



INDUSTRIAL REVITALIZATION FUND

FISCAL YEAR 2027

GRANT MANUAL



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Introduction, Availability of Funds, Award Amounts

Introduction

For the purposes of the Industrial Revitalization Fund (IRF) program, the term “industrial” is considered to mean any structure significant to the community due to size, location, and/or economic importance. These structures are no longer suited for their former purpose, are classified as derelict structures, and their current condition is a substantial deterrent for future economic opportunity in the surrounding area and region.

Localities frequently lack the resources needed to attract sufficient private investment for the timely redevelopment of these structures. This is especially true in distressed areas. Therefore, IRF awards are meant to leverage local and private resources to achieve market-driven redevelopment of these structures, creating a catalyst for long-term employment opportunities and ongoing physical and economic revitalization. Eligible properties and structures must be vacant and blighted and may be redeveloped for any eligible market-driven purpose, regardless of the original use.

The intent of the IRF program is to provide gap financing for projects once all other sources of funding have been exhausted.

Availability of Funds and Award Amounts

The FY 2027 funding is a \$2.6 million allocation to replenish the Virginia Derelict Structures Fund (DSF) established under §36-152 of the Code of Virginia. The Virginia Department of Housing and Community Development (DCHD) administers these funds under the Industrial Revitalization Fund (IRF) Program.

The maximum award is up to \$1,000,000 per project; however, an applicant may apply for less. IRF awards are intended to provide gap funding and shall not be used as a substitute for other funds the applicant has already committed to a project. IRF awards require at least a 1 to 1 match of IRF dollars.



Funding Priorities

The IRF program prioritizes projects that catalyze redevelopment, stimulate private investment, and advance local and regional economic development strategies. Projects must address significant blight, demonstrate readiness, and show clear end-use and economic impacts. Higher priority is given to projects that align with the needs of distressed communities.

Funding Priority	Description
Blight Reduction	Addresses significant physical deterioration and removes barriers to private investment, prioritizing adaptive reuse over demolition.
Economic Impact	Projected economic impact, such as private leverage, job creation, entrepreneurial activity, and increased tax revenues, with a clear methodology.
Project Readiness	Final plans, primary financing, procurement compliance, and end-user commitments are in place, enabling near-term implementation.
Project End Use	Identified end use with demonstrated viability within 24 months; includes agreements, proformas, management plans, and sustainability documentation.
Strategic Alignment	Project supports documented local/regional economic development strategies and accelerates existing revitalization efforts.
Economic Distress	Project locality demonstrates high unemployment, fiscal stress, or poverty as defined by the IRF Distress Scores (Appendix E)

Eligibility

Eligible Applicants

Eligible applicants include cities, counties, towns, and regional or local economic or industrial development authorities (EDA/IDA). Localities may apply directly for publicly owned properties or on behalf of private or nonprofit owners for privately owned sites. Applications must demonstrate the capacity to meet award requirements. Localities may designate an EDA or redevelopment authority as the administrative agent for implementation, monitoring, and contract management.

Eligible Applicant Requirements

- The applicant must be a unit of local government or a regional/local EDA/IDA
- Applications on behalf of private owners require documentation of ownership and authorization.
- Projects involving acquisition by the locality require evidence of a purchase option, contract, or equivalent control.
- Applicants must demonstrate authority to accept and administer state funds and execute deed restrictions.

Eligible Properties and Use of Funds

Projects must meet IRF eligibility conditions, including evidence of blight, market-driven end use, capacity to complete within 24 months of contract execution, and ability to execute a contract within six months of grant award. Applicants must demonstrate that IRF funds fill a financing gap and are not supplanting previously committed funding.

A blighted property is defined in §36-3 of the Code of Virginia as a structure that endangers public health, safety, or welfare due to deterioration or a violation of standards. Projects should target vacant, deteriorated properties, creating negative economic and physical conditions in the surrounding area. Multiple adjacent properties may be submitted in one application if they share a redevelopment purpose or impact.

