HFAVC Goals and Objectives

Financial

Goal: Provide accurate and timely financial audit.

Objective: Ensure financial recordkeeping being timely kept and updated to for transparency and 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: Staff to determine if records provided.

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

Measurement: Staff to determine if records provided.

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

Measurement: Staff to determine if documentation provided.

Recordkeeping

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

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

STANDARD: QUARTERLY AUDITS OF DIGITAL RECORDS.

Measurement: Staff to determine if records audited.

STANDARD: SEMI-ANNUAL AUDIT OF PHYSICAL RECORDS.

Measurement: Staff report to board on audit accomplishment.

STANDARD: TIMELY SUBMISSION OF ANNUAL RECORDKEEPING COMPLIANCE FORM.

Measurement: Staff to determine if compliance form submitted.

Housing and other Programs

Goal: Improve affordable housing inventory in areas where need exists.

Objective: Create marketing and business development program to provide 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: CREATE AND DISSEMINATE REQUEST FOR QUALIFICATIONS FOR BUSINESS DEVELOPER.

Measurement: Staff to provide RFQ for Board review based on Board input and direction for job description of business developer.

Measurement: Board to approve an RFQ for dissemination. Staff to disseminate.

STANDARD: HIRE BUSINESS DEVELOPER.

Measurement: Staff to provide responses to RFQ to Board for review.

Measurement: Board to direct staff on scheduling RFQ respondents for interviews with the Board at public meetings.

Measurement: Board to determine whether business developer hired.

STANDARD: FUND LOCAL NON-PROFIT INITIATIVES BASED ON A REQUEST FOR PROPOSAL TO LOCAL NON-PROFIT AFFORDABLE HOUSING ENTITIES.

Measurement: Board to provide staff with input and direction on what parameters it desires for the Request for Proposal.

Measurement: Staff to provide RFP for Board review based on Board input and direction for job description of business developer.

Measurement: Board to approve an RFP for dissemination.

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

Measurement: Board to determine whether FL ALHFA membership obtained annually. Board to determine whether any members and staff attended the FL ALHFA conference.