



Series 2023 Single Family Revenue Bond Program Guidelines

(Revised 3.13.25)

Mission Statement	The Mission of the Jefferson Parish Finance Authority is to provide financial assistance to Jefferson Parish residents and the surrounding parishes for homeownership thereby enhancing economic development. Together with our participating lenders and realtors, we strive to make dreams of homeownership come true.
Program Objectives	To provide assistance to qualifying first-time homebuyers.
Eligible Activity	First mortgage financing with homeownership assistance.
Buy Downs	Not allowed.
Approved Lenders	Find a Qualified Lender - Jefferson Parish Finance Authority (jpfinanceauthority.com)
Lender Requirements	Lenders will register the 1 st mortgage with Standard Mortgage Corporation (SMC). A full compliance package must be submitted to JPFA for review and approval 5 business days prior to closing date.
Deadlines	Closed loan delivered to Standard Mortgage Corporation in 15 days. Loan purchased by 100 days. Extensions are available for 10 days
Fees	Document Review Fee due to SMC: \$500. Tax Service Fee due to SMC: \$91. Normal and Customary Lender Fees Compliance Review Fee due to SMC - \$85 - *Effective for Application dates on or after 4/1/2025* Lock Extension Fee (Due JPFA): \$375 Please monitor JPFA for any changes to their Fees and Program Guidelines. Missing Critical Doc Fee - Once a loan is suspended by SMC a lender has 10 business days to clear those conditions. If all conditions aren't cleared by the 10th business day the lender will owe SMC a \$250 missing critical doc fee. JPFA is not exempt from recordation fees. Usual and customary recordation fees will apply. All fees must be disclosed on the Lending Disclosures and Closing Disclosure for the first mortgage.
Lender Compensation	The Lenders can charge up to 1% in origination fees and reasonable and customary fees. Purchase Price 101.00 <80% AMI Conventional Loan Purchase Price: 101.50 <50% AMI Conventional Loan Purchase Price: 101.00++ ++\$2,500 per loan addition to the Purchase Price
Maximum Acquisition Cost*	Non-Targeted Area \$481,176 Targeted Area \$588,104 *Maximum Acquisition Cost by Area, for One Unit

Mortgage Rate	The mortgage rate for the first mortgage loan is 6.10% for FHA, VA, and USDA loans and 6.32% for Fannie Mae and Freddie Mac loans.
Second Loan Amount	4% of the final loan amount
Second Loan Repayment	The assistance is in the form of a 0% interest, deferred second mortgage. The assistance is fully forgiven after five (5) years. If the property is sold or refinanced before five (5) year forgiveness period, the full amount of the assistance received by the borrower(s) is due back to the JPFA.
Second Loan Interest	The annual percentage rate on the assistance funded by the JPFA is 0%.
First Mortgage Loan Types	FHA, VA, USDA, Fannie Mae, or Freddie Mac
Ineligible Product Types	FHA 203K, FHA 203H
AUS	Approved/Eligible.
Term	30-year first mortgage, 5-year soft second mortgage

Household Income Limits:

**Maximum Family Income Limit
by Area & Family Size**

Non-Targeted Areas:	Max Limit
Families of 2 or fewer persons	\$86,800
Families of 3 or more persons	\$99,820
Targeted Areas:	
Families of 2 or fewer persons	\$104,160
Families of 3 or more persons	\$121,520

Targeted Areas	2023 and 2024 Small DDAs and QCTs HUD USER
Jefferson Parish Tracts	205.05, 206.00, 215.00, 216.01, 252.01, 252.02, 261.00, 268.00, 269.00, 276.02, 277.01, 277.03, 278.20, 282.00, 283.00, 299.00
St. Tammany Tracts	405.01, 409.00, 411.03

Credit Score	640 minimum Loans cannot be manually underwritten. Minimum of two credit scores required. Non-traditional credit is not allowed.
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DTI	Maximum 50%
Eligible Borrowers	First-time homebuyers with annual household income as defined by the program's household income limits.

