

ANDP Homes

ANDP FHLBank Atlanta Down Payment Assistance Program

PROGRAM & PRODUCT GUIDELINES

Revised January 25, 2024

More online at www.ANDPHomes.org/dpa

Questions to dpa@andpi.org



Building the region's future,
neighborhood by neighborhood

ANDP’s FHLBank Atlanta-affiliated Down Payment Assistance Program

(Revised January 25, 2024)

PROGRAM & PRODUCT GUIDELINES

Funds for this program are made possible by ANDP’s status as a member institution of Federal Home Loan Bank of Atlanta. These DPA funds can be used to purchase an ANDP home, or a non-ANDP home.

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REQUIRED FORMS

Click the link for direct access to the document, or see list of all documents at www.ANDPHomes.org/dpa.

- [FHLBank Atlanta Intake Certification](#)
- [Mortgage Lender Checklist](#)
- [Closing Attorney Checklist](#)
- [Financing & Mortgages Calculation Form](#)
- [Income Affidavit](#)
- [Verification of Employment Form](#)
- [AHP Zero Income Certification Form*](#)
- [AHP Self-employed Worker Certification Form*](#)

*If applicable

ADDITIONAL RESOURCES

- [FHLBank Atlanta Income Documentation Requirements](#)
- [AHP Income Calculator Link](#)
- [AHP Pre/Post Funding Documentation Requirements](#)
- FHLBank Atlanta Counseling Partners: Credit.org and [Money Management International](#)

ANDP Down Payment Assistance

FHLBank Atlanta - AHP Set-Aside DPA Program
Offered by ANDP



Atlanta Neighborhood Development Partnership (ANDP) is a leading advocate for the development and preservation of affordable housing in the greater metropolitan Atlanta region. ANDP provides new and newly renovated homes priced affordably for low- and moderate-income homebuyers.

The down payment assistance (DPA) program discussed on this page is limited to qualifying homebuyers with a household income at or below 80% of area median income (AMI).

Number Living in Household	80% of AMI Household Income Limit
1	\$57,000
2	\$63,350
3	\$73,500
4	\$81,650
5	\$88,200
6	\$94,750
7	\$101,250
8	\$107,800

*2023 HUD Household Income Limits. Household income limits change on an annual basis, typically in April/May.

FHLBANK ATLANTA PRODUCTS OFFERED BY ANDP

First-Time Homebuyer - Up to \$12,500 - The First-time Homebuyer Product (FHP) provides up to \$12,500 in funds for the down payments and closing costs of first-time homebuyers and anyone who has not owned a principal residence in the past three years.

Community Partners - \$15,000 - Provides up to \$15,000 in down-payment and closing-cost funding to current or retired employees of law enforcement, education, health care, fire stations and other first responders; veterans or active-duty members of the U.S. military or their surviving spouse. The 2024 product no longer includes COVID-related essential workers.

NOTES:

-FHLBank Atlanta DPA can be layered with other DPA programs offered by other organizations and agencies.

-DPA funds are forgiven as long as the homebuyer maintains the primary residence at the property for a minimum of five years.

-A 8-hour homebuyer education is required. FHLBank Atlanta regulations also require a 1-hour phone counseling session. The case number and phone number provided on the Conditional Commitment letter after the application has been approved.

-Homebuyers must contribute a minimum of \$1,000 in earnest money to the transaction.

BUYERS/AGENTS: If you have a contract to purchase a home (from ANDP or any seller) and are interested in receiving down payment assistance, have your lender contact us at dpa@andpi.org.

LENDERS: Note the acceptable application dates in the product guidelines at www.andphomes.org/dpa - see gray box on right hand side of page.



FOR MORE INFORMATION, CONTACT:
dpa@andpi.org



Eligibility Guidelines - First Mortgage

A. Eligible Loan Requirements

All loans, interest rates, fees, points, and any other charges for all loans, made in conjunction or association with the ANDP’S DPA must comply with all applicable state and federal regulations and may not exceed a reasonable market rate for loans of similar maturity, terms, and risk

- The following additional eligibility requirements also apply:
 - Fixed rate mortgages are eligible
 - Adjustable rate mortgages are eligible with certain parameters:
 - Custer is qualified based on cap rate or “impact” period (to avoid payment shock if a high rate environment exist during rate reset period); and
 - No negative amortization loans.
 - Fully amortizing.
 - No interest only or pay options.
 - Term not less than five years, with an amortization of any period equal to or greater than the loan term

Note: The product eligibility requirements must be met at origination as well as following any refinance or subordination during the five year retention period.

