

Commercial/Industrial/Mixed-Use Property Rehabilitation Grant (CIMUP-RG)

PURPOSE

This incentive provides a cash grant for commercial, industrial, or mixed-use rehabilitated real estate within the City of Winchester where rehabilitative work is performed that increases the assessed value of the property by at least 50%. For properties that qualify, the value of the grant will be based on the post-rehabilitation assessed value.

The policies and procedures contained within this document set forth the criteria by which the EDA may determine which economic development activities may be supported with funds made available through the EDA's Commercial/Industrial/Mixed-Use Property Rehabilitation Grant (CIMUP-RG).

TERMS AND CONDITIONS

The property must be located in the City of Winchester and any existing structures located on the property must be no less than fifteen (15) years old.

All rehabilitative work performed must comply with all permits and regulations required by the City of Winchester to qualify for the CIMUP-RG incentive. An application for the grant must be filed before such work has begun.

Where rehabilitation is achieved through demolition or replacement of an existing structure, eligibility for the grant shall not apply when any structure demolished is a registered Virginia Landmark; or is determined by the state department of conservation and historic resources to contribute to the significance of a registered historic district; or is a local, state, and/or federally designated historic structure.

Upon completion of the rehabilitation, the assessed value of the property must be improved by at least 50%. The value of the grant will be based on the new assessed value, if the minimum assessment increase threshold has been met.

Grant values can be awarded up to as follows:

Value of new assessment (if 50% greater than previous assessment)	Enterprise Zone (EZ)	Non Enterprise Zone (non- EZ)
\$250,000 - \$499,999	\$10,000	\$5,000
\$500,000 +	\$15,000	\$10,000

Nonprofits cannot inhabit more than 20% of the square footage of the building after rehabilitation is completed to maintain CIMUP-RG eligibility.

The applicant forfeits any eligibility to receive tax abatement on this property upon their acceptance of this grant.

All plans for properties located within the Primary or Secondary Districts must be approved by the Board of Architectural Review to ensure consistency with the architectural theme.

APPLICATION PROCESS

The applicant must initiate the CIMUP-RG process prior to beginning any qualifying work on the property.

The current assessed value of the property, to be provided by the Commissioner of the Revenue (CoR), is required before qualifying work can begin on the improvement project. This assessment will serve as the baseline for incentive calculation and is a required attachment to the CIMUP-RG application. The base value will generally coincide with the assessed value effective the year the application is made devoid of any changes to the structure(s) located on the property. An increased assessment due to a change in value (e.g. reassessment) will not affect the baseline assessment value.

There is a fee made payable to the CoR for property assessments. Questions regarding the fee and assessment process can be directed to the CoR, (540) 667-1815.

After acquiring the current assessment, applicants should submit the CIMUP-RG application to the Winchester EDA. The applicant shall provide photos of the property prior to rehabilitation at this time. All improvements must occur within twenty four (24) months from the date the Winchester EDA initially receives the application.

Upon completion of the rehabilitation (or at any time prior to 30 days before the expiration of the application) an owner may submit a written request to the Commissioner of the Revenue to make a final assessment to determine qualification for the rehabilitated property grant.

It is the applicant's responsibility to request the CoR update the CIMUP-RG application with the results of the post-rehabilitation assessment. The CoR will then transmit the final application to the Winchester EDA. The applicant shall provide photos of the property after rehabilitative work at this time.

Applications with all required materials will be forwarded to the Finance Committee of the Winchester Economic Development Authority for preliminary review prior to a full board vote for approval. Grant approval and award amounts are at the discretion of the Economic Development Authority Board. Full grant amounts are not guaranteed.

Any information submitted by the applicant that is intended to remain confidential shall be noted with specificity. The EDA shall determine (with advice from legal counsel if needed) whether any such information qualifies for confidential treatment under applicable Virginia law. Any questions regarding confidential treatment should be discussed with the EDA prior to the submission of any information requested by the applicant to remain confidential.

Only one application may be approved per physical address, as determined by tax map ID, within a five-year period. Subsequent applications outside of the five-year interval may be considered if the work performed differs substantially from work previously approved.

ELIGIBLE AREA

The incentive is available citywide; however, priority will be given to businesses located within the EZ.

ELIGIBLE APPLICANTS

Any property owner of a commercial, industrial, or mixed-use property located within the City of Winchester is eligible to apply.

