



ATLANTA  
NEIGHBORHOOD  
DEVELOPMENT  
PARTNERSHIP, INC.

Building the region's future,  
neighborhood by neighborhood

# ANDP FHLB DPA PROGRAMS

*2025 Launch & Program Guidelines*

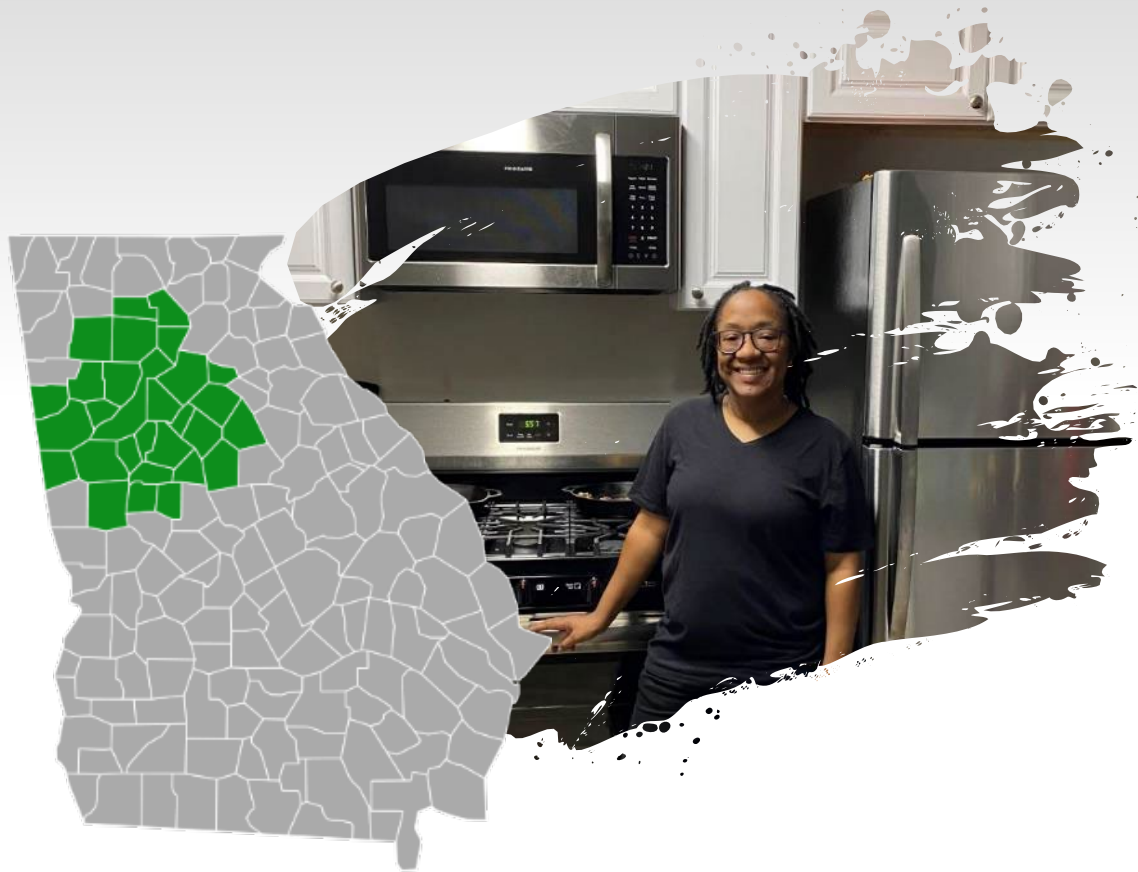
Visit [www.andphomes.org/dpa](http://www.andphomes.org/dpa) to view training videos from FHLB and ANDP on these programs.

# HOUSEKEEPING & OTHER NOTES

- Slides will be available at [www.ANDPHomes.org/dpa](http://www.ANDPHomes.org/dpa)
- Ask questions in the Q&A window.
- Session is being recorded and will be posted at link above.

# About ANDP

ANDP develops, finances and advocates for affordable housing at scale that promotes racial equity and healthy communities where families thrive.



