



ADMINISTRATIVE REPORT

Report Date: July 7, 2009
Contact: Michelle Vernooy
Contact No.: 604.871.6882
RTS No.: 08039
VanRIMS No.: 08-2000-20
Meeting Date: July 21, 2009

TO: Vancouver City Council

FROM: Deputy General Manager of Community Services and Acting Managing Director of Social Development

SUBJECT: 2009 Community Service and Child Care Capital Grant Allocations

RECOMMENDATION

THAT Council approve 8 Capital Grants, totalling \$99,859 as listed in APPENDIX A and SUBJECT TO the conditions outlined in the report and as noted in APPENDIX B; source of funds to be the 2009 Capital Grants Budget.

Approval of grant recommendations requires eight affirmative votes.

GENERAL MANAGER'S COMMENTS

The General Manager of Community Services RECOMMENDS approval of the foregoing.

COUNCIL POLICY

In 1987, City Council adopted "Criteria and Guidelines for Capital Grants" which stipulated that the City's contribution to any one project not exceed one-third of the total project cost.

On September 30, 2008, City Council approved the 2009-2011 Capital Plan Allocations, that included \$250,000 for Social and Childcare Capital Grants, and on June 11, 2009, City Council approved the 2009 Basic Capital Budget, with \$100,000 allocated to Social and Childcare Capital Grants.

PURPOSE

This report recommends capital grants to 8 not-for-profit community service and child care organizations, outlines assessment processes, summarizes the groups to be funded (APPENDIX A), describes the conditions for funding (APPENDIX B), and appends the Capital Grant program guidelines (APPENDIX C). Front pages of the applications are on file at the City Clerk's office.

BACKGROUND

The City provides support for community service facilities through a number of mechanisms, including the direct provision of facilities (e.g. Carnegie), capital budget allocations to organizations operating out of City-owned facilities (e.g. Kiwassa Neighbourhood House), and, since 1975, Capital Grants to organizations whose facility is not owned by the City,

Capital Grants to not-for-profit community service and child care organizations support feasibility studies, facility purchase, renovation and refurbishment where the non-profit tenant owns or has a long term lease. By policy, the City's grants cannot exceed one-third of the total project cost – the balance of the funds must be secured by the not-for-profit organization through public and private sector fundraising.

This Capital Grant program is an example of how the City works with not-for-profit organizations to maintain and improve social infrastructure in Vancouver. The program supports the City's objectives of accessible, community-based services, the development and maintenance of strong communities, and the creation and strengthening of complete neighbourhoods.

DISCUSSION

Notice about the 2009 Capital Grants was sent to community service and childcare organizations, via e-mailed notice and web site updates. Eight requests received by the May 29, 2009 deadline total \$126,787 that will contribute toward \$1.8 million in overall construction costs for all projects combined.

Applications were evaluated by a staff team from Social Development that assessed the submissions against the Capital Grants program goals and criteria (APPENDIX C).

This report reflects the consensus recommendations of the staff team that evaluated the applications, first applying the basic criteria, and then assessing how the requests most strongly met the following priorities:

- Appropriateness, effectiveness, quality, and potential improvement of services;
- Financial need;
- Cost of service;
- Benefit to public and accessibility for the broad community, and;
- Confirmed financial support from other sources.

Child care applications for funds to undertake upgrades that meet Provincial Child Care Licensing Regulation requirements, or to relocate child care facilities due to lack of continued access to their current facilities, were given priority over proposals to create new programs/ facilities.

The review process culminated in the recommended grant allocations listed here in TABLE 1. A description and rationale of each recommended project is included as APPENDIX A.

TABLE 1: 2009 CAPITAL GRANT REQUESTS AND RECOMMENDATIONS

Organization	Project Budget	Request	Recomm.
Collingwood Neighbourhood House - Sarah House Renovation	\$15,000	\$5,000	\$4,945
Immigrant Services Society of BC Feasibility Study	\$43,500	\$14,500	\$14,500
Kettle Friendship Society Elevator Installation	\$176,640	\$50,000	\$41,000
Learning Disabilities Assoc. of BC - Vancouver Chapter Renovation	\$31,000	\$10,000	\$10,000
Little Mountain Neighbourhood House - Child Development Centre Play Area Fence Construction	\$13,677	\$4,559	\$838
Little Mountain Neighbourhood House - Out of School Care Renovation	\$7,728	\$2,728	\$2,576
PLEA Community Services Society of BC Renovation	\$30,975	\$10,000	\$10,000
Trafalgar Out of School Care Society Contribution Toward Modular Construction	\$1,508,057	\$30,000	\$16,000
Totals	\$1,826,577	\$126,787	\$99,859

FINANCIAL IMPLICATIONS

The 2009-2011 Capital Plan provided a total of \$250,000 for Capital Grants to Social and Childcare Facilities in the non-for-profit sector. The 2009 Basic Capital Budget was approved by City Council with \$100,000 allocated to Social and Childcare Capital Grants. With the approval of recommendations in Table 1 totalling \$99,859, \$150,141 will remain for allocations in the Capital Grants program budget. These remaining funds will be allocated in 2010 and 2011.

