



PRESCOTT

EST 1784

THE FORT TOWN

Community Improvement Plan



Application Guide

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Program Description: The Community Improvement Program (CIP) provides grants and loans to owners/tenants of eligible properties, who engage in activities to rehabilitate and improve exterior facades (incl. signs), interior commercial & residential portions of buildings & activities to remediate & develop Brownfield properties within designated Community Improvement Project Areas.

Who can apply? Owners and/or tenants of storefronts/properties within designated Community Improvement Project Areas may apply.

Is there a cost to apply? There is NO cost to apply for CIP Program incentives.

What types and amounts of incentives are available? The program offers a range of non-repayable matching grants of up to 50%, low interest loans in the amount of \$20,000 and property tax increment grants, for improvements made to properties in eligible project areas. See Pages 3-10 for details regarding available incentive programs and eligible costs, under each of the designated project areas.

What conditions must be met to be eligible for a grant and/or loan?

- Properties must be located within eligible CIP project areas and meet project related requirements, outlined herein and the Community Improvement Plan.
- The subject property and owner/tenant must remain in good standing, throughout the application and project term, with regard to:
 - By-laws
 - Property Taxes
 - Municipal Bills i.e. Water/Sewer accounts
 - Levies liable on the property
 - Other municipal fees
 - Outstanding work orders
 - Ongoing litigation with the Town
- Proof of the total costs incurred and paid will be required to receive grant/loan proceeds. Matching grants shall not exceed 50% of the total eligible costs. Owner/Applicant is responsible for all costs in excess of approved grant/loan amounts.
- Projects may require additional approvals/permits before commencing (e.g. building permits, sign permit, site plan approval, zoning by-law approvals, etc.) which require separate applications and have separate approval processes. Staff will advise applicants of any additional approval/permit requirements.
- All proposed improvements shall demonstrate consistency with the character and context of adjoining buildings and in so doing shall ensure consistency with the Town's approved Downtown Design Guidelines.
- Proposed project works must comply with all municipal by-laws and requirements i.e. Sign, Property Standards & Zoning By-Laws, Official Plan, legislation and supporting regulations/approvals by other levels of government.
- Submission of completed application signed by appropriate parties (both tenant and property owner in some cases) with all required attachments including:
 - One copy of the deed of property
 - A heritage impact statement for designated or eligible properties
 - Design/Drawings of proposed improvements
 - Colour & material samples
 - A summary of the project and proposed improvements and estimated project construction costs
 - Photographs of property (including areas to be renovated & historical images if available)
 - Two (2) - Three (3) itemized quotes for all proposed works
 - Additional documentation may be required for Brownfield Project Area applications. Staff will advise applicants of all additional documentation required upon initial application review.

Where are the Designated Community Improvement Project Areas located? See Pages 3,5,7,9 for project area maps.

What expenses are eligible for a grant and/or loan? See Pages 4,6,8,10 for details about eligible costs, under each of the designated project areas.

Are grants/loans available for work that's already been completed? No, works completed prior to receiving approval from the Town are not eligible.

Are properties/storefronts eligible for funding from more than one CIP incentive program? Yes, applications can be submitted for multiple incentive programs, such as façade, signage, interior, accessibility and loan programs.

Can the same property/storefront receive funding under the same CIP incentive program twice? No, a property/storefront cannot receive a grant/loan under the same incentive program twice; regardless of whether the property owner or tenant should change. A maximum of one (1) grant is available per property/storefront, under each of the incentive categories.

Can I still apply for funding from the CIP program if I receive additional funding from other sources? Yes, stacking of grants is allowed provided that the total amount of all incentives, grants and other financial programs provided by all levels of government do not exceed the approved eligible costs.

How do I apply for a grant and/or loan? See page 11 for details regarding the application process.

Where do I submit my application? Applications should be submitted to the Economic Development Department, see Page 11 for submission details.

What happens after my application is submitted? Internal staff will review applications based on the eligibility criteria of the CIP. Internal staff prepare an accompanying report and submit it, along with the application and supporting documents to the Town's Planning Advisory Committee (PAC) for review/approval. The Heritage Advisory Committee (HAC) reviews all Heritage Conservation Area applications prior to review/approval by the Planning Advisory Committee.

When will the grant and/or loan funds be advanced? See page 12 for payment details.

How long do I have to complete approved project works? Works must be completed within one (1) year of the approved agreement unless otherwise approved by the Town. For Brownfield Areas, the term increases to a period of five (5) years to complete the Phase 1 & 2 Studies.

