



DOWNTOWN TOMORROW

COMMUNITY IMPROVEMENT PLAN (CIP)

Evaluation Criteria

This page is for Office use only.

Review Panel Member: _____

Application Number: _____

Date of Review Panel Meeting: _____

TERM	
APPROVED	
NOTES	

Evaluation Criteria: Tier 1

Feasibility/Design Study Grants

Mandatory Criteria*	Is criteria met?* (Y/N)
The applicant has taken part in a pre-consultation meeting with the Business Development Division.	
The professional study/plan meets the description of an eligible study/plan.	
In the case of eligible environmental studies, applications must complete and submit to the City for review a Phase 1 ESA that demonstrates that site contamination is likely.	
In the case of eligible environmental studies, all environmental studies shall be completed by a “qualified person” as defined by Ontario Regulation 153/04.	
The applicant has provided two cost estimates for eligible work provided by qualified contractors. A qualified contractor must provide proof of insurance and WSIB Compliance with project estimate.	
The application meets the City’s Design Principles and Guidelines.	
The property is within the DTCIP Project Area.	
The proposed project meets the eligibility requirements as defined within section 8.2 and 8.3.3 of the DTCIP.	

*Mandatory criteria must be met to be eligible for consideration of a CIP grant.

Evaluation Criteria: Tier 1

Fees Grant Program

Mandatory Criteria*	Is criteria met?* (Y/N)
The applicant has taken part in a pre-consultation meeting with the Business Development Division.	
The proposed application fees are eligible for a grant as described within the Fees Grant Program.	
The applicant has provided proof of payment for the application fees.	
The proposed application is tied to a Tax Increment Grant or Brownfields Tax Assistance Grant project that has been approved through any other Downtown Tomorrow CIP Incentive Program (with the exception of the Feasibility Study Grant Program).	

*Mandatory criteria must be met to be eligible for consideration of a CIP grant.

Evaluation Criteria: Tier 2

Façade Improvement Program

Mandatory Criteria*	Is criteria met?* (Y/N)
The applicant has taken part in a pre-consultation meeting with the Business Development Division.	
The proposed project meets the eligibility requirements as defined within section 8.2 and 8.4.3 (a) & (b) of the DTCIP.	
The property is within the DTCIP Project Area.	
If applying for additional funds related to heritage designated properties, the application should be supported by documentation in the form of historic photographs or drawings.	
The project meets the applicable recommendations within the City's Design Principles and Guidelines	
The applicant has provided two cost estimates for eligible work provided by qualified contractors. A qualified contractor must provide proof of insurance and WSIB Compliance with project estimate.	

*Mandatory criteria must be met to be eligible for consideration of a CIP grant.

Criteria	Crucial Considerations	Eligible Points	Evaluators Score
1. Overall impact of the improvement	The improvement goes beyond regular maintenance/repair and has the potential to stimulate spin-off economic activity, enhance the visitor experience, and/or increase the capacity for people to live and work downtown.	10	
2. The application meets the City's Design Principles and Guidelines	Increased transparent ground floor facades with a large proportion of transparent wall surfaces that allow visibility (see Principle 7)	10	
	Restored/improved building entranceways providing barrier-free access to and/or through buildings (see Principle 8)	10	
	Awnings designed and located in a traditional fashion for commercial storefronts (see Principle 9)	5	
	A palette of materials and colours on new or restored	5	

	building facades similar to the existing materials in the area (see Principles 10, 11)		
	Murals on building walls providing visual interest and enhancing the sense of community (see Principle 14)	5	
	Plantings and landscape features provide attractive edges to the site (see Principle 18)	5	
	Project design facilitates energy efficiencies	5	
3. Type of improvement	Landscaping	5	
	Business Sign (does not meet “Heritage Sign” specifications*)	5	
	Business Sign (meets “Heritage Sign*” specifications)	10	
	Exterior repair	5	
	Exterior improvements	10	
	Other eligible project	5	
	Sign only	0	
4. Location	Within BIA Boundaries	20	
	Outside of BIA Boundaries	10	
5. Magnitude of Project	One façade**	5	
	Two façades **	10	
	Three or more façades**	15	
6. Building use	Residential	5	
	Institutional	5	
	Mixed Use	20	
	Commercial	20	
7. Business Type (if applicable)	Proposed business is within a key business category as identified and further described within the Downtown Orillia Retail Mix Analysis (restaurant, specialty food, apparel, personal services, culture/entertainment/recreation and/or home furnishings)	10	
TOTAL:			

*Properties under the jurisdiction of the “Heritage Sign By-law” are legally obligated to meet these standards. Businesses not legislated under this by-law that voluntarily meet the standards described within will be given additional points.

