

# DPA Grant Program Guidelines



<p><b>What is Virginia Housing's DPA Grant program?</b></p>	<p>Virginia Housing's Down Payment Assistance (DPA) Grant provides eligible first-time homebuyers (unless purchasing in a targeted area) with funds to help with the down payment. It is a gift provided by Virginia Housing, not a loan. Requirements of this grant program are listed below.</p>						
<p><b>Grant Amount</b></p>	<table border="1" data-bbox="654 422 1339 541"> <thead> <tr> <th>Maximum Grant Amount:</th> <th>First Mortgage:</th> </tr> </thead> <tbody> <tr> <td>2%</td> <td>Conventional Bond</td> </tr> <tr> <td>2.5%</td> <td>FHA Bond</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>Grant amount is based on the lesser of the sales price or appraised value and must be used towards down payment (not closing costs).</li> <li>If the sales price or appraised value is reduced after initial reservation, the lender must update the DPA Grant amount in Virginia Housing's LOS (Mortgage Cadence) and obtain a new Grant Award and Obligation Letter (if applicable) at the updated amount.</li> <li>If the calculation yields cents, then must round down to the nearest dollar.</li> <li>The borrower may not receive cash back at closing beyond verified Earnest Money Deposit (EMD) and any fees paid outside of closing (POCs).</li> </ul>	Maximum Grant Amount:	First Mortgage:	2%	Conventional Bond	2.5%	FHA Bond
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2%	Conventional Bond						
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<p><b>Eligible First Mortgages</b></p>	<ul style="list-style-type: none"> <li>Virginia Housing Conventional Bond</li> <li>Virginia Housing FHA Bond</li> </ul>						
<p><b>Ineligible First Mortgages</b></p>	<ul style="list-style-type: none"> <li>Virginia Housing Conventional</li> <li>Virginia Housing FHA</li> <li>Virginia Housing VA</li> <li>Virginia Housing VA Bond</li> <li>Virginia Housing RHS</li> <li>Virginia Housing RHS Bond</li> <li>Any first mortgage used with the Virginia Housing Plus Second Mortgage</li> <li>Any refinance</li> <li>Any Non-Virginia Housing loan</li> </ul>						
<p><b>SPARC Eligible</b></p>	<p><a href="#">Yes</a>, the DPA Grant can be used when SPARC is being used for the eligible first mortgage in accordance with SPARC guidelines.</p>						
<p><b>FirstHome Dream Eligible</b></p>	<p><a href="#">Yes</a> the DPA Grant can be used when FirstHome Dream is being used for the eligible first mortgage in accordance with FirstHome Dream guidelines.</p>						
<p><b>Plus Second Mortgage Eligible</b></p>	<p>No.</p>						
<p><b>CCA Grant Eligible</b></p>	<p>No.</p>						
<p><b>Minimum LTV</b></p>	<p>Follow first mortgage requirements for the minimum LTV of the first mortgage.  <u>Note:</u> The DPA Grant may be used with other acceptable non-Virginia Housing down payment assistance in accordance with the first mortgage requirements. It cannot be used with the Plus Second Mortgage or CCA Grant.  <a href="#">Exhibit LL</a> is not required for the DPA Grant; however it is required for any subordinate lien except FHLB when originated with FHA Bond. If the first mortgage is Conventional Bond, the applicable GSE's Community Seconds Checklist or Affordable Seconds Checklist may be used in lieu of Exhibit LL.</p>						



<b>Loan Term</b>	<ul style="list-style-type: none"> <li>• Loan term is not applicable because the DPA Grant is not a loan but a gift.</li> <li>• No repayment is required.</li> <li>• No separate URLA (but the grant must be listed on the first mortgage URLA) as well as no Note or Deed of Trust for the grant funds.</li> <li>• DPA Grant must meet the requirements in these Program Guidelines as well as requirements of the first mortgage (see above for eligible first mortgage types).</li> </ul>
<b>First-time Homebuyer</b>	Follow first mortgage requirements.
<b>Income Limits</b>	<p>Apply <a href="#">Virginia Housing DPA Grant Lower Income Limits</a>. Virginia Housing’s standard / bond, targeted area or expanded income limits do not apply.</p> <p>Must include income for all household members. See <a href="#">Origination Guide</a> for more information on how to calculate household income, what income types must be included, and what may be excluded.</p>
<b>Sales Price / Acquisition Cost Limits</b>	Follow first mortgage requirements.
<b>Eligible Purpose</b>	Follow first mortgage requirements.
<b>Programs Disclosure and Borrower Affidavit (Exhibit E)</b>	Follow first mortgage requirements.
<b>Seller Affidavit (Exhibit F)</b>	Follow first mortgage requirements.
<b>Originating Lender’s Loan Submission Cover Letter (Exhibit O)</b>	Follow first mortgage requirements.
<b>Homebuyer Education</b>	Follow first mortgage requirements.
<b>Tax Transcripts</b>	Follow first mortgage requirements.
<b>Business Use of Home</b>	Follow first mortgage requirements.
<b>Maximum Net Worth</b>	Follow first mortgage requirements.
<b>Automated Underwriting System (AUS) / Manual Underwrites</b>	<ul style="list-style-type: none"> <li>• Follow first mortgage requirements, and</li> <li>• Grant must be entered in AUS as a grant. It cannot be entered as “Other” in Minimum Required Funds section or as a lien in “Subordinate Financing.”</li> </ul>
<b>Minimum Credit Score</b>	Follow first mortgage requirements.
<b>Maximum DTI</b>	Follow first mortgage requirements.
<b>Foreclosures / Deed in Lieu / Short Sales</b>	Follow first mortgage requirements.
<b>Minimum Borrower Contribution</b>	<ul style="list-style-type: none"> <li>• 1% minimum down payment is required.</li> <li>• The 1% may be made from any eligible source in accordance with the eligible first mortgage requirements (including a gift). <b>Note:</b> If Other Down Payment Assistance funds are being used, (see below) it may have its own minimum contribution requirement that the lender must follow.</li> </ul>