Mixed-use redevelopment of properties is eligible when at least 25% of the usable floor area or revenue derives from commercial, industrial, or office uses. IRF is not intended to support greenfield development unless coordinated with a qualifying blighted property.

Eligible Property Types	Ineligible Property Types
Vacant deteriorated buildings	Greenfield development
Blighted commercial/industrial structures	Properties without a redevelopment plan
Mixed-use buildings (minimum of 25% commercial/industrial or up to 75% residential)	Properties lacking blight evidence
Multiple adjacent blighted parcels	New construction unrelated to the blighted property

The IRF program permits acquisition, rehabilitation, repair, stabilization, demolition, removal, and other physical activities. Grant administration is not eligible. For acquisition, DHCD limits participation to fair market value. Demolition should be used only when redevelopment is infeasible or there is a safety threat. IRF funds cannot be used solely for demolition or acquisition.

IRF does not support site remediation activities, which should be directed to Virginia Department of Environmental Quality (DEQ) programs. Relocation of existing Virginia businesses is generally discouraged unless clearly tied to a regional strategy and to net-new economic impact.

Eligible Use of Funds	Ineligible Use of Funds
Acquisition (up to fair market value)	Grant administration
Rehabilitation and stabilization	Site remediation (DEQ provides alternatives)
Demolition (safety threat or no reuse potential)	Relocation of existing Virginia businesses
Removal of unsafe structures	Activities not tied to the IRF project site

Match Requirements

The IRF program requires a minimum 1:1 local match that must be directly tied to physical improvements on the property. Match may include local, state, federal, or private funds spent on or after July 1, 2025. Up to 5% of the match may be documented administrative costs. Match must support costs related to the IRF project site and cannot replace funding already committed by the applicant or developer. All match sources must be fully documented with invoices, bank statements, or commitment letters.

Eligible Match Items	Ineligible Match Items
Acquisition costs (fair market value or purchase price)	State or local taxes
Construction-related soft costs (engineering, design, architectural)	DEQ-funded environmental remediation
Machinery & Tools taxable by locality	Interest or principal on existing debt
Permit, inspection, and dumping fees	Business personal property (furniture, fixtures, and equipment)
Admin costs up to 5%	

Award Structures

The IRF program uses two award structures: Grant and Grant-to-Loan. DHCD reserves the authority to modify the requested structure based on project characteristics, readiness, financing, and ownership. In all cases, the project must demonstrate a secured path to full financing through formal letters of interest, term sheets, commitment letters, or equivalent documentation.

IRF Grant

IRF grants are issued when the property is publicly owned, pending local government purchase at the time of application, or owned by a nonprofit tax-exempt entity who is developing the property for a public use. When a locality intends to lease the IRF-funded property to a for-profit tenant, a market-rate lease is required. If the locality later sells the property to a for-profit entity, DHCD may require prorated repayment of grant funds based on the remaining years of the 10-year deed covenant.

IRF Grant to Loan

Grant to Loan structures apply when the property and end use will remain in private, for-profit ownership. DHCD issues funding as a grant to the locality or EDA, which then issues a loan to the developer. Standard terms include:

- Interest rate: Prime minus 2% (floor of 5%)
- Amortization up to 20 years

- Environmental review completion prior to closing
- Execution of a detailed performance agreement
- No forgivable loans permitted
- Use of Locus for loan administration if the locality is unable/unwilling to administer the loan, with a 1% commitment fee (half due at performance agreement, half at closing)

Loans under this grant structure cannot close until primary financing closes or lender commitment letters are issued. Projects must be ready to execute a contract within six months of the announced award date. Failure to close within 6 months of award will result in the award being rescinded, unless DHCD grants an extension for delays beyond the grant awardee’s control. DHCD must approve all loan documents.

Submission Requirements

Applications must be submitted through DHCD’s Centralized Application Management System (CAMS) by July 31, 2026. You can access CAMS using this [link](#).

