my knowledge both accurate and true. Given under my hand this date: \_\_\_\_\_

Printed name of owner(s): \_\_\_\_\_

Signature of owner(s): \_\_\_\_\_

Contact telephone number(s): \_\_\_\_\_

**SHADED BOXES FOR INTERNAL OFFICE USE ONLY**

Application No./Date	Completion Deadline	Tax Map Number

Owner's Legal Name(s): \_\_\_\_\_

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

Phone number(s): \_\_\_\_\_

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

Property type: Commercial \_\_\_ Industrial \_\_\_ Mixed-use (EZ One A Only) \_\_\_

Building age (must be at least 15 years of age): \_\_\_\_\_

Exemption Type: **Enterprise Zone One A - Seven Years**

Before Date	Appraiser	Land Value	Building Value	Total
Comp. Date	Appraiser	Land Value	Building Value	Total Value

Owner(s) agree to provide such other information as may be requested by the Director of Real Estate Valuation.

Estimated cost of rehabilitation work: \$ \_\_\_\_\_

Building Permit Numbers: \_\_\_\_\_

Detailed description of work (use additional sheets if necessary): \_\_\_\_\_

Please return this form and a non-refundable check in the amount of \$50.00 (made payable to "City of Roanoke, Treasurer") to: Office of Real Estate Valuation, 215 Church Avenue SW, Room 250, Roanoke, VA 24011, with a copy to the Economic Development Department, 117 Church Avenue SW, Roanoke, VA 24011. Please call (540) 853-5405 with any questions.

Date Received	Date Copy Sent to Economic Development





**Building Permit & Comprehensive Development Plan  
Review Fees Rebate for Enterprise Zone One A  
*Program Guidelines***

Grant provides a refund of City-issued development fees only (Building Permit and Comprehensive Development Plan Review fees), which may be available for business firms, property owners, or leaseholders authorized to make improvements investing in new construction or in rehabilitation of an existing building. Buildings must be located in Enterprise Zone One A, be for-profit, and must be either commercial, industrial, or mixed-use commercial (no more than 80% residential) in nature. Program rebates are determined as a percentage based on total project investment, with amounts as follows:

<b>Total Project Investment</b>	<b>Rebate Percentage</b>
\$1,000,000 or more	100%
\$900,000 - \$999,999.99	90%
\$800,000 - \$899,999.99	80%
\$700,000 - \$799,999.99	70%
\$600,000 - \$699,999.99	60%
\$500,000 - \$599,999.99	50%
\$400,000 - \$499,999.99	40%
\$300,000 - \$399,999.99	30%
\$250,000 - \$299,999.99	20%
\$125,000 - \$249,999.99	10%
\$0 - \$124,999.99	0%

**Application must include:**

1. Complete Building Permit & Comprehensive Development Plan Review Fees Rebate Application for Enterprise Zone One A form (see next page).
2. Receipts, invoices, and/or letter from contractor/engineer documenting the total investment in new building construction or in rehabilitation of an existing structure.
3. A copy of the permanent Certificate of Occupancy or Final Inspection.
4. A copy of the Building Permit issued for the project.
5. Copy of proof of payment for City-issued Building Permit and Comprehensive Plan Review fees (cancelled check, bank statement).



**Building Permit & Comprehensive Development Plan  
Review Fees Rebate for Enterprise Zone One A  
Program Application**

To: Enterprise Zone Administrator

As part of the Enterprise Zone program, the City will provide up to a 100% rebate of Building Permit and Comprehensive Development Plan Review fees based on the total investment on new building construction and/or rehabilitation investment subject to the following limitations:

Total Project Investment	Rebate Percentage
\$1,000,000 or more	100%
\$900,000 - \$999,999.99	90%
\$800,000 - \$899,999.99	80%
\$700,000 - \$799,999.99	70%
\$600,000 - \$699,999.99	60%
\$500,000 - \$599,999.99	50%
\$400,000 - \$499,999.99	40%
\$300,000 - \$399,999.99	30%
\$250,000 - \$299,999.99	20%
\$125,000 - \$249,999.99	10%
\$0 - \$124,999.99	0%

Based on new construction investment of \$ \_\_\_\_\_, I do hereby request a \_\_\_\_% rebate of development fees.

