

**PROJECT: NAVAL SUPPORT ACTIVITY “East Bank”, NEW ORLEANS, LA  
LOCAL REDEVELOPMENT AUTHORITY: CITY OF NEW ORLEANS  
ADMINISTRATOR: NSA NEW ORLEANS ADVISORY TASK FORCE**

**OFFICIAL NOTICE**

**INSTRUCTIONS FOR COMPLETING NOTICE OF INTEREST**

**A. NOTICE OF INTEREST CONTENTS**

Notice of Interest should be made according to the specifications set forth in this section (as applicable), both for content and sequence.

Notice of Interest for Homeless Assistance or other Public Benefit Conveyances should also include the following (as applicable):

**ORGANIZATIONAL PROFILE**

1. Legal name of government entity or non-profit institution requesting use of buildings or property at the Naval Support Activity “East Bank”, New Orleans, LA site.
2. Address and telephone number of applicant.
3. Name and title of contact person.
4. Name and title of person(s) authorized to complete purchase, and/or execute any lease agreements.
5. Statement regarding whether applicant is state, political sub-division of state or private non-profit, tax exempt organization under Section 501(c)(3) of the 1986 Internal Revenue Code. If applicant is a private not-for-profit entity, attach a copy of the IRS recognition of its Section 501(c)(3) exemption status.
6. For applicants other than public agencies:
  - a. A description of the organization, year founded and brief history, major accomplishments and organizational goals.
  - b. A listing of all principals in the organization and any proposed on-site program managers who would participate in management activities of any proposed program. Provide appropriate credentials, as well as, a description of previous related experience, if available.
  - c. An organizational chart for the organization.

- d. Statement and/or supporting documentation for organization's connection to the community and the community interest that will be served.
7. A copy of current constitution/charter/by-laws or Articles of Incorporation as appropriate.

### PROPOSED PROGRAM

1. A detailed narrative description of the homeless assistance program that the homeless service provider proposes to carry out at the NSA "East Bank", New Orleans, LA site.
2. A detailed assessment of the need for the proposed program. In the case of homeless assistance programs, include an explanation of what homeless needs in the City of New Orleans which surrounds the Naval Support Activity "East Bank", New Orleans, LA site you will be fulfilling.
3. Provide the following:
  - a) Identify the basis of the need to expand or replace pre-existing projects to the NSA "East Bank" New Orleans, LA site facilities, if applicable.
  - b) Identify any anticipated expansion of services that may result from improvement of facilities for the proposed program, as applicable.
  - c) Include statement whether applicant does or does not currently possess real estate suitable for the proposed program.
4. A description of how the program will be coordinated with other homeless assistance programs in the City of New Orleans which surrounds the Naval Support Activity "East Bank", New Orleans, LA site.
5. A description of the time required to commence the proposed program.
6. A description of any contingencies that may exist which would preclude commencement of the program in a timely manner.
7. A description of the benefit to the community from such proposed use, including supporting documentation. Such documentation may include the number of jobs the use would generate or the population to be served by the new use.
8. A description of how the program would affect the surrounding land uses and how, if the impacts are determined to be negative, the provider would mitigate these impacts.

## BUILDINGS OR PROPERTY NECESSARY TO CARRY OUT PROGRAM

1. A narrative description of requested facilities, land, buildings, improvements, easements and related equipment necessary in order to carry out the program. (Describe by building number and include an illustrative map).

In the case of homeless service providers describe the suitability of the buildings and property for the proposed homeless assistance program and needs of the homeless in the City of New Orleans which surrounds the Naval Support Activity “East Bank”, New Orleans, LA site.

2. Indicate if the applicant is requesting a deed transfer. Would the applicant agree to the Local Redevelopment Authority owning the property and building and leasing such properties to the applicant at no cost?
3. Indicate what land use and zoning requirements or entitlements are necessary for the applicant to implement its Proposed Program in and around the buildings and property requested.
4. Indicate whether existing buildings will be used and describe any new construction or rehabilitation that is anticipated on the requested property necessary for program implementation.

## ORGANIZATIONAL CAPACITY

Evidence that the management team is capable of successfully operating any proposed program will be examined. Applicants are not required to have prior experience with any proposed program. Applicants without prior experience should provide documentation validating the ability to manage the proposed program operationally and financially. If the applicants have past experience, applicants should provide a record of past performance and experience with similar programs, viability, and financial and administrative solvency and stability based on the following:

1. A general description of past performance and experience operating similar programs to those proposed.
2. A list of all projects/properties owned or managed (as applicable to the request) by the applicant including:
  - Development name, address, and telephone number and name of on-site manager.
  - Number and type of units or description of activity.
  - Supportive services provided at each site.
  - Years managed/owned.