Applicants must complete all required sections, including project description, budget, sources and uses, match verification, narratives tied to funding priorities, and attach required documentation. Detailed submission instructions start on [page 9](#).

Submission requirements reflect IRF’s emphasis on readiness, transparency, and documentation demonstrating the capacity to complete the project within required timeframes. Required attachments include Local Assurances, Governing Body Resolution, and Photographs showing interior and exterior blight conditions.

CAMS Submission Item	Description & Required Documentation
Project Summary	Completed Appendix A with full project description.
Project Status Sheet	Completed Appendix B, capturing ownership, zoning, planning, and obstacles.
Budget & Sources/Uses	Excel template in Appendix C with attached documentation for each secured match source.
Funding Priority Narratives	Detailed responses describing alignment, blight, readiness, end-use viability, economic impact, and distress.
Local Assurances	Signed by the Chief Administrative Officer confirming accuracy and blight eligibility. (Appendix E)
Resolution	Governing body authorization specifying IRF request and match amount(s). (Appendix E)
Photographs	10+ labeled photographs showing interior/exterior deterioration and context.
Optional Attachments	Proformas, business plans, developer resumes, financial statements, appraisals, feasibility studies, LOIs, Phase II reports.

Scoring

IRF scoring evaluates blight reduction, economic impact, a project’s readiness, end-use plan, strategic alignment, and the level of the community’s economic distress. Reviewers apply a standardized scoring system to ensure consistency and fairness. Strong applications demonstrate readiness to proceed immediately, provide clear evidence of financing gaps, and show broad community support.

The scoring rubric below elaborates on criteria for strong, moderate, and weak responses, providing applicants with clearer expectations for competitive submissions.

Category	Excellent	Good	Fair	Poor
Economic Impact (30%)	High outcome creation, major long-term growth	Moderate outcome creation, clear positive impact	Limited impact, modest benefits, weak evidence	Minimal impact, unsubstantiated benefits
Project Readiness (25%)	Fully ready, all tasks complete, funding secured, strong private leverage	Mostly ready, minor gaps, reasonable timeline, reasonable leverage	Several items pending, funding uncertain	Not ready, no funding/site control
Project End Use (20%)	Strong public benefit, sustainable, clear demand	Local benefit, sustainable, moderate support	Benefit limited, demand unclear	Weak benefit, unsustainable use
Strategic Alignment (15%)	Advances multiple plan goals, strong support	Aligns with one major goal, partner support	Limited alignment, minimal evidence	No alignment or support
Economic Distress (10%)	Highly distressed area, strong data	Moderate distress, stabilizing effect	Light distress, modest benefit	No distress, limited benefit
Other Considerations (5%)	Mixed-use project that includes housing units			

Contracts & Post-Award Reporting Requirements

All IRF award recipients must execute a contract that outlines the project’s economic outcomes, use restrictions, match requirements, and reporting expectations. The agreement is legally binding and ensures compliance with IRF program rules.

All funded projects—grant or grant-to-loan—must record a 10-year deed covenant or lien requiring DHCD approval before any sale or change in end use. If the property is sold to a private entity or the use changes within the 10-year period, prorated repayment may be required based on the number of years remaining. The covenant ensures long-term

compliance and stability of anticipated economic benefits.

All projects must be completed within 24 months of contract execution or loan closing. All expenditures must be completed by the project completion date, and reimbursement submitted within 90 days of project completion.

DHCD reserves the right to rescind funding if significant changes occur to the project scope, timeline, financing structure, or expected community outcomes after submission. Applicants must notify DHCD immediately and provide updated documentation. Updated documentation may include revised project description, updated sources and uses, pro-forma, commitment letters, management plans, or operational agreements.

Timeline	
Register your Organization in CAMS	ASAP
Application Submittal Deadline	July 31, 2026
Application Review	August 2026
Anticipated Award Announcement	Sept-Oct 2026

Glossary

Blighted Property: Defined in §36-3 as property endangering health, safety, or welfare due to deterioration or code violations.

