

Building Revitalization Program

FACT SHEET

Working together to improve Galt City Centre, Hespeler Village, and Preston Towne Centre

What is the Building Revitalization Program (BRP)?

The Building Revitalization Program provides matching funding for certain improvements to existing buildings in the three Cambridge downtown core areas. The City can provide interest-free and partially forgivable (up to 35%) loan funding for **up to 50% of eligible costs**. The maximum loan amount is typically \$20,000 per building.

All BRP funding is contingent on approval of the work plan and design by the BRP Review Panel. This program does not fund work that has already been completed.

Minimum and Maximum BRP Loan Amounts

Minimum loan amount: \$2000 (minimum total project cost of \$4000)

Maximum loan amounts:

- Main Street Frontage: \$20,000
- Additional Frontage(s): add \$5000
 - Must be adjacent to a Public Right-of-Way (includes the Grand and Speed Rivers)
- Designated Heritage Property / Property of Interest: add \$5000

Eligible Work

A. Work Eligible for City & Owner's Share*

- Structural/safety replacement and repair for exterior facade
- Repair/replacement of windows, doors, storefronts, awnings, canopies, cornices, eaves, parapets and other architectural details
- Signage (as permitted by the Sign By-law)
- Cleaning/painting of facades visible from adjacent streets and public walkways
- Entrance modifications including wheelchair access
- Permanent ("hard") landscaping elements (e.g. walkways and planters). Driveways and parking areas are not eligible.
- Consultant Costs (e.g. Engineer, Contractor, Designer, Architect)

B. Work Eligible for Owner's Matching Share*

- Fire safety upgrades to code
- Roof repairs/replacement
- Water/flood/weather proofing
- Structural repairs to walls, floors and foundations
- Landscaping including plant materials
- Paving

Notes:

1. *Cannot include work financed by other levels of government.*
2. *An amount equal to or less than total amount of work eligible in Section A can be included in the BRP loan calculation.*

* Other items may be considered at the discretion of the City of Cambridge.

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BRP Funding Options

1. **35% Grant:** 35% of total loan is available as a grant (in lieu of a loan)
2. **Three-year loan agreement**
 - Interest-free
 - 35% of total loan forgiveness is forgivable
3. **Maximum five-year loan agreement**
 - Minimum annual repayment of 20% of total loan amount
 - Loan forgiveness decreases the longer it takes to pay back the BRP Loan Funding

Timing of BRP Loan Funding

- BRP Loan funding is provided after:
 - the BRP Review Panel has approved your work plan and design and you have received a **Letter of Approval**;
 - all the work has been completed as per the **Letter of Approval**;
 - all contractors have been paid and paid invoices have been submitted to the City of Cambridge;
 - all work has been inspected by a City of Cambridge representative; and,
 - The BRP Loan Agreement has been executed.

Sample Building Revitalization Program (BRP) Funding Calculation

corner building (2 frontages) + heritage designation = **BRP Loan Maximum of \$30,000**

Item	Quote 1	Quote 2	Amount Approved for BRP Loan Funding
A. City & Owner's Share			
1 Painting: building exterior	\$10,000.00	\$10,782.00	\$10,000.00
2 10 new windows	\$8,700.00	\$8,320.00	\$8,320.00
3 Consulting Fee (Engineering)	\$2,300.00		\$2,300.00
		Subtotal	\$20,620.00
B. Owner's Matching Share (An amount equal to or less than total amount of work eligible in Section A can be included in BRP loan calculation)			
1 New Roof	\$14,500.00	\$15,225.00	\$14,500.00
2 Landscaping	\$3,000.00		\$3,000.00
		Subtotal	\$17,500.00
		Amount Eligible for BRP Loan Funding	\$17,500.00
		TOTAL Project Cost (A+B):	\$38,120.00
		TOTAL BRP Loan Amount (Eligible TOTAL Project Costs x 50%):	\$19,060.00
		35% Grant:	\$6,671.00
		Total BRP Loan Repayment Amount*:	\$12,389.00
		Total remaining BRP funding available for future projects:	\$10,940.00

* Based on a 3-year loan agreement.

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Building Revitalization Program Process

Step	Item	Details
1	Contact City for Information	<ul style="list-style-type: none"> Applicant contacts City to confirm that property is eligible and to obtain Program information
2	Applicant to set up a Pre-Consultation Meeting with City Staff	<ul style="list-style-type: none"> Applicant to bring pictures of building and ideas. Staff will identify key issues, make suggestions, and explain the BRP process.
3	Applicant hires a Design Professional to Develop a Design for the Exterior of the Building(s)	Work with a design professional to develop exterior design for building(s). <i>Note: The City's DesignGuide Program provides a grant for this.</i>
4	BRP Review Panel Meeting <i>*held once per month</i>	<ul style="list-style-type: none"> Applicant presents design and work plan at the BRP Review Panel Meeting.
5	Applicant to Develop Work Plan and Submit Estimates	<ul style="list-style-type: none"> Develop work plan based on comments from BRP Review Panel. Obtain and submit estimates for every separate work item.
6	Letter of Approval	<ul style="list-style-type: none"> BRP Review Panel reviews package and issues Letter of Approval. Letter of Approval establishes conditions of funding (performance criteria) and confirmation of funding amount.
7	Applicant to Complete Work	<ul style="list-style-type: none"> Applicant completes work listed in the Letter of Approval and pays all contractors. Notify City that all work has been completed and paid for and arrange for City Staff to inspect the work. Submit copies of paid invoices to the City.
9	BRP Loan Agreement and Funds	<ul style="list-style-type: none"> City prepares BRP Loan Agreement and funds for the work that has been completed as per the Letter of Approval.



Contact:

Planning Services Department

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