



**Housing Finance Division**

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## **BROWARD COUNTY HOME CONSORTIUM**

### **MEETING AGENDA**

(In-House)

**Thursday**

**May 22, 2025**

**2:30 p.m.**

- I. **Call to Order**
- II. **Attendance**
- III. **Approval of:** February 20, 2025, Meeting Minutes
- IV. **Discussion (General)**

- HUD Action Plan & Amendments

If there are any more amendments required, we will coordinate with HUD

- V. **HOME Topics**

1. **Agreements – Status**

25/26 agreements – Terms & Conditions FINAL (handout provided @ meeting)

24/25 agreements –

- a. ALL County administered agreements have been executed, except Coconut Creek, Plantation and Sunrise. Coconut

**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](http://www.broward.org)

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 the term, conditions, beneficiaries, project etc. in the agreement.

2. **Mortgage/Note** - Per the January 16, 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 reviewing Purchase Assistance exhibits sent by County. Lauderhill substantial change from TBRA to PA on 5/20/25.
  - 23/24 – All County Administered agreements have been executed except for Coconut Creek and Sunrise. Coconut Creek and Sunrise city staff have issues pending review by County.
  - 21/22 and 22/23 – Combined

- Lauderhill cleanup executed – Pending Billing Correction for final client.
- Deerfield Beach – agreement sent to city 5/22/2025.
- Tamarac – Agreement sent to City on 5/15/25
- Tamarac – 6 of the 9 old billings have been reimbursed by Fiscal. For the remaining 3 reimbursements - City to execute 2 Mortgage and Note Modifications. Staffing in process for remaining deceased client file.
- Miramar - Agreement sent to City on 5/15/25.
- Miramar- File review for remaining 2 billings.
- Pembroke Pines – City stated that agreement is under consultant review.
- 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**

- County is continuing to work on property standards and will provide updates.

In the meantime, 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.

## 7. **RFA (Consolidated Plan and Analysis of Impediments) Update**

- HUD AI Requirements Clarification
- Recommended to Award – Civitas

## 8. **Document Library – Shared Drive Update**

Shared Drive – County has finalized the Shared Drive. We will conduct TA on accessing the drive and conduct short demonstration today.

- VI. **Next Meeting Date:** Thursday, August 21, 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