CONCLUSION

Staff recommend approval of 8 Capital Grants totalling \$99,859 as outlined in this report. The City's Capital Grants provide an important contribution to maintaining and improving the community service infrastructure in Vancouver. Approval of the recommended Capital Grants will support the community's undertaking of \$1.8 million worth of renovations, upgrading, planning and new construction of community service and childcare facilities.

* * * * *

GRANTS RECOMMENDED

Collingwood Neighbourhood House Society - Sarah House **\$4,945**

Staff recommend a grant of up to \$4,945 to contribute to the needed renovations to the washroom to accommodate the moving of the laundry area to increase the size of the play area.

The Sarah House program operated by Collingwood Neighbourhood House provides staff development, family support, environment and early learning opportunities for young children. The grant will assist with centre renovations so that Provincial Child Care Licensing Regulations are met. The washing machine, clothes dryer, sink, and storage cupboards will be moved to allow for expansion to the available floor space for the children to play and learn.

Immigrant Services Society of BC **\$14,500**

Staff recommend a grant of up to \$14,500 for a Feasibility Study.

The Immigrant Services Society (ISS) offers settlement services, English Language training, employment programs, community development programs, and a residential program to house refugees for the short term. This request for a Facility Feasibility Study is in response to the need to replace their current facility which is in poor condition, costly to renovate, and too small to meet the growing needs of their clients and allow an increase in programs to meet these needs. The project involves the replacement of the existing site, with a building that would accommodate 20-25 first stage housing units, 10-15 second stage housing units, and additional office and programming space.

Kettle Friendship Society **\$41,000**

Staff recommend a grant of up to \$41,000 to the purchase and installation of an elevator.

The Kettle provides opportunities and services for people living with mental illness to lead healthier lives through a range of services such as: housing/help with homelessness; advocacy, meals and laundry; mental health drop-in; rehab and recreation; and training and supported employment programs. The Kettle purchased a new building on Hastings Street which is not accessible to persons with disabilities and requested a grant to purchase and install an elevator to address this. The existing area where the elevator will be located will first require preparation, prior to its installation.

Learning Disabilities Association of BC - Vancouver Chapter **\$10,000**

Staff recommend a grant of up to \$10,000 to renovate and reconfigure rooms to help accommodate staff and group programs more efficiently with more office workstations, a remedial tutoring area and the addition of a small storage area.

Learning Disabilities Association of BC provides a small specialty public library, parent training/support, and community outreach programs, and operates a Resource Centre for children who come to the Centre with little or no literacy, math and/or social skills. The Centre has many small rooms staffed by trained tutors and provides remedial programs to about 60 children for 4 semesters per year.

Little Mountain Neighbourhood House - Child Development Centre **\$838**

Staff recommend a grant of up to \$838 for construction of a fence to provide a safe play area.

The Child Development Centre, operated by Little Mountain Neighbourhood House, offers a child care program for children 3 to 5 years of age. The Child Development Centre, located at Total Education School, must temporarily relocate while seismic upgrading takes place at the school. The grant request is for assistance with staff costs, moving costs, assistance with the higher rent at the temporary location, and the building of a fence to provide a safe play area outside at the temporary location. The only eligible expense for a capital grant is the building of the fence.

Little Mountain Neighbourhood House - Out of School Care **\$2,576**

Staff recommend a grant of up to \$2,576 to install sound proofing wall tiles, ceiling tiles, and the replacement of old windows with ones with security grates in order to meet the Provincial Child Care Licensing Regulations.

The Out of School Child Care program at McBride Elementary, operated by Little Mountain Neighbourhood House, expanded from 30 spaces to 40 spaces in October 2008 by adding another room for kindergarten and grade 1 children. Licensing allowed them to open in October 2008 on the condition that they would complete the rest of their renovations by the end of 2009.

PLEA Community Services Society of BC **\$10,000**

Staff recommend a grant of up to \$10,000 for the construction of a second exit for the second and third floors, to allow trapped employees and volunteers access to safety in the event of fire.

In 2005, PLEA Community Services Society was given a \$1 million Vancity Award for the development of their KidStart Mentoring Program. As part of their successful proposal included the purchase of a site to support the expanded service, a heritage house was purchased for the new KidStart Centre. Offices are located on the second and third floors with meeting space on the main floor.

Trafalgar Out-of-School Care Society **\$16,000**

Staff recommend a grant of up to \$16,000 to construct a modular facility to retain 80 child care spaces that would have been lost and add 10 new spaces.

Trafalgar Out-of-School Care Society currently operates licensed out-of-school care for 80 children at Trafalgar Elementary School. Due to the seismic upgrading at Trafalgar Elementary School, the child care program is required to relocate outside of the school building. The Vancouver Board of Education has offered a ground license on the school property for the placement of a modular unit to house the out-of-school care program. The Trafalgar Out-of-School Care Society was approved for a Capital Grant of \$36,700 in 2008, for the construction of a modular unit.

