



Housing Finance Division

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BROWARD COUNTY HOME CONSORTIUM

MEETING AGENDA

Thursday, May 19, 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 April 21, 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 should be accurate and required to be submitted in a timely manner.
 - a) Examples of inaccurate reporting (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.

HOME Regulations/Requirements

1. HOME Property Standards - County/Lauderhill discussion with consortium members regarding property standards.
2. HOME Affordability Period – FINAL.

General

2. Annual Action Plan (AAP) – HOME (FY 2022/2023) Terms and Conditions (Last Years attached).

VI. Next Meeting Date – June 16, 2022 (virtual)

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.