End-Use: The future operating purpose of the redeveloped property.

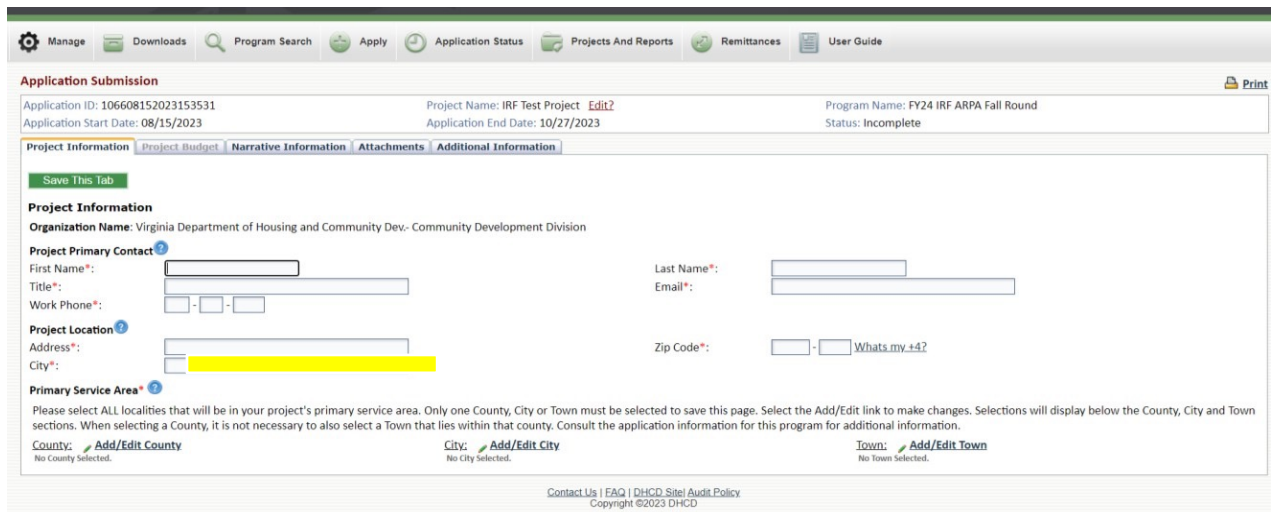
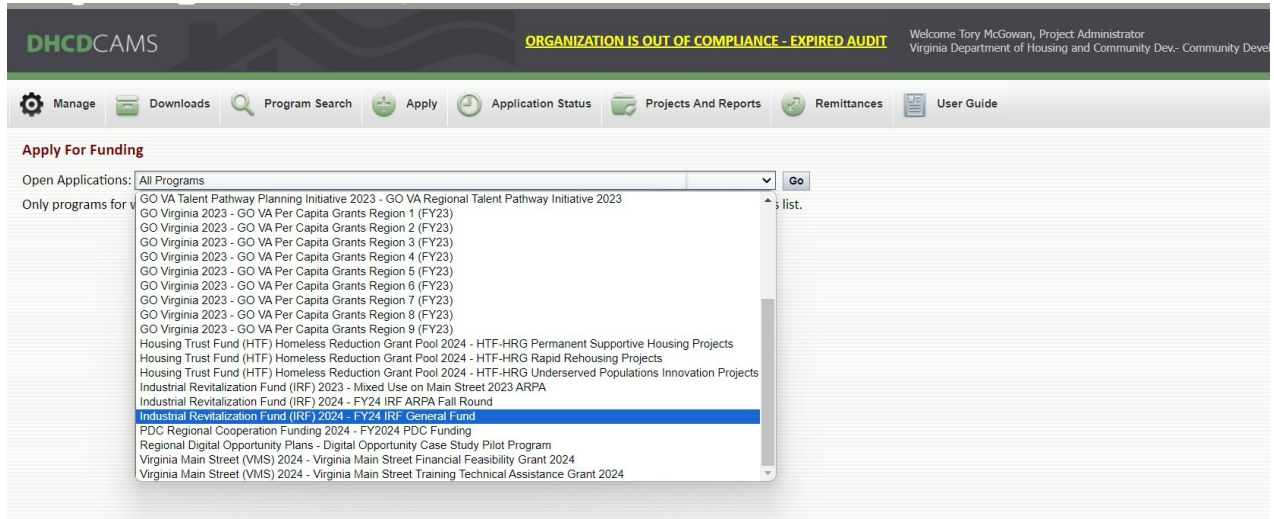
Market-Driven: Supported by demonstrated demand and viable operations.

