



City of Reading HOME Investment Partnership (HOME) Program: Application Form for FFY 2015

Instructions:

This application is to be used by eligible sub-recipients and developers requesting funds from the City of Reading's HOME Investment Partnership (HOME) Program. Applicants should read and refer to the City of Reading HOME Program Guidelines before completing this application.

Please complete the following application with required attachments and submit the complete package by June 30th, 2014 to:

Community Development Department
Attn: Jojy Varghese, Deputy Director of Housing & Real Estate
City Hall
Room 3-12
815 Washington St.
Reading, PA 19601

Assistance in completing this application is available by calling the City of Reading C.D. Office at 610-655-6211 between the hours of 8:00 a.m. and 4:00 p.m.

I. GENERAL PROJECT INFORMATION

- A. Date: _____
- B. Submitted by: _____
- C. Title: _____
- D. Organization: _____
- E. Address: _____

- F. Telephone: _____
- G. Contact person: _____
- H. Contact person telephone: _____



I. FAX: _____ Email: _____

J. Total budget: _____ Amount Requested: _____

K. Project name: _____

L. Detailed description of Project: _____

M. Project Address: _____

N. Census Tract(s): _____

II. REQUIRED DOCUMENTS

Please attach the following information, labeling each attachment by the exhibit number of this list below:

- Exhibit #1** **Project Narrative** Please provide a narrative description of the proposed project in three pages or less. The narrative should include:
- The specific addresses of the properties that will be acquired and renovated or newly constructed. *Please note that per new HUD regulations, specific addresses must be listed and a project development proposal form must be submitted for each property before funds can be committed or a contract can be executed.*
 - Summary of the project with the goals and objectives
 - Schedule for implementing the project
 - Number of units to be created
 - The need or problem to be addressed in relation to City and/or County Comprehensive Plan, Consolidated Plan, Housing Strategy or the Market Value Analysis Map, (MVA) all of which can be found here: <http://www.readingpa.gov/content/community-development-overview>
 - The population to be served or the area to benefit
 - The activities to be undertaken or the services to be provided
 - Information about site control with documentation evidencing the status of the acquisition of parcel(s)



- Marketing analysis and/or feasibility study for the project

Exhibit #2 Project **Budget:** Please provide a copy of the proposed budget, specifying:

- Address of the project/property
- Line item sources and uses of funds. The Sources and Uses should clearly identify the amount of HOME funds requested and the amounts and sources of funds that will be used to finance the project. Additional financing sources for the project should be identified and indicate if the funds have been secured. The line item budget should include all costs for the project such as personnel, supplies, equipment, etc.
- Copies of commitment letters from other funding sources required for the project.
- **NOTE:** *Sub-recipients/Developers awarded HOME funds for multiple sites will be required to submit a Development Proposal for each of the projects in which they will use HOME funds.*

Exhibit #3 **Organizational Information** Please provide the following information about the applicant:

- Certificate of Annual Registration from State of Pennsylvania.
- If a nonprofit, a narrative description of the type of services provided by the applicant, the organization's experience, the number and characteristics of clients served, and license to operate (if appropriate)
- A description of the development team and experience in similar projects. Please attach resumes or bios of the development team
- A copy of the development partnership agreement, if applicable
- If a nonprofit, copies of the applicant's Articles of Incorporation and Bylaws
- If a nonprofit, copies of State and Federal Tax Exemption and 501(c)(3) determination letters
- If requesting CHDO funds, a completed CHDO certification checklist
- List of the Board of Directors with the name, telephone number, address, occupation or affiliation of each member. Please identify the principal officers on the list
- Copy of Board of Directors' authorization to apply for funds and implement the project
- Copy of the Board of Directors' designation of authorized official to sign documents for the project on behalf of the applicant. Documentation of this requirement consists of a signed letter from the Chairperson of the governing body providing the name, title, address and telephone number of each authorized individual
- Financial statement and most recent audit
- Copy of most recent strategic plan or business plan
- Copy of the organization's Conflict of Interest policy
- Copy of organization's financial management, reporting and recordkeeping policies
- Most recent IRS Form 990



- Operating budget for fiscal year in which HOME funds are to be used

Exhibit #4 **Insurance Information** Provide evidence of required insurance coverage with a company licensed to conduct business in the Commonwealth of Pennsylvania. Such insurance shall be endorsed to provide for a waiver of underwriter's rights and subrogation in favor of the City and shall be written by an insurer with an A.M. Best Rating of A or better. Coverage must include:

- General liability, officer and director liability, operations and completed products liability
- Coverage for at least the statutory minimum requirements for workers compensation and automotive liability, if applicable.
- State whether or not the organization has fidelity bond coverage for principal staff who handle the organization's accounts, in what amount, and with what insuring organization.

Successful applicants will be required to provide a certificate of insurance naming the City of Reading additional insured with respect to the sub-recipient's activities described herein.

Exhibit #5 Copies of plans, specifications, drawings and renderings for the proposed project, if new construction.

III. Submitted by:

Signature

Title

For C. D. Office Staff Use Only



Project #	Date Received:
Eligible:	Regulation:
Census Tract:	Block Group: