Program Overview

Program Description

The Live Local Medical District Program provides several types of incentives for eligible employees, as defined below by the employer, to live and invest in their homes in and around the Medical District. These incentive options will accommodate those looking to purchase a new or existing home, those interested in renting, and existing homeowners who wish to complete exterior improvements on their existing home.

The Live Local Medical District Program provides:

- New homeowners relocating to the district with a one-to-one matching forgivable loan up to $15,000 toward the purchase or new construction of their primary residence;
- New renters with up to a $2,000 allowance toward the cost of their apartment when relocating within the incentive areas for a lease term of not less than one year;
- Existing renters within the district with an allowance of $1,000 over one year when an existing lease is renewed for a term of not less than one year; and
- Existing homeowners in the district with a matching allowance of up to $5,000 for exterior improvements.

The Live Local Medical District Program is administered by MDCDC, Inc. (MDC). The Program is subject to the availability of funds and may be cancelled or modified at any time. Incentives may not be combined, unless otherwise specified below.

Program Effective Dates

The Live Local Medical District Program is effective October 1, 2016. Only purchase agreements, leases, and renovations initiated after this date may be eligible.
**Employee Eligibility**

Candidates must be employed by ALSAC, Methodist Le Bonheur Healthcare, Regional One Health, or Southern College of Optometry, and must meet the eligibility requirements listed below of their respective employers in order to qualify for the program.

**Specific Instructions/Program Changes:**

**Employer: Methodist Le Bonheur Healthcare**

- Any full-time or part-time Methodist Le Bonheur Healthcare (MLH) Associate working at an MLH site located within one mile of the defined Medical District are eligible to participate in this program. This includes any MLH hospital, physician practice; urgent care center, outpatient clinic and corporate department located within one mile of the defined Medical District.

- MLH Associates who do not work in a MLH site within one mile of the defined Medical District are not eligible for participation in this program.

- Full-time or part-time MLH Associates must also be in good-standing to be eligible to participate in this program.

- PRN Associates, temporary staff, students and externs are not eligible for participation in this program.

**Institutional Verification and Preapproval**

Associates wishing to participate in the program should complete Part I of the appropriate application form and return it to their corporate designee. Employment status and eligibility will then be verified, allowing a candidate to proceed with the housing search and application process. For contact information for your corporate designee, please see the last page of this document.

**Income Related to Incentive**

The applicant is required to acknowledge his/her understanding of the income and subsequent tax and tax withholdings consequences related to his/her participation in Live Local Medical District Program. As part of the application process all applicants are required to read and sign the Tax Disclosure Acknowledgement, presented in Appendix A.
Program Boundaries

The Live Local Medical District Program will be available for use with residential housing units located within the Memphis Medical District and select neighboring geographies. Incentives will vary depending on whether the participating unit is within the Primary or Secondary Incentive Area. The map below provides an overview of each boundary. Participants can access a full description of the bounding streets for each Incentive Area in Appendix B.

Primary Incentive Area

The Primary Incentive Area overlaps with the boundaries of the Medical District. Maximum incentives apply which includes:

- Purchase - $15,000
- Rental (New) - $2,000
- Rental (Existing) - $1,000
- Improvement - $5,000

Secondary Incentive Area

The Secondary Incentive Area includes neighborhoods north of St. Jude and eastern neighborhoods near Crosstown and Snowden. This boundary was drawn to provide greater variety in housing choice. However, the incentives are reduced, and the rental renewal and improvement incentives are not offered:

- Purchase - $10,000
- Rental (New) - $1,000
Existing Owner Improvements

Exterior Improvement Incentives

The exterior improvement program provides qualified associates that currently own a home within the Primary Incentive Area a matching grant of up to $5,000 for use on qualified improvements to the exterior of their home.

Application Process

<table>
<thead>
<tr>
<th>Step</th>
<th>Application Section</th>
<th>Action</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Fully complete Application Section 1: Employment eligibility</td>
<td>Applicant</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>Deliver completed Application Section 1 to human resource designee (see last page of guidelines for appropriate contact)</td>
<td>Applicant</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
<td>Determine applicant eligibility for program and approve Application Section 1</td>
<td>Corporate Designee</td>
</tr>
<tr>
<td>4</td>
<td>2</td>
<td>Deliver Application Section 2 with information on property, deed, proof of homeowners insurance and proof that taxes are paid to MDC for pre-approval</td>
<td>Applicant</td>
</tr>
<tr>
<td>5</td>
<td>2</td>
<td>Determine property eligibility and notify applicant of property pre-approval</td>
<td>MDC</td>
</tr>
<tr>
<td>5.0</td>
<td>2</td>
<td>[OPTIONAL] MDC connects applicant with resources upon request (i.e. lenders)</td>
<td>MDC</td>
</tr>
<tr>
<td>6</td>
<td>3</td>
<td>Deliver Application Section 3, providing at least two contractor bids with detailed scope of work and proof of zoning and code compliance</td>
<td>Applicant</td>
</tr>
<tr>
<td>7</td>
<td>3</td>
<td>MDC approves or requests changes to scope of work</td>
<td>MDC</td>
</tr>
<tr>
<td>8</td>
<td>3</td>
<td>Fund distribution upon project completion and proof of payment.</td>
<td>Corporate Designee</td>
</tr>
</tbody>
</table>
Applicant Eligibility (Section I)

Discretion of Corporate Designee

The human resource designee from Methodist Le Bonheur Healthcare has final determination authority over an applicant’s eligibility to participate in the program. All questions of internal eligibility must be rectified with the appropriate designee before completing Section II and Section III of the application.

Property Eligibility (Section II)

Housing Type

Associates who currently own their primary residence within the Primary Incentive Area are eligible for matching exterior improvement allowances. Eligible structures include owner occupied residential properties consisting of one to two units. These can include detached single-family homes as well as row homes and townhouses. Multi-family properties consisting of more than two units are not eligible. Residences where a homeowners association, condominium association, or other form of cooperative is responsible for the building exterior are not eligible.

Ownership, Property Tax, and Insurance Verification

In order to verify that a property is eligible for the program, it will be necessary to submit a copy of the deed to MDC with part two of the application. In addition, property tax payments and homeowner’s insurance coverage should be up to date in order to participate. Proof of insurance and evidence of non-delinquency on property taxes are required in Part II of the application.

Project Scope of Work (Section III)

Time Limitation

The applicants shall have 60 days from the deed pre-approval in order to submit the scope of work and other documents required for Part III of the application. Applicants delayed beyond this limit must reapply and will be subject to funding availability. Applications submitted after home improvements have already been commenced will not be accepted.

Qualified Improvements Compliance

Qualified improvements will be limited to the exterior of the home. These improvements include a wide range of beautification, weatherization and restoration projects. These projects include: Roof replacement, masonry restoration, window repair or replacement, exterior restoration, exterior painting, exterior lighting, gutters and downspouts, siding and trim repair, street fronting site work (fencing,
walkways, etc.). The determination of whether an applicant’s proposed scope of work complies with the requirements of this program shall be made by MDC in its sole discretion.

**Zoning and Code Compliance**

All approved work must conform to all applicable local zoning ordinances and applicable building codes. Proof of zoning and code compliance is required along with the scope of work in Part III of the application.

**Contractors**

All proposed work requires bids from a minimum of two contractors. Work may be performed by a general contractor, or depending on the scope, 1-2 specific tradespersons. In the case of multiple tradespersons hired directly by the homeowner, two bids will be required for each trade. MDC must approve all contractor choices. Property owners may also perform their own work, though MDC still must approve the scope of work and will only consider properly documented costs of materials as eligible project costs.

**Application of Matching Funds**

The allowance will operate as a reimbursement. Preapproved projects with qualifying costs of $10,000 or more will receive the maximum allowance of $5,000 upon project completion and proof of payment. Preapproved projects with qualifying costs of less than $10,000 will receive a 50% allowance reimbursement upon project completion and proof of payment. Future projects remain eligible for matching funds until the $5,000 total reimbursement is reached. Qualifying project costs will be based on materials only for owners wishing to undertake their own repairs. Participants performing their own work shall submit invoices and/or receipts to MDC evidencing the costs of the materials for such renovation and repairs, the sufficiency of which shall be determined by MDC in its sole discretion.

<table>
<thead>
<tr>
<th>Total Paid by Homeowner on Qualifying Costs</th>
<th>Reimbursed Upon Completion and Full Payment</th>
<th>Available for Future Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>$12,000</td>
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<tr>
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<td>$0</td>
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<td>$8,000</td>
<td>$4,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>$5,000</td>
<td>$2,500</td>
<td>$2,500</td>
</tr>
</tbody>
</table>
Administrative & Employer Contacts

Medical District Collaborative

Incentives Contact Information:
Mariko Krause
Program Associate
mkrause@mdcollaborative.org
606-416-4667

Ben Schulman
Director of Real Estate
bschulman@mdcollaborative.org

MDC Office Information:
656 Madison Ave
Memphis, TN 38103
P (901) – 552 – 4781
www.mdcollaborative.org

Methodist Le Bonheur Healthcare Contact Information

Corporate Designee:
Morgan Reese
HR Specialist
Morgan.Reese@mlh.org

Payroll Contact:
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Manager, Payroll
may.perkins@mlh.org