

# Preparing for Deadlines & Annual Reports



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Florida Housing Finance Corporation Catalyst Program

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# Our Thanks to the Florida Housing Catalyst Program



**AFFORDABLE HOUSING CATALYST PROGRAM**

Sponsored by the Florida Housing  
Finance Corporation



we make housing affordable™



# Today is the final half of a Two-Part Webinar

## Part 1:

“SHIP Annual Reports: Guidance on  
Tracking”, June 5 recording:

<https://vimeo.com/340487039>

# What will be covered

- FAQ on SHIPDATA Spreadsheet
- The newly designed Annual Report
- Demonstration: Completing the Report
- Certification Form and more

## Handouts

Q&A from June 5 Webinar

Instructions for Annual Report and SHIPDATA

Exercise: SHIPDATA Spreadsheet with errors

Excel Spreadsheet: SHIPDATA

# Tracking & Reporting Timing

## **June 30:** Encumbrance & Expenditure Deadline

- 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

# FAQ on SHIPDATA Spreadsheet

Will we use this new spreadsheet for 2016/17?

- Yes, that is correct.

Will there be one data spreadsheet for each allocation?

- No, instead there is one SHIPDATA spreadsheet for each Annual Report period. It contains data about the closeout, interim 1 and interim 2 SHIP allocations.

Is this spreadsheet instead of or in addition to TRAKSHIP?

- Instead of that form.

# One New Spreadsheet Every Year

- Track 3 allocations on data upload spreadsheet
- In October after completing Annual Report
  - Copy Data upload spreadsheet to begin your 2020 tracking
  - Delete 16/17 Data
  - Add additional 17/18, 18/19 and 19/20 data

# FAQ on SHIPDATA Spreadsheet

Some clients are assisted with a combination of forgivable loans and grants, but you can only choose one from the 'Funding Type' drop down menu.

- Choose the assistance type that describes the largest amount of assistance received.

For a rehab client with only some draws completed, do we enter two amounts for what is encumbered and expended?

- All the SHIP funds are considered encumbered until ALL funds are spent, and the project is complete.



# Pre-training Exercise: Identify Problems on the SHIPDATA Spreadsheet

**City receives \$100,000 annually. Recent expenses are on SHIPDATA. Can you identify problems?**

- Expenses greatly exceed revenue for the Closeout Year
- There are no entries for the Interim 1 year—is this funding encumbered like expected?
- There are no entries for the Interim 2 year: is it all unencumbered?

# More Problems on the SHIPDATA Spreadsheet

One name and one address missing

Too much for rental

Rent deposit assistance does NOT meet the 75% set-aside requirement (nor 65% set-aside)

Seems like too much per award for rent deposit

Some of the close out is encumbered. Should all be expended.

Too much for Moderate Income

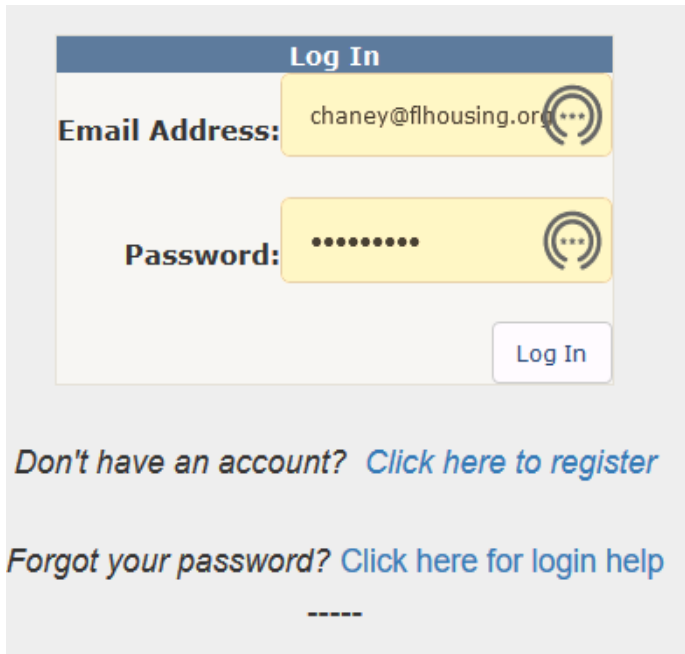
No special needs

Don't Miss the

**DEADLINE!**

No extension for submitting Annual Reports  
Due September 15<sup>th</sup>

# Access Report Website Today



Log In

Email Address: chaney@flhousing.org

Password: .....

