



HOUSING FINANCE DIVISION

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BROWARD COUNTY HOME CONSORTIUM

MEETING MINUTES

Housing Finance Division (HFD)

2nd Floor Conference Room

Thursday, May 19, 2022 | 2:30 PM

Recorded by Andy Centeno

I. CALL TO ORDER – 2:48 PM

A regular meeting of the Broward County HOME Consortium was called to order by Ms. Yvette Lopez, Housing & Community Redevelopment Manager, without a quorum.

II. ATTENDANCE

The attendance sign-in sheet is listed below as follows:

BROWARD COUNTY STAFF

Name	Housing Finance and Community Redevelopment Staff
Andy Centeno	
Jodi Lee	
Linda Archer	
Patrick Haggerty	
Sherita White	
Yvette Lopez	

CONSORTIUM MEMBERS PRESENT

Name	Municipalities	Municipalities Not Represented
Adelle Alfred	City of Lauderhill	City of Coconut Creek
Carolyn Francis-Royer	City of Tamarac	City of Coral Springs
Denise Creary	CRA of Florida	City of Margate
Eva Petitfrere	City of Pembroke Pines	City of Miramar
Jael Perez	Town of Davie	City of Plantation
Jonathan Salas	City of Deerfield Beach	
Stephanie Hahn	City of Sunrise	
Virginia Bermudez	CRA of Florida	

III. APPROVAL OF PREVIOUS MEETING MINUTES

Due to an incomplete quorum, motion to approve the revised April 21, 2022, Meeting Minutes will be voted on the June 16, 2022, HOME Consortium Meeting.

IV. DISCUSSION (General)

Due to COVID-19 and meeting virtually, there was a brief introduction of Ms. White, the most recent Housing and Community Development Specialist with the Housing Finance Division. Following Ms. White's introduction, there was also an introduction of the HOME Consortium members.

CARES Act/COVID-19 Amendments/Updates (CDBG-CV1 & CDBG-CV3)

Ms. Lopez asked if there were any CARES Act amendments pending for submission to the U.S. Department of Housing and Urban Development (HUD). Ms. Creary stated that the City of Pembroke Pines has an amendment ready for submission. Ms. Lopez stated that the amendment can be submitted on Tuesday, May 24, 2022, given that there are other pending amendments to be submitted.

Q. Ms. Hahn asked if she was referring to the Fiscal Year (FY) 2022 or 2019 amendments.

A. Ms. Lopez answered that this was pertaining to both FY 2022 and FY 2019.

Ms. Hahn also stated that an updated SF-424 form will be submitted.

V. HOME TOPICS

Agreements/Amendments

Ms. White stated that she has received most of the FY 2021-2022 agreements from the County Attorney's Office and that some of the agreements have been sent to their respective cities. She then stated that she is in the process of reviewing the rest of the agreements received from the County Attorney's Office and should be ready by the following week.

Q. Mr. Salas asked if the agreements executed by cities need to be returned by a specific time.

A. Ms. White stated only if a deadline is provided.

Following Ms. White's agreement update, Ms. Lopez stated that an updated version of the Policies and Procedures will be required once the agreement has been executed by the cities and returned to the County. Any missing Policies and Procedures will hinder the execution process by the County.

Ms. White then stated that two extension requests have been returned to their respective cities. She also reminded the Consortium Members to be mindful of agreements expiring September of this year and to request amendments in a timely manner.

Q. Ms. Petitfrere asked if Exhibit C of the agreement is completed by the County.
A. Ms. Lopez stated that the County initially completes Exhibit C however, if an extension is requested a timeline must be provided.

Billing/Reporting

Ms. White stated that there has been some progress with the billings, and some have been paid.

Ms. Lopez stated that Mr. Centeno has been revising the HOME exhibits. Also, the revised exhibits will include an embedded Excel Spreadsheet. She stated that the purpose of the revised exhibit is to avoid errors. Also, stated that the revised exhibit will be distributed once they have been finalized.

Ms. White stated that the Accounting Tally Sheet is in the process of being revised and will be provided to the Consortium Members once it is finalized.

Ms. White stated that that the current Homeowner and Homebuyer Agreement must be used.

Q. Mr. Salas asked if the original Homeowner Agreement is required with the submission of the client file and a copy with reimbursement.

A. Ms. Lopez stated the original copy is required with the client and a copy can be submitted with billings.

Q. Ms. Petitfrere asked if the current Homeowner Agreement will be sent with document.

A. Ms. Lopez stated that the most recent Homebuyer and Homeowner Agreement will be provided together with the exhibits.

Home Property Standards

Ms. Lopez requested a copy of each city's Home Property Standards.

HOME Affordability Period

Ms. Lopez stated that the final HOME Affordability Period will be sent to the Consortium by the following week.

VI. NEXT MEETING DATE – June 16, 2022 (virtual)

VII. ADJOURNMENT – 3:20 PM

Disclosure: The above captioned Minutes are transcribed in a summary format. To hear the full meeting, a compact disk of the meeting can be provided after 24-hour notice to the HFCRD Administration Section at 954-357-4900.