

Preparing and Submitting the Annual Report



*Sponsored by the Florida Housing Finance
Corporation's Affordable Housing Catalyst Program*



Presenter



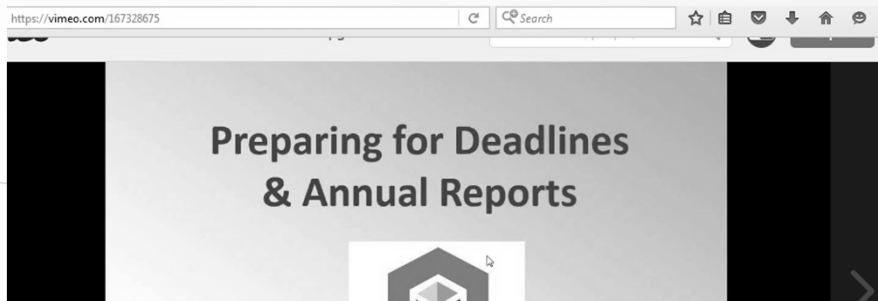
Michael Chaney,
Technical Advisor,
Florida Housing Coalition



Today is Part 2 of Report Training

Review Part 1, “Preparing for Deadlines
& Annual Reports” at

<https://vimeo.com/167328675>



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



Tracking & Reporting Timing

June 30: Encumbrance & Expenditure Deadline.
Report activity through June

- FY 13/14 (close-out) all funds must be **expended**
- FY 14/15 funds must be **expended or encumbered**
- FY 15/16 funds may be **expended, encumbered or unencumbered**
 - Encumber for real, eligible applicants



POLL

Are all 13/14 funds expended?

All 14/15 funds encumbered?

- Yes to all
- Yes, 13/14 expended but 14/15 is not fully encumbered
- No, not quite there yet



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).
- No extension to submitting Annual Reports
They are due September 15th



Tracking & Reporting Timing

August 2016: Expected to receive 1st disbursement of 16/17. Create a tracking spreadsheet

July – September 15, 2016:

- Create reports for 13/14, 14/15 and 15/16
- One certification form signed by Chief Elected Official or Designee
 - Email this signed form in PDF format only



Tracking & Reporting Timeline

12/13 | _____ | _____ | _____ |

July 1, 2013

June 30, 2016

13/14 | _____ | _____ | _____ |

14/15 | _____ | _____ | _____ |

15/16 | _____ | _____ | _____ |

16/17 | _____ | _____ | _____ |



QUESTIONS?



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



POLL

Have you logged on to the Annual Report Website within the last 2 months?

- Yes
- No



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 &





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.



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 cc](#)

Rents and Compliance Summary

☐ Rental Unit Information


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

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.



Updated: SHIP Tracking Spreadsheet

- Special Needs tracking
- Track Housing Counseling recipients
- Recipients at 120- 140% AMI

18	Subtotal	\$0.00	#DIV/0!
19	#DIV/0!		#DIV/0!
20	Administration expended by Sub Recipients		#DIV/0!
21	#DIV/0!		#DIV/0!
22	Home Ownership Counseling		#DIV/0!
23	Total	\$0.00	
24	Number of households taking a Housing Counseling class AND receiving SHIP assistance ⇨		
25	Number of others attending a Housing Counseling class ⇨		
26	State Distribution:		
27	Prog Income: (details below):	10%	\$0.00
28	Recaptured funds: (details below)		\$0.00
14	Summary	Form1	Form2

Demonstration of Completing the Report

First Step:
Update Contact Information
and SHIP Program Details



“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

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

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

Additional Comments to FHFC:

Common Report Errors

- Set-Aside Noncompliance
- Adding data without first tracking it throughout the year.
- Reporting an applicant's assistance split between two reports.



MORE Common Report Errors

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



Form 5: Special Needs Compliance

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

Form 1

Form 2

Form 3

Form 4

Form 5

- On 13/14 and Interim Reports
- 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



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



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

H ↓			
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
Strategys Expended by Local Gov't	← J	0.00%	

CHEAT SHEETS Answer Key

On Annual Report

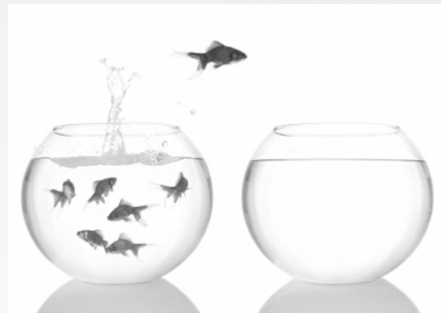
On TRAKSHIP

- | | |
|------|-------------|
| • 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 |



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



QUESTIONS?



**Annual Report Webinar
repeated Monday July 25**

2:00 - 3:30pm

Register at:

<https://attendee.gotowebinar.com/register/8311144998428427267>



Evaluation Survey:

<https://www.surveymonkey.com/r/VYVH3QJ>