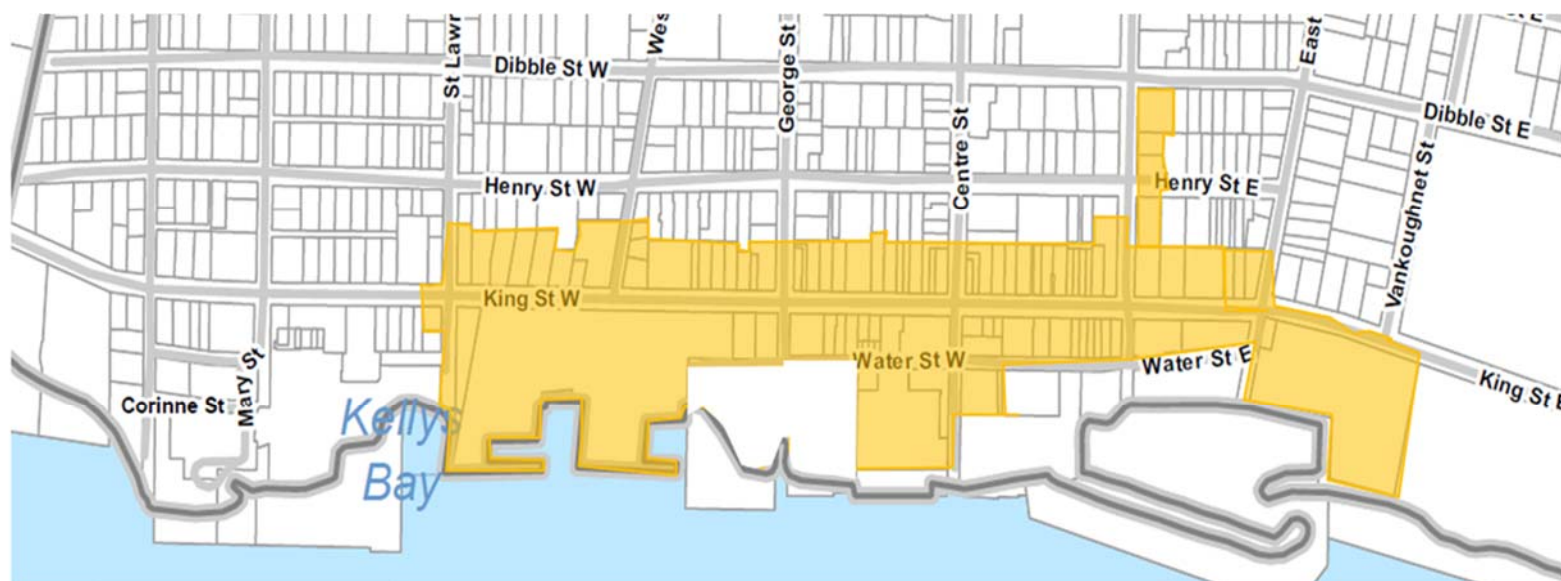
Where can I get the Application and Community Improvement Plan? A copy of the Community Improvement Plan and Application Form will be made available at the Pre-Application Consultation Meeting. These documents are also available on the Town's website at <http://www.prescott.ca/en/do-business/Community-Improvement-Program.asp> or by email at dvalentyne@prescott.ca.

AREA 1 - RIVERWALK DISTRICT AND DOWNTOWN CORE

Under the Riverwalk District & Downtown Area Category, eligible properties must be located within the designated project area, and be zoned as Commercial or Mixed Use (commercial/residential).

Incentive Program	Amount	Detail
Façade Improvement Grant	\$5,000	A onetime matching grant of up to 50% of the eligible costs, to a maximum of \$5,000, to improve façade/storefront appearance.
Signage Improvement Grant	\$1,000	A matching grant of up to 50% of the eligible costs, to a maximum of \$1,000, for the installation of new signage or improvements to existing signage.
Accessibility Improvement Grant	\$5,000	A onetime matching grant of up to 50% of the eligible costs, to a maximum of \$5,000, to improve building accessibility.
Interior Improvement Grant - Commercial	\$3,000	A onetime matching grant of up to 50% of the eligible costs, to a maximum of \$3,000, to make interior improvements to commercial portions of properties.
Interior Improvement Grant - Residential	\$2,000	A onetime matching grant of up to 50% of the eligible costs, to a maximum of \$2,000, to make interior improvements to residential portions of properties.
Permits/Application Fees Grant	\$500	Reimbursement of up to \$500 for building permit and encroachment permit fees for work that is approved for the CIP program.
Interest Free Loan Program	\$20,000	An interest free loan to a maximum of \$20,000 amortized over 5 years is available to assist property owners with exterior façade and/or interior improvements.
Property Tax Increment Program	Varies	Tax increment grant of varying percentage (starting at 100% & decreasing by 20% each year) to off-set increase in municipal taxes from improvements, paid annually for up to 5 years.

