

Superintendent's Regulation 9240-R

EMPLOYEE RESIDENCY INITIATIVE



Approved Upon Superintendent's Initials

6/14/13  
Date

**I. OBJECTIVES**

This regulation is designed to provide paramaters for the implementation of the District's residency initiative and to promote District residency among its employees. The Board of Education annually shall set aside funds as part of the budget to be used towards the residency initiative. The number of grants under Policy 9240 and this Regulation shall be based upon the availability of District funds.

**II. DEFINITIONS**

**Residency:** physical presence as an inhabitant within the District and intent to reside in the District.

**Eligible Home:** House, town house, condominium, or other dwelling in which the employee is seeking an ownership interest and in which the employee intends to reside.

**Employer Assisted Housing Initiative (EAHI):** City of Rochester program that provides up to \$3,000 in matching grant dollars to eligible buyers.

**Notice of Intent:** Notice to the Department of Human Capital Initiatives of the employee's desire to seek residency initiative funds from the District.

**III. PROCEDURE**

1. Employees seeking a grant under this Regulation must submit a written Notice of Intent the Chief of Human Capital Initiatives (HCI). A copy of the Notice of Intent is attached as Appendix A.
2. Within 10 business days of receipt of the Notice of Intent, HCI shall (1) provide a date stamped copy of the Notice of Intent, (2) advise the employee, in writing, whether residency initiative funds are available, and (3) if so, provide the employee with information about the EAHI.

Employees who do not receive a response from HCI within 10 business days should contact the department to confirm receipt of the Notice of Intent.

3. Within 90 days of the employee's receipt of the information in paragraph 2 above, the employee must submit a copy of a signed purchase offer on an Eligible Home.

**NOTE: Employees seeking matching funds through the EAHI must complete an application and have an interview with the City of Rochester BEFORE signing a purchase offer.**

4. Within 30 days of the signed purchase offer, the employee must submit a copy of the employee's mortgage commitment and the good faith estimate of closing costs. This time frame may be extended due to delay in home purchase process. Such delay must be documented by the employee's bank, realtor, or attorney.
5. Within 30 days of receipt of the mortgage commitment and good faith estimate, the District shall issue a check, payable to the employee's bank or seller, towards the employee's down payment and/or closing costs.
6. Grants under this Regulation shall be awarded to on a first come, first served basis as established by the date of receipt of the Notice of Intent. However, preference shall be given to employees who do not currently own a home in the City of Rochester and submit Notice of Intent prior to March 1 of any school year. Residency initiative grants for current City home owners shall not be awarded prior to March 1 of any school year. Grants for current City home owners may be paid retroactively should an employee close on a home prior to March 1 and funds are available.
7. Employees must work in the District for at least five years following receipt of a residency initiative grant and must remain in the home purchased with the grant funds for at least five years. If an employee leaves District employment or no longer resides in the purchased property within five years of closing, s/he shall be required to reimburse the District for the prorated amount of the grant. The requirement for continued employment shall not apply to employees who are subject to a reduction in force. However, should a RIF'd employee be recalled to District employment he or she will be required to complete any remainder of the five-year employment term.
8. Employees who receive the EAHI incentive shall be required to sign an Agreement and Second Mortgage which requires that the employee live in the property for five years and shall attach a lien on the property in favor of the District for the five year period.

Employees must meet all requirements of the EAHI to receive any matching funds from the City of Rochester. The City of Rochester is solely responsible for determining eligibility for and issuing any matching funds under the EAHI.

**EXHIBIT A**

**Notice of Intent to Participate in RCSD Residency Initiative**

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

Job Title: \_\_\_\_\_ Location: \_\_\_\_\_

I am submitting this Notice of Intent to participate in the Rochester City School District's Residency Initiative as provided in Board Policy 9240. I understand that I will have the following responsibilities:

- I will contact HCI if I do not receive confirmation of submission of this Notice of Intent within 10 business days.
- I am responsible for applying for the Employer Assisted Housing Initiative through the City of Rochester if I intend to participate in that program.
- I will have 90 days to submit a signed purchase offer on a City home.
- I will have 30 days of the date of my purchase offer to provide proof of mortgage commitment and good faith estimate of closing costs.

I understand that applications for Residency Incentive funds are reviewed on a first-come-first-served basis. I understand that, if I am approved to receive Residency Initiative funds and I fail to comply with the above requirements, I shall no longer be eligible to receive funds and the District shall not pay any funds to me.

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

\_\_\_\_\_  
Date