



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

Façade grants are administered by the EDA and are available to qualifying for-profit commercial, industrial, and mixed-use developments. Grants equate to one-third of qualified facade-only renovation or rehabilitation costs up to a maximum of \$25,000. Based on total square footage of the building, the development cannot exceed 80% residential use and must dedicate a minimum of 20% to commercial use. The program is funded by the City of Roanoke on an annual basis of \$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, 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 (not including alleys) and have an entrance; in this situation, only one grant may be awarded to cover renovation work undertaken on the multiple sides.

### **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 initiating work on the façade. An exception to this requirement may be granted by the City Manager for a project which requires demolition work either to determine the scope of the façade improvements, for investigatory purposes necessary in applying for Historic Tax Credits, or for emergency structural purposes.
2. If multiple sides of the building are being selected for improvement, please give a justification for how the sides function as the principal or secondary entrance

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 must be submitted for review no later than 5:00 PM on the Wednesday two weeks prior to a regularly scheduled meeting. Call the Department of Economic Development at (540) 853-5405 for the date of the next EDA meeting. The applicant, or representative of the project, must be present at the EDA meeting where the application is considered to provide an overview of the project and address questions and/or concerns which may arise.
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 and ineligible costs.
7. Grant funds will be paid, by the EDA, on a reimbursement basis, upon receiving verifiable receipts of construction costs, proof of payment, and a photograph of the completed façade project.
8. The façade renovation must be completed within one year of the date of approval, unless the EDA grants 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.
10. Buildings may not be considered for a façade grant if the building has received, and been allocated, funding for a façade grant within the previous ten years. If the building has been purchased by a new owner, the building may be considered for a façade grant after five years. An exception to this requirement may be granted by the City Manager under special circumstances.
11. Applicants must submit paperwork for grant reimbursement to the Department of Economic Development no later than 90 days after the expiration date awarded by the EDA. Failure to submit paperwork for reimbursement during this timeframe can result in forfeiture of the grant.



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 (**itemized reflecting only work performed to the building's façade(s)**)
- 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 (EDA) must approve Façade Grant applications **PRIOR to** construction/demolition work commencing on the façade(s) considered for the grant.
  - Only upgrades/renovations to the façade(s) of the building (defined as the side(s) of a building, facing a public right-of-way (alleys not included), used as a primary or secondary entrance) can be included. Items not covered under this grant program include 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, parking lot and sidewalk projects, landscaping, and porch/decking upgrades.
  - 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, and/or may reduce the grant amount.
  - Renovations must be completed within one year of the date of approval unless an exemption is given by the EDA.
  - Applicants must comply with all other applicable laws, rules, and regulations as required.
  - Reimbursement requests must be submitted by the applicant to the Economic Development Department no later than 90 days after the completion date awarded by the EDA.
- 

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



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

The purpose of this Façade Grant Program is to visually improve the Enterprise Zone. The grants will encourage investment and improvement of real property within the Enterprise Zone, 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>• Columns/Railings (façade only)</li> <li>• Demolition of existing façade elements</li> <li>• Doors and treatments</li> <li>• Downspouts/guttering</li> <li>• Electrical work associated with lighting used as a security feature, as defined in special considerations below</li> <li>• Exterior finishes (including brick, rock, stucco, and exterior instillation finishing systems)</li> <li>• Permanent flood reduction features (decorative) required by FEMA</li> <li>• Labor costs associated with the façade project</li> <li>• Lighting (new device(s) for security purposes <u>and</u> visual improvement)</li> <li>• Painting</li> <li>• Pressure washing/sandblasting to restore original elements</li> <li>• Removal of unsightly façade elements</li> <li>• Rental equipment (façade work only)</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 (not relating to the façade)</li> <li>• Fees (Architectural, Permitting, etc.)</li> <li>• Fencing</li> <li>• Interior features</li> <li>• Landscaping</li> <li>• Murals (unless on a qualifying side of the structure and part of an overall façade renovation project)</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 façade rehabilitation project are deemed “maintenance” and are thus not covered.</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> <li>• Flood reduction features may be included if decorative in nature and permanently attached to the façade(s). Temporary structures, such as removable panels, are ineligible; however, permanent bracing required to anchor panels during high water events will be considered.</li> </ul>



Façade Grant Program for  
Enterprise Zone  
Grant Application

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

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

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

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

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

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

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

Percentage of commercial use of the 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, no later than 90 days after the completion date awarded by the EDA, 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 façade project or I may not be eligible for this grant.