## Advocacy/Community Engagement

- 500+ Neighborhood Leaders Trained
- Participants: Nationally recognized, engaged in policy and community transformation

## Lending

- Capital for development of affordable housing and other community development facilities

## Down Payment Assistance

- Providing critical resources for low- and moderate-income families to achieve homeownership

## Development of Affordable Housing

- Single-Family
- Multifamily



# Today's Topics:

## ANDP/FHLBank Atlanta DPA Programs

- Program Overview
- Eligibility Guidelines & Income Calculations
- Program Updates
- Workflow
- How To Be Successful
- Helpful Resources
- Q&A

### ANDP

- Sara Haas, Vice President
- George Burgan, Senior Director

### NeighborWorks Columbus

- Kimberly Poole, Deputy Director
- Nonie Milner, FHLB Submitter
- Shadonna Woodcock, FHLB Approver

# ROLES & RESPONSIBILITIES

## ANDP

- Member Institution
- Program Oversight
- Send the wires
- Partner with NeighborWorks Columbus (NWC)
- Compliance

## NWC

- Receive Applications
- Verify Qualification
- Package & Send App to FHLBank Atlanta
- Execute through stages
- Work w/lenders for successful application

## Lender

- Lender applies on behalf of buyer
- Read guidelines
- Submit complete package timely
- Lead communication with buyer
- Responsible for compliance through post-closing

**Please send all inquiries to [dpa@andpi.org](mailto:dpa@andpi.org)**



# PROGRAM OVERVIEW and ELIGIBILITY

## What's New for 2025?



Our **AHP Homeownership Set-aside Program** products focus on addressing current housing trends and the ability for first-time homebuyers and non-first-time homebuyers to compete in the housing market across the country

### 2025 Highlights include:

- Increased First-time Homebuyer Product subsidy from \$12,500 to **\$17,500**
- Increased Community Partners Product subsidy from \$15,000 to **\$20,000**
- Increased Community Rebuild and Restore subsidy from \$10,000 to **\$25,000**
- Expanded Community Rebuild and Restore Product eligibility to include households impacted by disasters as declared by FEMA or by other local, state, or federal government agency



- FHLBank Atlanta's Affordable Housing Program (AHP) Homeownership Set-aside Program provides funds for the purchase or rehabilitation of a home

**Eligible Homebuyer(s)/  
Homeowner(s)**  
include low- and moderate-  
income households



**Funds Can Be Used**  
to reduce principal and  
assist in down payments,  
closing costs,  
and/or rehabilitation costs



- Homeownership products are an excellent marketing tool and can help connect you to other key stakeholders



## 2025 Program Details – Purchase Products



### 80%

#### Area Median Income

Household income must be at or below 80% of the county area median income or the state median family income, adjusted for family size as published by HUD based on the Bank's methodology (whichever is higher)

This is a regulatory requirement



### \$1,000

#### Minimum Homebuyer Contribution

Borrower must contribute a minimum of \$1,000 toward eligible product transaction (not applicable to Community Rebuild and Restore product)



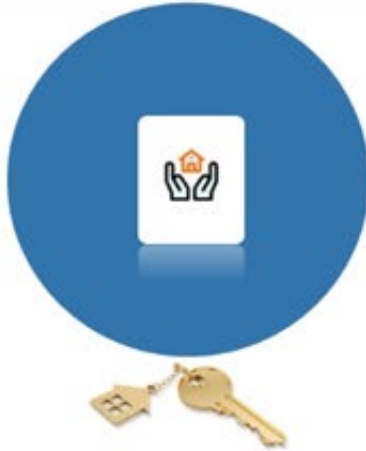
### \$250

#### Maximum Cash Back

Borrower can receive no more than \$250 cash back at closing

This is a regulatory requirement

# Workforce Housing Plus+ Eligibility Guidelines – Program Requirements



**First-time or Non-First-time  
Homebuyer**  
**(up to \$15,000)**

**Availability** first-come, first-served basis



Each member is limited to **\$500,000 in funds** during an annual offering period



**\$15,000**

available to eligible households with incomes at 80.01-120% AMI

### Funds can be used for:

- Reducing principal
- Assisting with down payment, closing costs, and rehabilitation costs

# Workforce Housing Plus+ Eligibility Guidelines – Program Requirements



**80.01-120%**

## Area Median Income

Household income must be 80.01% to 120% of the county area median income, or the state median family income, adjusted for family size as published by HUD based on the Bank's methodology (whichever is higher)



