



Housing Finance Division

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

BROWARD COUNTY HOME CONSORTIUM

MEETING AGENDA

(In-House)

Thursday

September 4, 2025

2:30 p.m.

I. Call to Order

II. Attendance

III. Approval of: May 22, 2025, Meeting Minutes

IV. Discussion (General)

- **HUD Action Plan & Amendments**

- ✓ FY 2025/2026 AAP and FY 2025/2026 through FY 2029/2030 were successfully submitted to HUD.
- ✓ If there are any more amendments required, we will coordinate with HUD – One pending Amendment (Waiting for HUD).

V. HOME Topics

1. Agreements – Status

2025/2026 agreements -

- a) Terms & Conditions FINAL (handout provided @ meeting). Those were the ones submitted to HUD for the AAP.

Broward County Board of County Commissioners

Mark D. Bogen • Alexandra P. Davis • Lamar P. Fisher • Beam Furr • Steve Geller • Robert McKinzie • Nan H. Rich • Hazelle P. Rogers • Michael Udine
www.broward.org

- b) HUD has not provided the final HOME Distribution Breakdown Percentages.

2024/2025 Agreement -

- a) ALL County administered agreements have been executed, except Coconut Creek, Plantation and Sunrise. Coconut Creek and Sunrise city staff have issues pending review by County.
- b) ALL City administered Agreements have been executed, except Miramar.

The County will hold the cities to terms, conditions, beneficiaries, project etc. in the agreement.

2. **Mortgage/Note** - Per the May 22, 2025, Consortium meeting, the county advised that the County will not make homeowner's insurance mandatory for homes that have no mortgages, are clear of liens and have enough equity. Flood Insurance will continue to be mandatory on all properties. Cities were going to review their policies.
3. **Update Policies & Procedures (P&P)**
 - Agreements will be released as P&Ps are submitted and reviewed. Pending some updated P&P's
 - Policies and Procedures should provide details of what costs are included in the Mortgage/Note
 - Process that the city uses to determine whether Purchase Assistance applicant does not currently own a home.
 - Include process/procedure uses to determine before and after rehabilitation value (Keeping in mind the 95% rule)
4. **Other (older) HOME Business/Status of Older Billings**
 - 23/24 – All City administered agreements have been executed except for Lauderhill, who is pending substantial change.
 - 23/24 – All County Administered agreements have been sent to cities/town on 10/1. Miramar has been fully executed and sent to City.

Plantation stated that they will be bringing to HOME Consortium meeting.

- 21/22 and 22/23 – Combined
 - Lauderdale cleanup executed – Pending Billing Correction for final client.
 - Deerfield Beach has been fully executed and completed.
 - Tamarac – County Reviewing to finalize payment on last file/billing.
 - Miramar – Waiting for executed agreement from the city.
- Any changes to agreements must be made in a timely manner and are subject to substantial change processes, public notice requirements, and other regulatory requirements.

5. **Property Standards**

- The county is continuing to work on property standards. We have an initial draft and have asked for additional modifications. We expect to have a draft of the Property Standards and Checklist by the next meeting.

Cities that will be administering a housing rehabilitation activity/project, need to have at the very least a Housing rehabilitation process/procedure and property standards/scope of work.

6. **Fiscal – No** new updates – See Friendly Reminders Below.

VI. **Next Meeting Date:** Thursday, November, 20, 2025 @ 2:30 p.m. (In-House)

VII. **Adjournment**

HOME Consortium – Friendly Reminders

HOME Requirements/Reminders

1. Submission of Billings (Reminder)

- Proper Invoice number formatting
 - Provide source documentation (backup) for all billings.
 - Place invoice/receipt with corresponding canceled check.
 - Accounting tally sheet for client files and payment requests.
 - Spreadsheet with accurate reporting (Rehab).
 - Each client billed individually and reported as one-for-one in IDIS.
 - Client file must be delivered with invoice.
 - Billings without client files will be returned to the city.
- a. When a 7/14-day Notice (email) to Cure is sent out after the 7- or 14-days deadline, the billing will be returned/discarded.***
- b. When responding to the notice (email) referenced above, all documents must be submitted together and not partially.***
- Tally sheet, Homeowner/Homebuyer Agreement (Addendum/s) & mortgage/note should match.
 - Do not submit double-sided copies.

2. Quarterly/Monthly Reporting (Violation of Agreement)

- Down Payment Assistance (DPA)-Beneficiary Data/Reporting (County).
- Housing Rehabilitation (Rehab)-Beneficiary Data/Reporting (City).
- Reports should be accurate and required to be submitted in a timely manner.

3. Homebuyer/Homeowner Agreements (Addendum/s) *Encumbrance*

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

- County conducted TA/training on Homeowner (HOA) and Homebuyer (HBA) Agreements and amendments to the HOA/HBA. This TA will provide additional guidance and address any questions pertaining to completing the form accurately.

4. Homeowner Progress Inspections

- The city must determine what documentation is being used or defined as “progress Inspections”. This must be part of the P&P, and such inspections must be identified and part of the rehabilitation files.

5. Mortgages (HOME Grant)

- Mortgage modifications vs re-recording of mortgages - Cities should be using modifications, not re-recording or new mortgages.

6. Fiscal

- Formatting Invoice Numbers

EXAMPLE

PA-Smith, J Final

or

Rehab-Smith, J Final