



Housing Finance Division

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BROWARD COUNTY HOME CONSORTIUM

MEETING AGENDA

April 18, 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 March 21, 2024, Meeting Minutes
- IV. Discussion (General)
 - HUD Action Plan & Amendments
 - Discussion of attached previous year's Terms and Conditions (distributed with meeting invite 3/21/24 and attached to this Agenda) updating for 2024-2025 Action Plan
- 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
 - Updated billings checklist (PA) -- submitted via email on 4/16/24 to consortium members
 4. Property Standards – County has started working with a consultant.
- VI. Next Meeting Date May 16, 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.