<b>Other Down Payment Assistance</b>	<p>The DPA Grant may be used with other acceptable non-Virginia Housing down payment assistance in accordance with the first mortgage. It cannot be used with the Plus Second Mortgage or CCA Grant.</p> <p><a href="#">Exhibit LL</a> is not required for the DPA Grant; however it is required for any subordinate lien except FHLB when originated with FHA Bond. If the first mortgage is Conventional Bond, the applicable GSE's Community Seconds Checklist or Affordable Seconds Checklist may be used in lieu of Exhibit LL.</p>
<b>Reserves / Acceptable Funds to Close</b>	<p><b>FHA Bond first mortgage:</b></p> <ul style="list-style-type: none"> <li>• Follow FHA requirements for reserves.</li> <li>• 1% minimum down payment as mentioned above – Follow FHA requirements for funds to close (including a gift).</li> </ul> <p><b>Conventional Bond first mortgage:</b></p> <ul style="list-style-type: none"> <li>• Follow GSE requirements for reserves.</li> <li>• 1% minimum down payment as mentioned above – Follow GSE requirements for funds to close (including a gift) / no cash on hand.</li> </ul>
<b>Property</b>	<p>Follow first mortgage requirements.</p>
<b>Unfinished Area</b>	<p>Follow first mortgage requirements.</p>
<b>Post-Closing Repairs</b>	<p>Follow first mortgage requirements.</p>

# DPA Grant Procedures



<b>Reserving a DPA Grant</b>	<p>Follow steps outlined in the <a href="#">Mortgage Cadence User Guide</a> for Reserving a DPA Grant.</p> <p>The DPA Grant funds follow the first mortgage rate lock along with any allowed extension, up to a maximum 60-day extension (extension fees apply only to the first mortgage).</p> <p>The DPA Grant expires on the same day as the first mortgage loan lock expiration.</p>
<b>Origination</b>	<p>Loan originated in accordance with first mortgage program guidelines, and DPA Grant program guidelines.</p> <p>A separate URLA and Loan Estimate are not required for the DPA Grant because it is not a loan / mortgage.</p>
<b>Underwriting</b>	<p>Loans underwritten in accordance with first mortgage and DPA Grant program guidelines.</p> <p>Underwriters must confirm DPA Grant funds are reserved in Mortgage Cadence.</p> <p>Ensure a copy of the signed DPA Grant Award Letter is included in the submission to Virginia Housing Underwriting for Non-Delegated loans.</p>
<b>Special Documentation</b>	<ul style="list-style-type: none"> <li>• DPA Grant Award Letter (Conventional Bond and FHA Bond first mortgage).</li> <li>• DPA Grant Obligation Letter (FHA Bond first mortgage only).</li> </ul> <p>The document(s) are generated upon DPA Grant reservation in Mortgage Cadence and are available in "Attachments."</p> <p>The Award Letter must be signed by the borrower(s) and included in the closing package submitted to Virginia Housing.</p>
<b>Closing</b>	<p>Loans closed in accordance with first mortgage guidelines and the Closing Disclosure must reflect "Virginia Housing DPA Grant."</p>
<b>Documents</b>	<p>Follow first mortgage requirements and ensure the DPA Grant is shown on all appropriate documentation (URLA, Transmittal, AUS, Closing Disclosure, etc.)</p> <p>*The DPA Grant must be listed in the Gift section of the Transmittal (92900-LT). FHA requires an Employee Identification Number (EIN) for the DPA Grant. Virginia Housing's EIN is 0540921892.</p>
<b>Funding</b>	<p>Originating lender will fund the DPA Grant at closing and Virginia Housing will reimburse the lender upon purchase of the first mortgage.</p>
<b>Delivery</b>	<p>Follow first mortgage requirements and ensure a copy of the signed DPA Grant Award Letter is included in the package submitted to Virginia Housing.</p>

**Important:** Refer to the [Origination Guide](#) for more information about Virginia Housing eligibility requirements.

The information contained herein (including but not limited to any description of Virginia Housing and its lending programs and products, eligibility criteria, interest rates, fees and all other loan terms) is subject to change without notice.