Ineligible Uses: The following are not eligible for AHP Homeownership Set-aside (ANDP’s FHLB-affiliated DPA program) funds:

- Mortgage Type - Interest-only or pay option loans
- Amortization - Negative amortization
- Application Charges/Fees - Processing, pre-payment and reserve accounts are prohibited for transactions with AHP funds.

B. Need for Subsidy and Reasonable Costs

FHLBank Atlanta, in its discretion, may establish guidelines for the ANDP’S DPA program that will assist in the determination of the amount or need for subsidy, and that the financing costs to the borrower are reasonable. These guidelines will serve as a benchmark for evaluating funding requests and may be used as a basis for adjusting or rejecting requests for subsidy.

A household may receive cash back at closing for ANDP DPA purchase products in an amount not exceeding \$250, so long as the homebuyer’s contribution meets the minimum described above. Any funding in excess of \$250 will be used as a principal prepayment on the homebuyer’s mortgage.

C. Documentation Requirements

FHLBank Atlanta will conduct a review of the documentation to determine that the incomes of the approved households do not exceed 80 percent of the area median income. Please make note of the following required documents.

	PURCHASE	
APPLICATION	<ul style="list-style-type: none"> • Intake Certification Form • Census tract verification (ANDP responsibility) • Income documentation • Income from assets documentation • Closing date • Finance & Mortgages Calculation Form 	<ul style="list-style-type: none"> • Mortgage Lender Checklist • Closing Attorney Checklist • Signed Income Affidavit • Verification of Employment • Zero Income Certification (If applicable) • Other (as specified in online application)
PRE-FUNDING	<ul style="list-style-type: none"> • Closing Disclosure reflecting the AHP funds. • Proof of completion of the Bank prescribed counseling session • Such other documents as may be required by the Bank. 	
POST-FUNDING	<ul style="list-style-type: none"> • Copy of executed Closing Disclosure reflecting the AHP funds • Deed of Trust • Proof of Payment of Counseling Fee • Final 1003 Form • Such other documents as may be required by the Bank 	

Note: For Veterans, Returning Veterans, and Community Partners eligibility and additional required documentation, please refer to “AHP Homeowner Assistance Products – Pre and Post Funding Documentation Requirements” link found on FHLB website.