RIVERWALK DISTRICT AND DOWNTOWN CORE PROJECT AREA MAP



RIVERWALK DISTRICT AND DOWNTOWN CORE PROJECT AREA

Façade Improvements

Eligible façade improvement costs include but are not limited to:

- Repainting, cleaning or re-facing of façades
- Repair or restoration of façade masonry, brickwork or wood, and exterior woodwork
- Replacement, repair or restoration of cornices, eaves, parapets and other architectural features
- Paint (including removal, surface preparation, cleaning and/or painting)
- Installation or repair of canopies and awnings
- Installation or repair of exterior lighting
- Restoration of historic features
- Entranceway modifications that improve the appearance and/or access to the commercial units
- Replacement or repair of Windows and doors
- Architectural or design fees may be eligible up to \$1000 as part of the total grant awarded
- Sidewalk improvements may be considered provided all encroachment permits and any applicable policies are met

Signage Improvements

Eligible signage improvement costs include but are not limited to:

- Installation of new signage or improvements made to existing signage
- Multiple signage applications may be submitted for properties in the following cases:
 - Where properties are situated on corner lots in high traffic areas, and the tenant/owner desires to install signage on both street facing building façades.
 - Where properties have multiple businesses located within individual storefronts that require individual signage.

Accessibility Improvements

Eligible accessibility improvement costs include but are not limited to:

- Accessible doors, automatic door openers, and related installation materials
- Accessible ramps, elevators/lifts
- Barrier-free washroom fixtures and features in other building areas

Interior Improvements - Commercial & Residential

Eligible interior improvement costs include but are not limited to:

- Alterations to interior walls, ceilings and doors
- Paint, wallpaper, windows covers and flooring (includes removal, surface preparation & cleaning)
- Architectural detail
- HVAC, phone and data cabling, fixed interior lighting, electrical or plumbing upgrades

Permit Fees

Eligible costs include building permit and encroachment permit fees for approved CIP program works.

Interest Free Loan Program

Eligible loan program costs include but are not limited to all eligible costs outlined under the Façade, Signage, Accessibility and Interior incentive programs.

Property Tax Increment Program

Eligible costs include municipal portion of property tax increase resulting from CIP improvements.

