VIRGINIA ENTERPRISE ZONE

Local Enterprise Zone Annual Report (Form EZ-3-AR) Instructions

According to 13VAC 5-112-550:

- Local governing bodies are REQUIRED to submit Form EZ-3-AR (annual reports) 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.

Annual reports are submitted online via CAMS

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

2. Click the [MANAGE] tab then [USER PROFILE] to update the LZA's contact info.

3. Click the [PROJECTS & REPORTS] tab to find the Annual Report Form. Click the listing to open the report form.

4. Once the report is open, you will see the sections of questions, as outlined in the following pages of this document. Helpful hints have been added in **red bolded font.** If you have any questions, please reach out to us at ezone@dhcd.virginia.gov

*Indicates a required field

If you have any questions, please reach out to your designated program administrator (Mandy Archer or Kate Pickett Irving) or email us at ezone@dhcd.virginia.gov.

SECTION 1 | ZONE INFORMATION

1. **Local Zone Administrator* |** Contact information for the Local Zone Administrator entered here.

2. **Local Zone Administrator Email* |** Email Address for the Local Zone Administrator entered here.

3. **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 designated EZ program administrator to schedule a training.

4. **Alternate Local Zone Administrator |** Contact information for the Alternate Local Zone Administrator entered here.

5. **Alternate Zone Administrator Email |** Email Address for the Alternate Local Zone Administrator entered here.

6. **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/YYYY. If the zone has not been amended since designation, please enter the designation date as 01/01/YYYY. **The designation year can be found on the 2023 Enterprise Zone Limits Document emailed by Kate Pickett on 6/2/2023.**

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SECTION 1 | ZONE INFORMATION...Continued

7. **Zone Amendment in development? |** YES or NO. If yes, please reach out to your designated EZ program administrator to ensure compliance with all amendment regulations.

8. **Zone Acreage* |** Enter the currently used amount of zone acreage for the subject locality. For joint zones, only input the zone acreage for the subject locality.

9. **Zone Noncontiguous Areas* |** 1, 2, 3, or more than 3. Each zone must have at least 1 area, but no more than 3 noncontiguous areas. If a locality has more than 3, they are out of compliance with regulations. For joint zones, please indicate the number of noncontiguous areas for the subject locality only.


10. **Zone Map*|** 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 | ADMINISTRATION

1. **Zone Description* |** Please provide the current Zone Description. This applies to all zones, not just new or amended zones. If you have made amendments to the zone boundaries or incentives, be sure to reflect these changes in an updated description.

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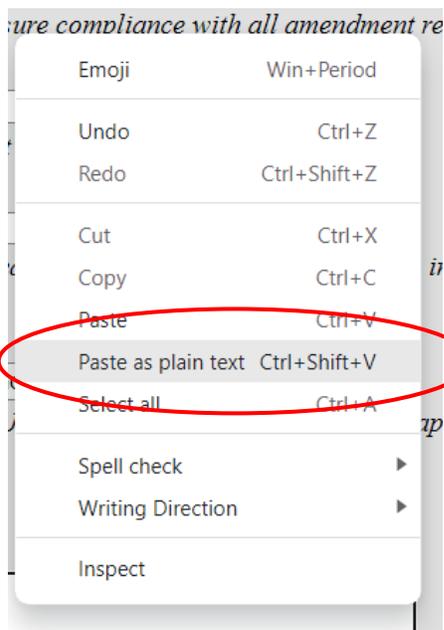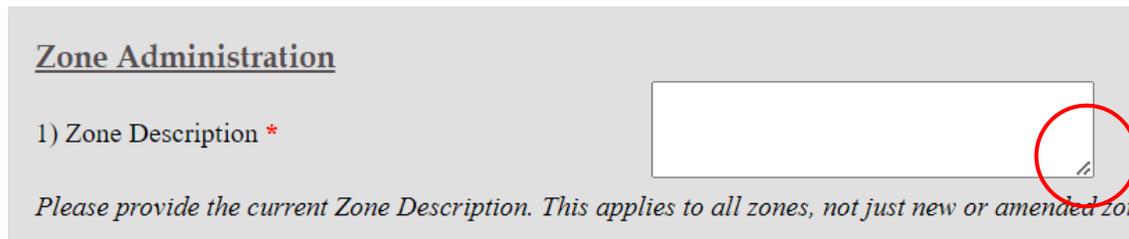
If you are copying text into the reporting box, please use UNFORMATTED TEXT, avoiding bullets and variable spacing and fonts. This can be done by right-clicking in the narrative block and selecting "Paste as plain text."

Updated 6/13/23

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SECTION 2 | ADMINISTRATION…Continued

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 | Not required unless changes were made since precious year's report.** 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 that occurred during this reporting period.

4. **Zone Planning* |** Please discuss any upcoming planned and/or objectives for the locality's Enterprise Zone program. This can include boundary 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.

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SECTION 3 | ZONE ACTIVITIES

1. **Zone Activity Report* |** Provide a brief summary about public improvements that have been made during the calendar year. These improvements can include those that were made within the EZ boundaries, as well as major improvements that took place outside of the zone that may positively affect the zone. Improvements may include infrastructure (water, sewer, roads, sidewalks, broadband), streetscape, public buildings, parks, schools, etc. In addition, include other DHCD projects such as CDBG, IRF, CBL. New construction or rehab/expansion can be included.

2. **Zone Activity Report for Non-Participants|** 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?

3. **Zone Inactivity|** If no applications were submitted in the previous grant cycle or local incentives were not frequently utilized, 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?

REMINDER: 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.

SECTION 4 | JOB CREATION & INVESTMENT DATA

NOTE: This is the section with the most changes. The Local Incentive Utilization form must be completed and attached.

1. **Local Zone Utilization* | NEW LOOK. Complete the Excel worksheet, save, and attach in CAMS.**

The Excel worksheet is locked to protect formulas, structure, and formatting.

Type of Investment now has a pull-down menu. Please indicate if the TYPE of incentive is *Real Property, Machinery & Tools, Business Personal Property, BPOL, Utility, Other*.

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SECTION 4 | JOB CREATION & INVESTMENT DATA...Continued

2. **Job Creation Information|** Provide a summary of job creation that includes significant business activity. This may include new businesses, expansions, closures, and/or downsizing businesses.

3. **Private Investment|** Provide the total amount of Enterprise Zone grant funds that were allocated to businesses in your zone in this past grant year. **This information will be shared with you on your zone data spreadsheets.**

SECTION 5 | ADDITIONAL INFORMATION

1. **Company Highlights|** Please describe one company that received state EZ grant funding during this reporting period. Include 2-3 sentences about the company and the type of work they completed (new construction/rehab/expansion), the total QRPIs or total amount of jobs created/maintained, and the amount of funding they received. Include a quote from a company representative or from the LZA.

2. **Photos|** Provide before and after photos of projects in the Zone that received EZ grant funding during the reporting period. Attach all photos as a single file in a Compressed (zipped) folder.

3. **Attachments |** Please use this section to provide additional resources that you think may be valuable to DHCD for evaluation the local enterprise zone.

DON'T FORGET TO HIT SUBMIT

Updated 6/13/23

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