**For the purpose of this criteria, façade shall refer to the face of a building, especially the principle front that looks onto a street, open space, or walkable alley. For signage, this criteria shall be used to evaluate the number of facades with affected signage.

Absolute Minimum Potential Points:	25 points
Maximum Potential Points:	160 points
Recommended minimum threshold for grant:	70 points

Evaluation Criteria: Tier 2

Building Improvement Grant Program

Mandatory Criteria*	Is criteria met?* (Y/N)
The applicant has taken part in a pre-consultation meeting with the Business Development Division.	
The proposed project meets the eligibility requirements as defined within section 8.2 and 8.5.3 (a) of the DTCIP.	
The property is within the DTCIP Project Area.	
The project meets the applicable recommendations within the City's Design Principles and Guidelines.	
The project has a minimum project value of \$20,000.	
The applicant has provided two cost estimates for eligible work provided by qualified contractors. A qualified contractor must provide proof of insurance and WSIB Compliance with project estimate.	

*Mandatory criteria must be met to be eligible for consideration of a CIP grant.

Criteria	Crucial Considerations	Eligible Points	Evaluators Score
1. Overall impact of the improvement	The improvement goes beyond regular maintenance/repair, and has the potential to stimulate spin-off economic activity, enhance the visitor experience, and/or increase the capacity for people to live and work downtown.	10	
2. The application meets the City's Design Principles and Guidelines	Increased transparent ground floor facades with a large proportion of transparent wall surfaces that allow visibility (see Principle 7)	10	
	Restored/improved building entranceways providing barrier-free access to and/or through buildings (see Principle 8)	10	
	Project design facilitates energy efficiencies	5	
3. Type of improvement	Extension/upgrading of plumbing and electrical services for the creation of retail, office, and residential space	10	

(Choose one only)	Construction/improvement of pedestrian infrastructure such as walking paths and alleyways	15	
	Construction/improvement of public gathering spaces such as patios and squares	15	
	Construction of an extension to the building	15	
	Creating access to an additional storey which could not otherwise be occupied	20	
	Other eligible project	5	
4. Magnitude of Project	Less than \$50,000	5	
	\$50,000 - \$99,999	10	
	\$100,000 - \$249,999	15	
	\$250,000 plus	20	
5. Use of space	Creation* of usable space	20	
	Upgrading of existing space	10	
6. Employment**	Supports the retention of existing jobs	5	
	Creates 1-5 jobs	15	
	Creates 6-10 jobs	20	
	Creates 11+ jobs	25	
7. Business Type (if applicable)	Proposed business is within a key business category as identified and further described within the Downtown Orillia Retail Mix Analysis (restaurant, specialty food, apparel, personal services, culture/entertainment/recreation and/or home furnishings)	10	
TOTAL:			

* Creation shall pertain to the establishment of a new space and/or the rehabilitation of an uninhabitable space that results in a habitable space.

** Employment levels will be determined in consultation with the applicant, and at the final discretion of staff.

Absolute Minimum Potential Points: 20 points
Maximum Potential Points: 135 points
Recommended minimum threshold for grant: 70 points

Evaluation Criteria: Tier 2

Residential Grant Program

Mandatory Criteria*	Is criteria met?* (Y/N)
The applicant has taken part in a pre-consultation meeting with the Business Development Division.	
The proposed project meets the eligibility requirements as defined within section 8.2 and 8.6.3 (a) of the DTCIP.	
The property is within the DTCIP Project Area.	
The project meets the applicable recommendations within the City's Design Principles and Guidelines.	
The applicant has provided two cost estimates for eligible work provided by qualified contractors. A qualified contractor must provide proof of insurance and WSIB Compliance with project estimate.	

*Mandatory criteria must be met to be eligible for consideration of a CIP grant.

Criteria	Crucial Considerations	Eligible Points	Evaluators Score
1. Overall impact of the improvement	The improvement goes beyond regular maintenance/repair, and has the potential to stimulate spin-off economic activity, enhance the visitor experience, and/or increase the capacity for people to live and work downtown	10	
2. Type of Project	Renovations to existing residential units in mixed use buildings	10	
	Conversion of excess commercial and/or vacant space on upper storeys of commercial and mixed use buildings to residential units	20	
	Infilling of vacant lots with two or more residential units	30	
	Project design facilitates energy efficiencies	5	
3. Magnitude of Project	Creation* of one residential unit	10	

(Choose one only)	Creation* of two residential units	15	
	Creation* of three-to-five residential units	20	
	Creation* of more than five residential units	25	
TOTAL:			

* Creation shall pertain to the establishment of a residential unit and/or the rehabilitation of an uninhabitable residential space that results in a habitable space.

