

Downtown Revitalization Incentive Program Phase 2 Application Form: Interior Improvements Grant

This Grant has specific eligibility requirements. Please refer to the ***Program Guidelines for the Interior Improvements Grant Phase 2*** for more information about the Grant. Applications must clearly show how the proposal meets these requirements. Complete applications and questions can be directed to the Community Partnerships and Initiatives (CPI) branch at incentives@rmwb.ca.

Important Reminders:

- Applications are processed on a first-come, first-served basis.
- Applications will be accepted until 4:30 PM on March 31, 2022.
- Please review the ***Program Guidelines*** prior to applying.
- Applicants are strongly encouraged to contact the Community Partnerships and Initiatives (CPI) Branch to confirm eligibility prior to applying and to request a pre-application meeting.

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|----------------------|--|
| Date of Application: | |
|----------------------|--|

| Subject Property Information | | | | | |
|---|--|--|-------|--|-------------|
| Provide details about the property being improved | | | | | |
| Building Address: | | | | | |
| | Street Address (include unit number(s), if applicable) | | | | |
| | City, Province | | | | Postal Code |
| Legal Address: ¹ | Lot | | Block | | Plan |
| Existing Use: | | | | | |
| Prior Use (if vacant): | | | | | |
| Proposed Use: | | | | | |

| Applicant Information | |
|--|---|
| Provide details for the Applicant, who is the legal entity to whom the grant is paid, if successful. | |
| Applicant Type: | <input type="checkbox"/> Property Owner <input type="checkbox"/> Tenant |
| Legal Entity Name: ² | |
| Director/Officer: ³ | |
| Mailing Address: | |
| Phone: | Email: |

| Designated Contact Information | |
|---|--|
| Applicants may provide a Designated Contact for their application (e.g., Applicant's employee or consultant). | |
| Contact Name: | |
| Phone: | |
| Email: | |

¹ To find a legal address, visit: <http://internetapps.woodbuffalo.ab.ca/electronicpermitting/CivicTranslator.aspx>

² Provide the Legal Entity Name of Business or Organization applying for the grant, as it appears on the Corporate Search.

³ Provide the Director or Officer name as it appears on the Corporate Search.



| 1. Pre-application Meeting | Yes | No |
|---|--------------------------|--------------------------|
| 1a. Have you participated in a pre-application meeting? A pre-application is strongly recommended to ensure projects meet basic eligibility. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Participation under Phase 1 (2020) | Yes | No |
| 2a. Has this building received an Interior Improvements Grant under Phase 1 of the Program? A pre-application meeting is strongly recommended to confirm eligibility. Please contact incentives@rmwb.ca prior to applying. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Basic Eligibility <i>Please review questions carefully. Responses will determine your eligibility.</i> | Yes | No |
| 3a. Is the property within the geographic area of the Program? If no, property is ineligible for the Program. See Program Guidelines for area map. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3b. Is the building an existing commercial, institutional or mixed-use (commercial portions only) building? If no, building is ineligible for the Program. New buildings and additions are ineligible. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3c. Are the property taxes overdue? If yes, property taxes must not be overdue at the time of reimbursement. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3d. Are the property's municipal utility bills overdue? If yes, utility bills must not be overdue at the time of reimbursement. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3e. Is the property subject to any enforcement orders (e.g., Stop Order, Bylaw infractions, etc.)? If yes, this must be resolved by time of reimbursement. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3f. Is the applicant a party to a legal dispute with the Municipality? If yes, this must be resolved by time of reimbursement. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3g. Did the building experience loss or damages as a result of the April 2020 flood event? If yes, please describe: <div style="background-color: #e0f0e0; height: 100px; margin-top: 5px;"></div> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3h. If you selected 'yes' to 3g, is this project or work solely intended to restore or remediate losses or damages caused by the April 2020 flood event and/or return buildings to pre-flood conditions? If yes, project is ineligible. If no, please describe below how project constitutes an improvement. <div style="background-color: #e0f0e0; height: 100px; margin-top: 5px;"></div> | <input type="checkbox"/> | <input type="checkbox"/> |



4. Project Information and Proposed Use of Funds

4a. Select all eligible interior improvements being undertaken

Work items must be clearly labeled on submitted building plans. For more information, see the **Program Guidelines**.

- Reconfiguring an existing unit (e.g., subdividing or combining units)
- Accessibility upgrades (e.g., barrier free washrooms, handrails, ramps and lifts)
- Fire safety upgrades (e.g., sprinklers, fire separation between units)
- Electrical upgrades
- Plumbing upgrades
- HVAC / ventilation upgrades
- Energy efficiency upgrades, including new doors and windows (if not applying under the Façade Improvement Grant)
- General updates to the interior:
 - Painting
 - Drywalling
 - Flooring
 - Ceilings
 - Interior doors
 - Finishes (trim, baseboards)
 - Millwork, cabinetry and countertops (if permanent)
- Demolition and landfill fees (if associated with the above work)

4b. Provide a brief description of the proposed project.