FTHB Definition	An individual who has had no ownership in a principal residence during the 3-year period ending on the date of purchase of the property. This includes a spouse. If either borrower meets the above test, they are considered first-time homebuyers. A single parent who has only owned a home with a former spouse while married is eligible. An individual who is a displaced homemaker and only has owned a home with a spouse. The FTHB requirement is waived if the borrower is a Veteran or purchasing a property in a targeted area.
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Homebuyer Education	All eligible homebuyers using a conventional loan product (Fannie Mae or Freddie Mac) must complete a Homeownership Education class that meets the National Industry Standards. The homebuyer can attend a class through a HUD approved agency or online. Follow loan product guidelines.
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Eligible Parishes	Jefferson Parish, St. Tammany								
Eligible Property Types	One Unit Primary Residence, Townhouses, Condominiums, Manufactured Homes								
Ineligible Property Types	Duplexes, Mobile Homes, Vacation/Second Homes, Timeshares								
Number of Units	1								
Program Administrator	Jefferson Parish Finance Authority 1221 Elmwood Park Boulevard, Suite 505 Jefferson, LA 70123								
Second Loan Payee	Jefferson Parish Finance Authority								
Income Verification	Verification of employment/income for 2 years, paystubs within 30 days.								
Assumptions	Assumptions not allowed and resubordinations of the second loan are not allowed.								
Insurance Requirements	Eligible properties must be insured with standard homeowner's coverage with wind/hail insurance and flood insurance (if required) in an amount equal to the first loan balance. Conventional loans at 80% AMI have reduced Mortgage Insurance. <table border="0" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding-right: 20px;">LTV</td> <td>95.01% - 97%: 18%</td> </tr> <tr> <td>LTV</td> <td>90.01% - 95%: 16%</td> </tr> <tr> <td>LTV</td> <td>85.01% - 90%: 12%</td> </tr> <tr> <td>LTV</td> <td>80.01% - 85%: 6%</td> </tr> </table>	LTV	95.01% - 97%: 18%	LTV	90.01% - 95%: 16%	LTV	85.01% - 90%: 12%	LTV	80.01% - 85%: 6%
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Physical Standard/Inspections	All properties must meet Jefferson Parish Building Code requirements, Zoning Code requirements and the physical standards and inspection procedures of the FHA, VA, USDA, Fannie Mae and Freddie Mac.								
Occupancy Requirements	Borrower(s) must occupy the purchased unit as their principal residence for at least five (5) years in order to receive forgiveness for second mortgage indebtedness. Failure to do so without the written permission of JPFA will result in the second loan assistance balance being immediately due and payable as described under the Second Loan Repayment above.								
Co-Signers	Permitted by the program subject to the Lender following all applicable loan agency and SMC guidelines.								
Non-Occupant Co-Borrowers	Permitted by the program subject to the Lender following all applicable loan agency and SMC guidelines.								
Legal	JPFA will provide the lender or title company the Second Mortgage Promissory Note and Second Mortgage Instrument that will need to be executed at the time of closing.								
Mailing Address	Jefferson Parish Finance Authority Attn: Bond Program 1221 Elmwood Park Boulevard, Suite 505 Jefferson, LA 70123								
Requesting DPA	The Down Payment Assistance Funding Request Form must be received by 2:00 pm (central time) 24 hours in advance of scheduled closing. Requests should be e-mailed to: financeauthority@jpfinanceauthority.com . The form must also be submitted by an authorized representative of the Closing Attorney or Title Company and a copy of the Closing Disclosure must be attached. If the final Closing Disclosure is not available, a draft is acceptable.								
Additional Grant	The Heroes to Homeowners grant can be combined with the bond program in Jefferson Parish. For additional details visit: Heroes to Homeowners - Jefferson Parish Finance Authority (jpfinanceauthority.com)								

The Welcome to Jefferson grant is applied to Exhibit C in the amount of \$2500 through June 30, 2025.

All program and compliance related inquiries may be directed to:

**Jefferson Parish Finance Authority
1221 Elmwood Park Boulevard, Suite 505
Jefferson, Louisiana 70123
Office 504.736.6311**

www.jpfinanceauthority.com

**Lauren Ruppel, Executive Director
Mobile 504.723.3983**

lruppel@jpfinanceauthority.com

**Team Inbox
financeauthority@jpfinanceauthority.com**

To become a participating lender, please contact:

Standard Mortgage Corporation

Tacey Carlton

tcarlton@stanmor.com.

For a full list of participating lenders, please visit:

[Find a Qualified Lender - Jefferson Parish Finance Authority \(jpfinanceauthority.com\)](http://www.jpfinanceauthority.com)