Eligibility Guidelines - Homebuyer

Homebuyer Eligibility

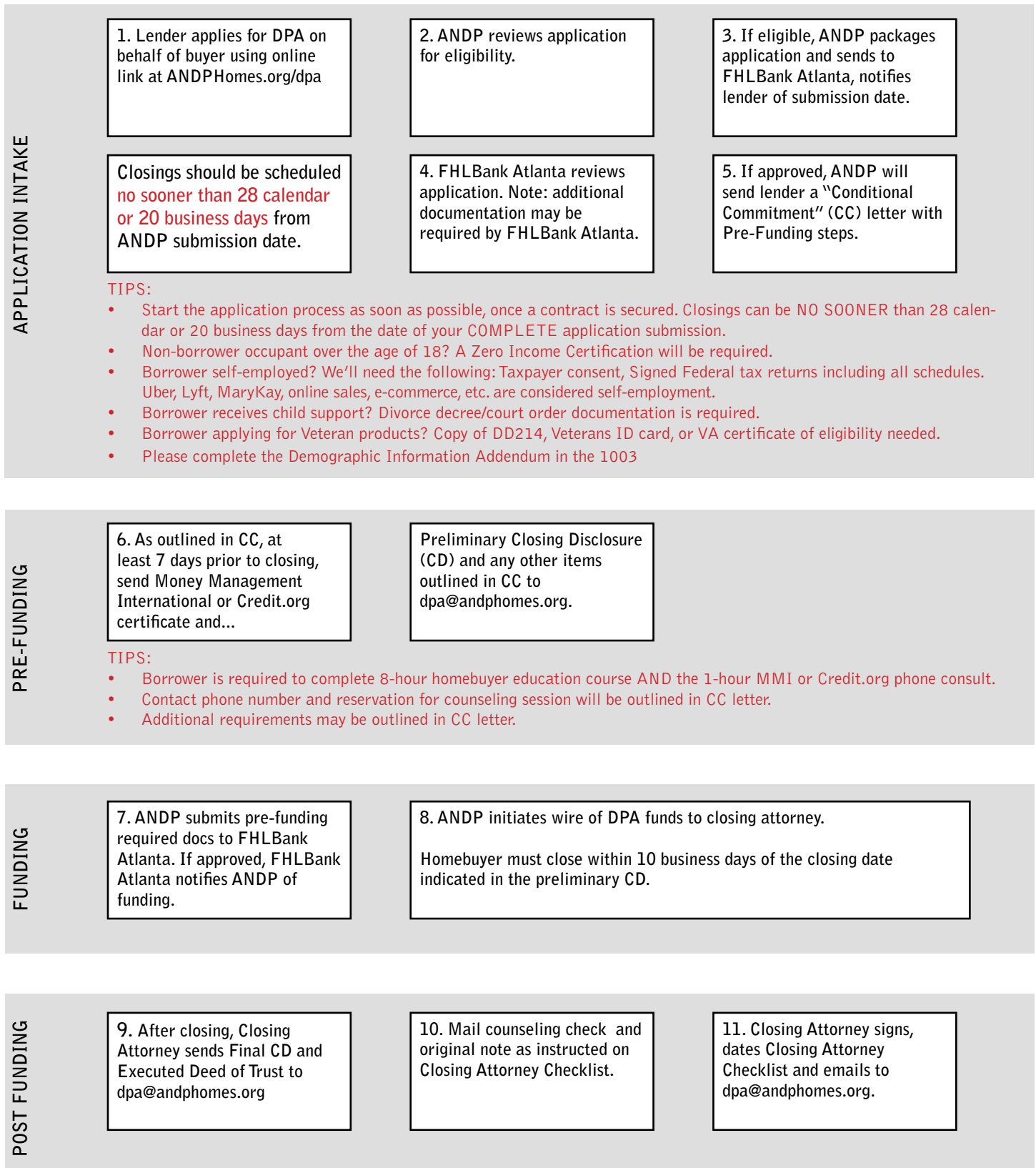
The following eligibility requirements apply to homebuyers / homeowners participating in the ANDP DPA program:

- At the time of each application submission and at closing by the ANDP to the FHLB, the homebuyer's households must have incomes at or below [80 percent](#) of the area median income, adjusted for family size.
- A homebuyer must be the owner occupant of the home purchased with ANDP DPA funds.
- Homebuyers must sign retention documents acceptable to the FHLB, meeting the FHLB's retention document requirements meeting the requirements of both the AHP Set-aside Agreement and Section 1291.15 of the AHP Regulations, as outlined in Appendix A.
- Applicable only for transactions that include purchase of an owner-occupied unit.
- Homebuyers must complete the FHLB's prescribed homebuyer counseling, debt management planning, and default prevention program.
- For the First-time Homebuyer Product (FHP) only, funds may only be made available to a "first-time homebuyer," as such term is defined by HUD HOC reference guide chapter 3: expanded to include recovering victims of catastrophic loss or natural disasters.

