



Housing Finance Division

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BROWARD COUNTY HOME CONSORTIUM

MEETING AGENDA

Thursday, November 17, 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 October 20, 2022, Meeting Minutes
- IV. Discussion (General)
 - CARES Act/Covid-19 Amendment/Updates (CDBG-CV1 & CDBG-CV3).
 - FY 2022/2023 Annual Action Plan/HUD Agreements.
- V. HOME Topics

Agreements/Amendments

Fiscal Year 2021-2022 Agreements

1. Update Policies and Procedures (P&P) - Agreements will be held until P&P's are submitted (Agreements will be sent out only to cities that have submitted their P&P)
 - 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.
2. Request for Amendments to the Agreement (Extensions) must be in a timely manner (per agreement terms) and include the revised Exhibit "C" (Project Timeline).

Fiscal Year 2022-2023 Agreements

1. Status of Exhibits – Some cities have returned the Exhibits, and some are still pending.

Billings/Reporting

Billings

1. Status of Billings/Request for Reimbursements.
 - Documentation to cure items are being received and are currently under review
2. Accounting Tally Sheet – Will be provided by next meeting.
3. Checklists have been updated (under review).

Files

Homeowner Agreements (HOA)/Homebuyer Agreements (HBA)

1. HOA/HBA will be sent to cities as part of their FY 2022/2023 Agreement.

Status of Projects/Activities by Fiscal Year

1. Spreadsheet (acceptable form) that provides the status (to include funded/expended amount) per project/activity for every open fiscal year.

HOME Regulations/Requirements

1. HOME Property Standards – County only received two comments and is proceeding on working with the City of Lauderhill.

VI. Next Meeting Date – January 19, 2023 (virtual)

VII. Adjournment.

HOME Requirements/Reminders

1. Submission of Billings (Reminder)
 - 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 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)
 - Down Payment Assistance (DPA)-Beneficiary Data/Reporting (County).
 - Housing Rehabilitation (Rehab)-Beneficiary Data/Reporting (City).
3. Reports should be accurate and required to be submitted in a timely manner.
 - Examples of inaccurate reporting (reporting on multiple years, duplicating, etc.)
4. 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
5. Homeowner Progress Inspections.