

# HFAVC Goals and Objectives

## Financial

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*Goal: Provide accurate and timely financial audit.*

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**Objective:** Ensure financial record keeping being timely kept and updated to identify any risk factors as they may arise.

STANDARD: PROVIDE ALL FINANCIAL RECORDS TO BOOKKEEPER ONE MONTH AFTER THE END OF EACH QUARTER DURING THE FISCAL YEAR.

*Measurement: Determine if records provided.*

STANDARD: PROVIDE YEARLY FINANCIALS FROM BOOKKEEPER TO CPA BY DECEMBER 31 OF EACH YEAR.

*Measurement: Determine if records provided.*

STANDARD: PROVIDE ALL DOCUMENTATION REQUESTED BY AUDITORS AT LEAST ONE WEEK PRIOR TO SCHEDULED AUDIT DATE.

*Measurement: Determine if documentation provided.*

## Professional Development Recordkeeping

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*Goal: Perform internal recordkeeping audit yearly using the FL DOS Division of Library and Information Services General Records Schedule (GS1-SL)*

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**Objective:** Ensure accurate and efficient recordkeeping that conforms to state recordkeeping requirements.

STANDARD: MONTHLY AUDITS OF DIGITAL RECORDS.

*Measurement: Staff report on audit accomplishment.*

STANDARD: SEMI-ANNUAL AUDIT OF PHYSICAL RECORDS.

*Measurement: Staff report to board on audit accomplishment.*

STANDARD: TIMELY SUBMISSION OF ANNUAL RECORDKEEPING COMPLIANCE FORM.

*Measurement: Determine if compliance form submitted.*

## Housing and other Programs

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*Goal: Further mission of HFAVC by providing bond financing and other grants for use in building single or multi-family affordable housing.*

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Objective: Create more opportunities for multifamily projects that provide rehabilitation and construction of buildings for multifamily use in urban areas within Volusia County (“infill”) and opportunities for low-interest loans and grants for affordable housing projects and initiatives throughout Volusia County.

STANDARD: UPDATE INFILL PROPERTY AND DEVELOPER DATABASE WITH NEW PROPERTIES AND DEVELOPERS OF MULTIFAMILY HOUSING THROUGH CONNECTION WITH REALTORS, DEVELOPERS, CITIES, AND VOLUSIA COUNTY BY BOARD MEMBERS AND STAFF.

*Measurement: Provide updated infill property and developer database to Board each quarter.*

STANDARD: PARTICIPATE IN THE FLORIDA ASSOCIATION OF LOCAL HOUSING FINANCE AUTHORITIES

*Measurement: Determine whether FL ALHFA membership obtained annually. Determine whether any members and staff attended the FL ALHFA conference in July.*

STANDARD: CONNECT WITH VOLUSIA COUNTY AND MUNICIPALITIES WITH THE COUNTY REGARDING WHAT HFAVC IS AND HOW IT CAN BE PART OF AFFORDABLE HOUSING STRATEGIES.

*Measurement: Determine whether board approved letter sent to County and municipalities.*

*Measurement: Provide update to Board on outcome of meetings 1-2 times per year after letter sent.*

STANDARD: IDENTIFY OPPORTUNITIES FOR HFAVC TO PROVIDE LOW OR NO INTEREST LOANS OR GRANTS TO AFFORDABLE HOUSING PROJECTS AND INITIATIVES THROUGHOUT VOLUSIA COUNTY BY COMMUNICATION AMONG BOARD MEMBERS AND STAFF AND RESEARCH THROUGHOUT THE COMMUNITY OF OPPORTUNITIES FOR COLLABORATION.

*Measurement: Prepare list of groups providing some measure of affordable housing or services relating to affordable housing in Volusia County for Board review.*

MEASUREMENT: ANNUAL BOARD DETERMINATION OF WHETHER TO FUND ANY INITIATIVES OR DO A REQUEST FOR PROPOSAL BASED ON SPECIFIC PARAMETERS.