



**CITY OF PASADENA  
Local Redevelopment Authority  
for the  
Desiderio Army Reserve Center**

**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.

Each Notice of Interest for Homeless Assistance or other Public Benefit Conveyances should 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 Desiderio Army Reserve Center.
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 or agreements. Attach a copy of the legal authority permitting these persons to complete such transactions.
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. A copy of the document showing statutory or legal authority under which the applicant is authorized by law to acquire and hold title to property or to lease property.

7. 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.
  - c. An organizational chart for the organization.
  - d. Guidelines of personnel procedures for recruiting, affirmative action and equal opportunity outreach, resident hiring, personnel selection, training, evaluation and discipline.
  - e. Provide organization's connection to the community and the community interest that will be served.
8. A copy of current constitution/charter/by-laws or Articles of Incorporation as appropriate.

#### PROPOSED PROGRAM

1. A detailed narrative description of the proposed use of the property or building.
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 communities in the vicinity of the Desiderio Army Reserve Center you will be fulfilling.
3. Provide the following:
  - a) The need to expand existing facilities.
  - b) Identify any anticipated expansion of services that may result from improvement of facilities for the proposed program, as applicable.
  - c) Identify whether the need for the proposed program is a result of the requirement to meet or comply with established state standards.
  - d) Include statement that applicant does not currently possess real estate suitable for the proposed program.

4. In the case of a homeless assistance program, a description of how the program will be coordinated with other homeless assistance programs in the communities in the vicinity of Desiderio Army Reserve Center.
5. A description of the time required to commence the proposed program.

#### BUILDINGS OR PROPERTY NECESSARY TO CARRY OUT PROGRAM

1. A narrative description of requested facilities, land, buildings, improvements, easements and related equipment. (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 communities in the vicinity of Desiderio Army Reserve Center.

2. Is the applicant requesting a deed transfer? Would the applicant agree to the 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. The applicant must demonstrate 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 (emergency shelter, transitional housing, supportive housing, SRO 1-4 BR, market, etc. and the type of assistance).
- Photos demonstrating exterior and interior physical condition of buildings.
- Supportive services provided at each site.
- Years managed/owned.
- Audited financial statements for last two years on each site.

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. Provide 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) A full detailed and audited financial statement for the last two years (including, copies of tax returns for the last two fiscal years) of the organization's assets/reserves, liability, balances, make-up of current assets accounts receivable, balance of revenues and expenses and net worth. This report must include a balance sheet and income statement. If the applicant is a partnership or joint venture, individual financial statements must be submitted for each general partner or joint venturer thereof. A full disclosure of whether any of the organization's officers, principals or partners have declared bankruptcy in the last five (5) years
  - b) A disclosure as to whether any of the organization's officers, principals or partners have 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. Homeless providers must attach a management plan demonstrating the experience and ability to manage the programs enumerated in the Notice of Interest.
- a) In the case of transitional housing programs, applicants shall submit a proposed management plan that includes:
    - 1) An affirmative marketing strategy including examples of marketing materials prepared by the organization's personnel, dealing specifically with the mission to provide homeless families with a residential family environment where self advancement and responsibility can be fostered within a prescribed program.
    - 2) An application screening procedure to determine tenant eligibility and certification of income, including methods for maintaining and periodically purging the waiting list, as well as disqualifying factors, including requirements that clients be drug free and sober while in the facility, and not have been previously convicted of assault, battery, possession for sale of controlled substances, burglary or weapons charges, or any other crimes against persons in the last five (5) years.
    - 3) Orientation procedures for new residents to the mission goals established.
    - 4) A method for linking specific social services and resources must be established.
    - 5) Copy of a typical lease that would reflect the transitional aspects of the program.
    - 6) A procedure for enforcing the rules of the lease and any additional program standards of conduct including an eviction procedure.
    - 7) Where the homeless assistance program is based upon a charge to the individuals who-use the facility, please provide the following:

(a) Rent collection procedures including policies regarding late payments and damage charges.

(b) Vacancy turnaround procedures.

8) Procedures for complete financial accounting and periodic reports.

A formal accounting and financial reporting process will be required through contracting with a Certified Public Accountant whereby monthly financial statements, bank reconciliations, and a review of accounting transactions are provided to the Redevelopment Authority on a monthly basis by an individual separate from program management. An organization must also contract with an independent accountant to provide audited financial statements on an annual basis. The treasurer of each organization shall countersign all check copies on a monthly basis in conjunction with approving the Financial Statement. This dual signature must occur after the checks are issued and represent an auditable expenditure review process.

Documented financial controls and procedure policies must also be available/or developed which prescribe the standard methodology used in handling accounting transactions inclusive of cash receipts, accounts payable activities, journal vouchers, and internal bank and investment transfers. Such policies and procedures must acknowledge the scope of financial activities conducted by the organization.

9) A property maintenance inspection program for buildings and units as applicable and grounds including a capital improvement program, purchasing, and inventory procedures.

10) Provisions for a security program.

11) A reporting system that will enable the community to evaluate the progress of the program on an annual basis.

12) Indicate whether resident support services will be provided both on-site and off-site.

- b) In the case of emergency shelter programs, applicants shall submit a proposed management plan that includes:
- 1) A screening procedure for acceptance of individuals into the program including eligibility criteria and disqualifying factors including the requirement for clients to be drug free and sober while in the facility and not previously convicted of assault, battery, possession for sale of controlled substance, burglary or weapon charges and all crimes against persons in last five (5) years.
  - 2) A typical agreement that would be signed by program client's setting forth standards of conduct and behavior including eviction procedures.
  - 3) Specific support services to be provided on-site and methods for creating linkages with other existing programs off-site.
  - 4) Same submittal requests as identified for transitional housing program in subsection (a) as follows 4), 6), 8), 9), 10), 11), and 12).
- c) In the case of other non-housing programs, a proposed management plan that also includes the same submittal requests listed under transitional housing programs in subsection (a), items (4), (8), (9), (10), and (11).

## 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) A development proforma that identifies estimated costs associated with ensuring buildings and property that can be used for the proposed program. These costs shall include the cost of any needed construction to comply with local building codes, ADA requirements and to bring properties into conformance with design standards envisioned in the Reuse Plan. The costs of any proposed improvement, and costs associated with securing needed utility services. Soft costs such as architectural/engineering services, survey work, title services, legal services and government permit fees shall also be identified. In addition, any financing costs for said improvements shall be identified. A schedule for completion and financing of all improvements shall be provided.

- b) A five (5) 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) Provide 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 total organization revenues relies on these grants?

## **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, or modification to a proposal will be accepted by the City of Pasadena LRA.

#### 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 City of Pasadena LRA will receive Notices of Interest at the location indicated below:

Planning & Development Department  
175 N. Garfield Avenue  
Pasadena, CA 91101  
(626) 744-7143

- b) **The time and date set for receipt of Notices of Interest is on or before September 8, 2006 prior to 5:00 p.m. Pacific Time.**

All questions concerning the meaning or intent of these Instructions for Completion of Notice of Interest should be directed in writing to Stephanie DeWolfe, Deputy Director, at the above noted address.