

Umatilla Army Depot Reuse Authority  
(UMADRA)

NOTICE OF INTEREST (NOI)  
APPLICATION GUIDE  
FOR PUBLIC BENEFIT CONVEYANCES  
(PUBLIC AGENCIES)

**Required NOI Sections**

The following information is required for all Public Benefit Conveyance NOIs except as specifically noted. Sponsoring Federal agencies may require additional information and should be consulted in preparing the NOI. The LRA may require submittal of additional information if determined to be reasonably necessary in order to evaluate fully the application.

**1. Organizational Profile**

Legal Name of Organization: \_\_\_\_\_

Street Address: \_\_\_\_\_

City / County / State / Zip: \_\_\_\_\_

Phone Number / Fax Number: \_\_\_\_\_

Name/Title of Contact Person: \_\_\_\_\_

Name/Title of person(s)  
authorized to complete  
purchase and/or execute any  
lease agreements. \_\_\_\_\_

Type of Entity:  
(state, political sub-division of state,  
private non-profit, tax exempt) \_\_\_\_\_

## 2. Proposed Program

Describe the proposed use of the property or building, the need for the proposed program, and the time required to commence the proposed program.

Type your response in the box below. (The box will expand to accommodate all text.)

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. Where appropriate, include a statement that applicant does not currently possess real estate suitable for the proposed program.

Type your response in the box below. (The box will expand to accommodate all text.)

### 3. Building or Property Necessary to Carry out Program

- a. A narrative description of requested facilities, land, buildings, improvements, easements, and related equipment. (Describe by building number and include an illustrative map).
- b. Are you requesting a deed transfer or would you agree to the Redevelopment Authority owning the property and building and leasing such properties to you?
- c. Indicate what land use and zoning requirements or entitlements are necessary to implement the Proposed Program in and around the buildings and property requested.
- d. 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.

Type your response in the box below. (The box will expand to accommodate all text.)

## 4. Organizational Capacity

Describe your past performance and experience operating programs similar to those proposed.

Type your response in the box below. (The box will expand to accommodate all text.)

## 5. Financial Plan

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

Prepare and attach 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 that buildings and property 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. Show 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.
- 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?

## **6. Supporting Documentation/Appendices**

In addition to the sections described above, provide a copy of the following documents:

- a. A copy of the legal authority permitting the persons listed in the Organizational Profile section to complete this transaction.
- b. If applicant is a private not-for-profit entity, attach a copy of the IRS recognition of its Section 501(c)(3) exemption status.
- c. A copy of the document showing statutory or legal authority under which the application is authorized by law to acquire and hold title to property or to lease property.
- d. A copy of current constitution/charter/by-laws or Articles of Incorporation as appropriate.
- e. An illustrative map indicating the requested buildings/property.
- f. The organization's operating budgets for the previous full year and current fiscal year.
- g. A copy of the most recently audited financial statement.
- h. A list of your Board of Directors with affiliations and contact information.
- i. A resolution from the Board of Directors approving the submission of the NOI package.