

City of Reading HOME Investment Partnerships (HOME) Program: Program Process

NOTE: This outline summarizes the key steps in the City of Reading follows in implementing the City of Reading HOME Program. Applicants interested in learning more about the HOME Program and the City's HOME Program policies and procedures should refer to the City of Reading HOME Program Guidelines, Application, and Development Proposal form to learn more about the program, or contact the Community Development Department at 610-655-6211 or Reading City Hall Room 3-12.

Step 1: Application: Applicant obtains the HOME Investment Partnerships (HOME) Program Guidelines, Application, and Excel-based HOME Program Development Proposal form from the City of Reading Community Development Department or readingpa.gov.

- Applicant completes HOME Application and Exhibits 1- 5
- Applicant submits materials to City of Reading for review

Step 2: Internal Review: City of Reading staff review the Application package: Eligibility, Fundability, Leverage of HOME contribution, Capacity and Experience of applicant, Regulatory compliance history, Alignment of proposal with City of Reading goals and housing strategy.

Step 3: Citizen Participation: If project is recommended by staff for funding, a public comment period is held, followed by a public hearing to comply with the City's citizen participation requirements.

Step 4: Commitment: City issues a commitment letter to the applicant, now referred to as a Subrecipient or Owner/Sponsor/Developer.

- Commitment letter specifies the amount of HOME funds awarded to the project, the terms and conditions of the award, and a tentative closing date.
- The commitment letter includes the items required for execution of the agreement between the City and the applicant.

Step 5: Written Agreements Executed: City prepares written agreement for HOME funds.

Step 6: Closing:

- Award conference and submission of development proposal(s)
- Review of HOME requirements and project management process
- Notice to proceed issued for approved development(s)

- Step 6:** Submission of Development Proposals: HOME Subrecipient submits an electronic copy of the City's HOME Development Proposal for each individual homeownership project.
- Step 7:** Internal Review: City of Reading staff review the Development Proposal and complete the following:
- Subsidy Layering Analysis
 - Environmental Review
 - Site selection review
 - Independent review of the proposed scope of work and construction costs
- Step 8:** Approval and Notice to Proceed:
- Notice to proceed issued for approved development(s)
 - Preconstruction conference
 - Review of HOME requirements and project management guidelines
- Step 9:** Disbursement of Funds:
- Project draws available for acquisition, lead abatement and clearance, rough-in inspection and occupancy certificate
 - Completion reports are to be submitted and verified by City staff or contractor prior to payment
 - Retainage of 10% to be held until project is occupied and completion data submitted
- Step 10:** Project Close Out:
- Submission of HOME completion paperwork and demographic data
 - Final payment