



Late Application Policy

All applicants submitting a Circle of Excellencesm application after the deadline will be subject to late filing and administrative fees. **Deadline is 5:00 p.m. on Friday January 31, 2025.**

Applicants will retain the privilege of being a member of the Circle of Excellencesm once all fees and applications are paid and processing is complete.

The method of delivery of applications for Circle of Excellencesm is the sole responsibility of the applicant. The late filing fee will be assessed until the date the application is received in the HRRRA business office.

All late applications will be audited and must include the Property Data Forms when submitted.

There will be no appeals of late applications.

APPLICATIONS FILED 1-7 DAYS LATE:

In the event an application for the Circle of Excellencesm award is received within seven calendar days after the original application deadline, an administrative/processing fee of \$250 per application will be assessed. An additional late filing fee of \$50 per HRRRA business day, past the original application deadline date, will also be assessed. All fees must accompany each application.

January 25	\$250	WAIVED
January 26	\$250	WAIVED
January 27	\$300	WAIVED
January 28	\$350	WAIVED
January 29	\$400	REDUCED TO \$250
January 30	\$450	REDUCED TO \$300
January 31	\$500	REDUCED TO \$350

FINAL DEADLINE: No applications will be accepted after the final deadline, which is the seventh calendar day after the original application deadline.

Applications will not be available Online after 5:00 p.m. on Tuesday, January 28, 2025. The late fee was waived for four days due to weather impact.

To request a late application and submit an application please email COE@HRRRA.com.

A PDF application will be emailed. Completed late applications may be submitted in person to HRRRA Headquarters, 638 Independence Parkway, Suite 100, Chesapeake, VA 23220, or by email. If a confirmation email is not received within 24 hours of submission, please resend.