For each item selected above, describe what work you will be doing. Attach additional pages if necessary.

4c. Do any of the proposed improvements extend on/above municipal land?

If yes, please describe the location and amount (in metres) of development on or above municipal land. Additional authorizations may be required.

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| <p>4d. Does the project include new window treatments? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>As per the Program Policy, projects that include window treatments that obscure street-level windows and doors or entrances are not eligible. Exceptions may be made for Restricted Commercial uses and other uses, at the discretion of the Municipality. If 'yes', please describe why these treatments are necessary. Please note that vinyl wraps, security bars and rolling shutters are ineligible expenses. A pre-application meeting is strongly recommended.</p> |
| <p>4e. Which of the Program objectives will this project help achieve? (select all that apply)</p> <p><input type="checkbox"/> To retain existing businesses, while encouraging new businesses in the Downtown.</p> <p><input type="checkbox"/> To introduce new features and amenities that create interest and vibrancy, helping transform the Downtown into a place people want to spend time.</p> <p><input type="checkbox"/> To enhance the aesthetic qualities of private property within the Downtown.</p> <p><input type="checkbox"/> To leverage public funding to catalyze private investment in the Downtown.</p> |
| <p>4f. Construction start and end dates</p> <p>Estimated start date: _____</p> <p>Estimated completion date: _____</p> |
| <p>4g. Use of local contractor.</p> <p>Have you provided at least one contractor estimate from a contractor located in the Regional Municipality of Wood Buffalo? If no, please explain.</p> |

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| <p>5. Grant Funding Request</p> |
| <p>5a. Project Cost and Grant Request</p> <p>Please note that only the cost of eligible improvements will be reimbursed. Reimbursement is based on the lower of the two contractor estimates provided and/or final invoice (if lower). Estimates must list expenses so that eligibility can be verified. All grants are provided in the form of a 50% matching reimbursement grant (eligible costs only), to the maximum for each grant type.</p> <p>Total estimated project cost: _____</p> |

6. Application Checklist **Incomplete applications will not be accepted.**

- Preconstruction Photos** – Photos must show the current site and its context (JPEG or similar image file).
- Certificate of Title**⁴ – Must be issued within the last **45 days**.
- Corporate Search**⁴
 - For the applicant
 - For the property owner (if applicant is not the property owner)
- Letter of Authorization** – Please have property owner complete **Attachment 1**, if applicable.
- Building Plans** – Plans must show the existing and proposed uses, existing and proposed layouts, dimensions, rooms, entrances/exits and upgrades to building systems.
- Contractor Estimates** – Two (2) detailed contractor estimates by different contractors. Estimates must include pricing for each portion of the project, including materials and labour. Please note that warranties, insurance and non-specific costs such as profit or contingency are ineligible and will not be considered in the grant calculation.

⁴ Certificates of Title and Corporate Searches can be obtained from an Alberta Registry office. For more information, visit <http://www.servicealberta.gov.ab.ca/find-a-registry-agent.cfm>.

Applicant Declaration

In making this application, I/we undersigned, confirm:

- that the information provided in this application is truthful and accurate;
- that I/we have read the **Program Guidelines for the Interior Improvements Grant Phase 2**;
- that I/we understand that costs associated with flood restoration work is ineligible;
- that I/we understand that when reimbursement is requested, the following requirements must be met: the property taxes and municipal utility bills must not be overdue, the property must not be subject to an unresolved enforcement order, the applicant is not a party to an unresolved legal dispute with the Municipality, and the terms and conditions of the agreement must be satisfied; and
- that I/we understand that all information and records provided to the Municipality in respect of this grant application are records in the custody and control of the Municipality. These records may be subject to the access and privacy provisions of the Freedom of Information and Protection of Privacy Act (Alberta) and other legislation, whether currently in force or enacted in the future. The Freedom of Information and Protection of Privacy Act gives any person a right of access to records in the custody or control of the Municipality, subject to limited and specific exceptions. While the Municipality will endeavor to use the Freedom of Information and Protection of Privacy Act to protect the confidentiality of information provided to us during this application process, other sections of the Act may apply and the information may have to be disclosed to members of the public who request access to these records. The Municipality hereby reserves the right to disclose publicly and/or to any enquirer the grant amount received by any applicant/beneficiary through this grant program.

Applicant Signature(s)

| Applicant Name ⁵ | Applicant Title | Signature | Date |
|-----------------------------|-----------------|-----------|------|
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⁵ Only Applicants who are named on a Corporate Search for the Legal Entity Name may sign this page.

The personal information on this form is collected under the authority of Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act. The personal information will be used to process your application, administer the Program and as contact information. If you have any questions about the collection or use of this information, please contact Supervisor, Planning and Development Department, 309 Powder Drive, Fort McMurray, AB, T9K 0M3, or call 780.799.8695.