Date: \_\_\_\_\_

Printed legal name of applicant (business firm, property owner, or leaseholder authorized to make improvement(s): \_\_\_\_\_

Signature of applicant: \_\_\_\_\_

Contact telephone number(s): \_\_\_\_\_

Street address of building: \_\_\_\_\_

The following documents are attached, which are required in order to process the application:

- Construction contract and/or receipts documenting construction investment by applicant.
- Permanent Certificate of Occupancy or Final Inspection.
- Receipts documenting payment of building permit and comprehensive development plan review fees.
- Such other information as may be requested by the City.

Please return this form to: Enterprise Zone Administrator, Department of Economic Development, 117 Church Avenue SW, Roanoke, VA 24011 or fax to (540) 853-1213. Please call (540) 853-5405 for more information.

Date Rec'd: \_\_\_\_\_ EDA Approval: \_\_\_\_\_ Completion: \_\_\_\_\_ Check # & Date: \_\_\_\_\_ Grant Date: \_\_\_\_\_



## Water, Fire, and Sewer Hookup Fees Grants for Enterprise Zone One A *Program Guidelines*

Grants from the Economic Development Authority of the City of Roanoke, Virginia, equal to an amount up to the amount of Water, Fire and Sewer hookup fees may be available for business firms, property owners or leaseholders authorized to make improvements investing in new construction or in rehabilitation of an existing building.

This grant will only cover specific costs associated with constructing water, fire, and/or sewer lines from the exterior wall of the structure to the main public line. Approved submitted costs include construction costs (excavation, sidewalk/asphalt repair), along with water connection, tap, and meter fees. Costs that are **not** approved include availability fees, the cost of the meter, and vaults (if required).

Buildings must be located in Enterprise Zone One A, be for-profit and commercial, industrial or mixed-use (no more than 80% residential) in nature. Grant amount will be an amount equal to the following percentage of water, fire, and sewer hookup fees paid (without interest) subject to the caps on the following page:

Total Project Investment	Grant Percentage
\$1,000,000 or more	100%
\$900,000 - \$999,999.99	90%
\$800,000 - \$899,999.99	80%
\$700,000 - \$799,999.99	70%
\$600,000 - \$699,999.99	60%
\$500,000 - \$599,999.99	50%
\$400,000 - \$499,999.99	40%
\$300,000 - \$399,999.99	30%
\$250,000 - \$299,999.99	20%
\$125,000 - \$249,999.99	10%
\$0 - \$124,999.99	0%

*Please see the following page for more information on the Water, Fire, and Sewer Hookup Fees Grant program.*

**Water Hookups Capped at:**

Line Size	Cap
5/8"	\$1,500
3/4"	\$1,515
1"	\$1,600
1 1/2"	\$2,300
2"	\$2,500
3"	\$3,960
4"	\$12,300
6"	14,010
8"	Actual cost up to \$20,043
10" - 12"	Actual cost up to \$22,079

**Sewer Hookups Capped at:**

Line Size	Cap
5/8" - 6"	\$1,500
8"	Actual cost up to \$3,750
12"	Actual cost up to \$7,500

**Fire Hookups Capped at**

Line Size	Cap
4"	\$10,300
6"	\$10,800
8"	13,300
10"	\$15,000
12"	Actual cost up to \$22,250

**Application must include:**

1. Water, Fire and Sewer Hookup Fees Grant Application form (see next page).
2. A copy of construction contract or receipts sufficient to document the amount of investment in new building construction or in rehabilitation of an existing structure.
3. A copy of the permanent Certificate of Occupancy or final inspection certificate.
4. Copy of receipt(s) documenting payment of water, fire and sewer hookup fees.
5. Copy of receipt(s) detailing construction costs associated with water, fire, and/or sewer installation.
6. Proof of payment (bank statement, cancelled check) for all costs and fees.
7. Such other information as may be requested by the City.

Please note: Incomplete applications will not be processed by the EDA and the applicant will be notified by the Economic Development Department of any discrepancies, as well as when these discrepancies must be addressed in order to process the application and grant.