In order to receive incentives from the EDA, applicants must be in good standing with or otherwise recognized by the State Corporation Commission as eligible to transact business in Virginia, as well as recognized by the CoR and Treasurer for the City of Winchester as eligible to transact business in the City, in possession of a current business license to operate in the City (as applicable) and not be delinquent in paying any prior taxes.

The EDA shall not discriminate on the basis of race, religion, sex, color, age, sexual orientation or national origin in reviewing and approving applications and administering the incentive program.

**Mixed-use" is defined as building incorporating residential uses in which a minimum of 35% of the usable floor space is devoted to commercial, office, or industrial purposes.

INELIGIBLE APPLICANTS

Non-profits organizations, banks, savings and loan associations, non-independently owned gas stations, used car lots, adult entertainment establishments, check cashing outlets, vape, tobacco and furniture and appliance rental shops are ineligible for EDA incentives.

CIMUP-RG APPLICATION

Name of Applicant	
Legal Name of Company	
E-mail Address	
Telephone Number	
Business Address	
Mailing Address	
Web Address	
Tax Parcel Number	

Is the property located in the Enterprise Zone?

Yes No

Proposed property use (if mixed use, percentage of each)

Commercial _____ Industrial _____ Residential _____

PROJECT

Describe the overall project to be completed. *If more space is needed, please continue on a separate sheet.*

PROJECT TIMELINE

When will the project begin? When will the project be completed? If the project will be carried out in stages, please list the approximate completion date of each stage.

JOBS

State the number of Full-Time and Part-Time positions presently employed by your business (if applicable)

PT: _____
FT: _____

Jobs Being Created as a Result of this Project

Job Type	Number to be Hired	Special Training Required?	Hours per week, PT/FT?	Wage estimated

Estimate the number of positions that will be created over the next (5) year period of time: _____

FINANCIAL COMMITMENT

Please attach detailed invoices relating to the amount of capital investment that you leveraged for the project.

CERTIFICATION

I certify the above information and statements contained in the attachments are true and accurate as of the stated date(s). These statements are made for the purpose of receiving a grant. I authorize the Economic Development Authority of the City of Winchester to make inquiries as necessary to verify the accuracy of the statements made and to determine grant worthiness.

I give my consent for the Commissioner of the Revenue to divulge and the City Manager and his/her designee(s) to receive any and all information pertaining to the assessment, payment and/or collection of taxes paid by the applicant, such information to be used for the sole purpose of administering this incentive.

I authorize the EDA to investigate the applicant’s and affiliated companies’ credit and financial records including bank records. As part of the investigation, I authorize the EDA to request and obtain consumer credit reports on the applicant and affiliated companies’ in connection with the opening, monitoring, renewal, and extension of this other grant requests with the EDA. I understand that the EDA may ask for additional information not listed as they deem necessary to complete my application.

Funds will not be disbursed if improvements do not comply with the project as approved. Applicant agrees to terms as set forth above and agrees to abide by grant policies.

Signed: _____

Title: _____

Date: _____

Applications can be submitted in person, by mail, or electronically to the Economic Development Authority located at 117 E. Piccadilly St., Ste. 301, Winchester, VA 22601. Applications may also be emailed to econ.dev@winchesterva.gov.

REQUIRED DOCUMENTS

Application Checklist	Check Off When Completed	For Office-Use Only
Completed CIMUP-RG Application.		
Initial assessment from the Commissioner of Revenue before rehabilitative work starts		
Final assessment from Commissioner of Revenue after rehabilitative work is completed		
A description of the purposed amount of capital investment for the project and a timeline of the investment schedule.		
Financial Commitment. (A document detailing how much capital investment you will be leveraging personal equity and lending for the project.)		
Before/After photos of work completed.		
If applicable, details if you, or your business, is involved in any lawsuits, pending or otherwise.		
If applicable, details regarding any insurance claims for the work performed.		
If applicable, letters from all interested parties (Co-owners) agreeing to the scope of the work.		

INTERNAL USE ONLY

Date initial application received:
Date final application received from CoR:

Amount requested:
Amount suggested after review:
Approval by EDA (Y/N, amount, date):
Check issued (date):
Comments:

COMMISSIONER OF THE REVENUE:

(Revenue Code 111-0000-313.03-31)

Account No: _____ Tax Map No: _____

Application Fee Received on Date: _____

Current Assessment (when application is submitted):

\$ _____ by _____ Date: _____

Follow-up Assessment:

\$ _____ by _____ Date: _____

Percent Improvement: _____

Commissioner Signature: _____

Comments: