

## Live Near Your Work APPLICATION

### **Mission of the Program –**

The Live Near Your Work Program (LNYW) is an effort between Morgan State University (MSU) and Baltimore City (and in some cases the State of Maryland) to stimulate homeownership amongst employees of the University and support community revitalization in northeast Baltimore City.

### **Scope of the Program -**

The LNYW Program provides a cash grant to eligible MSU employees purchasing homes in targeted neighborhoods. The primary contact and the Coordinator for the LNYW Program is the Director of the Morgan Community Mile (MCM) Initiative, but the Program is administered by Belair-Edison Neighborhoods, Inc. (BENI), a local community organization.

MSU will contribute one of the following amounts: **\$3,500, \$2,500 or \$1500** based on the target area in which the home is purchased. These funds are to be applied at settlement to closing costs or the down payment. The employee must also contribute a minimum of \$1,000 in the settlement transaction. The City of Baltimore will make a contribution of up to \$3000.

### **LNYW Provisions –**

Grants made on and after July 1, 2013 are provided as follows:

- Grants are available on a first-come first-serve basis; the Program may be discontinued at anytime.
- Grants are provided at the discretion of MSU and Baltimore City.
- An application for a LNYW Program grant does not guarantee that a grant will be received.
- Grants are available only for homes purchased within a target area designated by the MCM initiative, and the amount of the grant varies based on the location of the home.
- Reservation of grant funds, final approval, and disbursement of funds is contingent upon the timely receipt of the documents required by Baltimore City and by MSU. Also, if the employee is layering (applying for) additional City and/or State incentives, the employee must abide by the requirements of those entities.
- Grant money may only be used for down payment and closing costs at settlement for the purchase of an eligible residence; one grant per eligible address; one grant per eligible employee.

- LNYW home purchases must be the primary residence of the Grantee, as defined by the State of Maryland, for a period of five years from the date of settlement, or the Grantee will be required to repay all or a portion of the grant per the following schedule:
  - 100% repayment if home is not the primary residence during the first year from the settlement date
  - 80% repayment if home is not the primary residence during the period from one year and one day through two years from the settlement date
  - 60% repayment if home is not the primary residence during the period from two years and one day through three years from the settlement date
  - 40% repayment if home is not the primary residence during the period from three years and one day through four years from the settlement date
  - 20% repayment if home is not the primary residence during the period from four years and one day through five years from the settlement date

**This means that a grant recipient will be required to repay all or a portion of grant monies received if the home is sold and/or the home is not the primary residence of the recipient during the five year period after the settlement date.** In addition to repayment, grant recipients may be subject to disciplinary action if the failure to abide by grant requirements was not for good cause.

- LNYW may be available to newly-hired employees who are relocating to the area, per a separate written provision signed by the employee, the hiring person, and the LNYW program coordinator.
- False statements or material omissions made by an employee on, or in connection with, an application for a LNYW Program grant can result in denial of the grant, repayment of any grant funds received by the employee and disciplinary action up to and including termination.

**LNYW Eligibility and Conditions –**

To be eligible for a LNYW Program grant, an applicant must:

- Be a full-time, regular or contractual employee of Morgan State University
- Purchase a home in a LNYW Program target area (see map for details).
- Contribute at least \$1000 toward the down payment and/or closing costs at settlement.
- Obtain a signed certificate documenting the completion of home ownership counseling provided by a HUD-certified housing counselor prior to signing a contract of sale.
- Agree to repay funds in full, if applicable, per the LNYW program provisions.

**Employee Data –**

*Please provide all information requested. Employee data remains private and is used for program purposes only.*

Name: \_\_\_\_\_

S.S.#: \_\_\_\_\_

New Home Address: \_\_\_\_\_

Baltimore, MD Zip: \_\_\_\_\_

Contract Date: \_\_\_\_\_ Contract Price: \_\_\_\_\_

Planned Settlement Date: \_\_\_\_\_

Lender: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

Title Co. : \_\_\_\_\_ Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

Title Co. Tax I.D. Number: \_\_\_\_\_

**Household Income** (collected for the U.S. Department of Housing and Urban Development)

Information on household income is requested by the U.S. Department of Housing and Urban Development (HUD) for statistical purposes only, is confidential and does not affect eligibility for a LNYW grant.

