

# CLARK COUNTY DOWNPAYMENT ASSISTANCE PROGRAM FOR APPROVED NON-PROFITS

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*Please see Section 13 (Downpayment Programs) of the Home Advantage and House Key manual for all other terms and conditions that also apply to this Downpayment Assistance program. Before originating this program, loan officers are HIGHLY recommended to attend training specifically for the specialty DPAs. Sign up [here](#).*

## PROGRAM DESCRIPTION

Clark County Down Payment Assistance (DPA) for Approved Non-Profits is a down payment assistance program offered with the Commission first mortgage programs. This DPA was created from a partnership between the Commission and Clark County.

\$1.33 million in funds assisting approximately 22 households is available starting April 3<sup>rd</sup>, 2023 on a first-come, first-served basis. We will take a small waiting list after allocation is fully reserved.

Listed below are additional requirements for the Clark County DPA program:

## PROGRAM ELIGIBILITY

1. The subject property must be within Clark County.
2. The Borrower(s) must be a first-time homebuyer, not having owned and occupied a primary residence in the last 3 years. Additionally, Borrower(s) may not own an investment property.
3. The Borrower(s) must attend a Commission-sponsored homebuyer education class.
4. The Borrower must attend a one-on-one pre-purchase counseling session with an [approved counseling agency](#). A post-purchase one-on-one counseling session is also encouraged within 30 days of closing.
5. Clark County Second Mortgage loans may not be combined with any other of the Commission's down payment assistance programs.
6. The Lender will reserve the first mortgage only.
7. The approved Non-Profit Agency will provide a **referral letter to the program**. An email from the agency referring the client to the program, sent to [Dietrich.Schmitz@wshfc.org](mailto:Dietrich.Schmitz@wshfc.org) will be adequate.
8. Lenders to determine the DPA loan amount using the [Needs Assessment Form](#).

## ***APPROVED NON-PROFIT AGENCIES***

African American Alliance for Homeownership  
Bridgeview  
Habitat for Humanity  
Hacienda CDC  
League of United Latin American Citizens  
Lighthouse  
Proudground Community Land Trust  
National Association for the Advancement of Colored People  
Native American Youth and Family Center  
Vancouver Housing Authority

If a non-profit housing agency wishes to be added to this list, please contact  
[Dietrich.Schmitz@wshfc.org](mailto:Dietrich.Schmitz@wshfc.org).

## ***MORTGAGE DETAILS***

Interest Rate - 2% simple interest, payment deferred  
Loan Term - 30 years  
Repayment – Due at the time of sale, transfer, refinance, no longer occupy as primary residence or in 30 years  
Assumptions - Clark County DPA loans are NOT assumable  
Loan Amount - Up to \$60,000 towards down payment and closing costs based on [Needs Assessment Form](#).  
Source of Funds – Clark County General Funds

## ***MAXIMUM INCOME LIMITS***

To be eligible for the program, an applicants' annual Qualifying Income cannot exceed ninety (90) percent of the area median income for a household of four in Clark County, updated each year in April.

As of April 2023, the limit is \$95,850.

## ***FRONT DTI MINIMUM***

Borrower's front-end DTI must be *at least* 25.00%. If under, DPA Loan Amount must be reduced until ratio is equal to or over 25.00%.

## ***PROPERTY***

The purchase price may NOT exceed \$600,000.

First Mortgage Note: House Key first mortgages have a maximum acquisition cost of \$495,000 in non-targeted areas ([Targeted Areas](#) are allowed up to \$550,000 with House Key). Above the House Key limit but below the \$600,000 DPA program limit, the first mortgage must be Home Advantage.

## ***HOMEBUYER EDUCATION AND COUNSELING***

In addition to a Commission sponsored Homebuyer Education Seminar, all Borrower(s) **must also attend one-on-one pre-purchase counseling**. A counseling certificate issued by an approved housing counseling agency must be provided with the pre-closing compliance package to Commission. One-on-one post-purchase counseling for the Borrower(s) is also encouraged within 30 days of closing, with the same agency that conducted the pre-purchase one-on-one counseling.

The Borrower(s) will be charged up to \$260 for the one-on-one counseling session. The fee will include both pre & post-purchase counseling and can be paid for from the proceeds of the second mortgage as an allowable closing cost. **Please instruct escrow to pay the fee directly to the housing counseling agency at closing.**

The Borrower must contact an Approved Housing Counseling agency to schedule an appointment with a counselor for counseling.

Agency	Phone	Email
African American Alliance for Homeownership	(503) 595-3517	<a href="mailto:info@aaah.org">info@aaah.org</a>
Evergreen Habitat for Humanity	(360) 737-1759	<a href="mailto:melissa@ehfh.org">melissa@ehfh.org</a>
HomeSight	(206)760-4228	<a href="mailto:brooke@homesightwa.org">brooke@homesightwa.org</a>
Native American Youth and Family Center	(503) 288-8177	<a href="mailto:rosew@nayapdx.org">rosew@nayapdx.org</a>
Parkview Services	(509) 861-3330	<a href="mailto:loretta@parkviewservices.org">loretta@parkviewservices.org</a>
Proudground Community Land Trust	(503) 493-0293	<a href="mailto:info@proudground.org">info@proudground.org</a>

## ***CLOSING DOCUMENTS***

The Note and Deed of Trust for the Clark County DPA are provided here through Lender Online. [Instructions to access them are here](#). Sample Loan Estimates and Closing Disclosures are provided for the Clark County DPA [on this page](#).