Absolute Minimum Potential Points: 10 points
Maximum Potential Points: 110 points
Recommended minimum threshold for grant: 25 points

Evaluation Criteria: Tier 3

Brownfields Tax Assistance Program

Mandatory Criteria*	Is criteria met?* (Y/N)
The applicant has taken part in a pre-consultation meeting with the Business Development Division.	
The proposed project meets the eligibility requirements as defined within section 8.2 and 8.7 of the DTCIP.	
The project meets the applicable recommendations within the City's Design Principles and Guidelines.	
The property is within the DTCIP Project Area.	
The applicant has provided at least one cost estimate for eligible work provided by a qualified person, which identifies and details estimated eligible costs, a work plan (which includes estimated timelines to project completion) and a budget for the proposed remediation. A qualified contractor must provide proof of insurance and WSIB Compliance with project estimate.	

*Mandatory criteria must be met to be eligible for consideration of a CIP grant.

Evaluation Criteria: Tier 3
Tax Increment Grant Program

Mandatory Criteria*	Is criteria met?* (Y/N)
The applicant has taken part in a pre-consultation meeting with the Business Development Division.	
The proposed project meets the eligibility requirements as defined within section 8.2 and 8.8 of the DTCIP.	
The project meets the applicable recommendations within the City's Design Principles and Guidelines.	
The property is within the DTCIP Project Area.	
The applicant has provided at least two cost estimates for eligible work provided by qualified contractors which identify and detail estimated eligible costs, a work plan (which includes estimated timelines to project completion) and a budget for the proposed remediation. A qualified contractor must provide proof of insurance and WSIB Compliance with project estimate.	
<p>TIG A Program - the proposed development must achieve at least three of the following:</p> <ul style="list-style-type: none"> • Total development costs occurring after grant approval exceed \$1M • The development results in the expansion and/or creation of at least 20,000 square feet of commercial space • The proposed development has the potential to increase the tax assessment for the property by at least 50% • The property/building has remained vacant or significantly underutilized for 10 years or more • Redevelopment of the property is cost prohibitive due to the condition of the building or property • The property is in a highly visible location and its redevelopment would contribute to the revitalization of an area • The property is a likely or confirmed brownfield and is likely to require environmental remediation • Redevelopment of the property has the potential to create a substantial amount (50 or more) of residential units and/or jobs due to the property size • The property may be cost prohibitive to develop due to other complexities such as geotechnical considerations, topography, ownership issues, etc. 	

<p>TIG B Program (for projects on brownfield sites) – Additional supporting documentation is required for sites where a Phase II Environmental Site Assessment (ESA) has been conducted, and that as of the date the Phase II ESA was completed, did not meet the required standards under subparagraph 4i of Section 168.4(1) of the <i>Environmental Protection Act</i> to permit a Record of Site Condition (RSC) for the proposed use to be filed in the Environmental Site Registry in order to confirm that the site is a brownfield.</p>	
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*Mandatory criteria must be met to be eligible for consideration of a CIP grant.

Evaluation Criteria: Tier 3

Development Charge Grant Program

Mandatory Criteria*	Is criteria met?* (Y/N)
The applicant has taken part in a pre-consultation meeting with the Business Development Division.	
The proposed project meets the eligibility requirements as defined within section 8.2 and 8.9 of the DTCIP.	
The project meets the applicable recommendations within the City's Design Principles and Guidelines.	
The property is within the DTCIP Project Area.	
The applicant has provided at least two cost estimates for eligible work provided by qualified contractors that identify and detail estimated eligible costs, a work plan (which includes estimated timelines to project completion) and a budget for the proposed remediation. A qualified contractor must provide proof of insurance and WSIB Compliance with project estimate.	
<p>In order to qualify for the Development Charge Program, the as-built project must include at least three of the following criteria:</p> <ul style="list-style-type: none"> a) Creates an increase in assessment value of at least \$2,500,000; b) On a brownfield site greater than 0.4 ha (1 acre) in size; c) Incorporates exemplary urban design and/or significantly contributes to maintaining the heritage character of the Project Area; d) Achieves LEED certification or other sustainable design/construction standards recognized by the City; e) Includes a minimum of 25% residential units that are affordable and a minimum of 10 affordable residential units; f) In the opinion of the City, the project is of a size and scale that will spur redevelopment of adjoining and nearby properties within the Project Area. This may include, but is not limited to; <ul style="list-style-type: none"> i. Developments where total project costs exceed \$5M; or ii. Developments that result in the creation of more than 20 residential units; or iii. Developments that result in the creation of more than 25,000 square feet of commercial/industrial space. 	

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