



Chinatown Society Buildings Planning Grant Program: Phase 2 (2009)

Approved by City Council on May 21, 2009.

POLICIES & PROCEDURES

VanRIMS No.: 11-2000-14

INTRODUCTION

City Council has approved this grant program to assist Family Associations and Benevolent Societies (Societies) to prepare Rehabilitation Plans for their heritage buildings.

Societies and their heritage buildings are critical to the cultural legacy of Chinatown. The successful rehabilitation of these important buildings will ensure that current and future space and programming needs of the Societies are met, and the buildings are preserved for future generations.

The Chinatown Society Buildings Planning Grant is available to eligible Chinatown societies to assist in development of a Rehabilitation Plan for their buildings that responds to their vision, programming and operational needs, heritage building condition, and resources.

Five grants of \$100,000 each are available for 2009, as Phase 2 of the program.

PURPOSE

- To foster the cultural legacy of Chinatown through the rehabilitation and revitalization of Society buildings.
- To build capacity within Chinatown Societies to undertake the successful rehabilitation of their heritage buildings.

OBJECTIVE FOR PHASE 2 (2009)

- To assist five Societies with the preparation of a Rehabilitation Plan specific to their heritage building, programming and operational needs.

ELIGIBILITY CRITERIA

- Member-based organization (Family Association or Benevolent Society)
- Registered non-profit society status
- Ownership of a building, located in Chinatown (HA-1 and HA-1A), that is listed on the Vancouver Heritage Register (VHR)
- Interest in undertaking a full building rehabilitation (major upgrade) of the heritage building
- Minimum commitment of \$20,000 towards the cost of preparing the Rehabilitation Plan.

APPLICATION PROCESS

Applications for the Society Buildings Planning Grant shall be submitted in two stages. Details regarding the submission requirements and process are outlined under the "Procedures" section of this document.

PROCEDURES

1. Application Process

Applications for Society Buildings Planning Grant will be made in two stages:

A. Application Form and Expression of Interest Letter - Expressions of Interest will be date-stamped as received. The first five Societies to submit a complete Application Form and Expression of Interest letter will be notified and invited to prepare a Full Proposal.

B. Full Proposal - Full Proposals will be evaluated for completeness and reasonableness by City staff, and will be taken to Council for grant approval.

Expressions of Interest and Full Proposals shall be submitted to:

Chinatown Community Plan c/o Central Area Division
Planning Department, City of Vancouver
#406 - 515 West 10th Avenue, Vancouver BC V5Z 4A8

Note: Deliveries can be made by hand or courier, and shall be made Monday to Friday between 8:30am and 4:30pm only.

2. Submission Requirements

Application Form & Expression of Interest Letter

The Society Building Planning Grant Program application form must be completed, signed, and submitted at the same time as the Expression of Interest Letter.

The Expression of Interest must be in letter format (maximum of five pages) and signed by the Society chairperson or a similar officer. The letter must be submitted in hard copy (one copy required), and must include the following information:

- Overview of Society (brief history, number of current members, list of key services and activities, etc.)
- Description of the Society's involvement in Chinatown revitalization initiatives and events
- Description of current and/or proposed programming activities that contribute to revitalization of Chinatown
- Description of heritage building (building name, address, age, current use, physical condition, etc.)
- Description of possible scope of rehabilitation work that could be undertaken and any specific redevelopment ideas the Society may have to date (if any)
- Acknowledgement of the minimum financial commitment (\$20,000) required by the Society for the Rehabilitation Plan project
- Acknowledgement of the Payment of Grant process and conditions as described in the Program's policies & procedures
- Other information deemed relevant by the Society

Full Proposal

Full proposals must be submitted in hard copy (one copy required) and must include the following:

- Society's project management structure (including the identification of one Society member as the key contact for the project)
- Proposed consultant team and roles (include consultant profiles/CVs)
- Contact information (key contacts for the Society and consultants)
- Detailed work program and timeline

- Detailed budget (including amount of grant requested, and the amount the Society will put towards the project)
- Letter of Commitment (from the Society indicating the availability of \$20,000 for the study)
- Title Search (copy of current title search from the Land Title Office, for each parcel affected by the proposal)
- Other information as deemed appropriate by the Society and consultants

Deadline for Full Proposals

The first five Societies to submit a complete Expression of Interest will be notified and invited to prepare a Full Proposal. Societies will have eight weeks from this notification to submit their Full Proposal. If a Full Proposal is not received by the required deadline, the Society whose Expression of Interest was received next will be invited to submit.

Application Costs

The costs of preparing and submitting an Expression of Interest or Full Proposal, including any consultant fees, are the sole responsibility of the Society. These costs may be recovered as part of the Rehabilitation Plan budget, if the grant is approved.

3. Proposal Evaluation

Staff will review the Full Proposal for completeness and reasonableness and consistency with the Expression of Interest, and will meet with the Society to discuss any adjustments that may be needed.

4. Council Approval of Grant

Council approval of the grant will be sought based on the Full Proposal submitted and any recommended revisions by staff.

5. Steps in Planning Work

A. Grant Release - Stage 1

Once the grant is approved by Council, the Society must establish a trust account for the Rehabilitation Plan project. Proof of deposit of the Society's share of the project budget (\$20,000) into the trust account must be provided to the City of Vancouver before release of the Society Buildings Planning Grant funds will be made. Once confirmation of the trust account and deposit is received, 50% of grant (to a maximum of \$50,000) will be released (Stage 1) and the planning work can begin.