**Water, Fire & Sewer Hookup Fees Grant for  
Enterprise Zone One A  
Program Application**

To: Enterprise Zone Administrator

As a part of the Enterprise Zone program, the EDA may provide a grant equal to an amount up to 100% of water, fire and sewer hookup fees for business firms, property owners or leaseholders authorized to make improvements undertaking new building construction or rehabilitation within Enterprise Zone One A. Grant amount will be an amount equal to the following percentage of water, fire, and sewer hookup fees paid (without interest) subject to the caps below:

**Water Hookups Capped At:**

Line Size	Cap
5/8"	\$1,500
3/4"	\$1,515
1"	\$1,600
1 1/2"	\$2,300
2"	\$2,500
3"	\$3,960
4"	\$12,300
6"	14,010
8"	Actual cost up to \$20,043
10" - 12"	Actual cost up to \$22,079

**Sewer Hookups Capped at:**

Line Size	Cap
5/8" - 6"	\$1,500
8"	Actual cost up to \$3,750
12"	Actual cost up to \$7,500

**Fire Hookups Capped at:**

Line Size	Cap
4"	\$10,300
6"	\$10,800
8"	13,300
10"	\$15,000
12"	Actual cost up to \$22,250

Based on new construction investment of \$\_\_\_\_\_ I do hereby request a grant equal to \_\_\_\_% of water, fire and sewer hookup fees.

Date: \_\_\_\_\_

Printed legal name of applicant (business firm, property owner, or leaseholder authorized to make improvements): \_\_\_\_\_

Signature of applicant: \_\_\_\_\_

Contact telephone number(s): \_\_\_\_\_

Street address of building: \_\_\_\_\_

The following documents are attached, which are required in order to process the application:

- \_\_\_ Construction contract and/or receipts documenting total new construction investment.
- \_\_\_ Permanent Certificate of Occupancy.
- \_\_\_ Receipts documenting payment of building permit and comprehensive development plan review fees.
- \_\_\_ Receipts documenting payment of construction costs.
- \_\_\_ Such other information as may be requested by the City.

Please return this form to: Enterprise Zone Administrator, Department of Economic Development, 117 Church Avenue SW, Roanoke, VA 24011, or fax to (540) 853-1213. Please call (540) 853-5405 with any questions.

Date Rec'd: \_\_\_\_\_ EDA Approval: \_\_\_\_\_ Completion: \_\_\_\_\_ Check # & Date: \_\_\_\_\_ Grant Date: \_\_\_\_\_



## Fire Suppression Retrofit Grant and Fire Hookup Grant *Program Guidelines*

For business firms, property owners, or leaseholders authorized to make improvements and installing new, first-time fire suppression systems in an existing building, there are annual grants for five years available from the Economic Development Authority of the City of Roanoke, Virginia, to cover a percentage of annual fire charges. The uses for such building for both grants are to be for-profit commercial, industrial, or mixed-use (having no more than 80% devoted to residential uses). Annual fire service charge grants shall be in an amount equal to the following percentage of monthly fire service charges paid:

Year	Reimbursement Amount
One	50% of monthly fire service charge capped at \$1,000.
Two	40% of monthly fire service charge capped at \$800.
Three	30% of monthly fire service charge capped at \$600.
Four	20% of monthly fire service charge capped at \$400.
Five	10% of monthly fire service charge capped at \$200.

### **Application must include:**

Every 12 months, on or after 45 days after the date listed on the Certificate of Qualification, for five consecutive years, the applicant must provide the following in order to receive the EDA grants:

1. Fire Suppression Retro-Fit Annual Grant Application form (see following pages).
2. Receipts or proof of payment of the monthly fire charges for the previous 12 months.
3. Copies of the utility bills for the previous 12 months from the Western Virginia Water Authority.
4. Copy of the original Certificate of Qualification.

Please note: Incomplete applications will not be processed by the EDA and the applicant will be notified by the Economic Development Department of any discrepancies, as well as when these discrepancies must be addressed in order to process the application and grant.



**Fire Suppression Retrofit Grant and  
Fire Hookup Grant  
Program Application**

To: Enterprise Zone Administrator

As a part of the Enterprise Zone One A program, the EDA will provide yearly grants equal to the following amounts on monthly charges:

Year	Reimbursement Amount
One	50% of monthly fire service charge capped at \$1,000.
Two	40% of monthly fire service charge capped at \$800.
Three	30% of monthly fire service charge capped at \$600.
Four	20% of monthly fire service charge capped at \$400.
Five	10% of monthly fire service charge capped at \$200.

