



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 Thursday, January 29, 2026.**

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 HRRA 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 HRRA business day, past the original application deadline date, will also be assessed. All fees must accompany each application.

January 23	\$250
January 24	\$250
January 25	\$300
January 26	\$350
January 27	\$400
January 28	\$450
January 29	\$500

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 Thursday, January 22, 2026.

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

A PDF application will be emailed. Completed late applications may be submitted in person to HRRA 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.