2009 CAPITAL GRANT CONDITIONS:

1. General Conditions for Capital Grants to Kettle Friendship Society, Learning Disabilities Association, PLEA and Trafalgar Out of School Care Society:

- Confirmation of funding to be in place prior to release of 50% of City funding;
- Remaining 50% released on receipt of invoices and, where applicable, Occupancy Permits;
- Written approval of landlord, where applicable, to make renovations;
- All renovations to meet applicable City By-Laws, permit requirements and guidelines.

2. General Conditions for all Capital Grants to Collingwood Neighbourhood House, Immigrant Services Society, and Little Mountain Neighbourhood House - Child Development Centre and Out of School Care:

- Confirmation of funding to be in place prior to release of City funding;
- City funding released on receipt of invoices and, where applicable, Occupancy Permits;
- Written approval of landlord, where applicable, to make renovations;
- All renovations to meet applicable City By-Laws, permit requirements and guidelines.

3. Additional Condition for Child Care:

- All designs and renovations must be approved by Community Care Facilities Licensing (CCFL) and meet the intent of the City Childcare Design Guidelines.



CITY OF VANCOUVER
2009 Capital Grants

Deadline:
Friday, May 29, 2009

GUIDELINES AND CRITERIA

1. ELIGIBILITY

Registered non-profit societies which are based in the city and provide social (including childcare) to Vancouver residents are eligible to apply for Capital Grants. Societies must be in good standing with the Registrar of Companies, be financially stable with sound administration and have a proven track record of public service.

Non-profit organizations, whose primary purpose or activity is the provision of health care, educational, sport, recreational or religious programs and services, are **not** eligible. Nor are projects involving City-owned facilities.

The organization shall have an independent, active governing body composed of volunteers. Its main responsibilities shall be program and policy development and fundraising. The Board is held responsible for the effectiveness of services provided and the financial accountability for funds received from all sources. Voting members of the Board of Directors of a Society receiving funds from the City of Vancouver may not be remunerated for services to the society, but they may be reimbursed for expenses.

The organization must extend its services to the general public in the City of Vancouver, and may not exclude anyone by reason of religion, ethnicity, gender, age, sexual orientation, language, disability or income.

2. ALLOWABLE EXPENSES FOR CAPITAL GRANTS

Capital grants are for major capital projects located in the City of Vancouver, involving planning or facility study, facility purchase, construction, renovation or expansion. Projects involving City-owned or leased facilities are **not** eligible for City Capital Grants. Capital Grants may **not** be used to cover deficits or to pay for furniture, equipment and other depreciable assets, repairs, maintenance or work already under way or completed.

3. COST SHARING

THE CITY'S CONTRIBUTION TO A PROJECT SHALL NOT EXCEED ONE-THIRD OF THE TOTAL COST. Payment of Capital Grants will be contingent on the organization securing funding from other sources.

4. PRIORITIES

Capital Grants are discretionary and will only be provided for projects which meet high standards of quality and excellence in the provision of service to the residents of Vancouver.

The following factors will be taken into account in reviewing applications:

- 1) Type of proposed capital project.
- 2) Effectiveness and type of service (aligned with City of Vancouver priorities).
 - a) health and safety upgrades, including physical accessibility (due to regulatory requirements).
 - b) replacement of existing facility so the service will not be lost (i.e. eviction from current premises etc).
 - c) upgrades to existing facilities to improve or expand service.
 - d) construction of new facility (including feasibility study).
- 3) Financial need of organization
- 4) Financial support from other sources

- 5) Cost of project
- 6) Tenure of lease (if facility not owned)
- 7) Amount of grant request in the context of available funds

5. DOCUMENTATION

To apply for a Capital Grant, you must complete the application form (MS Word Document) and submit it along with the following information:

- 1) Current fiscal year operating budget - revenue and expenses
- 2) Most recent audited or signed financial statements
- 3) A copy of your *Certificate of Incorporation*, if not previously submitted.
- 4) Documents to show evidence that other sources of financial support have been, or are likely to be secured
- 5) List of current Board members - names, addresses and position held
- 6) If the property is not owned by the applicant, a copy of the lease
- 7) Current detailed cost estimates from at least two reliable contractors and/or suppliers.
- 8) Drawings and plans of the proposed project.
- 9) Two copies of this application form, completed and signed.

6. PAYMENT

Capital Grant payment will be based on a pre-authorized budget subject to confirmation of total project financing and all necessary approvals.

CITY COUNCIL DECISION ON CAPITAL GRANTS

City Council has established a budget for the 2009 Capital Grants program. **The deadline for Capital Grant applications is 4:30PM, Friday, May 29, 2009.** City staff will review all eligible applications and make recommendations to City Council in September 2009. A copy of staff recommendations will be sent to all applicants, along with a notice of the Council meeting at which the grants will be considered. Those applicants wishing to speak to the recommendations in the report may contact the City Clerk's office. Following the meeting, all applicants will be notified of Council's decision in writing by the City Clerk's office.