Product Overview

PRODUCT NAME	First-Time Homebuyer Product (FHP) The First-time Homebuyer Product (FHP) provides up to \$12,500 in funds for the down payments and closing costs of first-time homebuyers.	Community Partners Product (CPP) Provides up to \$15,000 in down-payment and closing-cost funding to current or retired law enforcement officers, educators, health care workers, firefighters, and other first responders; and veterans or active-duty members of the U.S. military or their surviving spouse.
DOCUMENTATION REQUIREMENT	See pages 4-6.	In addition to pages 4-6, Veteran applicants need to provide: <ul style="list-style-type: none"> • A copy of current orders showing duty posting in a conflict environment, for current active-duty personnel; or • Military Service Record DD214 or • Veterans ID card; or • Use of VA Certificate of Eligibility (http://www.benefits.va.gov/HOMELOANS/purchaseco_certificate.asp) • A copy of one of the above, along with a Death Certificate for a surviving spouse application; and • Any other documentation that may be determined acceptable at the Bank's sole discretion
AVAILABLE SUBSIDY	\$12,500	\$15,000
ELIGIBLE BORROWERS	First-time homebuyers only, as defined by HUD HOC reference guide chapter 3	See definition of Community Partner Eligible Borrower under Definitions
ELIGIBLE USES OF FUNDS	Down payment, closing cost, counseling, or rehabilitation assistance in connection with the purchase or purchase/rehabilitation of an existing unit	
ELIGIBLE GEOGRAPHIC AREA	Atlanta MSA (29 counties)	
ELIGIBLE PROPERTIES	<ul style="list-style-type: none"> • Owner-occupied 1-4 family properties • Townhouses • Condominiums • Cooperatives • Manufactured housing deeded as Real Estate 	
OCCUPANCY TYPE	Primary residence	
INCOME ELIGIBILITY	Household income must be equal to or less than 80% of HUD Median Income, adjusted for family size	
BORROWER MINIMUM CONTRIBUTION	\$1,000	\$1,000
MAXIMUM CASH BACK TO HOMEBUYER AT CLOSING	\$250	

Overview of Process and Timeline



Comparison of all ANDP Home Purchase and DPA Programs

Additional details at
www.andphomes.org/dpa

Not traditional DPA programs. These programs offer assistance with closing costs, up to \$7,500 as a seller concession.

These programs are traditional DPA programs, with assistance to cover down payment assistance, closing costs, and/or principal reduction. Each program has its own set of eligibility and requirements.

PROGRAM ATTRIBUTE	ANDP Home Sales: PARTNER PROGRAM	Special Initiative: VETERANS PROGRAM	ANDP Home Sales: HOME PROGRAM	ANDP Home-buyer Assistance Program (AHAP)	Assistance: ANDP/FHLBank Atlanta DPA Program*
Maximum Household Income Limit - See below	≤120%AMI	≤120%AMI	≤80% AMI	≤80%AMI	≤80%AMI
Qualifying Homes	All ANDP Homes	All ANDP Homes	ANDP CHDO Homes	Select ANDP Homes	ALL Homes
Down Payment Assistance Provided?	No	Closing Costs	Yes	Yes	Yes
Amount of Assistance	N/A	Up to \$7,500	Variable	Up to \$20k	Up to \$15,000
Assistance Forgiven	N/A	N/A	Yes	NO. Must be repaid at resale or 40 years, whichever comes first	Yes
Buyer must use ANDP-approved lender	Yes	Yes	Yes	Yes	No
Required to be a first-time homebuyer	No	No	Yes	Yes	1st Time Buyer Prog = Yes Comm Partner Prog = No
8-hour homebuyer education course required?	Yes	Yes	Yes	Yes	Yes
Additional education requirement?	No	No	No	No	Yes
Buyer contribution to transaction	\$1,000	\$1,000	Varies \$1k or 1-1.5%	\$1,000	\$1,000
Occupancy Type	Primary Residence	Primary Residence	Primary Residence	Primary Residence	Primary Residence
Credit Score Requirement	Set by lender	Set by lender	Set by lender	Set by Lender	Set by lender
Financial Ratios	Set by lender	Set by lender	Set by lender	Set by Lender	Set by lender

Household Size	80% of AMI	120% of AMI
1	\$57,200	\$85,800
2	\$65,350	\$98,025
3	\$73,500	\$110,250
4	\$81,650	\$122,475
5	\$88,200	\$132,300

*HUD Household Income Limits 2023

About Maximum Household Income Limits

Any qualifying homebuyer with a household income below 120% of the Area Median Income (AMI) may purchase a qualifying home from ANDP. ANDP does not sell homes to buyers with household income above 120% of AMI. Note that some homes sold by ANDP are restricted to qualifying homebuyers with a household income at or below 80% of AMI. See the table to the left.

*Program described in this document



ATLANTA
NEIGHBORHOOD
DEVELOPMENT
PARTNERSHIP, INC.

Building the region's future,
neighborhood by neighborhood

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Questions regarding this DPA
program should be sent to

dpa@andpi.org