**\$1,000**

## Minimum Homebuyer Contribution

Borrower must contribute a minimum of \$1,000 toward purchase transaction



**\$250**

## Maximum Cash Back

Borrower can receive no more than \$250 cash back at closing

# WORKFORCE HOUSING PLUS+ PROGRAM CRITERIA



## Comparison: AHP Set-aside Homeownership Program vs. Workforce Housing Plus+

Program Criteria	Homeownership Set-aside Program	Workforce housing Plus+ Program
<b>Property Location</b>	<ul style="list-style-type: none"> <li>• Within Bank's district <b>and</b> outside of Bank's district</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Within Bank's district only:</b></li> <li>• AL, DC, FL, GA, MD, NC, SC, VA</li> </ul>
<b>Borrower Type</b>	<ul style="list-style-type: none"> <li>• First-time homebuyers</li> <li>• Non-first-time homebuyers</li> </ul>	<ul style="list-style-type: none"> <li>• First-time homebuyers</li> <li>• Non-first-time homebuyers</li> </ul>
<b>Household Income</b>	<ul style="list-style-type: none"> <li>• Household income: &lt; = <b>80% of AMI</b></li> </ul>	<ul style="list-style-type: none"> <li>• Household income: <b>80.01 to 120% of AMI</b></li> </ul>
<b>Borrower Contribution</b>	<ul style="list-style-type: none"> <li>• <b>\$1,000 Minimum</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>\$1,000 Minimum</b></li> </ul>
<b>Cash back at closing</b>	<ul style="list-style-type: none"> <li>• <b>\$250 Maximum</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>\$250 Maximum</b></li> </ul>
<b>Maximum Subsidy (per unit)</b>	<ul style="list-style-type: none"> <li>• <b>Up to \$17,500 (First-time Homebuyer)</b></li> <li>• <b>Up to \$20,000 (Community Partners Product)</b></li> <li>• <b>Up to \$25,000 (Community Rebuild and Restore)</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Up to \$15,000</b></li> </ul>
<b>Funding Requirements</b>	<ul style="list-style-type: none"> <li>• Funds to be disbursed FHLBA through members</li> <li>• First-come, first-served</li> <li>• Financial literacy required via counseling provider</li> <li>• First Mortgage loans must be fully amortizing; fixed, adjustable or balloons (maxed at 10years); and may not exceed a reasonable market conditions (rates, points, terms, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Funds to be disbursed FHLBA through members</li> <li>• First-come, first-served</li> <li>• Financial literacy required via counseling provider</li> <li>• First Mortgage loans must be fully amortizing; fixed, adjustable or balloons (maxed at 10 years); and may not exceed a reasonable market conditions (rates, points, terms, etc.)</li> </ul>
<b>Monitoring Requirements</b>	<ul style="list-style-type: none"> <li>• <b>5-year</b> retention requirement</li> <li>• * Repayment requirement</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No retention</b> requirement</li> <li>• *No repayment requirement</li> </ul>

## Eligibility Guidelines - Calculating Household Income



FHLBank Atlanta - AHP Income Limits Calculator

Enter Calculation Criteria

HUD Year \*  
2023

Household Size \*  
4

State \*  
GA

Household Income \*  
\$ 124,195.00

County \*  
Fulton County

Maximum 80% Income	\$82,800.00
Household AMI %	120.00 %

Household Income Exceeds 80% AMI

MSA \*  
Atlanta-Sandy Springs-Roswell

CALCULATE AMI %

### To calculate household income:

- Select HUD Year from drop down
- Select State, County, Household Size, and input household income for all household members 18 years of age and over
- Click Calculate AMI%

- Use this tool to determine whether the household income is below 80% AMI or between 80.01% and 120% of AMI for eligible properties within the Bank's district.

<https://corp.fhlbatl.com/services/affordable-housing-programs/ahp-income-calculator/>



# Eligibility Guidelines AHP – First Mortgage



The following eligibility guidelines apply to all loans that are part of the AHP Homeownership Set-aside Program transaction:

## Application Charges/Fees

- Interest rates, fees, points, and any other charges for all loans may not exceed a reasonable market rate of interest, fees, points, and any other charges for loans of similar maturity, terms, and risk

## Term

- Minimum five-year term

## Amortization

- Fully amortizing

## Mortgage Type

- Fixed-rate mortgages are eligible
- Adjustable-rate mortgages are eligible with certain parameters
- Balloon mortgages that have minimum 10-year balloon end date



# PROCESS

# ANDP/FHLB Application

- **New application site in 2025**
- **Enhancements:**
  - Start, stop, save, return to finish later
  - Multiple applications can be managed at one time
  - Progress tracker
  - In app communication to reduce email traffic
- **No longer accepting personally identifiable information via email.** All required documentation will be uploaded in specific fields (no longer one field to upload all documents). This includes any follow-up docs requested by ANDP or FHLB to clarify items/issues.
- **Application site will open Wednesday, February 26 at 12 PM.**

**Video Tutorial on  
New Application Site  
will be posted at  
[www.andphomes.org/dpa](http://www.andphomes.org/dpa)  
Tuesday, February 25, 12:00 Noon**



# ANDP FHLB DPA PROCESS

Lender applies for DPA on Behalf of the buyer.

- Online ANDP Application and ALL required documentation.
- Closings can be no sooner than 28 days from submission of a correct and complete application.

ANDP and NWC review the application for eligibility, accuracy and completion.

- Allow 10 business days for this review, based upon volume.

If errors are identified, or missing documentation is noted, revisions will be requested of the lender.

- Any required revisions or resubmissions will delay your application.

If eligible, accurate and complete, application is submitted to FHLB.

FHLB Reviews Documentation – additional follow up may be required.

- Allow 10 business days for this review.

Please send all inquiries to [dpa@andpi.org](mailto:dpa@andpi.org)

## Workflow – Intake Documentation Requirements



### Documentation

#### Provide income documentation for all household members 18 and over dated within **30 days** of the application submission

- Written Verification of employment (VOE) fully completed
- Thirty (30) days of current and consecutive paystubs
- Signed Offer Letters that list a start date and salary amount are acceptable



### Verification

#### Census tract verification document that matches the subject property address and census tract (step 3 in FHLBAsap®)

We will also accept the Flood Certification, if it lists a census tract number, or the first three pages of the appraisal



### Certification

#### Intake Certification Requirements

- Both pages of this two-page fillable PDF must be provided. If the application includes a non-occupant co-borrower, they must execute page two of the document and list any financial support that will be provided to the household. The document also includes:
  - Certifications for household members 18 and over with zero income, and asset certification
  - All persons who will reside in the property must be listed on the Intake Certification- this includes children
- The document can be signed electronically or printed and signed. We do not accept typed initials or signatures

# ANDP FHLB DPA PROCESS

If approved, ANDP will send a conditional commitment letter which outlines required pre-funding steps.

## During the pre-closing process

- You must submit a preliminary CD – which must then match the final CD.
- Your buyer must complete counseling with the FHLB designated provider AND the HUD approved course.
- And any other items noted in your CC letter.

Prefunding documents will be submitted to FHLB Atlanta for approval.

- Once approved, FHLB will notify ANDP of funding approval.
- ANDP will wire funds per provided instructions.

Homebuyer must close within ten days of the closing date on the Preliminary CD.

- Any delays in closing must be communicated to ANDP.

Please send all inquiries to [dpa@andpi.org](mailto:dpa@andpi.org)

## Workflow – Funding Documents (Step 8)



At least three business days prior to closing, attach the following required documents on Step 8:

- Fully prepared preliminary closing disclosure that lists the same closing and disbursement dates, seller, lender, line item for counseling, line item for FHLBank Atlanta funds
- Certificate of Counseling Completion from FHLBank Atlanta designated provider
- Conditions of funding documentation, if applicable
  - Please review commitment email to confirm whether any conditions of funding are indicated
- If the closing is delayed, you must contact FHLBank Atlanta to determine next steps



# Sample Conditional Commitment Letter

The email sent to lender with the CC letter MAY also contain additional conditions that need to be met. Read BOTH the email and the attached letter.

Congratulations!

The AHP homeowner assistance funds application (as referenced below) has been **conditionally approved**. The commitment to fund is pending my receipt of the required documents, listed below:

## **ASAP, But At least 7 Business Days Prior to Closing**

- Homeownership Counseling Certificate from Clearpoint
- Complete **Preliminary Closing Disclosure (CD)** with all borrowers on title that include the following:
  - AHP DPA clearly identified as **FHLBank Atlanta**
  - Counseling fee of \$275 with **Credit.org** or **Money Management International** reflected as payee
  - Minimum homebuyer contribution of \$1,000, unless veteran
  - Homebuyer's maximum cash back at closing not to exceed \$250
  - Closing date as printed on CD must be in the future
- Please see FHLBank Atlanta Conditional Commitment email for any additional conditions.

Please have the borrower call **the Bank-prescribed counseling provider** to schedule an appointment for the homebuyers required counseling session via the contact information below:

## **Counseling Provider Contact Information:**

Phone #: 877-585-8307

Reservation #: xxxxxxxxxx

<https://corp.fhlbatl.com/files/documents/counseling-flier.pdf>

## **Commitment Details**

- DPA Institution - Community Redev Loan and Invt Fund, Inc.
- Homebuyer – Jane Smith
- DPA Product – **First Time Homebuyer Program**
- Approved Amount - **\$12,500**
- Approval Date – **04/22/2023**
- Expiration Date – **06/06/2023**

## Workflow – Homebuyer Counseling Session



FHLBank Atlanta provides **Money Management International, Inc. (MMI)** or **Credit.org** contact information and a unique counseling reservation number for each borrower to the member within the conditional commitment notification email once the application has been approved

Member provides MMI or Credit.org contact information and the unique reservation number to the borrower(s) in order to schedule the counseling session

A certified counselor will contact the borrower(s) to complete the scheduled counseling session

The counselor will provide the borrower(s) with a certificate of completion when the counseling session has been completed

The borrower(s) will need to provide the certificate of completion to the member prior to funding

Purchase: The member or their closing agent is responsible for transferring the funds in the amount of **\$275** to MMI or Credit.org per the payment instructions as listed in the invoice associated with the counseling session. Located in the [AHP Pre- and Post-Funding Documentation Requirements document](#)

## Post Closing within 10 days - Closing Attorney emails:

- Final Executed CD – which MUST match approved preliminary CD.
- Executed Deed of Trust and Note
- Closing Attorney Checklist
- Proof of payment (Cleared Check) for counseling payment (As soon as received)

## Post Closing - Closing Attorney Sends via Fed Ex to ANDP:

- Original Recorded Deed
- Original Note

## Post Closing

- Lenders are responsible for all post-closing document submissions via email and Fed Ex.

Please send all inquiries to [dpa@andpi.org](mailto:dpa@andpi.org)

# ADDITIONAL GUIDANCE



## Loan Officer and Real Estate Professional (Realtor) Responsibilities

### Understanding the program guidelines



- Understand the program guidelines is **key** to your success
  - Does your borrower qualify? Is he/she a first-time homebuyer?
  - Does the household meet the Area Median Income (AMI) percentage requirements
- Work with the homebuyer and your real estate agent to apply and access down payment programs
  - Collect household income documentation for everyone 18 years of age and over who will occupy the residence
  - Homebuyer to execute Intake Certification
    - Is there a non-occupant co-borrower? If so, they must execute the Intake Certification and list any income being provided to the household
    - All persons who will reside in the property must be listed on the Intake Certification- this includes children
  - If the subject property is a duplex or will have rental units associated with the property, current and/or future rental income documentation must be provided
  - Review the 1003 to ensure all household information and household income has been provided at application submission to FHLBank Atlanta

### Application Intake Reminders

- Our household income calculation is based on current circumstances. If the homebuyer/member are aware of any imminent changes expected at time of submission, the change should be reflected in the application. This includes changes in household size and income
- Any explanations or questions from FHLBank Atlanta regarding employment earnings must be addressed by the employer. FHLBank Atlanta does not accept email exchanges between the Loan Officer and Employer. Explanations must come from the employer via a letterhead or fully completed VOE

### Other Income Sources

- All income sources must be documented, including self-employment sources. If the homebuyer is receiving financial support, such as non-court ordered child support or financial support from a family member, a statement over HUD's 1010 language must be provided

*See the Products Income Documentation Requirements document for HUD1010 language*

## What Documentation Requirement is New for 2025?



Our **Homeownership Programs** focus on addressing current industry standard underwriting criteria that apply to loans currently underwritten by members that participate in our programs.

### 2025 Highlights include:

- Documentation Update:
  - Intake Certification updated to include asset attestation and Zero Income Certification
  - When providing income documentation that does not cover the entire Jan-March 31 of the current year (2025), provide the first stub of current year or last stub of the previous year.