Annual household income is defined as 100 percent of the projected annual gross income, including social security, retirement income, pensions, wages, overtime, bonuses, commissions; investment, interest, and rental income, disability or unemployment income, alimony and support payments, and all other income from any sources.

**\*Total Annual Household Income** \$ \_\_\_\_\_

Number of persons 18 years of age or older: \_\_\_\_\_.

Number of persons under 18 years of age: \_\_\_\_\_.

*\*income of full-time high school or undergraduate students or persons under 18 years of age, unless a borrower, not to be included*

**Live Near Your Work  
SIGNATURE PAGES**

I, \_\_\_\_\_, (printed name) **agree and certify as follows:**

- I meet all of the eligibility criteria listed above for receipt of a LNYW Program grant;
- I am 18 years of age or older;
- I have a contract of sale to purchase an eligible residence located in a LNYW Program target area;
- I will contribute at least a \$1,000 toward the down payment and/or closing costs at settlement;
- I will hold title to this eligible residence;
- I will reside in the home purchased as my primary residence; and
- I will abide by all terms and provisions of the LNYW grant program

My signature below indicates that I have read, understood, and agree to the Morgan State University Live Near Your Work Program mission, scope, provisions, eligibility and conditions.

I understand that I am required to repay all or a portion of grant funds I receive if I fail to keep the purchased home as my primary residence, or sell the home, during the five year period after the settlement date, regardless of whether I am employed at Morgan State University at such time.

I certify that the information I have provided on this application is true and accurate to the best of my knowledge, and I understand that any false statements or material omissions can result in denial of the grant, repayment of any grant funds received and disciplinary action up to and including termination.

From the City of Baltimore's Office of Home Ownership:

***“Along with existing employer commitments, new employer commitments may result in an over commitment of LNYW matching funds. As a result of the possible over commitment, matching funds may not be available to fund all employee applications. Baltimore City Live New Your Work grants are currently and will continue to available on a first come fist serve basis to all eligible employees of all employers. We will continue to monitor employee grant applications and will notify you if matching funds should become unavailable.”***

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Live Near Your Work**  
**EMPLOYEE DEMOGRAPHIC FORM**

*The following data is gathered to confirm employee eligibility and for release of funds. Employee data remains private and is used for these purposes only.*

**LAST NAME:** \_\_\_\_\_ **FIRST NAME:** \_\_\_\_\_ **M.I.:** \_\_\_\_\_

**SS#:** \_\_\_\_\_ **DATE OF BIRTH:** \_\_\_\_\_ **SEX:** M F

**CONTACT INFORMATION:**

Current Address: \_\_\_\_\_ Apt / Suite # \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

**MORGAN STATE UNIVERSITY EMPLOYMENT INFORMATION:**

Position Title: \_\_\_\_\_

Division: \_\_\_\_\_ Department: \_\_\_\_\_

Room # / Bldg.: \_\_\_\_\_ Salary: \_\_\_\_\_

**CURRENT EMPLOYMENT DATE (MM/DD/YY):** \_\_\_\_\_

Answering the remaining questions is voluntary and any responses collected are for program informational purposes only. Choosing not to provide this information will have no impact on grant eligibility. Please circle the appropriate responses.

