

Preparing and Submitting the Annual Report



sponsored by
Florida Housing Finance Corporation Catalyst Program
Presenters Aida Andujar and Michael Chaney



What will be covered

- Review the Timeline
- What's new on the Annual Report
- Demonstration: Completing the Report
- Common Report Errors
- Research Certification Form and more



Additional Training

“Preparing for Deadlines & Annual Reports” Webinar from 2016

Review at:

<https://vimeo.com/167328675>

THE FLORIDA HOUSING COALITION 

Tracking & Reporting Timing

June 30: Encumbrance & Expenditure
Deadline.

Report activity through June

- FY 14/15 (close-out) all funds must be **expended**
- FY 15/16 funds must be **expended or encumbered**
- FY 16/17 funds may be **expended, encumbered or unencumbered**
 - Encumber for real, eligible applicants

THE FLORIDA HOUSING COALITION 

What if you miss these deadlines?

If not Expended/Encumbered by June 30:

- Email Terry.Auringer@floridahousing.org
- State your timeline for fully expending/encumbering. By September 15th?
- Request extension (for Expenditure Deadline only, and only if none is unencumbered).

Don't Miss the

DEADLINE!

No extension for submitting Annual Reports

They are due September 15th

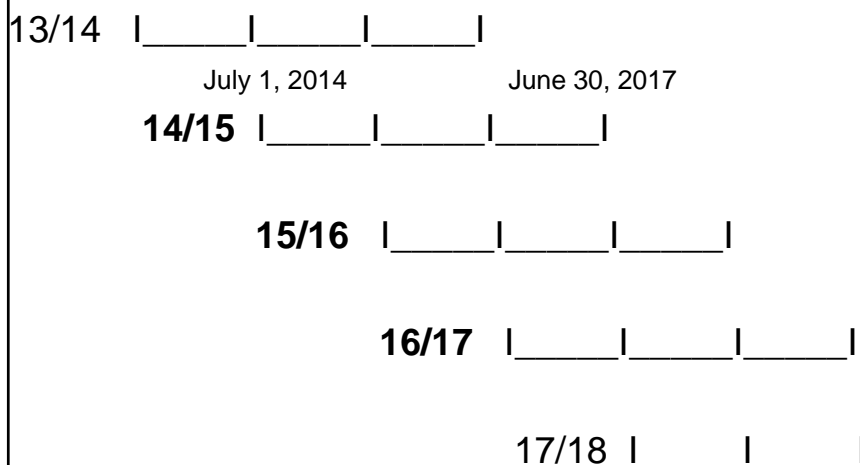
Tracking & Reporting Timing

July – September 15, 2017:

- Create reports for 14/15, 15/16 and 16/17
- One certification form signed by Chief Elected Official or Designee
 - Email this signed form in PDF format only

Fall 2017: Receive 1st disbursement of 17/18. Create a tracking spreadsheet

Tracking & Reporting Timeline



Access Report Website Today

<http://www.FloridaHousing.org/SHIPAR>

- First, staff person who has admin rights should try to access.
- Further assistance with “Access Denied”:
terry.auringer@floridahousing.org
- Update SHIP Contact and Program information

THE FLORIDA HOUSING COALITION 

Orientation to the Web Annual Report

Orientation to Report Website

<http://vimeo.com/13575783>

(Annual Report discussion begins at 25 minute mark)



Password Rules:

- At least 7 characters long
- At least one non-alphanumeric character, like * or &

THE FLORIDA HOUSING COALITION 



Relatively New on the Reports

- Unified Certification Form replaces previous 2
- Form 4: 'Single Family Area Purchase Price' asks for "the average area purchase price of single family units"
 - Include only homes purchased with SHIP assistance. Add up sales prices and divide by number of homes.

THE FLORIDA HOUSING COALITION 

Form 2: Rent Unit Information

Confirm that "rent charged for a rental unit based on the unit size complies with the Rent Limits."

Form 1
Form 2
Form 3
Form 4
Form 5
Review


[Click here for a printer-friendly version](#)

Rents and Compliance Summary

Rental Unit Information

Description	Eff.	1 Bed	2 Bed	3 Bed	4 Bed	
Rental Deposit			400			/ x
Rental Deposit			550			/ x
Rental Deposit			515			/ x
Rental Deposit					1	/ x

New Information Required!
 The amount of rent charged for a rental unit based on the unit size complies with the Rent Limits posted on Florida Housing website ([Rent Limits page](#)).
 Or:
 No rental strategies are in use.