Date: \_\_\_\_\_

Printed legal name of applicant (business firm, property owner, or leaseholder authorized to make improvements): \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Contact telephone number(s): \_\_\_\_\_

Street address of building: \_\_\_\_\_

The following documents have been attached:

- Receipts or proof of payment of the monthly fire charges for the previous 12 months.
- Copy of Original Certificate of Qualification (from the Office of Economic Development when initial application was made).
- Such other information as may be requested by the City.

I am requesting a grant of \$\_\_\_\_\_ for the annual fire charges paid during the following year of qualification: \_\_\_\_\_

\_\_\_Year One (50%) \_\_\_Year Two (40%) \_\_\_Year Three (30%) \_\_\_Year Four (20%) \_\_\_Year Five (10%)

I certify the information contained in this application is to the best of my knowledge both correct and true.

Please return this form to: Enterprise Zone Administrator, Economic Development Department, 117 Church Avenue SW, Roanoke, VA 24011 or fax to (540) 853-1213. Please call (540) 853-5405 with any questions.

Date Rec'd: \_\_\_\_\_ EDA Approval: \_\_\_\_\_ Completion: \_\_\_\_\_ Check # & Date: \_\_\_\_\_ Grant Date: \_\_\_\_\_



## **Business Security Grant for Enterprise Zone One A *Program Guidelines***

For any business located in Enterprise Zone One A and participating in the City of Roanoke Police Department's Star City Business Watch program, Security Grants are available for up to \$500 to enact the security measures recommended by the Police Department (see the next page for an application for the Star City Business Watch program). Upon completing the program, the Police Department will provide a Certificate to the business certifying the business has successfully completed a security assessment, and outlining the recommendations made (see following pages). Provide this Certificate, or a copy of the Police Department's security assessment, with receipts and other documents to the Office of Economic Development documenting the recommended actions were undertaken.

Security Grants are grants through the Economic Development Authority of the City of Roanoke and will cover 50% of the approved cost of the security enhancements; the award amount is capped at \$500. Annual budget allocation for this program is no less than \$2,500.

### **Application must include:**

1. Business Security Grant Application (see following pages).
2. Certificate of Qualification from the Police Department (see following pages).
3. Documentation of the expense of security measures taken.
4. Proof of payment for security measures (cancelled check or bank statement).
5. Copy of City of Roanoke Business License.
6. Such other information as may be requested by the City

The description of the Star City Business Watch is as follows:

The purpose of the Star City Business Watch is to organize business leaders in targeted business communities by forming a partnership between the City of Roanoke Police Department and the businesses within those communities. The goal of the Star City Business Watch is to create a safer environment for business, employees and consumers and to promote crime prevention strategies for those communities. A list of objectives of the program can be obtained from the City of Roanoke Police Department. Businesses must be licensed to do business in the City of Roanoke.

Please note: Incomplete applications will not be processed by the EDA and the applicant will be notified by the Economic Development Department of any discrepancies, as well as when these discrepancies must be addressed in order to process the application and grant.





City of Roanoke Police Department  
Star City Business Watch Application

Date: \_\_\_\_\_

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

Business Street Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Business Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Fax Number: \_\_\_\_\_

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

Does business have an alarm?  Yes  No

If "Yes", with what alarm company? \_\_\_\_\_

Would you like any of the following trainings?

Business Security Assessment

Workplace Violence

Commercial Robbery Training

Shoplifting Prevention

Crime Reporting Training

Check and Credit Card Fraud

Office Theft and Security Training

Personal Safety for Employees

Other Training (Specify): \_\_\_\_\_

Please return this application to the Roanoke Police Department, 309 Third Street SW, Roanoke, VA 24011, with a copy to the Enterprise Zone Administrator, Economic Development Department, 117 Church Avenue SW, Roanoke, VA 24011 or fax to (540) 853-1213. Call (540) 853-2132 for more information.

