



DOWNTOWN TOMORROW

COMMUNITY IMPROVEMENT PLAN (CIP)

Evaluation Criteria

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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 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 a qualified contractor. A qualified contractor must provide proof of insurance and WSIB Compliance with project estimate.	
The application meets the City’s Design Principles and Guidelines	

*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 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 project which 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 proposed project meets the eligibility requirements as defined within section 8.4.3 (a) & (b) of the DTCIP	
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 a qualified contractor. 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 building facades similar to the existing materials in the area (see Principles 10, 11)	5	

	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	
	Top 10 Priority Properties	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, who 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 proposed project meets the eligibility requirements as defined within section 8.5.3 (a) of the DTCIP	
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 a qualified contractor. 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 (Choose one only)	Extension/upgrading of plumbing and electrical services for the creation of retail, office, and residential space	10	
	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	10	
	Creates 6-10 jobs	15	
	Creates 11+ jobs	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	
8. Location	Top 10 Priority Properties	10	
TOTAL:			

* 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: 130 points
Recommended minimum threshold for grant: 65 points

Evaluation Criteria: Tier 2
Residential Grant Program

Mandatory Criteria*	Is criteria met?* (Y/N)
The proposed project meets the eligibility requirements as defined within section 8.6.3 (a) of the DTCIP	
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 a qualified contractor. 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 (Choose one only)	Creation* of one residential unit	5	
	Creation* of two residential units	10	
	Creation* of three-five residential units	15	

	Creation* of more than five residential units	20	
4. Location	Top 10 Priority Properties	10	
TOTAL:			

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

Absolute Minimum Potential Points: 10 points
Maximum Potential Points: 105 points
Recommended minimum threshold for grant: 25 points