

### HFA Transition Action Plan DRAFT 3-20-17

HFA FINANCES		County Position	Action
HFA Budget	Decide if HFA will adopt its own budget—on agenda for March 2017 meeting		HFA Board voted to adopt its own budget. Notification to County pending.
	Develop proposed budget by August 2017, for action at September 2017 meeting		Finance Committee with FA to develop proposed budget
	Establish process for publication of required notices of proposed and adopted budget on HFA website		FA to work with County webmaster to post notices
System for Payments	Establish approval process for checks and/or ACH payments	County will continue to handle budget and payments until October 1, 2017	Purchase Quick Books online. Proposal: FA to handle entries and check preparation. Checks to be signed at Board meeting, after approval on Consent Agenda. Backup system for ACH payments.
	Establish process for record keeping of invoices, receipts, and payments		Need to determine what is required and if County can serve as repository for public records.
	Prepare to open checking account October 1, 2017		Finance Committee to make recommendations. Need bank with easy ACH capability. Need to determine authorized signatories. Bank statements to Finance Chair.
Accounting	Establish process for accounting of HFA income and expenses	County will continue to handle accounting until October 1, 2017	Quick Books online. Can generate all required reports.

### HFA Transition Action Plan DRAFT 3-20-17

Audit	Establish timetable for selection of HFA auditor and required coordination between the auditor and the County	County will handle audit for FY 16-17	Will need for FY 17-18 audit. Selection can take place in 2018. Need to discuss with County Finance Director for coordination.
Investments	Determine if HFA will adopt an Investment Policy, or utilize the "safe harbor" policy in state law.		Safe harbor will permit checking account and investment in SBA "Florida Prime" fund covered by safe harbor. Given amount of cash, elaborate investment system not necessary. If used, will not require adoption of Investment Policy.
	Decide where HFA funds will be invested and establish process to move funds between investment and checking account		SBA Prime currently has yield of approximately 1%. Funds are liquid.
Miscellaneous	Establish process for payment of Special District renewal notice to HFA and filing of Annual Special District Report (January)	Immediate transfer to HFA	FA to contact DEO staff to have annual notification sent to HFA
<b>LEGAL</b>	Determine what activities will still be performed by County Attorney and which by HFA counsel		

### HFA Transition Action Plan DRAFT 3-20-17

	Review bylaws of the HFA of Leon County to determine if changes are needed		
	Establish process for presentation of materials to BOCC when needed, such as TEFRA approval of bond issues	County wants to continue to handle.	

<b>HFA PROGRAMS</b>			
Old Down Payment Assistance Loans	Establish process for County staff to notify HFA when funds are received and for transmission of check and information on loan to the HFA		To date, have been unable to establish process where routine notifications are given to HFA. Discover payments as income in monthly financial statements from County. Will need system where prompt notification will be given by County when check received, so that FA can collect and deposit.
Land Parcels	As the HFA does not own the land, determine if current process with County Real Estate Division can continue as-is		Confirm with Mitzi McGhin that existing process will continue.
	Establish process for payment of property maintenance	County will handle until October 1, 2017	Property not owned by HFA. Need to determine who has contract for property maintenance and who

### HFA Transition Action Plan DRAFT 3-20-17

			determines if maintenance is needed. County should pay for maintenance and net out cost when property sold.
Escambia County HFA Home Ownership Program	Determine ongoing role of County staff in fielding questions from public, program marketing, and quarterly reports	Immediate transfer to HFA	FA can handle. County staff can refer calls to FA, when received. FA will answer some questions, but attempt to connect homebuyer with lender
	Establish process for County staff to notify HFA when funds are received, and for transmission of check and information to the HFA	County will handle until October 1, 2017—meaning they will receive and process April payment.	Contact Escambia County HFA to have reports and fees sent to HFA, effective October 1
	Discuss options with Escambia HFA		Initial discussions have been held concerning scope of required marketing.
Multi-Family Bond Issues and Local Government Contributions	Establish process for County staff to notify HFA when funds are received, and for transmission of check and information to the HFA. Establish procedure for direct payment to the HFA.	Immediate transfer to HFA, except that payments will be handled by County until October 1, 2017—meaning payment due in August to be processed by County.	Notify trustee to send payments to HFA beginning October 1.
	Determine to whom monitoring reports are to be sent	Immediate transfer to HFA	Notify servicer to send reports directly to HFA

### HFA Transition Action Plan DRAFT 3-20-17

	Establish process for NOFA's and delivery and review of applications	Immediate transfer to HFA	Determine NOFA publication process. NOFA to direct applicants to submit applications directly to HFA. Publish on website, and distribute to interested organizations such as CAHP.
Citizen and Developer Inquiries	Determine process for handling questions from public on programs and process	County position TBD	FA can handle all questions from developers related to bonds or local government contributions. Homebuyer inquiries should be referred to FA, lender, or eHousing. Determine best lender contact.
Emergency Repair Program	Draft contract with County for program, including process for selection of recipients, allowable expenditures, and required documentation for payments	County position TBD	Program was presented by County as covering items that could not be covered by County's Repair Program, or which needed immediate attention when people on waiting list. County to determine if needed. If so, will need contract between County and HFA.
Annual Stakeholder Meeting	Determine if Annual Affordable Housing Stakeholders Meeting will be held, and logistics of notification and process	Immediate transfer to HFA	HFA needs to determine if meeting has value and if it should be continued. No meeting held in 2017.

### HFA Transition Action Plan DRAFT 3-20-17

<b>HFA Communications and Website</b>	Establish process for drafting and presentation of annual report to BOCC		FA can draft for Board review and approval.
	Determine if HFA will utilize its own website or continue to utilize County website		For present, County website meets legal requirements.
	Establish process for coordination with County webmaster, if County to maintain the HFA official website	County position TBD	FA currently prepares Board Packet and sends to webmaster for posting. Will need to coordinate for other required postings (budget, meeting notices, all things required by Special Districts law).

<b>ADMINISTRATIVE ACTIVITIES</b>			
Procurement	Establish formal procurement process for professional services, insurance, and other items	County will handle insurance payment until October 1, 2017	Insurance is on renewal basis. HFA handled the renewal, except for payment.  Overall procurement process TBD
Meeting Logistics	Determine role of County staff for meeting notices, recording, signature on minutes, annual attendance records and report to County administration, meeting room set-up, and refreshments	Immediate transfer to HFA, except that refreshments to be handled by County staff until October 1, 2017	FA will handle. Have established contacts for meeting notices, web postings, and reservation of rooms for meetings. Need contact for recipient of signed minutes and Board attendance records.

### HFA Transition Action Plan DRAFT 3-20-17

Travel and Conferences	Determine process for registrations, advances, and reimbursements	County will handle until October 1, 2017	Get County forms.
HFA Professional Association Memberships	Determine process for processing payments	County will handle until October 1, 2017	Can be handled as part of normal check approval process.
	Determine if HFA will adopt its own travel policy, or utilize the County policy		
	Establish mailing address and contact for HFA		Many things key from this decision.
Board Member Orientation	Determine who will conduct new member orientation	Immediate transfer to HFA	FA can handle.
Agency Clerk and Public Records Retention	Determine who is official contact for public records requests and where/whom will store public records	No position at this time	Need guidance from County Attorney