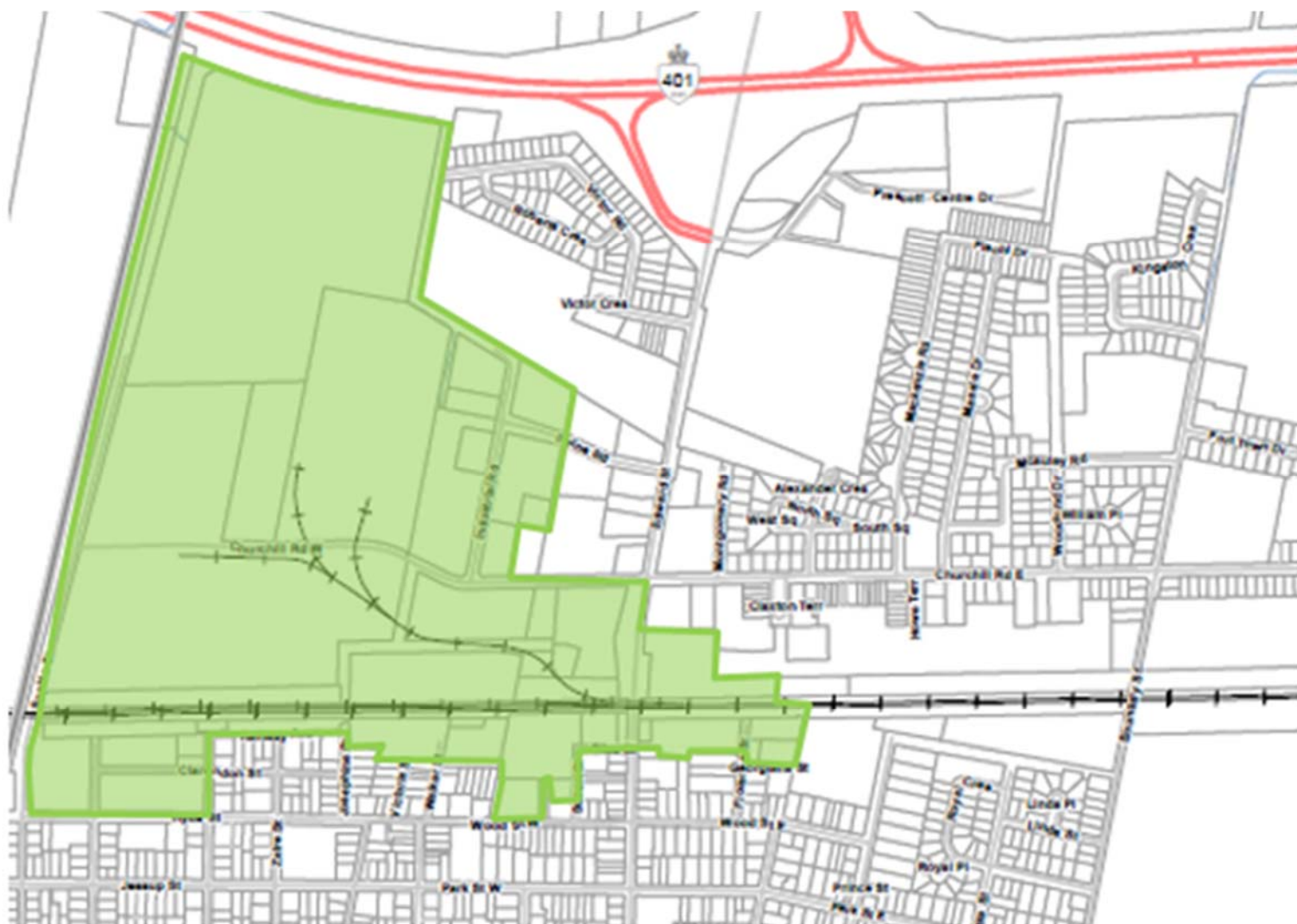
Note: Eligible costs do not include labour costs for work performed by the applicant/owner.

AREA 2 – EMPLOYMENT LANDS

Under the Employment Lands Category, eligible properties must be located within the designated project area, and be zoned as Commercial or Industrial.

Incentive Program	Amount	Detail
Accessibility Improvement Grant	\$3,000	A onetime matching grant of up to 50% of the eligible costs, to a maximum of \$3,000, to improve building accessibility.
Interior Improvement Grant - Commercial	\$3,000	A onetime matching grant of up to 50% of the eligible costs, to a maximum of \$3,000, to make interior improvements to properties.
Permits/Application Fees Grant	\$500	Reimbursement of up to \$500 for building permit and encroachment permit fees for work that is approved for the CIP program.
Interest Free Loan Program	\$20,000	An interest free loan to a maximum of \$20,000 amortized over 5 years is available to assist property owners with interior improvements.
Property Tax Increment Program	Varies	Tax increment grant of varying percentage (starting at 100% & decreasing by 20% each year) to off-set increase in municipal taxes from improvements, paid annually for up to 5 years.

EMPLOYMENT PROJECT AREA MAP



EMPLOYMENT PROJECT AREA

Accessibility Improvements

Eligible accessibility improvement costs include but are not limited to:

- Accessible doors, automatic door openers, and related installation materials
- Accessible ramps, elevators/lifts
- Barrier-free washroom fixtures and features in other building areas

Interior Improvements - Commercial

Eligible interior improvement costs include but are not limited to:

- Alterations to interior walls, ceilings and doors
- Paint, wallpaper, windows covers and flooring (includes removal, surface preparation & cleaning)
- Architectural detail
- Fixed interior lighting
- HVAC, phone and data cabling, electrical or plumbing upgrades

Permit Fees

Eligible costs include building permit and encroachment permit fees for approved CIP program works.

Interest Free Loan Program

Eligible loan program costs include but are not limited to all eligible costs outlined under the Accessibility and Interior incentive programs.

Property Tax Increment Program

Eligible costs include municipal portion of property tax increase resulting from CIP improvements.

Note: Eligible costs do not include labour costs for work performed by the applicant/owner.

