

FAQ about the Strathroy-Caradoc Community Improvement Plan (CIP):

Q: What is a Community Improvement Plan?

A: A Community Improvement Plan (CIP) is a powerful tool used by Ontario municipalities to facilitate the (re)development, rehabilitation, and/or revitalization of selected areas in a municipality. The CIP in Strathroy-Caradoc will be focused on encouraging projects that will benefit the public realm and community at large.

Q: Where can I find and/or access the Community Improvement Plan Application form?

A: The CIP Application form can be accessed and completed at: <https://forms.strathroy-caradoc.ca/Ec-Dev/CIP-Application>.

Q: Can I apply to a program if I am outside of the eligible area?

A: Unfortunately, not. Eligible areas are identified in schedule 'A' in the CIP document found here: <https://www.strathroy-caradoc.ca/en/doing-business/resources/SC-CIP.FINALDRAFT-November-13-2020---No-Watermark.pdf>

Q: How are Eligible Areas chosen?

A: Eligible areas are largely based on the Official Plan designation of lands. More information on the Strathroy-Caradoc Official Plan can be found here: <https://www.strathroy-caradoc.ca/en/city-hall/Official-Plan.aspx>

Q: Why are some words bolded in the CIP document?

A: The bolded words are defined in schedule 'B' glossary. Please use the glossary to better interpret the Community Improvement Plan.

Q: Can I stack the grants for the same property?

A: Yes. Please refer to each program separately as they outline which grants may be combined with grants from other CIP programs.

Q: How can I make my application more successful?

A: The most important step is to pre-consult with the CIP Coordinator by emailing - CIP@strathroy-caradoc.ca - on application requirements & eligibility criteria before any work has begun.

Q: What is the current targeted sector for the Urban Economic Development Program?

A: At this time the targeted sector in the Molnar Industrial Certified Site lands is Agri-Food Processing or Food Manufacturing. There are no identified targeted sectors for the High Street Industrial Park or Mount Brydges Economic Area at this time.

Q: How is my application evaluated?

A: Applications will be evaluated by a CIP committee based on compliance, then approved by Council.

Q: How can I arrange a pre-consult with the CIP Coordinator to discuss my project(s) and identify eligibility, review applicable streams, and receive preliminary feedback?

A: To arrange or request a pre-consult with the CIP Coordinator, they can be reached by email at CIP@strathroy-caradoc.ca or by calling (519) 245-1070.

Q: What are the timelines/deadlines?

A: The program will run on an on-going basis with applications reviewed on a first come, first serve basis.

Q: Will the community be informed of the successful applications?

A: Yes, Council will review application reports and successful applications will be made public at scheduled Council meetings.

Q: Are there any COVID-related grants?

A: Not at this time.

Q: Do I have to be the owner of the property/lands to apply?

A: No, as long as the owner gives written consent on behalf of the applicant submitting the application.

Q: What happens when the yearly CIP designated funds run out?

A: Each year, Council assigns funds to the CIP program. The distribution of funds are at the discretion of Council and are generally assigned on a first come, first serve basis. It is possible that the funds all get used in one year, or get carried over into the next budget year

Q: What programs are being funded through the CIP and how much per program?

A: The current areas of focus are:

- 5.3 Additional Unit Program
- 5.4 Downtown Rental Housing Program
- 5.5 Attainable Housing Program
- 5.8 Urban Economic Development Program

Q: If you are denied funding, can you appeal?

A: Unfortunately not. Before submitting your application, please ensure you have consulted with the CIP Coordinator to ensure eligibility and viability of the application.

Q: Can I apply for CIP funding for a project that I have already started?

A: Those parts of projects or site works commenced and/or completed prior to the submission and approval of an application shall be generally ineligible for funding unless otherwise determined eligible by the Municipality in its sole discretion.

Q: What materials must I submit as attachments to my application?

A: The following materials must be submitted as attachments to your application:

- a) Photos of the existing property and building that are subject of the proposed works;
- b) Provide such estimates for the proposed works (including material costs), unless otherwise determined by the Municipality. A detailed breakdown of costs per project will be required for multiple projects;
- c) Conceptual or other professional drawings and/or designs, depending on the scale of the project;
- d) A site plan or landscape plan;
- e) A detailed description as to how the project is consistent with the guiding principles and contributes to the goals of the Plan, outlined in Section 4.0;
- f) Other supporting materials such as, but not limited to work plans, applicable reports, and/or approvals – certificates of occupancy or other similar documents, inspection reports, and applicable licenses or other approvals that may be required to supplement the application, as determined by the Municipality in its sole discretion.

- g) If the applicant is not the owner of the lands that are the subject of the application, a written letter of consent from the owner(s) must be provided. Please note all registered owners of the Subject Property must provide written authorization for the submission of an application.

Q: What happens after I have submitted my application?

A: The CIP Coordinator will review the application against the general and stream-specific eligibility requirements of this plan. Once deemed complete, the CIP Coordinator will forward the application and associated materials to the CIP Implementation Committee for review, and a committee meeting date will be scheduled to make a recommendation to Council on the application. The decision of the Municipality to accept or refuse the application will be communicated to the applicant. Refusal of an application does not disqualify an applicant from being able to submit future applications.

Q: What supporting information and materials documenting the completion of the works must I provide to ensure issuance of any financial incentives outlined under the CIP Funding Agreement?

A: Upon completion of the improvement project, and prior to the issuance of any financial incentives outlined under the CIP Funding Agreement, the applicant may be required to submit supporting information and materials documenting the completion of the works, including but not limited to:

- a) Original invoices for all costs associated with eligible works;
- b) Proof of payment for all costs claimed for eligible works;
- c) Photographs of the completed project;
- d) Certificated of occupancy or other similar documents;
- e) Required inspection reports; and
- f) Any applicable licenses or other approvals.