



Housing Finance

110 Northeast 3rd Street, Suite 300 • Fort Lauderdale, Florida 33301 • 954-357-4900 • FAX 954-357-8221

BROWARD COUNTY HOME CONSORTIUM

MEETING AGENDA

Thursday, April 21, 2022, at 2:30 PM

110 NE 3rd Street, Suite 201

Fort Lauderdale, FL 33301

- I. Call to Order
- II. Attendance
- III. Approval of the March 17, 2022, Meeting Minutes
- IV. Discussion (General)
 - CARES Act/Covid-19 Amendment/Updates (CDBG-CV1 & CDBG-CV3)
 - Rental Assistance
- V. HOME Topics

Agreements/Amendments

Fiscal Year 2021-2022 Agreements

- 1. Agreements/Exhibits being finalized by County Attorney's Office
- 2. Update Policies and Procedures (P&P)
- 3. Request for Amendments to the Agreement (Extensions) must be in a timely manner (per agreement terms), and include the revised Exhibit "C" (Project Timeline)

Billings/Reporting

Billings -

- 1. Status of Billings/Request for Reimbursements
- 2. Accounting Tally Sheet – in the process of being revised

Reporting –

- 1. Reports are not being received on time.
- 2. Reporting is inaccurate (for example, reporting on multiple years, duplicating, etc.)

Files

Homeowner Agreements (HOA)/Homebuyer Agreements (HBA)

1. Current version of the HOA/HBA must be used for all clients assisted regardless of fiscal funding year utilized.

General

N/A

VI. Next Meeting Date – May 19, 2022 (in person)

VII. Adjournment.

HOME Requirements/Reminders

1. Submission of Billings (Reminder)
 - Place invoice/receipt with corresponding canceled check
 - Accounting Tally Sheet for Client Files and Payment Requests
 - Spreadsheet with accurate Reporting (Rehab)
 - Each client separated.
 - Include client file
 - Billings without client files will be returned to the city
 - a. ***When a 7/14-day Notice to Cure is sent out after the 7- or 14-days deadline, the billing will be returned/discarded.***
 - b. ***When responding to the notice referenced above, all documents must be submitted together and not partially.***
 - Tally sheet, Homeowner/Homebuyer Agreement (Addendum/s) & Mortgage should match
 - Do not submit double-sided copies
2. Quarterly/Monthly Reporting (Violation of Agreement)
 - Issues with submission of Quarterly/Monthly Reports (Sherita)
 - Down Payment Assistance (DPA)-Beneficiary Data/Reporting (County)
 - Housing Rehabilitation (Rehab)-Beneficiary Data/Reporting (City)
3. Homebuyer/Homeowner Agreements (Addendum/s) ***Encumbrance***
4. Homeowner Progress Inspections