Shovel-Ready: Project has plans, financing, procurement, and commitments in place.

Application Submission Instructions

1. Visit [the CAMS Portal](#). DHCD recommends accessing CAMS through the **Google Chrome** browser. If using Internet Explorer, please make sure you are using the most up-to-date version of the browser available.
2. If your locality or organization is not currently in CAMS, a profile request can be made by going to the CAMS site and selecting the **“Registration”** option. In order to register your organization, you will need your organizations DUNS number and FEIN number. Please allow up to **five business days** for DHCD to process and approve your registration request.

3. Click **Applications and Programs** and then select the **Apply** option.
4. Select **FY27 IRF** from the dropdown menu. A description of the program will appear. Click the **Apply** button next to the pencil icon to begin the application
5. Click **Project Information** and start completing the application. In the **Project Location** section, please put the address of the subject property for the application, and **not the address of the organization.**



Project and Budget Information

Complete the Project Budget and discuss the funding for the proposed project in the budget narrative section. Identify ALL activities that need to be undertaken to return the property to a viable economic use. In the case of activities whose costs will be paid for by funds other than IRF, use the “Other” category. In the narrative, please list the specific source of non-IRF funds. You will be able to discuss these activities and other sources of funding in more detail and attach funding documentation later in the application.

The screenshot shows the DHCD CAMS application submission interface. At the top, there is a navigation bar with icons for Manage, Downloads, Program Search, Apply, Application Status, Projects And Reports, Remittances, and User Guide. Below this, the application submission details are displayed, including Application ID: 103708152023160712, Project Name: IRF Test Project, and Program Name: FY24 IRF General Fund. The Project Budget Information tab is selected, showing a table with columns for Cost/Activity Category, DHCD Request, Other Funding, and Total. The table lists categories such as Building Construction/Renovation, Acquisition, and Architectural and Engineering Fees. A dropdown menu is open for the Building Construction/Renovation category, showing options like Inspection, Legal Expenses, and Other. The total request amount is shown as \$0.00.

Narrative Information

Project Overview: Please complete the [Project Summary Sheet \(Appendix A\)](#) and provide a brief description of the project. Discuss the overall project from start to finish, including the intended end-use and the specific activities to be undertaken with the IRF funds and associated match. Indicate if the IRF project is the project in its entirety or a phase of a larger project.

The character count for text is 6000 characters for each question in the Narrative Information tab. 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”. Remember to save your work frequently as the system will time out after 60 minutes.

The following questions relate to Funding Priority 1 (Blight Reduction):

1. Discuss the rationale for the selection of the targeted property versus other vacant and deteriorated properties in the locality. Why is this project the highest community priority?
2. Discuss how this property was determined to be blighted and describe the derelict elements of the building. Discuss the negative impact that the property, in its current

condition, has had on other investment and job creation in the surrounding area. Include in the attachments photographs of the property to demonstrate the derelict condition of the exterior and interior.

3. What is the total square footage of the building to be rehabilitated?
4. What is the current assessed value of the property?

