

**Leon County Staff Report  
Housing Finance Authority (HFA) of Leon County**

**HFA-County Staff Administrative Changes – March 9, 2017**

<b>Administrative Function – Remain with County</b>	<b>Current</b>	<b>Future</b>
Prepare BOCC Agenda Item for HFA	County	County
Prepare County List of Lands Suitable for Affordable Housing	County	County

<b>Administrative Function – Immediate Transfer to HFA</b>	<b>Current</b>	<b>Future</b>
Process Local Government Contribution Form for Bond Applications	County	HFA
Receive directly: monthly, quarterly, and annual bond property monitoring status and financial reports	County	HFA
Prepare and submit quarterly marketing report to Escambia	County	HFA
Pursue, receive, and process monthly, quarterly, and annual revenue payments from prior bond issuance fees, down payment assistance program performance fees, & recaptured funds from defaulted HFA liens	County	HFA
File and process Annual Special District Fee Report & fee payment	County	HFA
Manages and administer HFA Local Housing Assistance Plan (HFA-LHAP) strategies	County	HFA
Conduct new member orientation as applicable	County	HFA
Produce HFA community-wide Affordable Housing Stakeholders meeting	County	HFA
Issue Public Notices (to CMR) on regularly scheduled meetings; special meetings; sub-committee meetings	County	HFA
Coordinate meeting production: member attendance roll call with annual attendance report provided to county administration; set-up and make-ready meeting minutes recording device	County	HFA
Obtain Signatures on approved minutes by current HFA Officers. Forward executed copies to Leon County Finance Department – Official Records Division and to the Affordable Housing Coordinator	County	HFA

<b>Administrative Function – Remain w/ County until Fiscal Separation</b>	<b>Current</b>	<b>Future</b>
Renew and process payment for Liability Insurance	County	HFA
Prepare Monthly Budget	County	HFA
HFA Property Lawn Maintenance activity management	County	HFA
Coordinate and process all HFA Member conference registration, travel, hotel, and per diem	County	HFA
Process all HFA professional industry association’s memberships, subscriptions, and donations	County	HFA
Acquire, display, and remove meeting refreshments	County	HFA

<b>Administrative Function – Task Transfer To-Be-Determined</b>	<b>Current</b>	<b>Future</b>
Field inquiries from citizens and developers for HFA programs and processes	County	TBD
Administer HFA Emergency Home Repair Activity including client eligibility, repair project management, and program reporting.	County	TBD
Manage and host the HFA Website Liaison	County	TBD