Date Received: \_\_\_\_\_

Grant Date: \_\_\_\_\_





**Business Security Grant for  
Enterprise Zone One A  
Program Application**

To: Enterprise Zone Administrator

As a part of the Enterprise Zone One A program, the City of Roanoke will provide a grant, through the Economic Development Authority, to businesses successfully completing the Police Department's Star City Business Watch Program and have enacted security measures recommended by the Police Department as a result of the program. The grant will reimburse a business up to 50% of their approved investment in security measures, capped at \$500.

Date: \_\_\_\_\_

Legal name of business: \_\_\_\_\_

Contact person: \_\_\_\_\_

Contact telephone number(s): \_\_\_\_\_

Street address of business: \_\_\_\_\_

The following documents have been attached:

- Certificate of Qualification from the Police Department or security assessment provided by the Police.
- Documentation of expense of security measures taken.
- Copy of City of Roanoke Business License.
- Such other information as may be requested by the City.

I am requesting a grant of \$\_\_\_\_\_ to offset the cost of the security measures undertaken at the recommendation of the Roanoke Police Department.

Signature of Business Owner: \_\_\_\_\_

Date: \_\_\_\_\_

I certify the information contained in this application is to the best of my knowledge both correct and true.

Please return this application to the Enterprise Zone Administrator, Economic Development Department, 117 Church Avenue SW, Roanoke, VA 24011 or fax to (540) 853-1213. Call (540) 853-5405 for more information.

Date Rec'd: \_\_\_\_\_ EDA Approval: \_\_\_\_\_ Completion: \_\_\_\_\_ Check # & Date: \_\_\_\_\_ Grant Date: \_\_\_\_\_



## **Job Training Grants for Enterprise Zone One A** *Program Guidelines*

Businesses qualifying for job training assistance from the Virginia Department of Business Assistance (DBA) may be eligible for job training grants from the Economic Development Authority of the City of Roanoke. The amount of the grant may be up to or equal to the amount of assistance from the DBA, as determined by the City at the City's sole discretion, but cannot be more than the amount from the state or, combined with the state's grant, cannot exceed the training need. It is the expectation of the City the business will work closely with the Economic Development Department throughout negotiations with the DBA. Grants are made through the EDA on a reimbursement basis.

### **Application must include:**

1. Job Training Grant Application form (see next page).
2. Copy of letter from the DBA documenting qualification and estimate of state assistance.
3. Proof of job creation.
4. Documentation of training expenses.
5. Such other information as may be requested by the City.

Please note: Incomplete applications will not be processed by the EDA and the applicant will be notified by the Economic Development Department of any discrepancies, as well as when these discrepancies must be addressed in order to process the application and grant.



**Job Training Grant for  
Enterprise Zone One A  
Program Application**

To: Enterprise Zone Administrator

As a part of the Enterprise Zone One A program, the City of Roanoke, through the Economic Development Authority, provides job training grants to businesses qualifying to receive job training assistance from the Commonwealth of Virginia's Department of Business Assistance (DBA). The amount of the grant may be up to or equal to the amount of assistance from the DBA, as determined by the City at the City's sole discretion, but cannot be more than the amount from the state or, combined with the state's grant, cannot exceed the training need.

Date: \_\_\_\_\_

Legal name of business: \_\_\_\_\_

Contact telephone numbers: \_\_\_\_\_

Contact email: \_\_\_\_\_

Street address of business: \_\_\_\_\_

Mailing address of business: \_\_\_\_\_

I have attached the following documents, which are required in order to process my application:

\_\_\_Copy of letter from the DBA stating the business qualifies for DBA assistance & the amount of the financial assistance.

\_\_\_Documentation of financial cost of training for the new employees.

\_\_\_Proof of job creation, as required to qualify for assistance from the DBA.

\_\_\_Such other information as may be requested by the City.

I understand the amount of grant is at the discretion of the City of Roanoke. I also understand the City of Roanoke or EDA may require receipts or other proof of payment for training provided to new employees.

I certify the information contained in this application is to the best of my knowledge both correct and true.

Signature of Owner: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this form to: Enterprise Zone Administrator, Economic Development Department, 117 Church Avenue SW, Roanoke, VA 24011, or fax to (540) 853-1213. Please call (540) 853-5405 with any questions.

Date Rec'd: \_\_\_\_\_ EDA Approval: \_\_\_\_\_ Completion: \_\_\_\_\_ Check # & Date: \_\_\_\_\_ Grant Date: \_\_\_\_\_