The following questions relate to Funding Priority 2 (Economic Impact):

5. Please indicate the primary community economic impact of this project, including net new full-time and part-time jobs (not including construction jobs), new businesses, and leveraged private investment. Describe the methodology used to calculate these measures.
6. Please describe the secondary community economic impact of this project, such as increased local sales, meals, or lodging tax revenues, increased export or non-export (tourism) revenues, increased daily and/or overnight visitors, and availability of commercial square footage or residential units. Describe the methodology used to calculate these measures.
7. Please describe any additional impact of this project, including non-economic outcomes such as access to services or resources, workforce development, and quality of life improvements. Describe the methodology used to identify these outcomes and quantify the impact where possible.

The following questions relate to Funding Priority 3 (Project Readiness):

8. **Project Status:** Please complete the **project status sheet (Appendix A)**. Provide a brief narrative discussing ownership of the property, what has been done to date and any potential obstacles to completion.
9. **Developer:** If a Developer has already been identified, discuss the developer's experience and capacity. If the local government will act as the Developer include similar information. If a Developer has not been identified, discuss the process and timeline for securing one.
10. **Sources & Uses:** The intent of the IRF money is to help fill a financing gap that has prevented the re-use and/or redevelopment of vacant and blighted industrial property. As such, applicants for General Fund IRF and ARPA IRF requests in excess of \$1 million are required to provide at least a 100 percent local match (from private or public sources). **Include all sources of equity in the project, including cash on hand, Historic Tax Credits, New Market Tax Credits, and Opportunity Zone investments.**
11. Please indicate the minimum amount of IRF funding that this project needs to be viable if DHCD is not able to provide the full request. Please provide justification for the lesser amount and any documentation that you may have for that justification.

Please complete the **Sources & Uses tables (Appendix C)** and include documentation of all secured matching funds as an attachment. Describe why IRF assistance is necessary to

complete the project. Local match must either be cash or documented costs that are directly associated with the work being done on the property where IRF funds are expended. Local match may also include federal (including CDBG), local or private funds spent on or after July 1, 2025, on activities directly related to the targeted project.

The following questions relate to Funding Priority 4 (Project End Use):

12. Discuss the end-use of the property, including evidence of its economic viability. Cite and include relevant sections of market research, pro-forma, or other economic viability research. Please include a copy of the end-use business plan, if available. Will this be used to secure primary or other financing? Will it need adjustments to ensure it is suitable to a lender's needs?
13. Discuss how end-users will be recruited and discuss interest or commitments to-date from possible end-users. If an end-user has been identified, include any leases/agreements/commitment letters as an attachment.
14. Provide the anticipated operating budget once project is stabilized. What are the sources of revenue that will support the operation of this facility? Discuss how the facility will be managed upon completion. If it is the applicant's intention to secure IRF funding as a grant/loan, please explain the intended benefits and reasoning of this structure for your locality.

The following questions relate to Funding Priority 5 (Strategic Alignment):

15. **Development Strategies:** Discuss any local or regional economic development strategies or plans and explain how this project ties in with those identified goals & outcomes.
16. **Local Development:** List any public or private investments or initiatives that have or will contribute to or benefit from the success of the IRF project.

The following question relates to Funding Priority 6 (Economic Distress):

17. Please list your locality's distress score based on the **Distress Score Calculations (Appendix D)**. If you are a Town that wishes to calculate a distress score that is different from the County, contact DHCD for a calculator, upon request.

Other Considerations:

Five percent in additional points can be attained if the project is a mixed-use project. For mixed-use projects, please indicate the number of residential units the project proposes to create.

