DTCIP Evaluation Criteria

Combined evaluator package | Downtown Tomorrow Community Improvement Plan

Evaluation Streams

1	**Building Improvement Grant**	Mandatory screening, scoring matrix and funding tiers
2	**Design / Feasibility Improvement Grant**	Eligibility screening, scoring matrix and funding recommendation
3	**Façade Improvement Grant**	Mandatory screening and scoring matrix
4	**Residential Improvement Grant**	Mandatory screening and scoring matrix

Use this package to document eligibility and evaluation scores consistently across all four DTCIP financial incentive streams. Complete only the section applicable to the application under review.

1. Building Improvement Grant - Mandatory Criteria

All mandatory criteria must be met before the application is scored

Property address		**Application no.**	
Applicant		**Evaluator / date**	

Mandatory Criteria

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.

1. Building Improvement Grant - Scoring Matrix

Criteria	Crucial Considerations	Scoring Options	Eligible Points	Evaluator 's 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.	All or nothing.	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)	Combine all that apply (or zero if none apply).	10	
	Restored/improved building entranceways providing barrier-free access to and/or through buildings (see Principle 8)		10	
	Utility and storage areas sensitively integrated and screened from public view (see Principle 20)		5	
	Sustainability initiatives considered and incorporated (Principle 21)		5	
	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	Select one only.	15	
	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	Select one only.	5	
	$50,000 - $99,999		10	
	$100,000 - $249,999		15	
	$250,000 - $499,999		20	
	$499,999 plus		25	
5. Use of space	Creation* of usable space	Select one only.	20	
	Upgrading of existing space		10	
6. Employment**	Supports the retention of existing jobs	Select one only for employment level. Local contractor: all or nothing.	5	
	Creates 1-5 jobs		15	
	Creates 6-10 jobs		20	
	Creates 11+ jobs		25	
	Using a local contractor (based in Simcoe County)		5	
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)	All or nothing.	10	

Criteria	Crucial Considerations	Scoring Options	Eligible Points	Evaluator 's Score
TOTAL EVALUATION SCORE				

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

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

Funding Tiers

Evaluation Score	Funding Amount	Assessment Result
70 - 90	$25,000	Tier 1
91 - 99	$50,000	Tier 2
100 - 115	$75,000	Tier 3
116+	$100,000	Tier 4
Below 70	Not eligible	Does not meet recommended minimum threshold

2. Design / Feasibility Improvement Grant - Mandatory Criteria

Property address		**Application no.**	
Applicant		**Evaluator / date**	

Proposed Project(s)

Mandatory Criteria

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.	
For eligible environmental studies, the application includes a Phase I ESA demonstrating that site contamination is likely.	
For eligible environmental studies, all environmental studies will be completed by a ‘qualified person’ as defined by Ontario Regulation 153/04.	
The applicant has provided two cost estimates for eligible work from qualified contractors. A qualified contractor must provide proof of insurance and WSIB compliance with the 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 defined within sections 8.2 and 8.3.3 of the DTCIP.	

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

2. Design / Feasibility Improvement Grant - Scoring Matrix

Criteria	Crucial Considerations	Scoring Options	Eligible Points	Evaluator's Score
1. Phase I / II ESA Study	Is this application for a Phase I or Phase II Environmental Site Assessment (ESA) study?	No	0	
		Yes	15	
2. Vacancy / Underutilization	Is the property vacant or underutilized?	No	0	
		Yes	10	
3. Study Required to Advance Proposed Project(s)	Is this study required to advance the proposed project?	No	0	
		Yes	10	
4. Permanent Job Creation	How many new permanent jobs will the proposed project create?	No new permanent jobs	0	
		Creates 1-5 new permanent jobs	5	
		Creates 6-10 new permanent jobs	10	
		Creates 11+ new permanent jobs	15	
5. Implementation Schedule	Does the implementation plan show the proposed project is intended to commence within 24 months after the study is completed?	No	0	
		Yes	5	
6. Heritage Impact Statement	Is this study a Heritage Impact Statement?	No	0	
		Yes	5	
7. Return Space to Active Use	Does this project create or return residential, commercial, or mixed-use space to active use?	No	0	
		Yes	5	
8. Accessibility / Life Safety / Building Code	Does this project address accessibility, fire safety, or Building Code improvements?	No	0	
		Yes	5	
TOTAL EVALUATION SCORE				

2. Design / Feasibility Improvement Grant - Funding Recommendation

Suggested priority tiers for consistent funding decisions

Suggested Funding Tiers

Tier	Score	Priority / Recommendation	Funding
Tier 1	55 - 70	Highest priority	Up to 100% of maximum grant
Tier 2	40 - 50	Medium priority	Up to 75% of maximum grant
Tier 3	25 - 35	Standard priority	Up to 50% of maximum grant
Below threshold	Below 25	Not recommended unless funding remains available	Discretionary

Evaluator comments

3. Façade Improvement Grant - Mandatory Criteria

All mandatory criteria must be met before the application is scored

Property address		**Application no.**	
Applicant		**Evaluator / date**	

Mandatory Criteria

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.

3. Façade Improvement Grant - Scoring Matrix

Criteria	Crucial Considerations	Scoring Options	Eligible Points	Evaluator 's 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.	All or nothing.	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)	Combine all that apply (or zero if none apply).	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	All or nothing.	5	
	Business Sign (does not meet 'Heritage Sign' specifications*)	Select one only.	5	
	Business Sign (meets 'Heritage Sign*' specifications)		10	
	Exterior repair	Select one only.	5	
	Exterior improvements		10	
	Other eligible project		5	
	Sign only		0	
4. Location	Within BIA Boundaries	Select one only.	20	
	Outside of BIA Boundaries		10	
5. Magnitude of Project	One façade**	Select one only.	5	
	Two façades**		10	
	Three or more façades**		15	
6. Building use	Residential	Select one only.	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)	All or nothing.	10	
TOTAL EVALUATION SCORE				

*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 will be given additional points.

**For this criterion, façade refers to the face of a building, especially the principal front that looks onto a street, open space, or walkable alley. For signage, this criterion evaluates the number of façades with affected signage.

Recommended Minimum Threshold for Grant: 70 points

4. Residential Improvement Grant - Mandatory Criteria

All mandatory criteria must be met before the application is scored

Property address		**Application no.**	
Applicant		**Evaluator / date**	

Mandatory Criteria

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.

4. Residential Improvement Grant - Scoring Matrix

Criteria	Crucial Considerations	Scoring Options	Eligible Points	Evaluator 's 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.	All or nothing.	10	
2. Type of Project	Renovations to existing residential units in mixed use buildings	Combine all that apply (or zero if none apply).	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	Select one only.	10	
	Creation* of two residential units		15	
	Creation* of three-to-five residential units		20	
	Creation* of more than five residential units		25	
TOTAL EVALUATION SCORE				

*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.

Recommended Minimum Threshold for Grant: 25 points