### Post-funding Reminders

- Review the CD in its entirety prior to attaching on Step 9
  - If there are other funding sources, attach corresponding CD or approval letter(s)
  - If the CD or security instrument includes names that are not listed as household members or non-occupant co-borrower(s) on the original Intake Certification, address this by providing supporting documentation (*e.g., attach executed name affidavit, or new executed Intake Certification*) and an explanation in the comment box on step 9
- **The homebuyer cannot receive more than \$250 cash back at closing**
  - If homebuyer(s) receives more than \$250 cash back at closing the following steps are to be taken:
    - The member cannot seek repayment from the homebuyer(s)
    - The member to make the principal curtailment in the excess amount to cure the discrepancy and;
    - Provide evidence with a mortgage statement to FHLBank Atlanta

- Financial institutions participating in the Bank's programs must comply with applicable law including all fair housing, equal credit opportunity and unfair and deceptive acts and practices laws.
- Any person who knowingly makes a false statement or misrepresentation to FHLBank Atlanta is subject to penalties that may include fines, imprisonment, or both, under the provision of Title 18, United States Code, Sec. 1014, including, but not limited to:
  - **Members**
    - Loan Officers
    - Processors (submitters)
    - Underwriters (approvers/program managers)
    - Closers
  - **Third-party Lenders**
  - **Real Estate Professional (Realtors)**
  - **Closing Agents**
  - **Contractors/Inspectors**
  - **Appraisers**



## Non-disclosure of additional household member at application

- During the post-funding review of an application, it was discovered via the closing documents that the household included a spouse that was not disclosed to the member or FHLBank Atlanta. The lender associated with the transaction was a third party working with the member bank.

Scenario Issues	Scenario Outcome
<ul style="list-style-type: none"><li>• The spouse was not disclosed on the Intake Certification or within the application documentation</li><li>• The Intake Certification contained inaccurate information that was certified by the applicant as being complete and accurate</li><li>• The additional household member was never disclosed during the commitment period or prior to the loan closing</li></ul>	<ul style="list-style-type: none"><li>• The discovery of the additional household member resulted in an application QC which led to the discovery of additional household income</li><li>• The non-disclosure of the household member and the additional income resulted in the application being deemed no longer eligible to receive AHP funds</li><li>• The AHP funds were recaptured from the member bank, and the member had to pay to have the AHP lien removed</li></ul>

### Non-disclosure of additional household income at application

- After the issuance of the conditional commitment, FHLBank Atlanta staff were informed that the homebuyer recently disclosed that child support was being received and that another family member would be occupying the residence after purchase.
- FHLBank Atlanta conducted a Quality Control review of the application and determined that the child support was previously disclosed to the loan officer, but it was not disclosed at intake.

Scenario Issues	Scenario Outcome
<ul style="list-style-type: none"><li>• The child support was not disclosed on the Intake Certification or within the application documentation</li><li>• The Intake Certification contained inaccurate information<ul style="list-style-type: none"><li>– The Intake Certification is considered a legal document containing accurate, factual information as certified by the applicant</li></ul></li></ul>	<ul style="list-style-type: none"><li>• The non-disclosure resulted in an application QC</li><li>• The additional income resulted in the AMI being over the income limit and the application was no longer eligible for the program</li></ul>

# TIMING NOTES:

- ✓ Closing date: No sooner than 28 calendar days from submission.
- ✓ Day count above does not include holidays.
- ✓ Applications will be reviewed as they are **CORRECTLY** and **COMPLETELY** submitted before sending to FHLBank Atlanta.
- ✓ Failure to submit a complete file **WILL DELAY** your application beyond the dates above.
- ✓ No applications will be processed after 2:00 p.m. each day.
- ✓ No applications will be processed on Fridays.



# TIMING NOTES:

- ✓ Two-Strike Rule will be enforced in 2025.
- Regarding application discrepancies: after their 2<sup>nd</sup> material discrepancy, lenders will be required to complete additional training in order to continue submitting applications.
- Any discrepancies after additional training has occurred will result in the lender becoming ineligible to submit additional applications for the remainder of the funding period.

# Frequently Asked Questions

- **Are funds available?** Always check [www.andphomes.org/dpa](http://www.andphomes.org/dpa)
- **Does FHLBank Atlanta allow layering with other DPA sources?** Yes.
- **Can FHLBank Atlanta funds take third position (i.e. behind other DPAs?)** Yes.
- **Are there maximum Debt-to-Income requirements?** No.
- **My client is already taking a homebuyer education course. Do they still need to take the Money Management or Credit.org course?** Yes, *after* they receive a commitment letter.
- **If a borrower is buying with a non-occupying borrower, can they still qualify for the DPA?** Yes, but that individual must disclose any funds they will be contributing to the monthly home payments on the Non-Occupant Certification in the Homebuyer Intake Certification Form. If they are contributing to the down payment or any other income to the borrower, that needs to be disclosed as well.
- **Is there a maximum sales price?** No. But the household income limit will naturally limit the cost of the home that the buyer can afford. We encourage following the 30% Rule, in that housing costs should be no more than 30% of household income.
- **Is there a max asset test or max homebuyer contribution?** No, FHLBank Atlanta does not have a cap on the amount of assets the potential homeowner has; however, we require that you review 2 months bank statements to determine if there is income earned from assets.
- **Is there a minimum credit score?** Credit scores and ratios are set by the participating lenders.

