

SHIP Annual Reports: Guidance on Tracking



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Introduction to SHIP Annual Reporting

**Robert Dearduff,
State SHIP Administrator
Florida Housing Finance
Corporation**


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What will be covered

- **New spreadsheet and Report Overview**
- **Current focus: create a SHIP data upload spreadsheet**
- **Other priority tasks**

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**Download Handouts,
Including SHIPDATA Spreadsheet**


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New Tracking Spreadsheet and Report

“Why can’t I just push a button to create the Annual Report?”

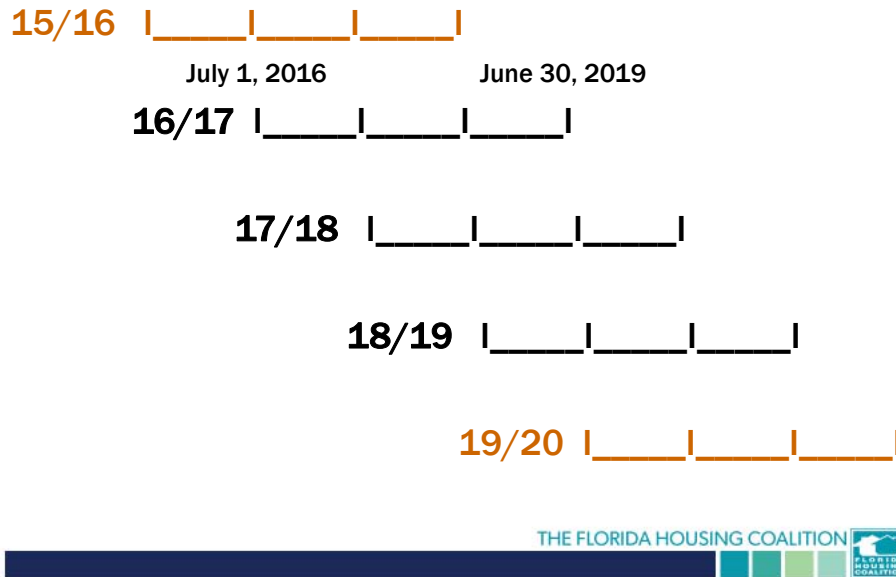
- Eliminates almost all reporting for the interim SHIP allocations
- Should reduce errors due to data entry, Easier to calculate set-asides
- Updated annual report auto-populates with data from the new spreadsheet
- To complete the report, enter data in a handful of fields and click ‘upload’



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Tracking and Reporting



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Key Reporting Principles

- 3 years to spend SHIP, so you often have money from multiple FY allocations.
- Generally, “First received, First expended”
- Most attention is on close out allocation
- Strive to pay recipient’s total assistance from only one SHIP allocation

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Tracking & Reporting Timing

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

- FY 16/17 (close-out) all funds must be **expended**
- FY 17/18 funds must be **expended or encumbered**
- FY 18/19 funds may be **expended, encumbered or unencumbered**
- Encumber for real, eligible applicants

Data to collect for SHIP Annual Report

- Expenses
- Encumbrances,
- Set-aside compliant expenses,
- Demographic information,
- Dates (for tracking Deadlines),
- Special Needs

New SHIPDATA spreadsheet

	A	B	C	D	E	F	G	H
1								
2	Local Government:					Closeout Year:		
3								
4	Applicant Information							
	First Name	Last Name	Street Address	City	Zip	City/Unincorporated	Structure Type	Income Category
5								
6								
7								

- Add data for Close Out allocation (16/17), as well as interim year 1 and 2 (17/18 and 18/19)
- Include activity through June 30, 2019

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Applicant Level Data TAB

	A	B	C	D	E	F
1						
2	Local Government:					Close
3						
4	Applicant Information					
	First Name	Last Name	Street Address	City	Zip	City/Unincorporated
5						
6						
7						

- Primary tab: Enter expenditure/encumbrance data and related assistance details
- One row per household assisted

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Applicant Information

Applicant Information						
First Name	Last Name	Street Address	City	Zip	City/ Unincorporated	Structure Type

Applicant Level Data Rental Developments +

City/Unincorporated: You cannot tell solely by the address. Some unincorporated areas list a city in the address

Structure Type: Single Family SF Home, townhome, condo, mobile home, apartment, other

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Demographic Information

Demographic Information						
Income Category	Age HoH	Family Size	Race HoH	Special Needs	Non-Special Needs Demographic	Essential Service Personnel

- **Income Category** includes ELI and **121-140% AMI**
- **Non-Special Needs Demographic:** Homeless, Farmworker, Elderly
- **ESP:** Nurse/Healthcare, First Responder, Educator, Building Trades, Hospitality, Retail Sales, Active Military, Veteran, Government employee, Service Industry

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Funding Information

Funding Information							
Local Strategy Name	Strategy Code	Meets 75% Set-aside	SHIP Funding Amount	Funding Status	Funding Type	Funding Year	Unit Counted In Another Year
<ul style="list-style-type: none"> • 75% Set-aside: new construction or rehabilitation • Funding Amount: No multiple fields for draws • Status: Expended, Encumbered • Type: Grant, Deferred forgivable, Deferred payable, Monthly payments • Unit Counted In Another Year: rarely used column 							

