

RESOLUTION NO. RS-07-01  
HOUSE KEYS 4 WASHINGTON COUNTY PROGRAM

THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY,  
MARYLAND DESIRES TO PARTNER WITH THE MARYLAND DEPARTMENT  
OF HOUSING AND COMMUNITY DEVELOPMENT AND IMPLEMENT "HOUSE  
KEYS 4 EMPLOYEES," A HOMEOWNER'S OPPORTUNITY PROGRAM

RECITALS

The Department of Housing and Community Development (*DHCD*) has implemented a state-wide mortgage program called "More House 4 Less," which offers several financing options for first-time homebuyers to make home ownership more affordable.

DHCD has initiated a supplemental program called "House Keys 4 Employees," which creates homeowner opportunities for employees and partnership opportunities for state and local employers and other local funding sources to provide funding for down payment and closing costs in conjunction with the "More House 4 Less" mortgage program.

The Board of County Commissioners of Washington County, Maryland (*County*) supports the DHCD policy that home buyer education and counseling requirements for DHCD mortgages must occur prior to settlement.

The Board of County Commissioners of Washington County, Maryland wishes to participate as a partner with DHCD in the "House Keys 4 Employees" program, and to make County matching contributions available of \$5,000 per eligible employee.

NOW, THEREFORE, BE IT RESOLVED that the Board of County Commissioners of Washington County, Maryland authorizes the House Keys 4 Washington County Program; the County shall provide funding as allocated in the Approved Annual Operating Budget for each fiscal year; and

BE IT FURTHER RESOLVED that the program shall be conducted according the following rules and procedures:

1. Name of Program.

The program shall be named "House Keys 4 Washington County."

2. Eligibility.

- (a) An "Eligible Employee" is defined as any full-time employee of the Board of County Commissioners of Washington County, Maryland who satisfies the following requirements:
  - (i) must be eligible for and receive a Maryland Mortgage Program ("MMP") loan;
  - (ii) may not exceed the household income guidelines set by the Community Development Association (CDA);
  - (iii) must purchase a home in Washington County for use as their principal residence;
  - (iv) must provide to the Washington County Human Resources Director confirmation from the financial institution of their qualification for and receipt of a MMP loan; and
  - (v) must complete and sign an application form provided by the Department of Human Resources and upon purchase of the home must execute a Promissory Note and Deed of Trust provided by the County agreeing to the terms of the County contribution, including repayment.

3. Eligible Property

- (a) In accordance with the regulations of CDA:
  - (i) If the property is located outside of the Targeted Areas as designated by CDA, the employee must be a "first-time homebuyer" as defined by CDA.
  - (ii) If the property is located within the Targeted Areas, the employee need not be a first-time homebuyer.
- (b) The purchase price for the property may not exceed the limits set by CDA.

4. Administration and Implementation.

(a) Eligibility Verification

- (i) The Washington County Department of Human Resources will serve as the initial point of contact for interested employees and will provide verification of employment status.
- (ii) To initiate consideration for assistance, the Eligible Employee shall sign an application form provided by the Department of Human Resources indicating the repayment terms.

(b) Disbursement.

- (i) The Washington County Department of Human Resources will coordinate with CDA lender and/or the Eligible Employee selected title company to ensure that the County's contribution is made available at the settlement of the employee's MMP loan.

5. Repayment.

- (a) The County contribution must be repaid on the first to occur of the following: sale or other transfer of the home, payment in full of the primary mortgage on the home, the Employee no longer using the home as his/her primary residence as determined in the absolute discretion of the County, or the voluntary or involuntary termination or resignation of employment of the Eligible Employee. If the only reason for repayment is the termination or resignation of employment, whether voluntary or involuntary, repayment shall be made over a period of five (5) years at \$1,000 per year with no interest. In the event of any late payment, interest may accrue at the discretion of the County at no more than 10% per year.

6. Additional Matters

- (a) A full-time employee of the Board of County Commissioners of Washington County, Maryland shall be eligible to apply for the loan authorized herein upon the date of hire.
- (b) An employee may utilize the loan program multiple times. However, given that the employee is required to use the home as his/her primary

residence, an employee may not have multiple loans from the program at any given time.

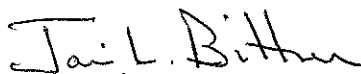
BE IT FURTHER RESOLVED that this Resolution be effective the date set forth below as the "Effective Date."

Adopted this 30<sup>th</sup> day of January, 2007.

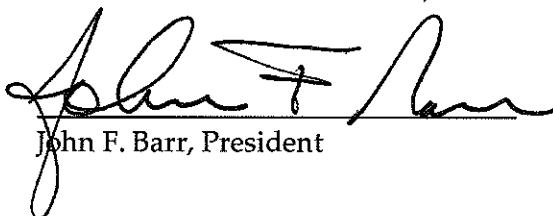
Effective the 1<sup>st</sup> day of February, 2007.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF WASHINGTON COUNTY, MARYLAND



Joni L. Bittner, Clerk



John F. Barr, President

Approved as to form and legal sufficiency:



Andrew F. Wilkinson  
Assistant County Attorney

Attachments as noted.

Mail to:  
County Attorney's Office  
100 W. Washington Street, Room 202  
Hagerstown, MD 21740

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