



Baltimore City Live Near Your Work Program

# Program Details & Employer Application



BALTIMORE CITY  
DEPARTMENT OF HOUSING &  
COMMUNITY DEVELOPMENT



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OFFICE OF HOMEOWNERSHIP LIVE NEAR YOUR WORK EMPLOYER APPLICATION

# Become a Participating Employer in the Live Near Your Work Incentive Program

The Baltimore City Live Near Your Work Program provides a minimum \$2,000 grant to employees purchasing homes in neighborhoods near their place of employment.

Live Near Your Work (LNYW) is part of B-HiP, the Baltimore Homeownership Incentive Program. LNYW's purpose is to provide financial assistance toward eligible employees' home purchases. LNYW is designed to incentivize community revitalization for continued neighborhood and economic vitality. Enrolled employers contribute a minimum of \$1,000 per employee to the program. Baltimore City then matches employer contributions up to \$2,500. (Employees are required to contribute a minimum of \$1,000 cash toward their purchases.)

## PROGRAM NOTES

Baltimore Housing has recently made some adjustments to enhance the Baltimore City Live Near Your Work program. The program liaison is Mia Conyer. Ms. Conyer will handle program agreements with employers, update existing employer contact information, and handle other administrative program tasks (including processing employee applications).

Aulisa Audain  
417 E. Fayette St., Suite 1125  
Baltimore, MD 21202  
Phone: 410-396-4209  
[aulisa.audain@baltimorecity.gov](mailto:aulisa.audain@baltimorecity.gov)

### DISCLOSURE

The Baltimore City Office of Homeownership and employers have the right to create the eligibility requirements and program benefits, as well as restrictions for employees. All eligibility requirements and program benefits must comply with applicable laws and fulfill the purpose and objectives of the Baltimore City LNYW program.

Employers must apply and be approved to participate in the Baltimore City LNYW program. Each employer must provide matching grant funds and define designated purchase area boundaries (if applicable) within Baltimore City limits. Employers are also responsible for accepting employee applications, verifying employment, and determining individual eligibility requirements for the program.



TO BE COMPLETED BY **BUSINESS APPLICANT.**

## EMPLOYER APPLICATION

NOTE: To become an approved LNYW employer, please provide all information requested. Additional pages may be attached if necessary. **This document is an application and does not guarantee participation in the LNYW program. The Office of Homeownership will notify employers in writing when they are approved to participate in the LNYW program.**

### SUBMISSION INSTRUCTIONS

Mail a copy of your completed application to:

Baltimore City Office of Homeownership  
Aulisa Audain  
417 E. Fayette Street, Suite 1125  
Baltimore, MD 21202

OR email to: [aulisa.audain@baltimorecity.gov](mailto:aulisa.audain@baltimorecity.gov)

**Questions?** 410-396-4209

### 1. BUSINESS/EMPLOYER INFORMATION

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

Type of Business Conducted: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Website URL: \_\_\_\_\_

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

LNYW Contact Person/Designated Representative: \_\_\_\_\_

Representative Direct Phone: \_\_\_\_\_

Representative Direct Email Address: \_\_\_\_\_



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## 2. BUSINESS DESCRIPTION

Please describe your business or organization, including how long it has been in operation.

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## 3. NUMBER AND LOCATION OF ELIGIBLE EMPLOYEES

Please list the operational location(s) you wish to include in the program and the approximate number of full time and part-time employees at each location (if multiple).

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## 4. LNYW AREA

o All of Baltimore City is considered our LNYW area. *(If you choose to exclude sections of Baltimore City, please enclose a map of your proposed LNYW area for each operational location (as needed). Please also include a statement detailing why you have chosen to limit your area.)*

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## 5. PROGRAM OPERATION PLANS

If any additional eligibility criteria are required, please explain. (Employers may develop their own additional eligibility requirements for employee participation, such as a length of service requirement. Any additional requirements must be imposed on all employees and approved. **The Office of Homeownership strongly encourages eligibility criteria that incorporate the largest pool of employees possible.** Please list the approximate number of employees at each facility who meet additional eligibility criteria.)

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Signature of Individual Completing Application

Date

Print Name/Title



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Review Baltimore Housing policies and obtain additional information from [portal.neighborlysoftware.com/baltimoremd/Participant](https://portal.neighborlysoftware.com/baltimoremd/Participant). Find out more about LNYW other city homebuying incentives at [LiveBaltimore.com](https://LiveBaltimore.com).



**TO BE COMPLETED BY APPLICANT'S CHIEF FINANCIAL OFFER.**

## FINANCIAL COMMITMENT

NOTE: The applicant's Chief Financial Officer must complete the following certification to document the amount of employer matching funds committed to the LNYW program as well as the time period of financial commitment.

I certify that (Business Name) \_\_\_\_\_ has committed \$ \_\_\_\_\_ in employer matching funds for \_\_\_\_\_ (# of employees) per year.

\_\_\_\_\_  
Signature of Chief Financial Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name/Title

### REQUIRED ANNOUNCEMENT

Employers must inform all employees of the following at the time LNYW program participation is announced:

"Over commitment of LNYW matching funds is possible. As a result, matching funds may not be available to all employee applicants. Baltimore City Live Near Your Work grants are currently and will continue to be available on a first come, first served basis to all eligible employees of all eligible employers. We will monitor employee grant applications and will notify you should matching funds become unavailable."

Any employees hired after the date of such announcement must also be informed of the above. Before approving an employee application, employers should confirm the availability of matching funds with Baltimore Housing. Your application is valid as long as matching funds are available for the program. If you have substantive changes to your application or need to opt out of the program, please contact the Office of Homeownership immediately.

**TO BE COMPLETED BY THE OFFICE OF HOMEOWNERSHIP**

\_\_\_\_\_  
Approval (Signature)

\_\_\_\_\_  
Date



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