AREA 3 - HERITAGE CONSERVATION

Under the Heritage Conservation Category, eligible properties must be located within the designated project area, and have Official Heritage Designation or be deemed historically significant by the Municipality. Furthermore, all proposed improvements require approval by the Heritage Committee.

Incentive Program	Amount	Detail
Engineering and/or Architectural Report Grant	\$2,000	A onetime matching grant of up to 50% of the eligible costs, to a maximum of \$2,000, for architectural or engineering design fees separate from the total grant awarded for completed construction.
Façade Improvement Grant	\$3,000	A onetime matching grant of up to 50% of the eligible costs, to a maximum of \$3,000, to improve building façade appearance.
Accessibility Improvement Grant	\$2,000	A onetime matching grant of up to 50% of the eligible costs, to a maximum of \$2,000, to improve building accessibility.
Interior Improvement Grant	\$2,000	A onetime matching grant of up to 50% of the eligible costs, to a maximum of \$2,000, to make interior improvements to properties.
Permits/Application Fees Grant	\$500	Reimbursement of up to \$500 for building permit and encroachment permit fees for work that is approved for the CIP program.

HERITAGE CONSERVATION PROJECT AREA MAP



HERITAGE CONSERVATION PROJECT AREA

Engineering and/or Architectural Report Grant

Eligible costs include architectural or engineering design fees for the purpose of constructing the proposed CIP program works.

Façade Improvements

Eligible façade improvement costs include but are not limited to:

- Repair or restoration of façade masonry, brickwork or wood
- Exterior woodwork
- Replacement, repair or restoration of cornices, eaves, parapets and other architectural features
- Paint (including removal, surface preparation, cleaning and/or painting)
- Restoration of historic features
- Replacement or repair of Windows and doors

Accessibility Improvements

Eligible accessibility improvement costs include but are not limited to:

- Accessible doors, automatic door openers, and related installation materials
- Accessible ramps, elevators/lifts
- Barrier-free washroom fixtures and features in other building areas

Interior Improvements

Eligible interior improvement costs include but are not limited to:

- Alterations to interior walls, ceilings and doors
- Paint, wallpaper, windows covers and flooring (includes removal, surface preparation & cleaning)
- Architectural detail
- Fixed interior lighting
- HVAC, phone and data cabling, electrical or plumbing upgrades

Permit Fees

Eligible costs include building permit and encroachment permit fees for approved CIP program works.

Note: *Eligible costs do not include labour costs for work performed by the applicant/owner.*

AREA 4 - BROWNFIELDS

Under the Brownfield Category, eligible properties must be located within the designated project area, and be vacant or underutilized places where past industrial or commercial activities may have left contamination (chemical pollution) behind, such as: factories, gas stations, waterfront properties (port lands) formerly used for industrial or commercial activities.

Incentive Program	Amount	Detail
Study Phase 1 Grant	\$5,000	A maximum of 1 matching grant per eligible property is available for a Phase 1 Environmental Assessment. The grant is a matching grant of up to 50% of the cost of the study or \$5,000, whichever is less.
Study Phase 2 Grant	\$10,000	A maximum of 1 matching grant per eligible property is available for a Phase 2 Environmental Assessment. The grant is a matching grant equal to 50% of the cost of the study or \$10,000, whichever is less.
Permits/Application Fees Grant	\$500	Reimbursement of up to \$500 for planning application and building permit fees for work that is approved for the CIP program.
Property Tax Cancellation Program	Varies	Cancellation of taxes for the eligible property during the rehabilitation and development phase for a maximum of 3 years.
Property Tax Increment Program	Varies	Tax increment grant of (starting at 100% & decreasing by 25% each year) during the occupancy phase to off-set increase in municipal taxes from improvements, paid annually for up to 4 years.

BROWNFIELDS PROJECT AREA MAP



BROWNFIELDS PROJECT AREA

Study Phase 1

Eligible costs include professional fees to complete Phase 1 Environmental Site Assessments that conform with the requirements of Ontario Regulation 153/04 and that are capable of forming part of a complete Record of Site Condition (RSC) are eligible for this incentive program. Studies must be completed within 5 years of approval of funding.

Study Phase 2

Eligible costs include professional fees to complete Phase 2 Environmental Site Assessments that conform with the requirements of Ontario Regulation 153/04 and that are capable of forming part of a complete Record of Site Condition (RSC) are eligible for this incentive program. **Studies must be completed within 5 years of approval of funding.**

Permit Fees

Eligible costs include planning application and/or building permit fees for approved CIP program works. Fees include: official plan amendments, consent application, zoning amendments, demolition permit, and building permits. Only available in conjunction with one or more applications for other Brownfield Area incentive programs.