**EMPLOYMENT CLASSIFICATION:**

- Tenured / tenure-track faculty
- Non-tenured faculty
- Senior Staff
- Contractual Employee
- Support staff: administrative Support staff: technical Bargaining Unit

**RACE / ETHNIC GROUP:**

- African American
- Asian/Pacific Islander
- Native American
- Hispanic/Latino Caucasian
- Other

**MARITAL STATUS:**

- Single
- Married
- Domestic Partner
- Separated
- Divorced

**EDUCATION:** *(What is the highest level you have attained?)*

- Junior High
- High School
- 2-year College
- 4-year College
- Masters/Professional Degree
- Ph.D (other Non-medical doctorate)
- Medical doctorate

**PRIMARY REFERRAL SOURCE:** *(Please indicate where you first heard about this program)*

- Family member / significant other/ Peer/ Human Resources/
- Non-MSU agency or organization /Self/ Supervisor / Training sessions/
- Printed materials / Internet / Orientation/ Other - please specify:

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**MAY WE CONTACT YOU TO FOLLOW UP ON THIS INQUIRY?**      Yes    No

**ARE YOU A FIRST TIME HOME BUYER?**    Yes    No

**Live Near Your Work  
Target Area Verification Form**

***This form must be returned to the LNYW Program Coordinator before the employee can have a grant held in his or her name. Please do not sign the form until a home has been selected and you have verified that it is within one of the target areas.***

Employee Name: \_\_\_\_\_

Address of Home Being Purchased: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Within MCM Tier 1

Within MCM Tier 2

Within MCM Tier 3

Housing Counselor Name: \_\_\_\_\_

Housing Counseling Agency: \_\_\_\_\_

Date Housing Counseling Completed: \_\_\_\_\_

*(verified by Housing Counseling Certificate)*

I certify that the home being purchased is within the target area noted above according to the MSU Live Near Your Work Program map.

Employee Signature: \_\_\_\_\_

I certify that the home being purchased is within the target area noted above according to the MSU Live Near Your Work Program map.

Print Name of LNYW Program Coordinator: \_\_\_\_\_

LNYW Program Coordinator Signature: \_\_\_\_\_



**Live Near Your Work**  
**EMPLOYER VERIFICATION FORM for the**  
**BALTIMORE CITY OFFICE OF HOMEOWNERSHIP**

*To be Completed by the Morgan State University LNYW Program Coordinator*

I hereby verify the following:

- a. \_\_\_\_\_ (employee name)  
meets the employer eligibility requirements for the LNYW Program;
- b. the home to be purchased by the employee is within a MSU LNYW Program target area; and
- c. the MSU HR Office will provide a grant amount of:

\$1500  \$2500  \$3500 (check one)

to the above-named employee to be used for the purchase of the home.

Print Name of Authorized Signature of Employer: \_\_\_\_\_

Authorized Signature of Employer: \_\_\_\_\_

Position Title: \_\_\_\_\_ Date: \_\_\_\_\_

*\* The employee is responsible for obtaining the employer's portion of the LNYW grant funds and having those funds available at settlement unless other arrangements are made by the employer.*

**Instructions for Reservation of LNYW Grant Funds**

*To be completed by Office of Homeownership*

To reserve grant funds from the local jurisdiction, you and your employer must

- a. complete the Employee LNYW Application
- b. submit the complete application package (listed on instruction sheet);
- c. mail, E-mail or deliver a copy of the application package to the Baltimore City Office of Home Ownership.

Local Jurisdiction LNYW Contact:

Diabeth Saunders  
Economic Development Officer  
Baltimore Housing/Office of Homeownership  
417 E. Fayette Street – Suite 1125  
Baltimore, MD 21202  
E-Mail: [diabeth.saunders@baltimorecity.gov](mailto:diabeth.saunders@baltimorecity.gov)  
Phone 410-396-4159, fax 410-545-6912

**Local Jurisdiction Review and Reservation:**

I hereby certify that the employee works for a participating LNYW employer, that the employee intends to purchase a home in the employer's LNYW area, and that there are funds available for the local jurisdiction of the LNYW grant. I have reserved a LNYW grant for 60 days from the date below, and I have notified the employee by fax or mail that funds have been reserved. Final approval is contingent upon receipt of the documents required for disbursement of funds.

The Office of Homeownership will provide a grant amount of  
\$\_\_\_\_\_

Print Name of Local Jurisdiction:\_\_\_\_\_

Signature of Local Jurisdiction:\_\_\_\_\_

Position Title:\_\_\_\_\_

Date:\_\_\_\_\_