B. Meeting - Review of Options

The Society and their consultants must arrange to meet with City staff when options for rehabilitation have been developed and the preferred option has been identified.

The purpose of this meeting is to review the work undertaken to date, the various options considered, and discuss the Society/consultant rationale for the preferred option. Also required will be a status review of planned deliverables. This meeting is an opportunity to provide feedback and address any questions or issues.

C. Final Report

One copy of the final Rehabilitation Plan report and associated deliverables must be submitted to the City in accordance with the timelines identified in the work program. A meeting of staff, the Society and their lead consultant will be scheduled to discuss the Rehabilitation Plan and related deliverables, and to assess Phase 1 of the Program.

D. Grant Release - Stage 2

After the submission of the final report and presentation to the City, the Society must provide documentation of the project budget and actual costs incurred (invoices) for the Rehabilitation Plan project. Once confirmed, the final grant amount will be issued (Stage 2).

DELIVERABLES

In order to qualify for the full grant amount, the Society must provide a Rehabilitation Plan that includes the components outlined below, as well as any others as deemed appropriate by the Society and their consultants. These may be submitted as separate documents or as one major document.

Executive Summary

- Overview of Society (brief history, number of current members, list of key services and activities, etc.)
- Description of heritage building (building name, address, age, current use, physical condition, etc.)
- Overall Vision - a vision for the Society building and its integration with Chinatown
- Programming Vision - description of activities and space needs, and how the rehabilitated building will contribute to revitalization of Chinatown
- Review of options and rationale for preferred rehabilitation scheme

Conservation Plan

- Statement of Significance (per the *Standards & Guidelines for the Conservation of Historic Places in Canada*)
- Structural Engineer's Report - analysis of the building's existing condition and compliance with the Vancouver Building By-law (as applicable)
- Assessment of the building's existing condition, description of proposed rehabilitation scheme, and proposed conservation strategies and procedures
- Plans, elevations, sections to identify the building's existing condition, building elements for removal/retention/replacement, and conservation procedures.
- Other graphic materials as appropriate and possible with the available budget (i.e. photos of building facades and character defining elements, streetscape, digital models, etc.)

Business Plan

- Proforma for rehabilitation scheme and identification of shortfall
- Rehabilitation funding strategy including existing Society resources, options for fundraising and financing
- Operational budget & management plan for the building post-rehabilitation

Implementation Plan for Building Rehabilitation

- Work program for implementation of the rehabilitation scheme (next steps/key tasks), including identification of who within the Society will lead the project through the next steps, and a proposed timeline

ADMINISTRATION AND CITY ROLE

The Grant Program will be administered by Chinatown Community Plan staff, in the Central Area Division of the Planning Department. The purpose of the Grant Program is to assist Societies in the development of a Rehabilitation Plan for their heritage buildings. Staff review of the Full Proposal, Options, and Final Report is primarily to assess completeness of submission requirements and deliverables.

During the project, staff may provide Societies and their consultants with information on City policies and procedures. However, these discussions are not considered part of the City's Heritage Revitalization Agreement (HRA) scoping or enquiry process, and advice given by staff does not indicate support or approval for the proposed rehabilitation project. Once the planning work is complete, the Societies may begin the formal enquiry process with the City for their rehabilitation project.

ELIGIBLE EXPENSES

The following items are eligible expenses for the Society Buildings Planning Grant:

- Consultant fees related to, or for the preparation of:
 - Overall project management
 - Proforma analysis
 - Construction cost analysis
 - Business plan
 - Conservation plan
 - Implementation plan
- Associated production and meeting costs related to the preparation of the foregoing

Grant funds are not to be used for general administrative costs of the Society. Retroactive funding for planning work undertaken prior to submission of the Expression of Interest will not be considered. Costs incurred for preparing the Expression of Interest and Full Proposal may be considered eligible for coverage by the grant, noting that the Society must provide at least \$20,000 toward the total cost of the Rehabilitation Plan.

COST SHARING

The maximum value of the Society Buildings Planning Grant is \$100,000. The Society must also contribute a minimum of \$20,000 to the development of the Rehabilitation Plan, for a total project budget of \$120,000. If less than the full approved grant is spent on the project, the final grant amount will be reduced accordingly. However, the Society's share of costs will remain at \$20,000 regardless of the final project cost.

PAYMENT OF GRANT PROCESS AND CONDITIONS

The grant will be released in two stages as outlined below, with cheques made payable to the Society:

Stage 1 - After approval of the grant by Council, the Society must provide the City with documentation showing establishment of a trust account opened by the Society for the Rehabilitation Plan project and a deposit by the Society into this account for \$20,000. Once this has been confirmed, the City will provide the Society with 50% (maximum of \$50,000) of the total grant amount.

Stage 2 - After the final Rehabilitation Plan report and deliverables have been submitted, and the lead consultant and Society have presented to City staff, the Society must provide the City with the final project budget and actual costs incurred (invoices). Once the project costs have been confirmed, the final grant payment will be made. The size of the final payment will be based on actual costs incurred, less the Society's contribution of \$20,000 and the Stage 1 payment, to a maximum total grant value of \$100,000.

Prior to receiving any funds, the Society must complete, sign, and submit to the City the Society Buildings Planning Grant Program application form, which outlines the conditions of the grant.

FURTHER INFORMATION

For additional information on the Society Building Planning Grant Program, please contact:

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