

PADD 2014

APPLICATION CHECKLIST

APPLICATION SUBMISSION PACKAGE

EXECUTIVE SUMMARY (ITEM 3.5)

- Vision for development, how it relates to neighborhood and residents, potential synergies (item 3.5 Executive Summary)
- Certify project will meet the minimum affordability requirements as outlined in “Solicitation for Offers – Project Information” (item 3.5 Executive Summary)

TEAM MEMBERS (ITEM 3.5.1)

- Identify all team members (detailed information requested) (item 3.5.1)
- Relevant past and ALL current projects (Developer Kit **Form 8**) (items 3.5.2.a and 3.5.2.g)
- Organization chart for owner entity (item 3.5.2.b)
- Legal documents establishing entity (item 3.5.2.d)
- Certification re: debarment, suspensions, bankruptcies, and loan defaults (item 3.5.2.e)
- References for developer, architect, contractor, and management (item 3.5.2.f)
- Certification on tax liabilities and litigation (item 3.5.1.g)
- Summary of experience partnering with the community and District government (item 3.5.1.h)

IMPLEMENTATION STRATEGY (ITEM 3.5.3)

- Difficulties foreseen (item 3.5.3.a)
- Zoning changes required and zoning strategy (item 3.5.3.b)
- Market study (item 3.5.3.c)
- Identify developer property in close proximity to site – or state N/A (item 3.5.3.d)
- Summary of timeline, financing strategy (item 3.5.3.d)
- Specific project timeline (use Developer Kit **Form 3** for homeownership – rentals submit more detailed timeline) (Form 3)

FINANCIAL CAPACITY (ITEM 3.5.4)

- Interim financial statements through prior quarter (item 3.5.4.b)
- Three years of financial statements for the developer (item 3.5.4.c)
- Amount of developer (and each partner) financial investment, by stage of development (item 3.5.4.d)
- Letter of interest from each debt and equity financing source (item 3.5.4.f)

FINANCING PLAN AND PRO FORMA (ITEM 3.5.6)

- If applying for DFD financing, check only ONE (item 3.5.6.a):
 - Submitting PADD Developer Tool Kit to PADD AND Form 202 to DFD
 - In PADD application, substituting DFD Form 202, Form 203, and Green Building Exhibits INSTEAD of PADD Developer Tool Kit
- Homeownership projects only: PADD Homeowner Affordability Budget (item 3.5.6.b) (required for all homeownership applicants, whether PADD only or DFD funding requested)
- PADD Developer Kit OR alternative spreadsheets with same information (item 3.5.6.c)
 - Site identification (item A)
 - List of affordable units and what AMI targeted, describe assumptions in making affordable units affordable (Homeownership projects submit Developer Kit **Form 2**) (item B)
 - Sources and Uses, including a detailed development budget by phase of project (Developer Kit Form 4) (item D)
 - Rental Pro Forma (30 year operating projection, Developer Kit **Form 5**) (item E)
 - Offer price and how calculated (Homeownership projects submit Developer Kit **Form 6** – rentals provide calculation in own format) (item F)

COMMUNITY BENEFITS (ITEM 3.4)

- Plan for involving stakeholders in project, developer experience with community involvement (item 3.4)
- Specify role of CBE's on development team, indicate past track record of reaching 35% CBE contracting goals (item 3.4)

PROJECT DESIGN (ITEM 3.1)

- Detailed description of scope of work, specify amenities (item 3.1)
- Schematic plans including site plan and floor plans, provide elevations where appropriate, specify parking (item 3.1)

- Design and performance standards (Developer Kit **Form 7** or similar) (Form 7)
- Green charrette documentation (Developer Kit **Form 9A**) (Form 9A)
- Green communities checklist (Developer Kit **Form 9B**) (Form 9B)

COMPLIANCE AND GOOD STANDING FORMS

- First Source Acknowledgment form (item 3.4)
- Clean Hands Certificate (item 3.5.2.c)
- Certificate of Good Standing (for developer & ownership entity) (form 3.5.2.c)
- Conflict of Interest Certification Form (item 3.5.5)