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

Signature of applicant (if different): \_\_\_\_\_

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) 853-5405 for more information.

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



REAL ESTATE VALUATION  
 Noel C. Taylor Municipal Building  
 215 Church Avenue, S.W. Room 250  
 Roanoke, Virginia 24011  
[www.roanokeva.gov](http://www.roanokeva.gov)

PH: 540.853.2771  
 FAX: 540.853.2796

## 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 32-101.9 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): .....

### SHADED BOXES FOR INTERNAL OFFICE USE ONLY

Application Number and Date	Completion Date	Tax Map Number

Owner's Legal Name(s): .....

Mailing Address: .....

Phone number(s): .....

Property Address: .....

Property Type: Commercial \_\_\_\_\_ Industrial \_\_\_\_\_ Mixed-Use \_\_\_\_\_

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
Completion Date	Appraiser	Land Value	Building Value	Total

Please return form and a NON-REFUNDABLE CHECK in the amount of \$250.00. Make checks payable to "City of Roanoke, Treasurer" (No cash is accepted) to: Office of Real Estate Valuation, 215 Church Ave SW, Room 250, Roanoke, VA 24011, with a copy to the Economic Development Department, 117 Church Ave SW, Roanoke, VA 24011. Please call (540) 853-2771 with any questions.

CONTINUED ON REVERSE

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): \_\_\_\_\_

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

DO YOU OWN ANY OTHER REAL ESTATE IN THE CITY OF ROANOKE? YES  NO

If YES, please list ALL Entity Names and Addresses below (use additional sheets if necessary):

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

**IF REAL ESTATE TAXES ARE DELINQUENT ON ANY PROPERTY YOU OWN, YOU CAN NOT APPLY FOR THE REHAB PROGRAM.**

Date Received	Date Copy Sent to Economic Development

**Sec. 32-101.11. - Eligibility of commercial, mixed-use commercial, or industrial real property.**

(a) In order to qualify for the exemption from real property taxation for real property substantially rehabilitated or renovated for commercial, mixed-use commercial, or industrial use within Enterprise Zone One A, a structure shall meet all of the following criteria:

- (1) Be no less than fifteen (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 fifty thousand dollars (\$50,000.00) or more;
- (3) Be designed for and suitable for commercial, mixed-use commercial, or industrial use after completion of such rehabilitation or renovation;
- (4) The structure has not received an exemption under Division 5, exemption of certain rehabilitated real property, or former [Division 5A](#), exemption of certain rehabilitated or renovated commercial or industrial real property located in either Enterprise Zone One or Enterprise Zone Two, of this chapter; and
- (5) The rehabilitation or renovation must be completed within two (2) years of the date of the filing of the application for exemption.

(b) The types of substantial rehabilitation or renovation improvements that will be 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.

(c) Any new additions to the qualifying structure or any additional square footage over the prerenovation or prerenovation square footage will not be considered as increasing the assessed value of the 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.

(Ord. No. 36783, § 1, 7-19-04)



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:

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%

**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) 853-5661 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. Only one water, fire, and/or sewer connection may be considered for approval. 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). Installation of public water mains, which may be accessed by additional lateral lines, is not an eligible cost.

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, and connection sizes from the Western VA Water Authority.
5. Copy of receipt(s) detailing construction costs associated with water, fire, and/or sewer installation. Costs must be clearly delineated from other project costs.
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 water, fire and sewer fees from the Western VA Water Authority 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) 853-5661 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) 853-5661 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) 853-5661 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) 853-5661 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) 853-5661 with any questions.

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