

PADD Solicitation Application Instructions:

Thank you for your interest in the PADD Solicitation. This is a brief overview of the application process. Successful applicants will review the complete set of application materials, and submit all required information.

A. WHAT information to provide:

Option 1: PADD Only

If you are applying to PADD for the site and are NOT requesting DFD funding, you only need to provide the PADD application materials. You may choose to fill out the Form 202 as your budget submission, instead of the PADD Developer Kit, or you can substitute your own budget form if it includes all the information requested in the Developer Kit budgets. Homeownership projects MUST ALSO complete the PADD Homeownership Budget in this solicitation in addition to either the PADD Developer Kit or the Form 202.

Option 2: PADD and DFD Funding

If you are applying to PADD for the site and are also requesting a loan from DFD, you must provide a complete set of PADD application materials AND a complete set of DFD application materials (including Form 202 version PADD 2014, a project narrative, and all exhibits as outlined in the DFD Exhibit Checklist). You may submit the Form 202 instead of the PADD Developer Kit budgets in your PADD application since the 202 provides sufficient information. Homeownership projects MUST ALSO complete the Homeownership Budget in this solicitation, in addition to the Form 202. The PADD and DFD applications will be considered simultaneously and decided upon together.

Applicants requesting DFD funding which fail to submit complete applications for BOTH PADD and DFD will not be considered.

B. HOW to provide the information:

- Each application (PADD and DFD) must be provided to DHCD in both printed and electronic form.
- Each printed copy must include the following, in this order:
 - Narrative / Executive Summary
 - Exhibit Checklist – annotate the checklist to show what is included
 - Separate sections for each individual exhibit item, each separated by a tab labeled with the exhibit number
- Each electronic copy must be provided on a compact disk (CD), including the following, and follow this format:
 - PADD Application Folder
 - Narrative / Executive Summary
 - Exhibit Checklist
 - Subfolders for EACH Exhibit Item, labeled by exhibit number
 - DFD Application Folder (if applying for a DFD loan)
 - Narrative / Executive Summary
 - Exhibit Checklist

- Subfolders for EACH Exhibit Item, labeled by exhibit number
- Materials submitted for both PADD and DFD applications must be included in BOTH PADD & DFD application binders and PADD & DFD electronic folders. This guarantees that each reviewer has a complete file.
- Please submit TWO copies of each binder and one CD.