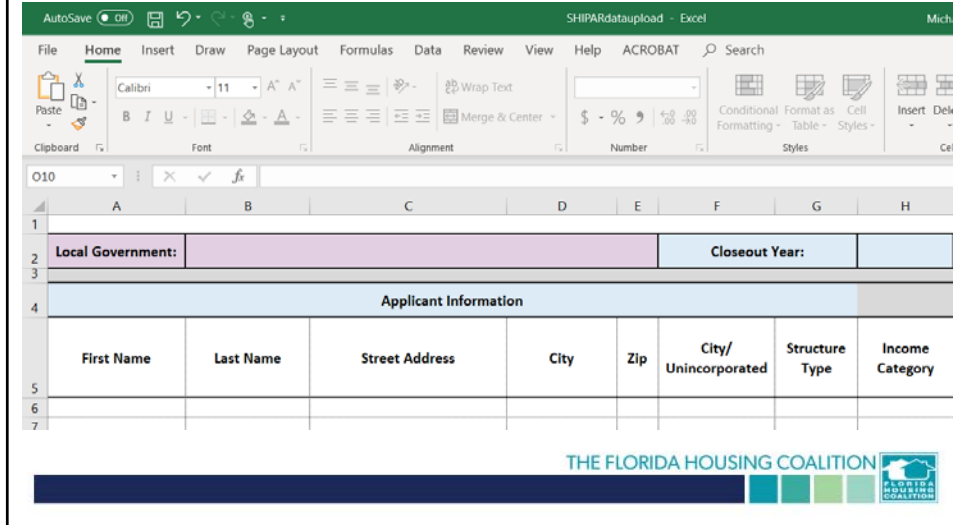
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Rental Development TAB

Rental Developments Assisted with SHIP Funds											
Development Name	Developer/Owner	Street Address	City	Zip	city/unincorp.	Strategy Name	Strategy Code	Total Units	# of SHIP Assisted Units	COO/Place in Service Date	Funding Amount

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SHIPDATA Spreadsheet Demonstration



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Tracking & Reporting Timing

June – September 15, 2019:

- Create and upload SHIPDATA spreadsheet with 16/17, 17/18 and 18/19 data
- Certification form signed by Chief Elected Official or Designee

October 2019: Create a new SHIPDATA spreadsheet. Start adding 19/20 activity

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Tracking is a Two-Step Process

- First enter the amount *encumbered* for each household.
- Later on in the process, enter *expenditure* information
- Sometimes there is more than one draw
- Update Tracking daily

ANY
QUESTIONS
?

Timeline: What To Do NOW

NOW:

Reconcile with General Ledger
Expend & Encumber
Achieve Set-Aside Compliance
Research 'Ongoing Review'

What To Do NOW

Reconcile with General Ledger
Work with Finance Department

- Establish a process for you and Finance Department to periodically reconcile your independent tracking of SHIP expenditures
- Ask Finance Department to place applicant's name or client number on expense record.
- Related Common Problem: Discrepancies between file docs and tracking spreadsheet

Navigating through Two Different Fiscal Years

- **Local fiscal year: October-September**
State fiscal year: July-June
- **Be specific about dates when communicating with Finance Department**
 - Example “What was the interest on the local housing trust fund from July 1, 2016, to June 30, 2017?”

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SHIP Annual Reports must reconcile with the General Ledger

**Sum of Unencumbered plus
Unspent Encumbered money
on Tracking Spreadsheet**

COMPARED WITH

**Current balance of the SHIP
Local Housing Trust Fund**



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Reasons for Being “Out of Balance”

- Tracking expenses are not fully updated/accurate
- Track spreadsheet missing some recipients
- Finance accidentally charged HOME instead of SHIP



NO MATTER THE REASON...

- In-depth assistance available to update SHIP Tracking Spreadsheets

What To Do NOW

Expend

- Line up several projects to expend final 16/17 funds and beyond.

Encumber

- Commit 17/18 and 18/19.
- Also, 19/20 is coming soon

The difference between Encumbered and Expended

“Encumbered”

Deposits made to the local housing trust fund have been committed by contract, purchase order, or letter of commitment.

“Expended” or “Spent”

1. Activities are complete. Certificate of Occupancy or Completion
2. The unit is occupied by an Eligible Household
3. SHIP Funds have paid for the activity

What if you miss the deadline?

If not Expended/Encumbered by June 30:

- Email Robert.Dearduff@floridahousing.org
- State your timeline for fully expending/encumbering. By September 15th?
- Request extension (for Expenditure Deadline only)
- Provide updated annual reports showing deadline non-compliance

What To Do NOW

Meet your Set-Asides

Homeownership Set-aside

65% of Distribution + Recaptured Funds

- Housing Counseling expenditures do not count towards the Homeownership Set-Aside

Construction/Rehab Set-aside

75% of Distribution + Recaptured Funds

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The Income Set-Aside

A) At least 30% of all Revenue for Very Low

B) At least 60% for VLI and Low combined

Special Needs Set-Aside

**20% of Allocation for household meeting
Statutory definition of Special Needs**

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Manufactured Housing tracking



- If you assist manufactured housing, track to ensure that 20% is not exceeded.
- Started with 14/15 Close Out in 2017

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Track Special Needs Compliance

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

Form 1

Form 2

Form 3

Form 4

Form 5

- On 13/14 and all more recent reports
- Report funds Expended & Encumbered by Special Needs Category
- **Common Misunderstandings about tracking Special Needs**

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What To Do NOW

Research Ongoing Review

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



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Track Program Income

- Bank Interest
- Sale of Property
- Repayment of Loans
- Refinance
- Foreclosure



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**Next Webinar: “Preparing for Deadlines
& Annual Reports” June 27 at 2 pm**

**Guidance regarding the newly
revised SHIP annual report**

Registration Link:

<https://attendee.gotowebinar.com/register/6684430755551118337>



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**ANY
QUESTIONS
?**

**Please Complete
Evaluation**



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