



Affordable Housing Partner (AHP) Application

The County of Volusia Community Assistance Division implements the First-Time Homebuyer Assistance (HBA) program with the cooperation of Affordable Housing Partner (AHP) agencies. An AHP agency can be a non-profit entity, lender/broker, real estate company, or builder.

The AHP agencies assist income eligible first-time homebuyers with the purchase of an existing or new construction home. The AHP agency's representative is intended to be the primary contact and liaison between the Community Assistance Division and all vested parties involved in the purchase of the home.

GENERAL INFORMATION:

- Agencies interested in becoming an approved AHP agency will be provided with an application package via email
- Applications and supporting documents must be submitted on behalf of an agency, not an individual
- Applications must be signed by the Agency Authorized Official, (the owner, broker, or location manager/supervisor) who has signing authority for the applying agency
- Only complete applications will be considered
- The average processing time for application review is 15 business days
- Submission of an application does not guarantee approval

AHP APPLICATION INSTRUCTIONS:

- Complete the application and compile the following supporting documents:
 - Copy of agency's State of Florida Business License or documented proof of exemption
 - Copy of agency's Builder's License (for construction contractors only)
- Submit the application and supporting documents by the first of the month via one of the following:
 - CommunityAssistance@volusia.org;
 - In person or mail to 121 W. Rich Avenue, DeLand, FL 32720; or
 - Secure portal at <https://vcservices.vcgov.org/secureupload/d/housing>

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Updated 6/6/25

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PROCESS AFTER APPLICATION SUBMISSION:

- The Community Assistance Division will:
 - Review the application package within five business days of receipt
- After review of the application, Community Assistance Division staff will email the Agency Authorized Official and Primary Contact the results of the application review:
 - If approved, an AHP agreement will be provided along with a mandatory meeting date, and time to complete the application process
 - If denied, the AHP will be provided with the denial reasons and an opportunity to appeal
- The Primary Contact must watch the recorded program training and sign a "Certificate of Completion" in order for the agency to be approved.
 - The training video must be viewed by each representative participating in the Affordable Housing Partnership and sign the certificate of completion. It is the agency's responsibility to ensure all applicable representatives complete this requirement.
- The AHP agreement must be signed by the Agency Authorized Official and returned prior to the mandatory meeting via one of the following:
 - CommunityAssistance@volusia.org
 - In person or mail to 121 W. Rich Avenue, DeLand, FL 32720; or
 - Secure portal at <https://vcservices.vcgov.org/secureupload/d/housing>
- The AHP agreement will be executed by the Community Assistance Director or designee.
 - A copy of the executed agreement will be emailed to the Agency Authorized Official and Primary Contact along with the AHP Manual within three business days of the mandatory meeting.
 - AHP agreements are valid for the two-year cycle stated within the agreement.
- Primary Contact will be responsible for training and provide the AHP manual to the agency's staff as needed to work with the Community Assistance Division on behalf of an applicant.

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Agency Name: _____

The **Agency Authorized Official** with signature authority is:

NAME: _____

TITLE: _____

ADDRESS: _____

E-MAIL: _____ PHONE: _____

The **Primary Contact** will be responsible for sharing updates & fulfilling training requirements is:

NAME: _____

TITLE: _____

ADDRESS: _____

E-MAIL: _____ PHONE: _____

The **AHP Agency** as listed on program fliers:

NAME: _____

E-MAIL: _____ PHONE: _____

Website: _____

Please do not provide personal phone numbers and addresses as this information will be available for interested applicants and the general public.

Complete applications can be emailed to CommunityAssistance@volusia.org or submitted through a secure upload portal at <https://vcservices.vcgov.org/secureupload/d/housing>

The Agency Authorized Official certifies:

1. They are the owner, broker, or location manager or supervisor of the applying agency with signature authority.
2. The agency is not on the U.S. list of debarred or suspended contractors.
3. The agency has the capacity to screen applicant(s) and process their applications for the Community Assistance Division HBA program.
4. They will enter into an agreement with Volusia County to assist potential applicant(s) with the Community Assistance Division HBA program.
5. They agree to submit at least one (1) application package within the first 12 months or the agreement may be terminated.
6. They agree to submit at least one (1) application package for a household whose income is at or below 50% of AMI during the term of the agreement.
7. They will designate a Primary Contact to serve as the main contact between the Community Assistance Division and the agency. This includes any responsibilities of the Agency Authorized Official in the event they are unavailable.
8. They will comply with all program policies and procedures.

The Primary Contact certifies:

1. They will serve as the main contact and liaison with the Community Assistance Division HBA program.
2. They will attend any mandatory AHP meeting and/or training workshop.
3. They will educate and train other agency employees, as needed, on the responsibilities of working with the Community Assistance Division HBA program.
4. They will ensure the AHP Representatives listed on the program flier are informed on the responsibilities of completing an application package for the HBA program.
5. They will comply with all program policies and procedures.

The AHP Representative certifies:

1. They will screen applicants to determine if they are income eligible for the Community Assistance Division HBA program.
2. If eligible, they will assist the applicant through each step of the application process.
3. They will utilize the provided AHP manual provided to complete the application and forms for the application package.
4. They will compile and submit both parts of an application package on behalf of the applicant to the Community Assistance Division for review and approval in a timely manner so as not to harm the applicant's ability to receive assistance.

AHP Certification of Responsibilities – continued

1. They will serve as the main contact between the Community Assistance Division, applicants, and all other vested parties (i.e. buyer, seller, lender/REALTOR®, etc.) during the home purchase process.
2. They will ensure all vested parties are aware of the program requirements at all times.

Please review the following questions and provide clear and concise answers:

What is the agency’s advertisement plan to secure potential HBA program applicants?

How does your agency plan to target specific geographic areas and address potential barriers to access to effectively reach and assist low- to moderate-income households eligible for the Homebuyer Assistance Program (HBA)?

Given potential funding limitations for applicants above 80% of AMI, what is your agency’s plan of action to identify, engage, and secure Homebuyer Assistance Program (HBA) applicants whose income falls at or below 80% of the Area Median Income (AMI)?

I certify that the information and documents provided are factual and will be relied upon to move forward with this process.

Agency Authorized Official (Signature)

Date

Name (Please type)