A Change Related to the Florida Single Audit Act

Tell your Auditor and Finance staff: the CSFA number (Catalog of State Financial Assistance) for SHIP has changed.

- The old number was 52.901
- **The new number is 40.901**
- Use new number to report from 15/16 forward.

Re-Assign Expenses

- Re-assign to produce compliant reports
- Jurisdiction may **CHOOSE** which distribution to spend on a project, within limits
- Review Handout and Video Training



Demonstration of Completing the Report

First Step:
Update Contact Information
and SHIP Program Details

THE FLORIDA HOUSING COALITION 

“Review and Submit” Tab

Includes Validation Error Messages
Submit 3 Reports after curing validation errors
Comments Box when Explanation is Needed
(specify which FY the comment applies to)

Report: 2013-2014 Interim-2 *(Unsubmitted)* Save

Form 1 Form 2 Form 3 Form 4 Form 5 **Review & Submit**

Review Status And Submit [Click here for a printer-friendly \(PDF\) copy of this annual report](#)

The current status of this report is: **Unsubmitted**

Additional Comments to FHFC:

Common Report Errors

- Set-Aside Noncompliance
- Adding data without first tracking it throughout the year.
- Not a best practice: Reporting an applicant's assistance split between two reports



oops!



MORE Common Report Errors

- Form 4: “Expended Funds” – strategy names don’t exactly match Form 1, which triggers a Validation Error
- A carry forward on an interim report
- Reporting Recaptured Funds, which are actually Program Income



Form 5: Special Needs Compliance

Report: 2013-2014 Interim-2 ▾ (Unsubmitted)

Form 1

Form 2

Form 3

Form 4

Form 5

- 20% set aside for Special Needs Applicants
- Report all funds that are Expended & Encumbered by Special Needs Category
- “Why aren’t all my strategies listed?” Solution: Email Terry.Auringer@floridahousing.org the strategy codes that apply to Special Needs and specific the relevant FY

THE FLORIDA HOUSING COALITION 

Certification Form

- Part 1: “Annual Report information submitted electronically to Florida Housing Finance Corporation is true and accurate”
- Other Parts: Regulatory Reform Certification
 - Report data for Fiscal Year ending this June 30.
 - Estimate housing cost increases
- Signed by Chief Elected Official or Designee

THE FLORIDA HOUSING COALITION 

Research for the Certification Form

From Annual Report Certification:

There is an ongoing process for review of local policies, ordinances, regulations, and plan provisions that increase the cost of housing prior to their adoption.

- 3) The cumulative cost per **newly constructed housing unit** from these actions is estimated to \$_____.
- 4) The cumulative cost per **rehabilitated housing unit** from these actions is estimated to be \$_____.

Date_____

Chief Elected Official or Designee



Knowledge Checkpoint Question

Annual Report & Tracking CHEAT SHEETS

Florida Housing Finance Corporation Extranet User Interface

Account Maintenance LG Selection Anr

SHIP

Report: 2006-2007 Closeout (Unsubmitted)

Form 1 Form 2 Form 3 Form 4

SHIP Distribution Summary

Homeownership

Code(s) Strategies **1** Expended Amount **2**

Homeownership

A	B	C	D
Strategys	Funds Budgeted per Strategys	% of Total Funds	Amt. Expended as of 6/30
		0.00%	\$0.00
		0.00%	\$0.00
		0.00%	\$0.00
		0.00%	\$0.00
B		0.00%	\$0.00
		0.00%	\$0.00
		0.00%	\$0.00
		0.00%	\$0.00
		0.00%	\$0.00
		0.00%	\$0.00
Subtotal	\$0.00	0.00%	\$0.00
Stratation Expended by Local Gov't	← J	0.00%	

CHEAT SHEETS Answer Key

On Annual Report On TRAKSHIP

- 1 B
- 2 H
- 3 F
- 4 J
- 5 E
- 6 D
- 7 G
- 8 C on Form 3
- 9 A on Form 2
- 10 L on Form 2
- 11 M on Form 1
- 12 K