Attachments

Required Attachments:

- **Resolution:** The governing body of the locality must authorize the application for Industrial Revitalization Funds for the specific property (address will be sufficient) and documenting the **specific dollar amount in IRF matching funds** from the locality and other sources. If the locality is applying on behalf of a non-profit or private for-profit entity, the resolution should document the specific match amount and indicate that it is the responsibility of that entity to produce the match. An example is included in **Appendix E**.
- **Local Assurances:** The Chief Administrative Officer for the locality must sign to certify that the information in this application is accurate and correct and that the property meets the eligible definition of “blighted”. An example is included in **Appendix E**.
- **Photographs:** Include images of each subject property. Be sure to include enough images that show the condition of the building or approximately 10 images. Please label the images with a description. Photographs should include the following:
 - Façade and every other face that shows deterioration.
 - Interior condition.
 - Situation shot to show the structure in the context of the property or within a block or street front.
- **Procurement Policy:** Attach the end user organization’s current procurement policy and include any additional information regarding the procurement process if a contractor has already been selected for the project.

Additional Attachments:

Please attach the following optional attachments if available. The more information provided at the time of application, the greater the evidence that the project is “ready to proceed.” In addition, the more information provided upfront, the sooner the project can get underway if awarded funding. DHCD may require or request further information.

- Project proforma should include requested amount of IRF funding and underlying assumptions. Use loan assumptions found on page 6.
- End use business plan
- Resume on developer/principals
- Financial statements within last 12 months on project principals and global cash flow statement on R/E holdings
- Latest market feasibility study/feasibility study showing demand for new use
- Proof of recent Phase II environmental study
- Proof of property re-zoning or specific timeline by which that will be accomplished
- Letters of interest/term sheets from primary funder(s)
- Property Appraisal or other documentation of purchase price/property value
- Documentation of procurement process followed to select developer (if developer is an entity other than locality applying for grant)

- Locality's procurement guidelines (if developer is an entity other than locality applying for grant)

Additional Information

This tab is available to enter optional comments regarding your application that you may feel is important that was not answered in other portions of the application.

Application Checklist		
Checklist Item	Description	Status
Project Summary Sheet	Appendix A completed	
Project Status Sheet	Appendix B completed	
Budget & Sources/Uses	Excel table + documentation	
Narratives	All priority-related questions answered	
Local Assurances	Signed by CAO (Appendix E)	
Resolution	Adopted by the governing body (Appendix E)	
Photographs	10+ labeled images	
Optional Attachments	Proformas, feasibility, Phase II, zoning, LOIs	

Scoring

Funds will be allocated through a competitive process that will give greater priority to projects leading to the efficient and immediate redevelopment and/or reuse of abandoned “industrial” structures. Applications will be evaluated according to a scoring system and projects will be selected for funding on the basis of the higher scores in descending order until all funds are allocated. Scoring criteria and point allocation will be as follows:

Blight Reduction	Totals
Economic Impact	30%
Readiness	25%
End-Use Plans	20%
Relationship to Economic Development Strategy	15%
Distress	10%
TOTAL	100%
Other Considerations	5%

A strong application will be able to document that the project is ready to go but could not be finished without the injection of the IRF funds.

Appendix A: Project Summary Sheet

Project Summary Sheet	
Project Name:	
Locality Applying:	
Property Address:	
Year Built:	
Original Use of Property:	
Property Size SF:	
Vacant Since:	
Owner:	
Developer:	
End User:	
Total Project Budget:	
IRF Funding Request:	
Total Matching Fund Proposed:	
Total Additional Non-Match Eligible Leverage Funding:	
Intended Use of IRF Funds:	
Intended Use of Property:	
Anticipated # of Jobs to be Created Once Open:	
Current Total Assessment Value:	
Current Condition of Property:	
Estimated new local tax revenues generated annually once open (if applicable):	
Estimated new state tax revenues generated annually once open (if applicable):	

Appendix B: Project Status Sheet

Project Status Sheet	
<p>Activities completed so far to prepare for Development:</p>	
<p>Current Zoning & any needed changes:</p>	
<p>Will New Market or Historic Tax Credits be used? If so, please provide the status.</p>	
<p>Does the project require other financing? If so, please provide a summary and status.</p>	
<p>Is the project design finalized? What steps remain?</p>	

Appendix D: IRF Distress Scores

FY2027 pre-calculated IRF Distress Scores for cities and counties are provided by DHCD.