# Common Issues

- Incomplete Packages
- Number of dependents and/or non-occupant co-borrower information does not match the 1003 and intake certification
- All sources of income are not included
  - Overtime is not calculated correctly
  - Child support is not included on the 1003
    - Proof of child support is not included
  - You must disclose any monetary gifts received by the borrower
- VOE
  - More than 30 days old
  - VOE from LOS System not signed by the lender
  - If the VOE is from the Work Number, you must also submit 60 days of pay stubs
- New Construction – Requires an appraisal for FHLB Submission
- Tax Returns – Self Employed Income
  - Not Signed
  - Tax consent not provided

# Common CD Issues

- Origination fee is higher on the Final CD than on the approved Preliminary CD
- The origination fee should not exceed 3%
- The Closing date must be at least 7 days from receipt of the Preliminary CD
- Closing and Disbursement Dates must match
- Property, Borrower, Seller and Loan information must be complete
- **You cannot charge a fee for the FHLB DPA**
- **The CD must have the correct title for HBE Counseling and FHLB Atlanta**
- The borrower cannot receive more than \$250 cash back
- The borrower must contribute at least \$1000
- IF there are gift funds, they must be on both the preliminary CD and the final CD
  - All gift funds must be used – it cannot be given as cash back.
- You must complete all sections
  - Cash to close
  - Additional information about this loan
  - Contact information
  - Loan Calculations
- **Preliminary CD and Final CD MUST MATCH**

# Common Issues

- Financing and Mortgages Form
  - Calculations are incorrect
  - All sources of DPA are not included
  - The borrower must contribute at least \$1000
- Year to Date Profit and Loss statements need real dates (Example: January 1, 2025 to July 31, 2025)
- Intake Certification- If there is a non-occupant co-borrower monthly contribution cannot be blank. If zero is the contribution put zero
- All final conditions should be submitted in one complete package
- The closing attorney checklist must be followed
- Please check that wiring instructions are accurate before sharing
- Notifications
  - We must be notified when a closing date changes
  - We must be notified when the loan amount for the 1<sup>st</sup> mortgage changes
  - The Loan must be cleared to close before final conditions are sent to us.
- Post Closing
  - Post Closing emailed and Fed Ex'd documents must be submitted in a timely fashion
  - Retention documents must be executed on the closing date – all dates must be the same.

# REMINDER

## PLEASE REVIEW THE PROGRAM GUIDELINES FOR A COMPLETE LIST OF REQUIREMENTS, including but not limited to:

- Thirty (30) days of current and consecutive paystubs or a complete VOE
- Verification of Employment Form is the preferred form for income verification from FHLB
- W-2 and Bank Statements
- Zero Income Certification (as applicable) – anyone 18 years + with no income
- SSI, Disability, child support, other income documentation as applicable
- An 8-hour HUD approved homebuyer education is required in addition to the FHLBank Atlanta 1-hour phone counseling session.

### PLEASE NOTE:

- Annual income is based on **gross earnings**. **Income documentation must include any bonuses and overtime, even if just one-time**
- Income documentation **must be dated within 30 days at intake**

**Please send all inquiries to [dpa@andpi.org](mailto:dpa@andpi.org)**



# Next Steps

Starting Wednesday, February 26<sup>th</sup>

- ✓ Visit [www.ANDPHomes.org/dpa](http://www.ANDPHomes.org/dpa)
- ✓ Check Funding Availability
- ✓ Send 1-Page Overview to Clients
- ✓ Select Application link (on/after 2/24/25)
- ✓ Complete all REQUIRED forms
- ✓ Make note of additional resources
- ✓ Bottom right of page also includes list of 29 eligible counties (Atlanta MSA).

