

# Urban Science Live Detroit Program

PROGRAM ELIGIBILITY AND APPLICATION REQUIREMENTS

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## Program Administrator

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## 1. Program Overview

The Live Detroit residential living program provides incentives for eligible employees to live in the city of Detroit. The Live Detroit program may provide:

- New renters to the city with a \$2,400 allowance toward the cost of their residence in the first year, and \$1,200 towards the cost of their residence in the second year
- Existing renters within the city with a \$1,200 allowance toward the cost of their residence for one year when an existing lease is renewed

The Live Detroit program is administered by Urban Science Applications, Inc. (“Urban Science”). The program is subject to the availability of funds and may be cancelled or suspended at any time. Those participants who have received preapproval prior to cancellation or suspension of the program will continue to receive benefit payments for their preapproved time period provided they also receive final approval.

## 2. Program Details

### 2.1 Program Start Date

The Live Detroit program is effective beginning November 8, 2011.

### 2.2 Available Incentives

For new Detroit residents, a total of up to \$3,600 in rental subsidy funds may be available to an employee over a two-year period: \$2,400 in the first lease year (\$200 per month), and \$1,200 in the second lease year (\$100 per month). Existing Detroit residents may receive a one-time \$1,200 rental subsidy (\$100 per month) upon lease renewal. Overall program funding shall not exceed \$3,600 per participant. Program funds will be distributed monthly via the employee payroll process.

### 2.3 Geographic Boundaries

The Live Detroit program will be available for use with residential housing units located in the city of Detroit.

### 2.4 Taxes Related to Incentive

Any amounts paid to the applicant or on an applicant’s behalf under the Live Detroit program are subject to federal, state, and local income and employment taxes. All applicable taxes will be withheld from the participant’s benefit payment or regular wages as appropriate.

## 3. Program Eligibility

### 3.1 Employee Eligibility

All Live Detroit program applicants and approved participants must be employed by Urban Science. If a participant separates from Urban Science for any reason, any remaining program payments will cease as of the date of termination.

### 3.2 Lease Terms

The minimum term for a residential lease under this program is one-year. Leases for a term longer than one year are acceptable. Month to month leases or leases for a term less than one year are not eligible.

### 3.3 Property Eligibility

Only residential housing units are eligible for the program. These may include detached single-family homes, row houses, townhomes, condominiums, lofts, flats, or apartments.

### 3.4 Residency Requirements

The new renter incentive is available to employees who do not reside in the city of Detroit as of the effective date of the Live Detroit program. The existing renter incentive is available to those employees renting a residential housing unit in the city of Detroit under a lease executed prior to the effective date of the program. All approved program participants must maintain residence at the approved property throughout the duration of the lease term. To ensure continued compliance with this requirement, program participants may be required to show proof of residence at any time.

### 3.5 Change of Residence

Program participants must notify the program administrator prior to any change of residence that occurs during the approved lease term. All program payments will be terminated upon a program participant's relocation from the approved residence. Termination of payments shall be effective as of the participant's move-out date.

Participants relocating to another eligible residence in the city of Detroit during the term of the approved lease must reapply to the program within 30 days prior to relocation. If approved, payments will be made for the remaining term of the original application.

## 4. Application Process

### 4.1 New Renters

New renters must complete and submit the Live Detroit program application and acknowledgment form to the program administrator, along with a copy of the proposed lease. Applications will be reviewed for eligibility by Urban Science, and qualifying applications will be preapproved subject to available funding. Applicants preapproved for the incentive will have 45 days from the date of preapproval to enter into a lease. Applicants whose lease signing is delayed beyond the 45-day limit must reapply. Leases signed before Urban Science preapproves an applicant will not be eligible for funding. Participants must provide a copy of fully executed lease to the program administrator for final approval before funds will be disbursed.

## 4.2 Existing Renters

Existing renters and new renters nearing the end of the first year of their lease must submit the Live Detroit program application and acknowledgement form no more than 60 days prior to the lease renewal date. Applications must be accompanied by a copy of the existing lease. Applications will be reviewed for eligibility by Urban Science, and qualifying applications will be preapproved subject to available funding. Participants must provide a copy of the renewed lease to the program administrator for final approval before funds will be disbursed.

Employees wishing to participate in the program should contact the Program Administrator, Jenny Mazag at [jamazag@urbanscience.com](mailto:jamazag@urbanscience.com).