Highly Distressed = 100 Application Points

Highly Distressed			
Bristol City	Greensville County	Norfolk City	Scott County
Brunswick County	Hampton City	Norton City	Smyth County
Buchanan County	Harrisonburg City	Nottoway County	Sussex County
Buena Vista City	Hopewell City	Petersburg City	Tazewell County
Covington City	Lee County	Portsmouth County	Waynesboro City
Danville City	Lexington City	Prince Edward County	Williamsburg City
Dickenson County	Lunenburg County	Radford City	Wise County
Emporia City	Lynchburg City	Richmond City	
Franklin City	Martinsville City	Roanoke City	
Galax City	Newport News City	Russell County	

Above Average = 60 Application Points

Above Average			
Accomack County	Charlottesville City	Halifax County	Pulaski County
Alleghany County	Colonial Heights City	Henry County	Richmond County
Amherst County	Craig County	Mecklenburg County	Salem City
Appomattox County	Cumberland County	Montgomery County	Southampton County
Bland County	Dinwiddie County	Northampton County	Staunton City
Buckingham County	Essex County	Page County	Suffolk City
Campbell County	Fredericksburg City	Patrick County	Westmoreland County
Carroll County	Giles County	Pittsylvania County	Winchester City
Charlotte County	Grayson County	Prince George County	Wythe County

At Risk = 30 Application Points

At Risk			
Amelia County	Floyd County	Manassas City	Rockbridge County
Augusta County	Franklin County	Manassas Park City	Rockingham County
Bath County	Gloucester County	Mathews County	Shenandoah County
Bedford County	Highland County	Middlesex County	Surry County
Caroline County	Isle of Wight County	Nelson County	Virginia Beach City
Charles City County	King and Queen County	Northumberland County	Warren County
Chesapeake City	Lancaster County	Orange County	Washington County
Culpeper County	Louisa County	Roanoke County	

Not Distressed = 0 Application Points

Not Distressed			
Albemarle County	Falls Church City	Henrico County	Poquoson City
Alexandria City	Fauquier County	James City County	Powhatan County
Arlington County	Fluvanna County	King George County	Prince William County
Botetourt County	Frederick County	King William County	Rappahannock County
Clarke County	Goochland County	Loudoun County	Spotsylvania County
Fairfax City	Greene County	Madison County	Stafford County
Fairfax County	Hanover County	New Kent County	York County

Appendix E: Sample Resolution and Local Certification

Includes certification of accuracy, blight determination, match responsibility, and governing body authorization for the request.

SAMPLE LOCAL RESOLUTION

Be it resolved that LOCALITY NAME wishes to apply for AMOUNT of Industrial Revitalization Funds for PROJECT TITLE for PROPOSED END USE.

Whereas, LIST AMOUNTS AND SOURCES OF OTHER FUNDS will also be expended on this project, it is projected that NUMBER AND TYPE OF BENEFICIARIES will result from the implementation of the project.

Be it further resolved that CHIEF ADMINISTRATIVE OFFICIAL is hereby authorized to sign and submit appropriate documents for the submittal of this Industrial Revitalization Fund proposal.

Adopted, DATE.

Signed:

Attest:

CHIEF ELECTED OFFICIAL

CLERK

SAMPLE LOCAL CERTIFICATION

The applicant hereby assures and certifies that:

It possesses legal authority to apply for the IRF program and to execute the proposed program.

The property for which the application is made meets the definition of "blighted property" according to the Code of Virginia § 36-3.

Its governing body has duly adopted or passed as an official act a resolution, motion, or similar action authorizing the filing of the application including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.


That the information contained in the IRF application is true and correct. Chief Administrative Official:

Name & Title _____

Date _____

 realestate@dhcd.virginia.gov

 dhcd.virginia.gov/irf

 804 371 7000



**VIRGINIA DEPARTMENT OF HOUSING
AND COMMUNITY DEVELOPMENT**
Partners for Better Communities