

Main Street Revitalization Initiative Reporting Guide

Introduction

The purpose of this document is to guide you through the reporting template for funds received under the Main Street Revitalization Initiative. All reporting requirements are outlined in the Municipal Funding Agreement (MFA).

Submission Requirements

Reports must be submitted per the following milestones and timelines:

Reporting Milestone or Timeline	Submission Deadline
Annual Report #1 covering period from April 1, 2018 – December 31, 2018	May 15, 2019
Annual Report #2 covering period from April 1, 2018 – March 31, 2020	May 15, 2020
Results Report	This reporting requirement is fulfilled by completing and submitting the Annual Report.

All sections of the report must be complete before submission. Please contact Adam Garcia (agarcia@amo.on.ca | 416-971-9856 x356) if you require assistance.

Tab 1/Municipal Information

This section of the report requests basic information. Selecting your municipality will populate your municipality's allocation in other sections of the report.

Municipal Treasurers are responsible for reporting. If another staff member is best suited for responding to project inquiries, please list this staff member and their contact information. The Municipal Treasurer will continue to be AMO's official contact for any notices related to the Main Street Revitalization Initiative.

Tab 2/Project Information

This section of the report requests information for each Main Street-funded project. You must complete this section even if a Communication Report was already submitted. If projects have changed or more accurate information is known, this is an opportunity to update the information in your Communication Report. Note that financial information provided is always cumulative (amounts accrue from April 1, 2018 onwards). You can hover over table headers for guidance or consult below.

Title: A concise title that provides general project information in about ten words. This may include the location of the project and the type of work to be conducted (e.g. Queen Street Sidewalk Widening).

Description: A brief summary of the project that explains the nature of the work conducted, the main objective of the project, and clearly demonstrates the project's eligibility for Main Street funds.

Category: Select the appropriate project stream: Community Improvement Plan (CIP) or Municipal Physical Infrastructure (Infrastructure). See Schedule B of the MFA.

Total project cost: The amount to be spent on the project by all funding sources - including both eligible and ineligible expenditures. This value will be higher than your allocation if your municipality is contributing or private investment is expected.

Total Main Street funds allocated: The total amount of Main Street funds that are expected to be spent on the project.

Total Main Street funds spent to date: The total amount of Main Street funds spent on the project since the establishment of the Main Street Revitalization Initiative (April 1, 2018).

Start date: The date on which the project began.

End date: The date on which the project was completed or is expected to be complete. Projects must be complete by March 31, 2020.

What is considered a separate project?

Projects under the Community Improvement Plan stream and projects under the Physical Infrastructure stream should always be listed separately.

Example: One project uses half of your municipality's allocation towards a CIP-funded Façade Improvement Grant Program and a second project uses the other half for decorative banners along the main street.

Projects in distinct geographic areas should typically be listed separately.

Example: One project may be the purchase and installation of lighting features for one urban/downtown area and a second project may be the installation of a pedestrian crossing at a significant intersection in another urban/downtown area.

Multiple investments in one geographic area can be listed as one project.

Example: One project may be the purchase and installation of picnic tables and other landscaping features in a specific recreational area of a rural municipality.

Similar investments in separate geographic areas can be listed as one project.

Example: One project may be the installation of decorative streetlights in three distinct urban/downtown cores.

Tab 3/Financial Information

This section of the report requests financial information regarding your municipality's allocation. All information is cumulative. You must complete Tab 1 and Tab 2 as some values are pulled from these sections. You can hover over row headers for guidance or consult below.

Allocation: Your municipality's Main Street Revitalization Initiative allocation. This value is filled when you select your municipality on Tab 1/Municipal Information.

Interest earned: Interest earned on Main Street funds. Unspent funds must be deposited in a reserve fund or interest-bearing account. See s. 6.6 of the Municipal Funding Agreement.

Asset disposals: See s. 10.1 of the Municipal Funding Agreement.

Amount received from another municipality: Main Street funds received from another municipality.

Amount transferred to another municipality: Amount of your Main Street allocation transferred to another municipality. See s. 6.2 of the Municipal Funding Agreement.

CIP expenditures: Main Street funds spent under Community Improvement Plan stream. This value is pulled from Tab 2/Project Information.

Infrastructure expenditures: Main Street funds spent under Municipal Physical Infrastructure stream. This value is pulled from Tab2/Project Information.

Tab 4/Project Results

Note: *This section is only required upon completion of all projects. If projects are outstanding, please report \$0.00/zero.*

This section of the report requests information regarding project results, based on indicators provided in Schedule D of the MFA. You are required to track these indicators and report on them. If you do not have any projects under a particular stream, report \$0.00/zero. You must complete Tab 2 as some values are pulled from this section. All information is cumulative. You can hover over row headers for guidance or consult below.

Number of small businesses supported: The number of small businesses who have received funds through CIP financial incentive programs that use Main Street funds.

Total value of physical improvements (CIP stream): The total value of improvements for projects that received funding from Main Street-funded financial incentive programs; value may be higher than amount of Main Streets funds spent if other sources of funding are used.

Amount of Main Street funds spent (CIP stream): The total amount of Main Street funds spent to date for projects that received funding from Main Street-funded financial incentive programs. This value is pulled from Tab 2/Project Information.

Amount of municipal investment (CIP stream): The total amount of municipal investment in projects that received funding from Main Street-funded financial incentive programs.

Amount of private investment (CIP stream): The total amount of private (i.e. small business or property owner) investment in projects that received funding from Main Street-funded financial incentive programs.

Total value of physical improvements (Infrastructure stream): The total value of municipal physical infrastructure/improvements; value may be higher than amount of Main Streets funds spent if other sources of funding are used.

Amount of Main Street funds spent (Infrastructure stream): The total amount of Main Street funds spent on municipal physical infrastructure/improvements. This value is pulled from Tab 2/Project Information.

Amount of municipal investment (Infrastructure stream): The total amount of municipal investment on municipal physical infrastructure/improvements for Main Street-funded projects.

Review and Submit

Please review all sections to ensure you are providing all required information. All sections of the report must be complete before submission. Please note that by submitting the completed template, the Municipal Treasurer is affirming compliance with the terms of the Municipal Funding Agreement. Please contact Adam Garcia (agarcia@amo.on.ca | 416-971-9856 x356) if you require assistance.