Log In

*Don't have an account? [Click here to register](#)*

*Forgot your password? [Click here for login help](#)*

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<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](mailto:terry.auringer@floridahousing.org)

- Do not use “Click here to register”
- First Task: Update SHIP Contact and Program information

# Data Input Tab is new on Annual Report



Data Input	Form 1	Form 2	Form 3
<input type="checkbox"/> Additional Use of Funds			
<input type="checkbox"/> Average Area Purchase Price			
<input type="checkbox"/> Rent Limits Per Unit			
<input type="checkbox"/> Recap of Funding Sources for Units Produced (Leveraging)			
<input type="checkbox"/> Life-to-Date Homeownership Foreclosure and Default			
<input type="checkbox"/> Incentive Strategies			
<input type="checkbox"/> Administration by Entity			
<input type="checkbox"/> Program Income			
<input type="checkbox"/> Explanation of Recaptured Funds			
<input type="checkbox"/> Description of Support Services:			
<input type="checkbox"/> Other Accomplishments			
<input type="checkbox"/> Availability for Public Inspection and Comments			
<input type="checkbox"/> Efforts to Reduce Homelessness			
<input type="checkbox"/> Interim Year Data			
<input type="checkbox"/> SHIP A/R Data Excel Form Upload			



## Use the Report as a Summary Page

- You may solely upload spreadsheet data **WITHOUT** adding all other data to auto-populate the report
- Throughout the year, Annual Report serves as Tracking & Compliance guide

# Newly Designed Annual Report



Removed from the Annual Report



- GONE: 4 tables for Incentive Strategies
- GONE: Question about Welfare to Work
- GONE: Report limitations on Special Needs

# Foreclosure and Default

Foreclosure: the number of foreclosures experienced by any who have ever received SHIP assistance

Default: the number of those receiving SHIP purchase assistance who have defaulted on the first mortgages of their properties

## Life-to-Date Homeownership Foreclosure and Default

Total SHIP Loans:



Foreclosures by income category:

VLI:

Low:

Mod:

Total: 0

Defaults by income category:

VLI:

Low:

Mod:

Total: 0



# Demonstration of the Annual Report

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# “Review and Submit” Tab

Includes Validation  
Error Messages

Comments Box  
when Explanation  
is Needed.  
Specify which FY  
the comment  
applies to

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

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 re](#)

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

Additional Comments to FHFC:



# QUESTIONS

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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



# The Florida's Single Audit Act



- A single audit is required of local governments with program funds totaling more than \$750,000.
- Auditors review a percentage of all local funds, usually including SHIP

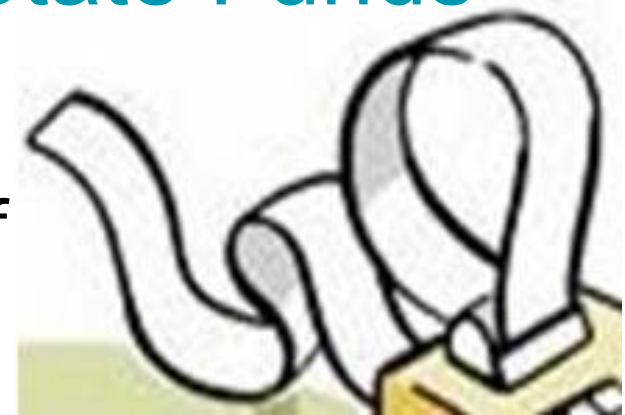
# Quotes from State Projects Compliance Supplement Part 3, Section H. Reporting

- “Audit Objectives: Determine whether required reports include all activity in the reporting period”
- Suggested Audit Procedure #3: “Select a sample of reports and test specified line items for accuracy and completeness.”



# TO DO: Local Governments with less than \$750,000 of State Funds

- If less than \$750,000 cumulative from all sources of state financial assistance, FSAA is not required
- “Recipient should provide certification to the FHFC SHIP Program Financial Manager that a single audit was not required... The certification should be in electronic format (email, letter, memo, etc.)... The name and title of the certifier, date submitted, and name of the recipient entity should be included”



- Source: [http://apps.floridahousing.org/StandAlone/FHFC\\_ECM/ContentPage.aspx?PAGE=0132](http://apps.floridahousing.org/StandAlone/FHFC_ECM/ContentPage.aspx?PAGE=0132)

# 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.



# 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 be \$\_\_\_\_\_.
- 4) The cumulative cost per **rehabilitated housing unit** from these actions is estimated to be \$\_\_\_\_\_.

Date \_\_\_\_\_

\_\_\_\_\_  
**Chief Elected Official** or Designee



# QUESTIONS and Evaluation

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