

## **Instructions to Representatives of the Homeless for Completing Notices of Interest for Surplus Property at Fort Lawton**

### **A. NOTICE OF INTEREST CONTENTS**

The City of Seattle, as Local Redevelopment Authority (“LRA”), is requesting organizational, program, and financial information from applicants completing a Notice of Interest for Homeless Assistance for property at Fort Lawton. As requested, applicants should use the forms provided, or provide equivalent information in a different format. If more than one entity is applying jointly, provide the information for all applicants, except that a single contact person at the lead or sponsoring partner should be listed.

Applications are due January 10, 2007 by 5:00 p.m. (see page 3 for submittal details).

### **ORGANIZATIONAL PROFILE**

1. Provide the legal name of institution or entity requesting use of buildings or property at Fort Lawton and the name, title, and telephone number of the key contact person.
2. Describe the organization, including brief history, major accomplishments and organizational goals.
3. For applicant agencies with a board of directors or trustees, attach a board resolution endorsing this application.

### **PROPOSED PROGRAM**

1. Describe in detail the proposed use of the property(ies) or building(s). Include a description of the population to be served, services to be provided on-site, whether additional services will be provided off-site, key partners in development, operation and service provision.
2. Describe the need for the proposed homeless assistance program.
3. Describe how the program will be coordinated with other homeless assistance programs in the communities in the vicinity of Fort Lawton and/or the community at-large.
4. Provide an assessment of the time required to commence carrying out the proposed program and a timeline for physical development and program implementation. A form and instructions are available by request or from the City of Seattle Fort Lawton website (<http://seattle.gov/neighborhoods/fortlawton.htm>).
5. If any significant aspect of the program, including development, operation, or service delivery, will be carried out by any entity other than the applicant, please identify each

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key partner, describe its proposed role in the program, and provide the same information about each key partner as is requested about the applicant under “Organizational Capacity.” For proposals with more than one partner, provide letters of support. Please attach a Memorandum of Understanding or letter describing the roles, responsibilities and services to be provided by each partner.

6. Describe how the proposed program aligns with the goals of the King County Ten-Year Plan to End Homelessness and the City of Seattle Consolidated Plan for Housing and Community Development.

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

1. Describe which buildings or property are necessary to carry out the program and the other physical requirements necessary to carry out the program.
2. Indicate whether existing buildings will be used and any new construction or rehabilitation anticipated on the requested property necessary for program implementation.
3. Describe any land use and zoning requirements or entitlements that may be necessary to implement the proposed program.

**ORGANIZATIONAL CAPACITY**

1. Describe the applicant’s past performance and experience developing, operating and delivering programs and services similar to those proposed.
2. Describe any organizational adjustments by the applicant that would be needed to meet an increased demand for development or human services from the proposed programs. Provide a detailed list of current and proposed projects, including project timelines.
3. Provide audited financial statements for the applicant for the last two years and, if applicable, copies of federal income tax returns for the last two fiscal years. Provide lead organization’s itemized balance sheet as of a recent date and a statement of revenues and expenses for the most recent full fiscal year and most recent interim period.

**FINANCING PLAN**

Please submit a capital budget, operating pro forma, and service budget for the proposed project.

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Forms and instructions for how to complete the financing plan are available by request or from the City of Seattle Fort Lawton website (<http://seattle.gov/neighborhoods/fortlawton.htm>). Please include copies of the completed forms with your Notice of Interest.

**B. PREPARATION OF NOTICES OF INTEREST**

The Notice of Interest must be submitted on 8 1/2" x 11" white paper and must be bound in a secure manner. Use 12-point font. While there is no page limit, succinct writing and brief responses are appreciated.

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 or chief executive officer and by the secretary, in the corporate name.

**SUBMITTAL OF NOTICE OF INTEREST**

1. The original Notice of Interest and four (4) 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 LRA will receive Notices of Interest at the location indicated below:  
Fort Lawton LRA,  
Seattle Office of Housing  
Seattle Municipal Tower  
700 5<sup>th</sup> Avenue, 57<sup>th</sup> Floor  
PO Box 94725, Seattle, WA 98124-4725
  - b) The time and date set for receipt of Notices of Interest is on or before January 10<sup>th</sup>, 2007 prior to 5:00 p.m.**

All questions concerning the meaning or intent of these Instructions for Completion of Notice of Interest should be directed in writing or via e-mail to Mark Ellerbrook at the above noted address or at [Mark.Ellerbrook@seattle.gov](mailto:Mark.Ellerbrook@seattle.gov) for a formal response.