### Down Payment Assistance (DPA)

#### Understanding DPA

Unless you are paying cash for the entire purchase price of a home, you will most likely need a mortgage loan. Mortgage loans require the homebuyer to pay a portion of the home purchase price at closing. This "down payment" amount varies based on the lender and the loan product you select (FHA, VA, Conventional, or a lender's in-house loan, typically called a "portfolio product").

Down payment assistance programs are available from nonprofit organizations and local, state, and federal agencies. They can be administered by a local or state housing authority, a nonprofit organization, or directly through your lender. These organizations provide a set amount of money to qualified homebuyers. Homebuyers who meet program qualifications and requirements can use the money to cover their down payment and/or closing costs.

Below you will find a summary of all assistance programs available through ANDP.

Special note to potential homebuyers, these program requirements are best navigated by your real estate professional and/or lender. In the case of our "ANDP-FHLBank Atlanta DPA Program," your lender must apply on your behalf. All questions regarding the program should come from your lender and be sent to [dpa@andpl.org](mailto:dpa@andpl.org).

#### DPA available through ANDP

Keep in mind that each program is different and has separate qualifications and requirements. See a side-by-side comparison of ANDP-related programs [here](#).

#### TRADITIONAL DPA PROGRAM

- ANDP-FHLBank Atlanta DPA Program provides between \$12,500 and \$15,000 in down payment assistance to qualifying homebuyers with a household income of less than 80% of the area median income. These funds can be used to purchase an ANDP home, or any other existing home in metro Atlanta and is available on a first-come-first-serve basis. This program is affiliated with the Federal Home Loan Bank of Atlanta. Note that any homebuyer seeking these funds must have their lender apply on their behalf. The gray box on the right-hand side of this page provides lenders with all necessary application information. [MORE](#)

#### HOME PURCHASE PAIRED WITH DPA

- HOME - The Federal HOME program provides homebuyer assistance based on the borrower's need, and amounts vary depending on the jurisdiction. Homebuyers' household income cannot exceed 80% of the area median income for this program. We typically have no more than 3-4 homes available in this program at any time.
- ANDP Homebuyer Assistance Program (AHAP) - This Internal program is offered solely by ANDP and is available only to select ANDP homes - including all Austin Walk Townhomes. The homebuyer assistance is in the form of a soft-second mortgage offered at zero percent interest, with all payments deferred. The assistance helps lower the housing cost by providing a greater down payment and reducing the mortgage amount. The assistance adds no expense to the monthly mortgage payment. The assistance provided with the zero percent second is not forgivable but will not be due until the home is sold, transferred, or 40 years, whichever comes first. [MORE](#)

### ANDP/FHLBank Atlanta DPA Program Documentation & Application Portal

NOTE: The LENDER must make applications for the ANDP/FHLBank Atlanta DPA program on behalf of the buyer. This program is open to all lenders (not just ANDP's "Approved Lenders"). Those lenders wishing to participate must watch the training video and review the Program & Product Guidelines below.

#### 1. FUNDING AVAILABILITY

The funding source for this program is the FHLBank of Atlanta's AHP set-aside program. As a member institution, ANDP has access to up to \$500,000 in the funding year.

FHLBank Atlanta DPA program will resume February 5, 2024. Lenders who plan to apply on behalf of their borrowers should take the webinars listed toward the bottom of this column. Note that all documents listed below are in the process of being updated - including docs from FHLBank Atlanta.

#### 2. GUIDELINES

- [Program Overview - One-Pager](#)
- [Program & Product Guidelines](#)
- See the training videos linked below

#### 3. APPLICATION

Online Application (Link to the application has been deactivated until funding has been replenished, February 5)

- Online Application Form - Note: The application must be completed in one session. The online application form does not allow saving work and returning later.

#### Required Forms

- [AHP Intake Certification Form](#)
- [Finance & Mortgages Calculation Form](#)
- [Mortgage Lender Checklist](#)
- [Closing Attorney Checklist](#)
- [ANDP Income Affidavit](#)
- [AHP Zero Income Certification\\*](#)
- [AHP Self-employed Worksheet\\*](#)
- [AHP Essential Worker Certification\\*](#)
- [Verification of Employment\\*](#)

\*As Applicable

#### Resources

- [AHP Income Documentation Requirements](#)
- [AHP Pre/Post Funding Documentation Requirements](#)
- [AHP Income Calculator](#)
- [Credit Counseling Flyer - MMI](#)
- [Credit Counseling Flyer - Credit.org](#)
- [Essential Workers List](#)

Lenders: Note that the application will ask for these forms

# QUESTIONS