- Audited financial statements for last two years on each site, if any on each site. If not available, balance sheet and income statements for the last two (2) years prepared by an independent third party.

In the case of homeless service providers, also provide the current number of units or beds assisting the homeless, or government subsidized low and moderate income units owned or managed and detailed information for at least three programs/projects owned and/or managed.

3. Plans for the expansion of the organization to meet an increased demand for services from the proposed programs. Identify any organizational adjustments needed for proposed programs including number of employees needed and job descriptions.
4. A list of management functions that will be staffed at the property or in buildings requested and whether those management functions will be provided by the applicant or contracted out to a third party. If contracted out, please provide information regarding the selection process for those management services and how often a site manager will visit the property.
5. For other than public agencies, the following information must be provided:
  - a) Audited financial statements for the last two years, if available. If audited statements are not available, submit financial statements for the last two years including a balance sheet and income statement prepared by an independent third party. Provide copies of the IRS Form 990 filed for the last two fiscal years. If the applicant is a partnership or joint venture, individual financial statements must be submitted for each general partners or joint venture.
  - b) A disclosure as to whether any of the organization's officers, principals or partners has been convicted of a felony in the last five (5) years and the nature of the conviction.
  - c) A minimum of five (5) business references including names, addresses, telephone numbers and the nature and magnitude of the business association in each instance. These references must be persons or firms with whom you have transacted business during the past five (5) years.
  - d) A minimum of five (5) financial references including names, addresses and telephone numbers in each instance. It is required that two (2) of the five (5) references be banks or savings and loan institutions; also indicate the type of relationship.

6. Additional information, including but not limited to, detailed management/marketing plans regarding programs proposed by applicants may be requested at a later date.

## FINANCIAL PLAN

Information in this section will not be released to the public without the written consent of the applicant.

Prepare a financial plan for the specific building, property and/or program requested which shall include:

- a) Identify any anticipated costs associated with occupying the buildings, i.e., construction, security, licenses and permits, outside services. Identify any financing that may be required.
- b) A three (3) year projected operating cash-flow analysis for the program which shall include: annual gross income (with sources of all income and revenue producing operations for the program identified), a complete breakdown of expenses (including, as applicable, vacancy costs, utility costs, maintenance costs, management fees, security costs, capital and operating reserves, salaries and benefits, insurance, real estate taxes, other expenses (postage, collections, training, supplies, etc.), net operating income before debt service and depreciation, debt service, net operating income after debt service and depreciation.
- c) A detailed statement of the source of anticipated funding to establish the program operations, including a statement that funds are currently available for expenditure to carry out the proposed program.  
  
If the proposed program contemplates major development costs and funds are not currently available, identify plans and sources of funds to carry out the proposed program and development.
- d) Indicate whether the applicant is receiving federal, state or local grants or subsidies for programs they provide. If so, what percentage of the total organization revenue rely on these grants?
- e) A description of any funding contingencies that may exist which would preclude commencement of the program in a timely manner.

## **B. PREPARATION OF NOTICES OF INTEREST**

1. The Notice of Interest must be submitted typewritten on 8 1/2" X 11" white paper and must be bound in a secure manner.

2. If the applicant wishes to submit material and data which is not specifically requested, do not include the information with the Notice of Interest. This material must be included in an "Additional Data" section only. The following are examples of Additional Data:
  - Standard brochures and pictures/photographs
  - Promotional material with minimal technical content;
  - Generalized narrative of supplementary information;
  - Supplementary graphic materials;
3. If the Notice of Interest is made by an individual, it shall be signed with the full name of the applicant, and his or her address shall be given. If it is made by a partnership, it shall be signed with the partnership name and by an authorized general partner and the full name and address of each general partner shall be given. If it is made by a joint venture, it shall be signed with the full name and address of each partner thereof. If it is submitted by a corporation, it shall be signed by the president and secretary in the corporate name.
4. No telegraphic, telephonic, or faxed responses of modification to a proposal will be accepted by the NSA New Orleans Advisory Task Force.

**C. SUBMITTAL OF NOTICE OF INTEREST**

1. The original Notice of Interest and six (6) additional copies must be submitted.
2. It is the sole responsibility of the applicant to see that the Notice of Interest is received before the submission deadline. An applicant shall bear all risks associated with delays in the United States Mail.
3. Deadline for Submission of Notice of Interest
  - a) The NSA New Orleans Advisory Task Force will receive Notices of Interest at the location indicated below:

Belinda Little-Wood  
Executive Director  
NSA New Orleans Advisory Task Force  
1340 Poydras Street, 10<sup>th</sup> Floor  
New Orleans, LA 70112  
Telephone: 504-658-4249

- b) **The time and date set for receipt of Notices of Interest is on or before November 30, 2007 prior to 5:00 p.m. Central Standard Time.**