



Housing Finance Division

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BROWARD COUNTY HOME CONSORTIUM

MEETING AGENDA

February 15, 2024, at 2:30 PM

110 NE 3rd Street, Suite 201

Fort Lauderdale, FL 33301

- I. Call to Order
- II. Attendance
- III. Approval of the November 16, 2023, and January 18, 2024, Meeting Minutes
- IV. Discussion (General)
 - HUD Action Plan & Amendments
- V. HOME Topics
 1. Agreements – Status
 - Any changes to existing agreements must be made in a timely manner and are subject to substantial change processes, public notice requirements, and other regulatory requirements.
 2. Update Policies and Procedures (P&P) – Agreements will be released as P&Ps are submitted and reviewed.
 - 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)
 3. Status of billings in-house
 4. Property Standards – County has started working with a consultant.

Broward County Board of County Commissioners

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

VI. Next Meeting Date March 20, 2024

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 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 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)
- 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.

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.