Property Tax Cancellation Program

Eligible costs include cancellation of municipal and education portion of property taxes (Education portion is subject to Minister of Finance approval), during the rehabilitation and development period, following the completion of a phase 2 environmental site assessment which does not meet the required standards for a record of site condition to be filed. Estimated property remediation costs must be in excess of \$50,000 to apply to this program.

Property Tax Increment Program

Eligible costs include a reduction in property taxes equating to the municipal portion of property tax increases, resulting from approved CIP improvements. Estimated property remediation costs must be in excess of \$50,000 to apply to this program. Property tax increment grants are only available after a property has been redeveloped following the filing of a record of site condition.

Note: *Eligible costs do not include labour costs for work performed by the applicant/owner.*

Step 1: Application Submission

- Before completing the application form, applicants must review the complete CIP Program Guide.
- Applicants are required to schedule a pre-application consultation meeting with the Economic Development Department, in order to determine program eligibility and receive additional application guidance.
- Submit completed applications including required supporting documentation to the Economic Development Department:

Attn: Dana Valentyne, Economic Development Officer, Town of Prescott

Email: dvalentyne@prescott.ca, Phone: 613-925-2812 Ext: 6221

Prescott Town Hall, 360 Dibble Street W PO Box 160, Prescott, ON K0E 1T0

Step 2: Application Review & Evaluation

- Once received, applications are reviewed by the Economic Development Department for completion, inclusion of supporting documents and general eligibility.
- Once reviewed, staff prepares a recommendation report and submits it, along with the application and supporting documents to the Planning Advisory Committee (PAC) for final review/approval.
 - PAC meetings are open to the public and take place once per month or as required.
 - Applicants will be provided with PAC meeting details, once confirmed.
 - Applicants are welcome but not required to attend PAC meetings.

Step 3: Application Approval & Payment Terms

Once approved, the following conditions must be met to receive all approved incentives under the CIP Program:

- Completion of required Grant and/or Loan Agreement(s) by applicant and the Town.
- The applicant obtains all required municipal project approvals/permits i.e. Building Permit, Sign Permit, Planning Approvals.
- The applicant provides the City with proof of completion of the project, including:
 - a) Project “after” photos;
 - b) Completed final and interim project report forms;
 - c) Project invoices with description and cost of eligible works;
 - d) Proof of payment in full of all project invoices.
- Staff conducts building/site inspection of completed works (as necessary).
- Staff checks to ensure all project related Permits/Approval requirements have been completed.
- Staff checks to ensure that all program and grant agreement requirements have been met.

Payment Terms

A 10% holdback will be applied to grant/loan payments until above requirements have been met.

Grant & Loan payments will be dispersed to the Owner/Tenant in one of two ways (at the discretion of the Town):

- a) Lump-sum payment, less the required 10% holdback, once proposed works have been deemed substantially completed by approving authorities. Proof of the total costs incurred and paid is required to receive Grant & Loan Payments.
- b) Installment payments throughout the project period, less the required 10% holdback, for proposed works completed to-date. The issuance of installment payments is subject to an inspection by the Town to confirm works completed. Proof of the total costs incurred and paid is required to receive Grant & Loan Payments.

The Tax Increment and Tax Cancellation Programs will be subject to separate payment terms, as outlined in the Program Agreements.

Additional Terms

All projects are subject to ongoing monitoring both during and after completion, to ensure that all program and grant agreement requirements continue to be met.

If the applicant is in default of any of the general or program specific requirements, or any other requirements of the Town, the Town may delay, reduce or cancel any approved incentives and require repayment of any incentive already provided.

Projects are required to adhere to all conditions/terms of the CIP program as outlined in the document titled "Community Improvement Plan". Potential applicants will be provided with a copy of this document and are required to review this document in advance of applying.

Approved projects may be subject to additional conditions/requirements, which will be outlined in subsequent grant/loan agreements. Separate agreements will also be required for the Property Tax Increment and Cancellation Programs if applicable.



Community Improvement Plan

Program Inquiries:

Prescott Economic Development Department | Dana Valentyne, Economic Development Officer
360 Dibble St. W Prescott, ON K0E 1T0 | dvalentyne@prescott.ca | 613-925-2812 Ext: 6221

prescott.ca

